

PCLaw™ – The Basics

KEY FACTS

Delivery:

Online Seminar

Course Duration:

1.5 hours

Cost:

\$200 (excluding GST)

Course Outline

This course covers the basics and essentials of using PCLaw. Learn how to navigate and gain an understanding of the key features of PCLaw. Course content will incorporate the following:

- Use of Navigational Tools
- Shortcuts, Menus & Favourites
- Clients, Matters & Contacts – review of tabs
- Tips and Tricks
- Support Resources available and how to access them

Benefits of Attending

- This course is essential for new users of PCLaw. This course will enable users to gain an understanding of a range of functions, features, tips and tricks available within PCLaw.
- New and existing users will gain a better understanding of the capabilities of PCLaw, along with tricks that will help you take back your valuable time.

Course Delivery

- The course will be delivered via our Webex web conferencing service. Attendees will be provided with an email link which will automatically connect them to the session.
- Audio will be accessed by dialling our conference facility.
- Full course material and handouts will be provided and emailed to each attendee once the course booking has been placed and processed.

Intended Audience

- Staff new to PCLaw
- Existing staff wishing to learn more about PCLaw

Pre-requisite knowledge/skills

- Familiarity in Microsoft® Office
- Basic computer skills

Registration Information

To book your attendance on this course, please go to

<http://www.knowledge-network.lexisnexis.com.au/home/Products/PCLaw/Webinars/> and complete the registration form.