

Word Contract

- Accept/Turn-off changes & comments
- Cut & Paste Replace text
- Format text
- Footers
- Insert hyperlink
- Apply/Modify style
- Insert/Update cross-references
- Insert page break
- Insert non-breaking space
- Clean document properties
- Create comparison document

Word Brief

- Headings
- Sub-Headings
- Table of Contents
- Table of Authorities
- Mark Citation
- Tabs
- Widow/Orphan
- Non-Breaking Hyphen
- Section Break
- Add a Line
- Insert Table
- Format Table
- Page Numbers
- Convert to PDF

Word Memo

- Headings
- Change margins
- Footnotes
- Insert image
- Modify footer
- Tabs
- Widow/Orphan
- Non-Breaking
- Hyphen
- Section Break
- Page orientation
- Insert Table
- Format Table
- Page Numbers
- Convert to PDF

PDF for Law

- Convert Word & Excel docs to PDF
- Create single PDF from multiple files
- Recognize text (OCR)
- Extract page
- Highlight text
- Redact information
- Insert footer
- Create bookmark
- Create internal link
- Remove hidden info
- Password protect

Excel for Law

- Copy/Rename worksheet
- Insert column
- Format column width
- Format text
- Sort
- Filter
- Remove duplicates
- Divide
- Count
- Sum
- Average
- Prepare to print
- Pivot table
- Pivot chart

PowerPoint for Law

- Add Slide
- Duplicate Slide
- Copy Slide
- Insert Text
- Insert Image
- Align Text (to slide)
- Callout Information
- Insert Video
- Set Video Playback
- Transition
- Animation
- Change Aspect
- Companion Handout
- Presentation Mode