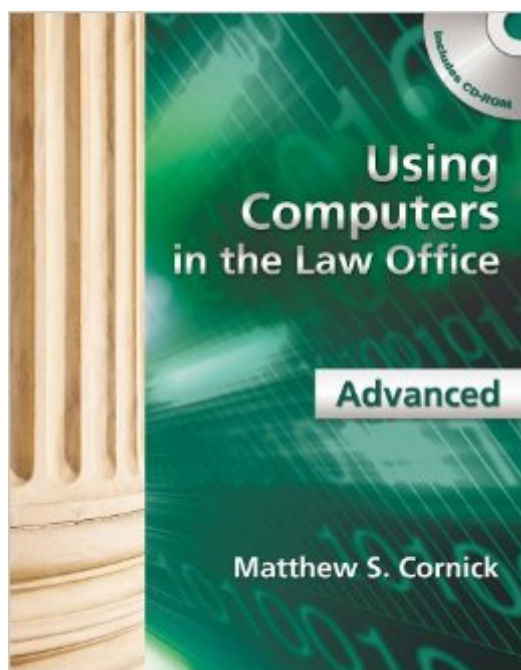


The book was found

# Using Computers In The Law Office - Advanced



## Synopsis

Created for those with a working knowledge of basic word processing, spreadsheet, and database software, USING COMPUTERS IN THE LAW OFFICE - ADVANCED takes you to the next level of proficiency with legal technology and imparts the more sophisticated computer skills desired by law offices today. From billing and timekeeping to electronic discovery and computer-assisted legal research, the book demonstrates real-world applications of commonly used legal software programs, and builds practical skills in Tabs3, AbacusLaw, CaseMap, TimeMap, Discover FY, Westlaw, LexisNexis and TrialDirector. Hundreds of screenshots provide context for the lessons, while each chapter includes self-test questions, suggested Web exercises, review questions and exercises and an ethics question. The detailed Hands-On Exercises include Basic, Intermediate, and Advanced assignments to allow for a variety of skill levels and to help prepare you for a successful and satisfying paralegal career or enhance your current career.

## Book Information

Paperback: 496 pages

Publisher: Cengage Learning; 1 edition (December 26, 2011)

Language: English

ISBN-10: 1439057001

ISBN-13: 978-1439057001

Product Dimensions: 10.7 x 8.4 x 1 inches

Shipping Weight: 2.3 pounds (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 stars [See all reviews](#) (5 customer reviews)

Best Sellers Rank: #819,927 in Books (See Top 100 in Books) #281 in [Books > Law > Law](#)

[Practice > Paralegals & Paralegalism](#) #454 in [Books > Law > Legal Education > Legal Profession](#)

#6774 in [Books > Textbooks > Law](#)

## Customer Reviews

Got the e-version of this book. It doesn't come with any access codes for the supplementary material. That, of course, is extra, unlike the paper version of the book, which come with the codes and a CD.

The description promised a sealed CD and access code. Technically it was sealed. With tape. The access code did NOT work, as it was already used. The seller should have made clear that it was HIM that sealed the code and the cd and that the access code would be useless.

This and its companion workbook are excellent books for any person in a supporting position within the legal profession. These teach and demonstrate the legal-specific tools for inputting data, organizing and maintaining records in a law office.

Good book

in great condition

[Download to continue reading...](#)

Using Computers in the Law Office - Advanced Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Using Computers in the Law Office (with Premium Web Site Printed Access Card) (West Legal Studies) Using Computers in the Law Office Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) Technology in the Law Office, Second Edition (Technology in the Law Office, Second Edition) Documents, Presentations, and Workbooks: Using Microsoft Office to Create Content That Gets Noticed- Creating Powerful Content with Microsoft Office SAM 2013 Assessment, Training and Projects with MindTap Reader for Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach Printed Access Card 10 Tips in 10 Minutes using Microsoft Outlook 2010 (Tips in Minutes using Windows 7 & Office 2010 Book 6) Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Exploring Microsoft Office 2016 Volume 1 (Exploring for Office 2016 Series) Ethernet Networking for the Small Office and Professional Home Office Microsoft Office 2016: A Beginner's Guide to Microsoft Office Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Microsoft Office PowerPoint 2007: Introductory Concepts and Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2007) Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Office 2010: Introductory (Shelly Cashman Series Office 2010) Office Procedures for the Legal Professional (Legal Office Procedures) HOW 13: A Handbook for Office Professionals (How (Handbook for Office Workers))

[Dmca](#)