

U OF M LAW SCHOOL
LEGAL WRITING SECTION 9
LARSON/SOBOTKA

Recipes for Microsoft Word - WORKSHEET
September 27, 2006

This handout provides examples of certain tasks in Microsoft Word that are essential for law students and practicing lawyers. In each case, there is a starting point and a goal. Based on the roadmap provided by your instructors, you should be able to reach the goal in each case.

HANGING INDENTS

Starting Point #1

M E M O R A N D U M

Date: January 10, 2006

To: Important Partner

From: Student

Subject: Availability of "FLIBGIBBET" mark for nationwide use and for federal registration in connection with secure destruction of documents in paper and electronic media and secure transfer of documents from paper to electronic media.

Goal #1

M E M O R A N D U M

Date: January 10, 2006

To: Important Partner

From: Student

Subject: Availability of "FLIBGIBBET" mark for nationwide use and for federal registration in connection with secure destruction of documents in paper and electronic media and secure transfer of documents from paper to electronic media.

PAGE NUMBERS

Starting Point #2

Now is the time for all good persons to come to the aid of their parties. The quick red fox jumped over the lazy brown dog.

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My mistress' eyes are nothing like the sun.

Goal #2

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----- page break -----

My mistress's eyes are nothing like the sun.

KEEPING TITLES WITH THEIR TEXT

Starting Point #3

THE COURT SHOULD GRANT SUMMARY JUDGMENT DISMISSING THE CLAIMS OF PLAINTIFF BECAUSE THEY DO NOT STATE A CLAIM UPON WHICH RELIEF CAN BE GRANTED.

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According to Rule 12(b)(6), the court must dismiss plaintiff's claim if plaintiff's allegations, taken in the light most favorable to plaintiff, fail to state a claim upon which relief can be granted.

Goal #3

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According to Rule 12(b)(6), the court must dismiss plaintiff's claim if plaintiff's allegations, taken in the light most favorable to plaintiff, fail to state a claim upon which relief can be granted.

MAKING SECTION MARKS EASILY

Starting Point #4

An anonymous work is one on the copies of which no natural person's name appears as author. *See* 17 U.S.C. section 101 (2004).

Goal #4

An anonymous work is one on the copies of which no natural person's name appears as author. *See* 17 U.S.C. § 101 (2004).

NON-BREAKING SPACES

Starting Point #5

An anonymous work is one on the copies of which no person's name appears as author. 17 U.S.C. § 101 (2004). Usually, an anonymous work may be registered. 17 C.F.R § 100.201.

Goal #5

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