

MS PowerPoint 2007 Basics  
Effectively Using Technology in the Courtroom

Robert V Denney Federal Building  
Lincoln, Nebraska  
Jury Assembly Room - Room 538  
Thursday, November 19th, 2009  
1:00pm - 5:30pm

The Local Working Group for Electronic Technology in the Courts is offering training in courtroom technology to Attorneys practicing in Federal Court in the District of Nebraska. You will come away with training materials and solid, usable introductory skills in Microsoft PowerPoint 2007

Montie Ruffner, Litigation Support Specialist, U.S. Attorney's office and Theresa Hiner, Computer Systems Administrator, Federal Public Defender's office in cooperation with the courts are presenting this half day session, limited to 25 participants.

**PRE-REQUISITES:**

Participants **Must** bring a **laptop** with **MS PowerPoint 2007** loaded. If you don't have a current copy of PowerPoint you can download and install a 60 day trial version of PowerPoint 2007 at <http://office.microsoft.com/en-us/products/HA101741481033.aspx>

**Agenda**

Jury Assembly Room 538

- 1:00pm - 1:15pm Introduction and Overview
- 1:15 - 3:45am Basic Skills for Creating Effective PowerPoint Presentations  
Opening Statements  
Closing Statements  
Sentencing Issues
- 3:45 - 4:00pm Break

Judge Kopf's Court Room

- 4:00pm- 5:00pm General hands-on demonstrations of Technology available in the Courtroom

With our assistance, participants from the previous session will connect their laptops into the attorney tables and present their previously created PowerPoint Presentations for group review

- 5:00 - 5:30pm Wrap up / Questions

Register on-line at

<http://www.ned.uscourts.gov/cgi-bin/traincal/createcal.pl?yearin=2009&monin=11>

Registration will close on November 6th.

Light Refreshments will be available