

rocket matter

Microsoft 365 Series
Getting the Most out of Word for
Lawyers



You're in Good Hands!

Larry Port, CEO and Co-Founder of Rocket Matter. Co-Founder of LexCharge.

Worked with thousands of law firms. Author, writer, speaker on law firm efficiency.

larry.port@rocketmatter.com

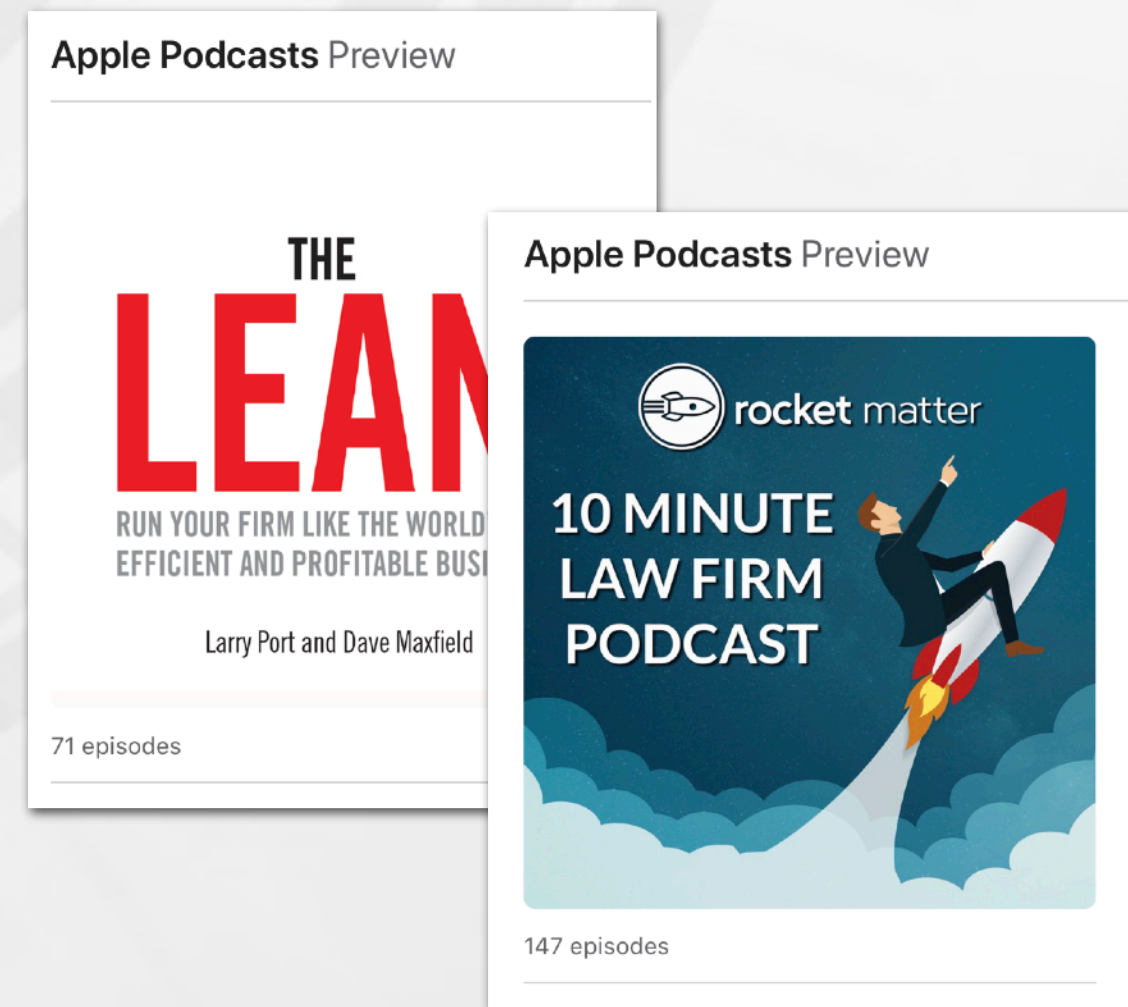
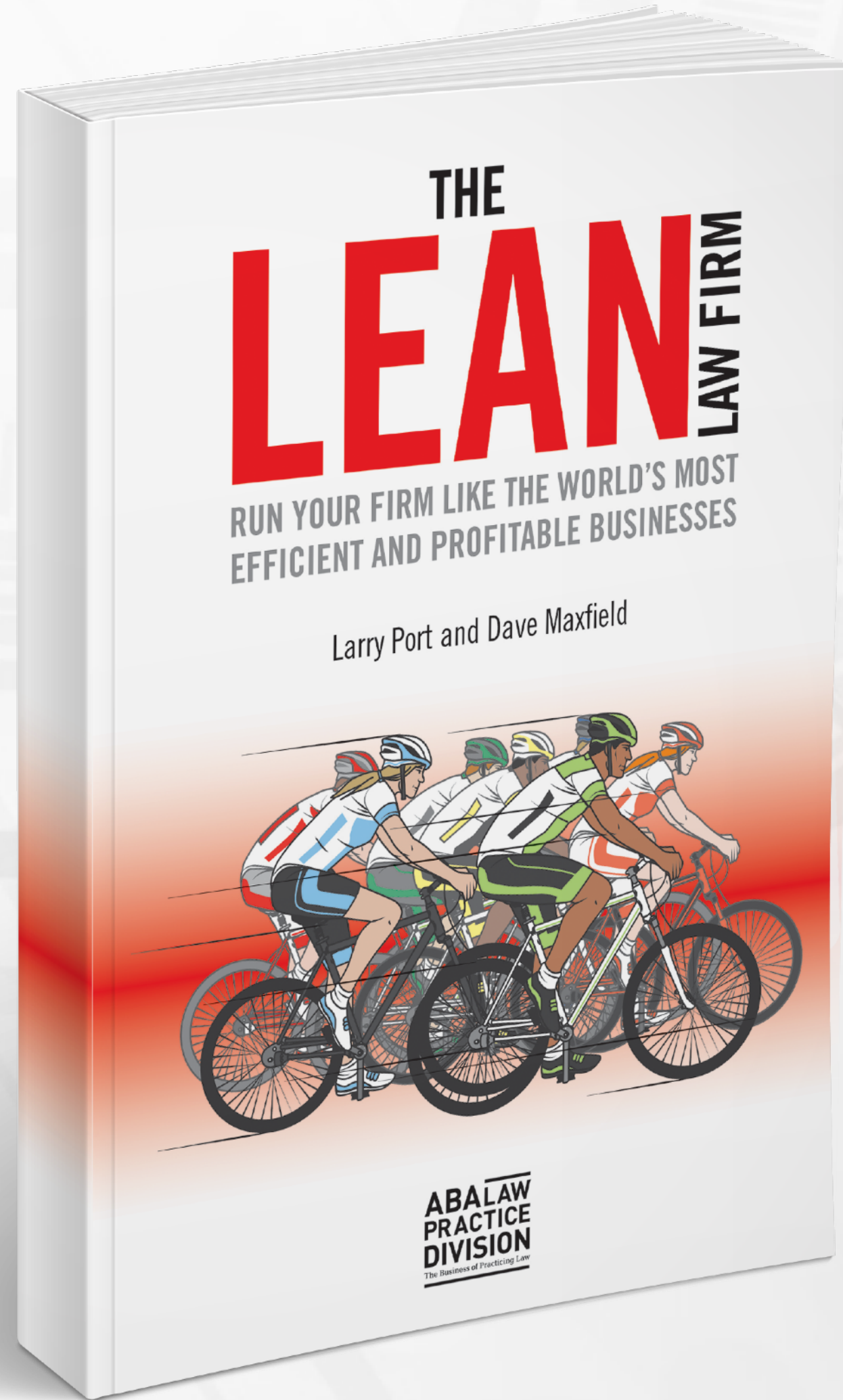
LPORTX@GMAIL.COM

[linkedin.com/in/larryport](https://www.linkedin.com/in/larryport)



Thought Leadership

Rocket Matter's content marketing and thought leadership combines deep expertise, creativity, and wit. CEO Larry Port is a widely-known speaker and author, performing dozens of live CLEs and producing more than one hundred pieces of content each year.



10 Minute Law Firm and Lean Law Firm Podcasts



Infographics and eBooks



CLE Webinar Series in conjunction with Florida Bar

Free Giveaways!

Back to results



Roll over image to zoom in



Welink Light-Glow Tealight Candle Holder, Cats - LD12008

Brand: Welink

★★★★★ 117 ratings

Amazon's Choice for "cat candle holder"

Price: \$25.78 ✓prime FREE One-Day & FREE Returns

Get 20% off when you use American Express Membership Rewards points. Maximum discount \$30. See terms.

Color
Material
Brand
Item Dimensions
LxWxH
Item Weight

About this item

- Stunning traditional Chinese porcelain
- Featuring a backlit tealight candle
- Suitable for indoor use
- Approx size: 4.5 x 4.5 x 4.5 inches

Compare with

Report incorrect information

audible an amazon company Library Wish List Browse Plus Catalog Gifts Inside Audible

Business & Careers > Management & Leadership

THE LEAN LAW FIRM
RUN YOUR FIRM LIKE THE WORLD'S MOST EFFICIENT AND PROFITABLE BUSINESSES
Larry Port and Dave Maxfield

The Lean Law Firm
Run Your Firm Like the World's Most Efficient and Profitable Businesses

By: [Larry Port](#), [Dave Maxfield](#)
Narrated by: [Eric Deuser](#)
Length: 7 hrs and 38 mins
Unabridged Audiobook
Release date: 12-16-20
Language: English
Publisher: [Larry Port and Dave Maxfield](#)

Sample

Webinar Promotion

Sign up for a Rocket Matter demo before Friday, March 12 and get:

\$100 CREDIT

toward Rocket Matter!

www.rocketmatter.com/365webinar

Free Training in 30 Minutes or Less

Webinar Schedule

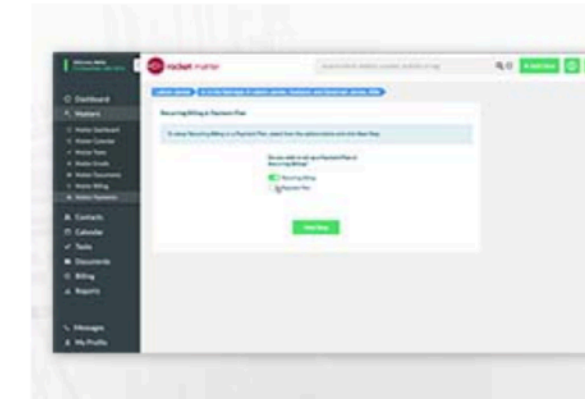
Click on a class to sign up and enjoy one of our fun, quick, and helpful webinars!

Times	Monday	Tuesday	Wednesday	Thursday	Friday
11:30am EST	Rocket 101	Matter Templates, Calendaring, and Tasks	LEDES Billing	Document & Invoice Templates	Rocket Project Management Part 1
3:30pm EST	Lexcharge	Billing, Invoicing, and Trust Accounting	Rocket Essentials 101	Business Intelligence	Rocket Project Management Part 2

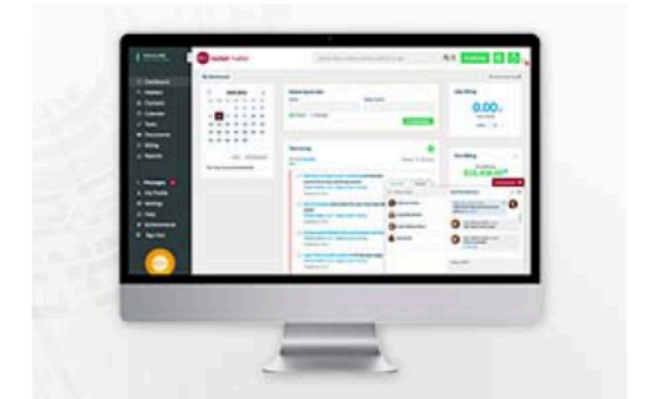
Can't attend our live webinars? Access our on-demand training below:



On-Demand Training



Feature Overviews



Short How-To's



Microsoft 365 Plans

Microsoft 365 Business Basic

\$5.00 user/month
(annual commitment)

[Get started](#)

Try free for 1 month⁴

Best for businesses that need easy remote solutions, with Microsoft Teams, secure cloud storage, and Office Online (desktop versions not included).

Microsoft 365 Business Standard

\$12.50 user/month
(annual commitment)

[Get started](#)

Try free for 1 month⁴

Best for businesses that need full remote work and collaboration tools including Microsoft Teams, secure cloud storage, business email, and premium Office applications across devices.

Microsoft 365 Business Premium

\$20.00 user/month
(annual commitment)

[Get started](#)

Try free for 1 month⁴

Best for businesses that require secure, remote work solutions with everything included in Business Standard, plus advanced cyberthreat protection and device management.

Only includes apps

Microsoft 365 Apps

\$8.25 user/month
(annual commitment)

[Get started](#)


Try free for 1 month⁴


Best for businesses that need Office apps across devices and cloud file storage. Business email and Microsoft Teams not included.





Microsoft 365 Tips and Tricks


Add-Ins ->


 **Bookings**
Simplify how you schedule and manage a...


 **Calendar**
Schedule and share meeting and event tim...


 **Delve**
Get personal insights and relevant informa...


 **Dynamics 365**
Break down the silos between your busine...


 **Excel**
Discover and connect to data, model and ...


 **Forms**
Create surveys, quizzes, and polls and easil...


 **Kaizala**
A simple and secure mobile chat app for w...


 **Lists**
Allows users to create, share, and track dat...


 **MyAnalytics**
Create better work habits with insights int...


 **OneDrive**
Store, access, and share your files in one pl...


 **OneNote**
Capture and organize your notes across all...


 **Outlook**
Business-class email through a rich and fa...

 **People**
Organize your contact info for all your frie...

 **Planner**
Create plans, organize and assign tasks, sh...


 **Power Apps**
Build mobile and web apps with the data y...


 **Power Automate**
Create workflows between your apps, files,...


 **PowerPoint**
Design professional presentations.


 **Project**
Develop project plans, assign tasks, track ...

 **SharePoint**
Share and manage content, knowledge, an...


 **Stream**
Share videos of classes, meetings, present...


 **Sway**
Create and share interactive reports, prese...

 **Teams**
The customizable, chat-based team works...

 **To Do**
Keep track of your tasks in one place with i...

 **Whiteboard**
Ideate and collaborate on a freeform canv...

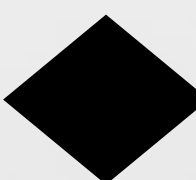
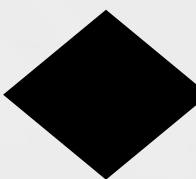
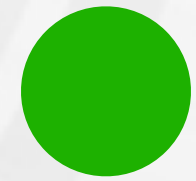
 **Word**
Bring out your best writing.

 **Yammer**
Connect with coworkers and classmates, s...

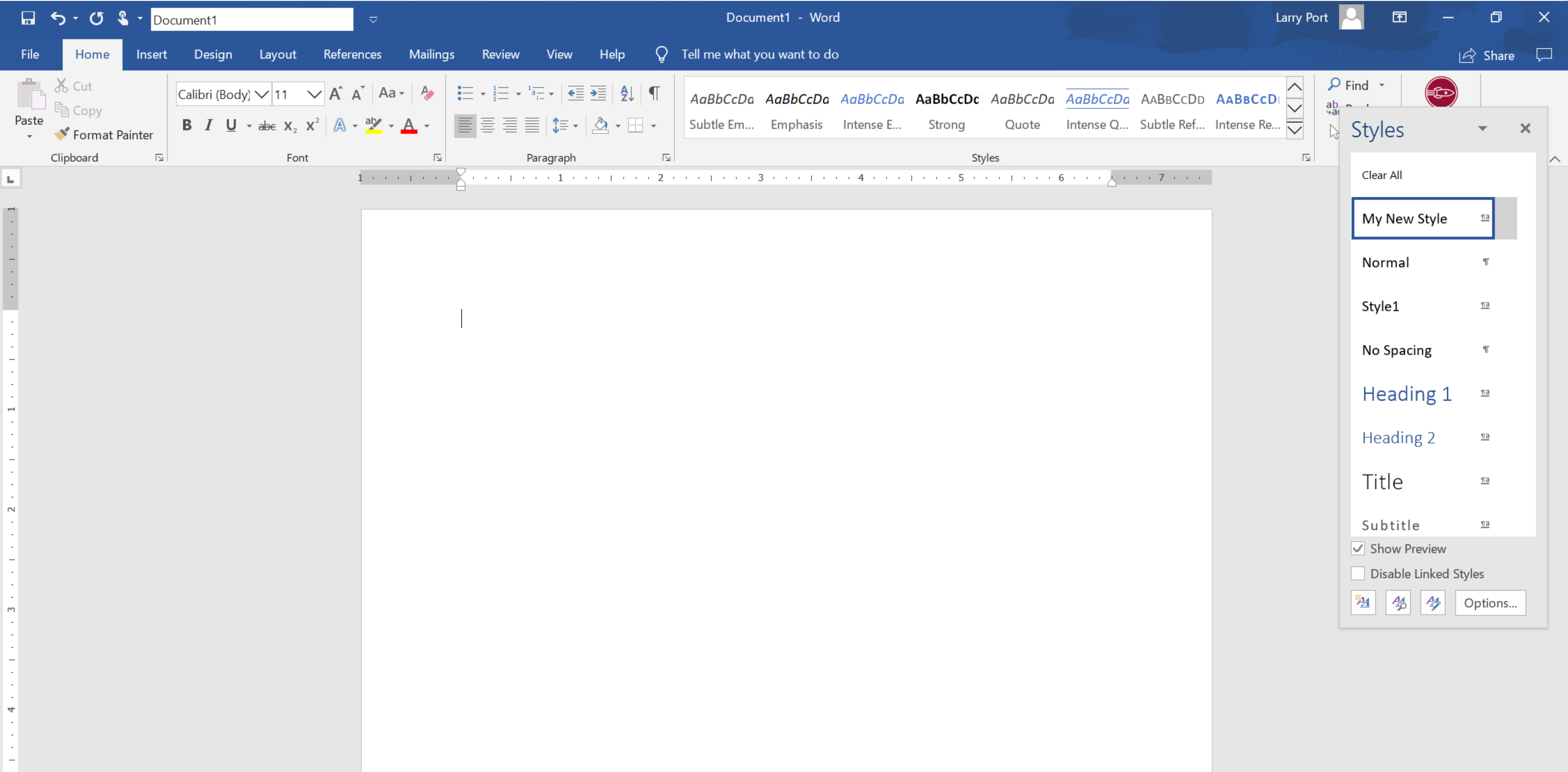
Tips and Tricks

Word

- Desktop & Online
- Styles
- Templates
- Practice Management
- Mail Merge
- Conditional Mail Merge



Word for Mac vs Online vs Windows



Common Problems & Solutions

Page breaks

Formatting snafus

Auto-correct

Invisible characters

Headers and footers



Using a Browser

Be aware of memory implications if you're using Microsoft 365 in a browser.



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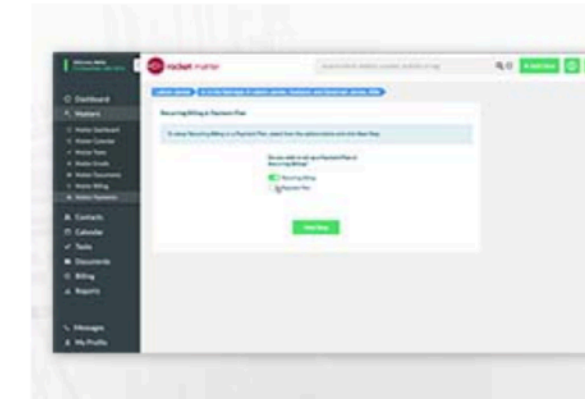
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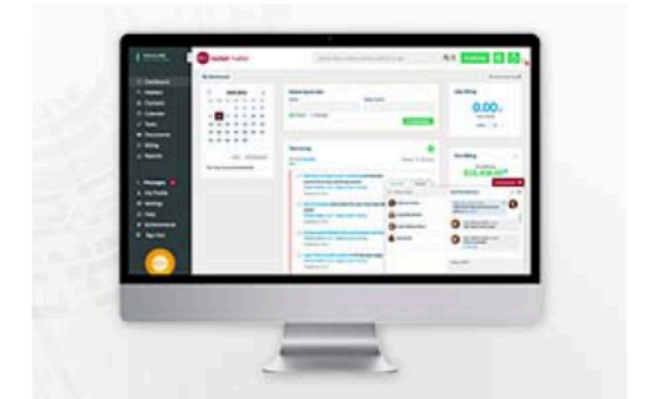
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Short How-To's





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Thank You!

CLE#4526

1 hr General + 1 hr Technology

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