



---

## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### **Microsoft Excel for Legal Users – Part 2**

**April 25, 2024**  
**1:00 p.m. – 2:30 p.m.**

## **WEBINAR**

### *Program Summary*

Legal professionals who have Microsoft Office have Excel. However, most lawyers either underutilize Excel or do not use it at all. This seminar will start with Excel basics and move into more advanced uses. Students will learn powerful ways that Excel can improve their work product and make their lives easier. They will learn how to produce schedules, statements, summaries, and graphical data representations such as pie charts and bar graphs. The presenter will also cover how to use Excel as a list manager and data source for mail merge functions, quickly creating hundreds of letters or labels in Word from a list of names and addresses in Excel. He will also discuss many useful formulas to use with dates, numbers, text and logic (IF THEN).

### *Eligibility*

This program is open to attorneys and support staff in the Department of Law and Public Safety and county prosecutors' offices.

### *Faculty*

**Barron Henley** is an attorney, legal technology consultant and a founding partner of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He specializes in automating complex documents and teaches continuing legal education classes on technology, ethics and law practice management. He is a primary software trainer for Affinity and also conducts technology audits. Mr. Henley is a Fellow of the College of Law Practice Management, a Fellow of the American Bar Foundation, a member of Ohio Supreme Court Commission on Technology and the Courts, and a member of the ABA Law Practice Management and Real Property Trust and Estate Law Sections. He holds a B.S./B.A. in Marketing and Economics from the Ohio State University and a J.D. from the Ohio State University Moritz College of Law.

### *CLE Credit*

**NJ CLE Credit:** This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.8 hours of Alternative Verifiable Learning Format (AVF) total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

### *Registration*

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.

**Students must download Zoom before the webinar in order for the AGAI to record polling responses that are required for attendance verification and CLE credit.**

The AGAI will be unable to verify attendance or grant CLE credit to students who have not downloaded Zoom before the webinar.