



Affinity University and  
Member Company Event  
Calendars

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**Sign up by Saturday, October 31 to save 20% on each one-hour class!!**

Affinity University is an expert-taught legal software training resource which provides user-friendly, live, online, affordable and useful software training to lawyers and legal staff for small and mid-sized firms.

Each one-hour course is taught in a practical "Tips and Tricks" format so the participant can take away useful, memorable information and apply it immediately. Participants will receive maximum benefit for a minimal expenditure of time and money.

Affinity University is an ideal solution for attorneys and staff at small and mid-sized law firms that do not have their own training or IT personnel. It's also ideal for workers who want to brush up on or advance their skills on their own time and dollar.

These one-hour courses usually cost \$99 each, but if you sign up by Saturday, October 31 the cost is \$79 each.

**November**

**Tuesday, November 3- Document Assembly**

**Tuesday, November 3 - Introduction to Excel for Lawyers & Staff**

**Wednesday, November 4 - Microsoft Word Tips & Tricks for**

## **Lawyers and Staff**

**Wednesday, November 4 -  
Microsoft Word - Introduction to  
Styles**

**Monday, November 9 - Amicus  
Attorney Premium Basics**

**Monday, November 9 - Amicus  
Attorney Premium Productivity**

**Tuesday, November 10 - Outlook  
Email Management**

**Wednesday, November 11 -  
Outlook Contacts, Calendar & Tasks**

**Wednesday, November 11 - Amicus  
Accounting Basics**

**Thursday, November 12 - Amicus  
Accounting Billing & Reporting**

**Friday, November 13 - Worldox  
Productivity**

**Monday, November 16 - Amicus  
Attorney Small Firm Basics**

**Monday, November 16 - Amicus  
Attorney Small Firm Productivity**

**Tuesday, November 17 - Worldox  
Basics**

For more information or to register, [click](#)

[here.](#)

December

**Tuesday, December 1 - Internet Search**

**Thursday, December 10 - Tabs3 Billing**

**Friday, December 11 - Tabs3 Reporting**

**Tuesday, December 15 - PCLaw Productivity Tracking**

**Tuesday, December 15 - PCLaw Firm Financial Reporting**

**Tuesday, December 15 - PracticeMaster Basics**

**Wednesday, December 16 - PCLaw Trust Accounting**

**Wednesday, December 16 - Dragon Naturally Speaking Basics**

**Wednesday, December 16 - PCLaw Time, Fees & Costs**

**Thursday, December 17 - PCLaw Front Office**

**Thursday, December 17 - PCLaw Advanced Billing**

**Thursday, December 17 -  
PracticeMaster Productivity**

For more information or to register, [click here](#).

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