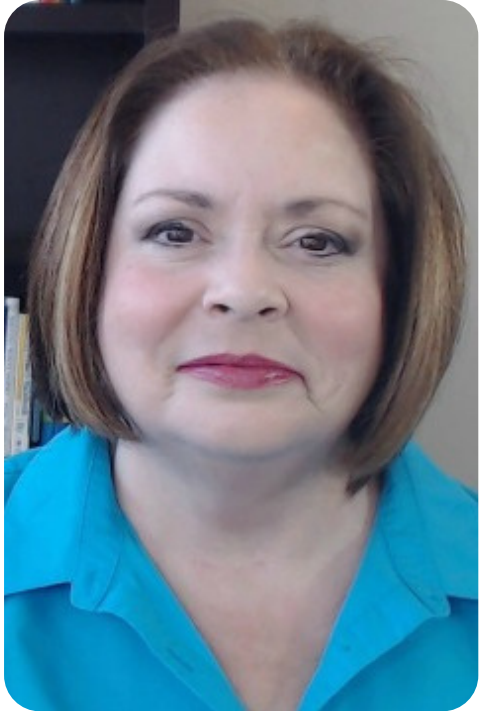


# Assemble Documents Faster

Using Tools in Microsoft Word



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Deborah has more than 20 years experience in the legal field in roles 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 software trainer in a large firm.

Learn more at Deborah's website:  
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**Live on Zoom**

**Tuesday, February 21, 2023**  
**3-4 PM EST**

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**Use Microsoft Word to:**

- **Streamline document creation**
- **Shave time off routine processes**
- **Make incremental changes that add up**



Legal Services National  
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**Skill Builder Series**