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seasoned user, this book is a must have resource with helpful exercises, practice lessons, and a vast array of information specific to Microsoft Word. The PayneGroup continues to set the standard in the industry.

**Microsoft Word 2013 for Law Firms:  
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Welcome to Word 2013! Microsoft Word is one of the most invaluable tools in the legal environment, providing the means for successful creation of the legal world's most basic building block — the legal document. A solid understanding of Word basics is paramount.

## **Microsoft Word 2013 for Law Firms**

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**by Payne Consulting ...**

Word!" —Randi Mayes, Executive  
Director of the International Legal  
Technology Association (ILTA)

"PayneGroup has written the definitive  
resource for legal professionals wanting  
to master Microsoft Word 2013. As with  
their previous books, PayneGroup again  
goes beyond the basics and unlocks the

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full potential of Word to create complex legal documents.

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To do this in Word 2013:2010, click the “File” tab in the Ribbon. Then click the “New” command at the left side of the backstage view. In the area to the right,



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click into the search box and type your desired search term, such as “legal” or “law.”

### **Microsoft Word for Lawyers: Using Legal Templates in Word 2013**

Whether you are completely new to Word or simply updating to the newest version, Microsoft Word 2013 for Law

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Focusing on the tools and features that are essential for lawyers in their everyday practice, *The Lawyer's Guide to Microsoft Word 2013* explains in detail the key components to help make you more effective, more efficient, and more successful. Written specifically for lawyers by a twenty-year veteran of legal technology.

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Focusing only on those features of Microsoft Word 2013 that are relevant to the legal community, this updated edition of the Payne Group's market-leading guide to Word provides industry-specific information about the computer

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program that will help legal professionals operate effectively and efficiently in their environment.

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Microsoft Word has had the Styles feature for several versions, and the Ribbon-based versions (Office 2007 and

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up) kick it up a notch by offering multiple sets of standard Styles. Styles are grouped into Style Sets, and many of the Styles within the current set are available in the Quick Styles Gallery on the Home tab:

**Microsoft Word for Lawyers: A Complete Guide (2020 ...**

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Microsoft Word: Pro Skills for Lawyers.  
June 29, 2017 ... Thus, whether you think Word is a great tool or a necessary evil, you need to know Word to practice law. (At a minimum, you'll enjoy your life as a lawyer more if you are proficient with the software you use to do your job.)

## **Microsoft Word: Essential**

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## **Techniques for Lawyers**

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Lawyers Training Tutorial 3.2 (9 ratings)  
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## **book by Payne Consulting ...**

Office 2010 is far more reliable, it doesn't constantly stop working for 30 seconds to 2 minutes. It has everything where you need it, the settings do not randomly change in the middle of working on something. In general, it is one giant pile of excrement. Word is about as useless as my ex mother in

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law.

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