



THE LAW SOCIETY  
OF SINGAPORE

**101 Workshop Series:  
YOUR PC IS NOT A TYPEWRITER  
Word Processing Essentials  
for Lawyers & Legal Support Staff**  
Tuesday, 28 March 2006, 5.30pm to 8.00pm

A rare hands-on  
session in a  
computer lab taught  
by a practising  
lawyer!  
Very limited places.

**About this Workshop**

Almost everyone, lawyers in particular, spend more time using a word processing program than any other computer application. Yet, more often than not, we treat the word processing program as a typewriter rather than as a **productivity tool**.

This Workshop is specially designed to help practitioners, legal professionals and their support staff use word processing software more effectively and ultimately, **to get more done in less time**. It will cover features which are essential in a law office yet are not used often enough, such as using outlines, document mapping, style sheets, tracking changes, reviewing documents.

**Who Must Attend**

Lawyers, legal support staff, paralegals, in-house counsel, legal officers, company secretaries, corporate secretarial support staff.

**Programme Outline**

5.15-5.30pm  
5.30-6.30pm  
6.30-6.45pm  
6.45-7.45pm  
7.45-8.00pm

Registration & Refreshments  
Workshop Part 1  
Tea Break  
Workshop Part 2  
Q&A / Discussion

**About the Workshop Leader**

**Mr Wong Siew Hong – Director, Infinitus Law Corporation**

Wong Siew Hong has been fooling around with computers and using various word processing since about the introduction of the IBM PC in 1985. His first encounter with Microsoft Word occurred with Word Version 2.0. He slaves away in a medium-sized practice where he does most of his own typing because he was cursed with the ability to type at 100 wpm.

**Venue:**

**50 Collyer Quay  
Overseas Union House #01-27  
Singapore 049321**

(Registrations will begin at 5.15pm)

**Fee:**

**S\$ 66.00**

(Law Society Members, SCCA Members & employees  
of Singapore law practices)

**S\$ 88.00 (others)**

(includes 5% GST, use of computer lab facilities, materials &  
refreshments)

**REGISTRATION FORM**

Name (Dr/Mr/Mrs/Miss/Mdm): \_\_\_\_\_

Name and Address of Law Firm/Law Corporation/Organisation: \_\_\_\_\_

Date of Admission: \_\_\_\_\_ Number of years in Practice: \_\_\_\_\_

AAS No: \_\_\_\_\_ NRIC/Passport No: \_\_\_\_\_  
(Law Society Members) (Law Society Associate Members & Non Law Society Members)

Position in Law Firm/Law Corporation/Organisation: \_\_\_\_\_

Tel number: \_\_\_\_\_ Fax number: \_\_\_\_\_ Email: \_\_\_\_\_  
(A valid email address is required for confirmation of registration.)

**Mode of payment:**

**GIRO DDA**

(Only for law practices with  
GIRO accounts with the Law Society)

**Cheque**

**Law Society Member**

**Employee of Singapore law practice**

**SCCA Member**

**Non-member**

Cheque payments should be made payable to "**The Law Society of Singapore**" & arrive at our office  
with the completed registration form on or before the closing date, **Tuesday, 22 March 2006**:

For further enquiries, please contact  
The Training & CPD Department at  
Tel: (65) 6557 2747 Fax: (65) 6557 2751  
E-mail: [cpd@lawsoc.org.sg](mailto:cpd@lawsoc.org.sg)  
CPD Portal: [www.lawsociety.org.sg/CPD](http://www.lawsociety.org.sg/CPD)  
Website: [www.lawsociety.org.sg](http://www.lawsociety.org.sg)

**REGISTRATION, REFUND & CANCELLATION POLICY**

1. Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
2. The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
3. Substitute delegates are welcomed, subject to the Law Society Training Department being notified at least 2 working days before the course of the details of the substitute delegate.
4. The Organisers reserve the right to impose a cancellation fee in the event any registrant wishes to withdraw from the course after the registration closing date.
5. The Organisers will not entertain any request for a refund of fees made later than 24 hours before course commencement. However a confirmed registrant who has paid in full the course fees but does not turn up for the course will be entitled to collect a set of the materials provided.

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**The Law Society's vMCPD Scheme**

Programme Category: Business & Management  
Training Level: Introductory

Practice Area: N/A  
CPD Hours: 2hrs 15 minutes