

# Webinar: Assemble Documents Faster



## New! Skill Builder Webinar Series

**Title: Assemble Documents Faster Using Tools in Word**

**Special Guest: Deborah Savadra, the Legal Office Guru**

Join us for the first webinar in our new Skill Builder Series featuring **Deborah Savadra**, who is known as **the Legal Office Guru** will be joining us to impart wisdom that she has picked up in her more than 20 years in the legal field. Deborah has served in roles ranging from legal secretary to technology "fixer upper." Deborah has also worked as a programmer/analyst in the Information Technology field and started her own consulting firm in 2000. Deborah currently works as a legal assistant in a large firm.

During the webinar, Deborah will be teaching us how to assemble documents faster using the tools in Microsoft Word.

In this webinar, we'll learn how to use tools in Word to:

- Streamline document creation
- Shave time off routine processes
- Make incremental changes that add up to big savings
- Much more!

If you use Microsoft Word, **don't miss this chance to learn how to be more efficient**. Even if you use other document creation tools, this webinar may give you some tricks to look for in your system.

Last updated on February 06, 2023.

Files

[Flyer for Skill Builder Series with Deborah Savadra](#)

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