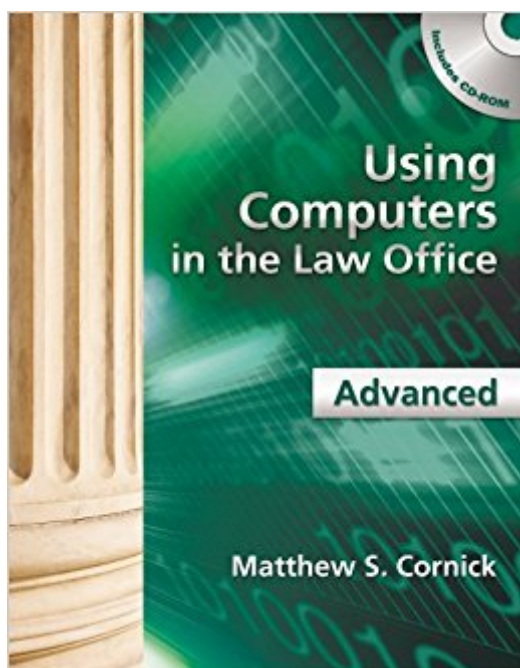


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Using Computers In The Law Office - Advanced



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.

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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

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