

Lesson 30: Legal field law specialties	Video duration in seconds
1. Format Paragraphs	123
2. Format painter	97
3. Create a legal citation	186
4. Edit / Change your table of contents	198
5. Modify your table of contents	142
6. Page numbers legal style	335
7. Auto correct options version 1	67
8. Auto correct options version 2	127
9. PDF convert to MS Word	76
10. Remove hard returns	78
11. Page numbering legal unique style	146
12. Create pleading pager	74
13. Customize quick access toolbar	70
14. Quickly create header / footer	133
15. same line left / center / right align	100
16. Status bar	120
17. Create pull quotes	46
18. Fix your table of contents	157
Total number in seconds	2275
Total number minutes	38

Microsoft Word 365 6 hours		
	Name of Lesson	Duration in minutes
1	Lesson 1: The Basics	15
2	Lesson 2: Create a Document	13
3	Lesson 3: Edit a Document	19
4	Lesson 4: Using Pictures and Images	15
5	Lesson 5: Creating a Form	16
6	Lesson 6: Using Watermarks	11
7	Lesson 7: Shapes and Symbols	22
8	Lesson 8: Smart Art	22
9	Lesson 9: Charts	11
10	Lesson 10: Citations / Bibliography	18
11	Lesson 11: How to Use Captions and Styles	19
12	Lesson 12: Insert Comments / Track Changes	17
13	Lesson 13: Footnotes / Endnotes	15
14	Lesson 14: Equations / Symbols	11
15	Lesson 15: Setup Your Document	17
16	Lesson 16: Mail Merge: Letters	6
17	Lesson 17: Mail Merge: Labels	10
18	Lesson 18: Mail Merge: Envelopes	6
19	Lesson 19: Mail Merge: Letters / Outlook contacts	6
20	Lesson 20: Mail Merge: Labels using Outlook contacts	6
21	Lesson 21: Mail Merge: Envelopes / Outlook con	5
22	Lesson 22: Creating Tables: 1 of 2	12
23	Lesson 23: Creating Tables: 2 of 2	15
24	Lesson 24: Microsoft 365 Word New Features	8
25	Lesson 25: Word Tips and Tricks Volume 1	11
26	Lesson 26: Word Tips and Tricks Volume 2	15
27	Lesson 27: Page Numbers Headers Footers	10
28	Lesson 28: Using The Editor in Office 365	11
29	Lesson 29: Time Saving Shorcuts	26
30	Lesson 30: Legal field law specialties	38
	Total in minutes	425
	Total in hours	7

Microsoft Excel 365 10 hours			
	Name of Lesson	Duration in minutes	
1	Lesson 1: The Basics	17	
2	Lesson 2: Format Your Spreadsheet	17	
3	Lesson 3: Advanced Formatting	12	
4	Lesson 4: Formulas	30	
5	Lesson 5: Format Your Workbook	10	
6	Lesson 6: Printing / Importing / Scenario Manager	14	
7	Lesson 7: Advanced Formulas	25	
8	Lesson 8: Named Ranges / Pivot Table with Chart	13	
9	Lesson 9: Tables	12	
10	Lesson 10: Charts / Macros	9	
11	Lesson 11: Audit / Data Analysis / Headers/Footer	21	
12	Lesson 12: formatting / Data Validation	24	
13	Lesson 13: Comments / Watermarks / Templates / Hyp	23	
14	Lesson 14: Formulas - Count, Sum and Average	15	
15	Lesson 15: More Excel Fun #2	19	
16	Lesson 16: Sort / Filter / Find Duplicates	17	
17	Lesson 17: Excel Tips / Tricks Volume 1	15	
18	Lesson 18: Financial Formulas	45	
19	Lesson 19: Formulas -Basics / Date Time / Logic /	16	
20	Lesson 20: Margins / Print Area / Gridlines	11	
21	Lesson 21: Conditional Formatting	10	
22	Lesson 22: Formulas - Text	22	
23	Lesson 23: Formulas - Lookup and Reference	22	
24	Lesson 24: Formulas - Min / Max/ Round/ Error Msgs	23	
25	Lesson 25: Sort Your Data	10	
26	Lesson 26: Filter Your Data	18	
27	Lesson 27: Charts	12	
28	Lesson 28: Formulas - Financial_	36	
29	Lesson 29: Excel New Features	11	
30	Lesson 30: Excel Tips / Tricks Volume 2	24	
31	Lesson 31: Headers / Footers	12	
32	Lesson 32: Inserting Comments	9	
33	Lesson 33: Basic Formulas	23	
34	Lesson 34: Protect Worksheet, Cells, and Workbook	10	
	Total time in minutes	609	
	Total time in hours	10	

Outlook 365	Duration in minutes
1 Lesson 1: Outlook is More Than Email	9
2 Lesson 2: Send Emails	20
3 Lesson 3: Receive Emails	14
4 Lesson 4: Appointments - Calendar	16
5 Lesson 5: Meetings	23
6 Lesson 6: Contacts (People)	14
7 Lesson 7: Tasks / Import/Export Your Email	19
8 Lesson 8: Email options	24
9 Lesson 9: Contacts (now called	12
10 Lesson 10: Signatures	19
11 Lesson 11: your Inbox to Zero and Forget Nothing	24
12 Lesson 12: New Features / New Rules / Categories	15
13 Lesson 13: Outlook Tips, Tricks and Shortcuts	24
Total Time	232
Total Time in hours	4

	PowerPoint 365 3 hours	Total time in minutes
1	Lesson 1: Start Here	17
2	Lesson 2: Create / Save a Presentation	14
3	Lesson 3: Format your Slide Presentation	11
4	Lesson 4: Clip Art / Pictures / Images	13
5	Lesson 5: Tables	9
6	Lesson 6: Charts	11
7	Lesson 7: Working with Music / Song / Audio	12
8	Lesson 8: Comments / Present Online / Save to DVD	23
9	Lesson 9: Movies / Video	10
10	Lesson 10: New Features	16
11	Lesson 11: Sections / Master Slide / Options	12
12	Lesson 12: Animations and Transitions	12
13	Lesson 13: Smart Art and Links Hyperlinks	20
14	Lesson 14: PowerPoint Photo Album	8
	Total time in minutes	188
	Total time in hours	3

Access 365	Total in minutes
1 Lesson 1: Start Here	20
2 Lesson: 2: Database Administration	14
3 Lesson 3: Find Data	13
4 Lesson 4: Query with Text	5
5 Lesson 5: Query with Numbers / Currency	8
6 Lesson 6: Query with Dates	10
Total time in minutes	69
Total time in hours	1

OneNote Total Hours	Total in minutes
Lesson 1: Start Here	11
Lesson 2: More	12
Lesson 3: Insert and Calculations	13
Lesson 4: Page Setup	13
Total in minutes	49
Total in hours	0.8