

# Articles That Increase Your Ms Word Knowledge Base Ms Word Legal Awareness



**MS Word Legal -- \*Awareness Explosion\* Volume 2: Articles That Increase Your MS Word Knowledge Base (MS Word Legal -- Awareness Explosion)** by Thomas Joos

★★★★★ 5 out of 5

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Microsoft Word is a powerful word processing program that can be used to create a wide variety of documents, including legal documents. However, it is important to be aware of the legal implications of using Word when creating legal documents.

This article will provide you with a comprehensive overview of Microsoft Word's legal awareness features. You will learn about the importance of legal awareness when using Word, how to use Word's built-in legal awareness tools, and how to create your own legal documents.

## **The Importance of Legal Awareness When Using Word**

There are a number of reasons why it is important to be aware of the legal implications of using Word when creating legal documents.

- **To avoid legal liability.** If you use Word to create a legal document that is not legally compliant, you could be held liable for any damages that result from the use of that document.
- **To protect your interests.** A well-drafted legal document can help you to protect your interests and avoid disputes.
- **To comply with the law.** Many jurisdictions have laws that govern the use of legal documents. If you do not comply with these laws, you could be subject to penalties.

## How to Use Word's Built-In Legal Awareness Tools

Word includes a number of built-in legal awareness tools that can help you to create legally compliant documents.

These tools include:

- **The Legal Proofing Tool.** The Legal Proofing Tool can help you to identify potential legal issues in your documents. It can check for things like grammar, punctuation, and spelling errors, as well as more complex legal issues like inconsistencies and ambiguities.
- **The Legal Dictionary.** The Legal Dictionary can help you to understand the meaning of legal terms. It includes definitions for over 10,000 legal terms.
- **The Legal Citation Tool.** The Legal Citation Tool can help you to create citations for legal documents. It includes support for a variety of citation styles, including Bluebook, Chicago, and ALWD.

## How to Create Your Own Legal Documents

If you need to create a legal document, you can either use a template or start from scratch.

If you use a template, you will need to make sure that the template is appropriate for the type of legal document that you need to create. You will also need to make sure that the template is up-to-date with the latest legal requirements.

If you start from scratch, you will need to do some research to make sure that you understand the legal requirements for the type of document that you need to create. You will also need to make sure that your document is well-drafted and legally compliant.

Regardless of whether you use a template or start from scratch, it is important to have your document reviewed by an attorney before you sign it. An attorney can help you to make sure that your document is legally compliant and that it protects your interests.

Microsoft Word is a powerful tool that can be used to create a wide variety of documents, including legal documents. However, it is important to be aware of the legal implications of using Word when creating legal documents.

This article has provided you with a comprehensive overview of Microsoft Word's legal awareness features. You have learned about the importance of legal awareness when using Word, how to use Word's built-in legal awareness tools, and how to create your own legal documents.

By following the advice in this article, you can increase your knowledge of Microsoft Word and create legally compliant documents.



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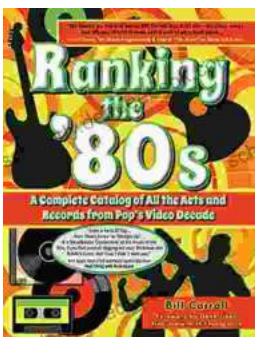
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