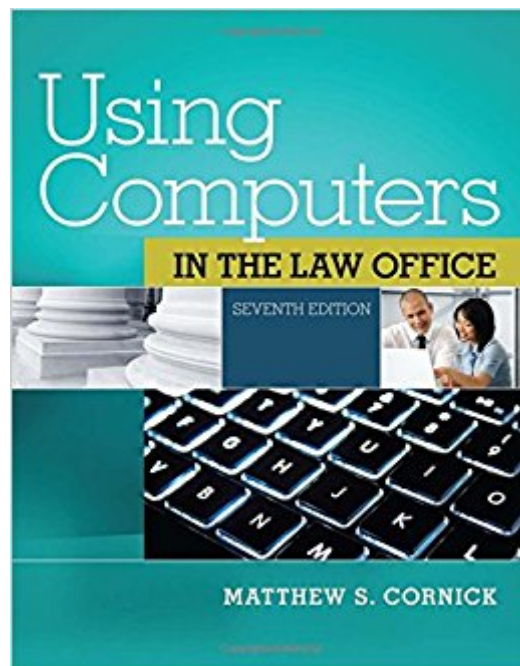




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# Using Computers In The Law Office (with Premium Web Site Printed Access Card) (West Legal Studies)



## Synopsis

Focusing on how computers can make paralegals and legal professionals more productive on the job, this updated Seventh Edition of the #1 book on the market offers comprehensive treatment of computer concepts, including coverage of both basic software programs like Word, Excel, and PowerPoint, to more advanced applications using AbacusLaw, CaseMap, Clio, DiscoverFY, HotDocs, Tabs3, TimeMap, and TrialDirector. Real-life examples, pertinent tutorials, ethical considerations, and up-to-date coverage of the most popular software used in all types of legal organizations help readers develop key knowledge and skills. Each topic is presented in a clear and organized manner and includes examples of how the software is actually used on the job. The detailed Hands-on Exercises include Basic, Intermediate, and Advanced assignments to allow for a variety of skill levels. These extensive exercises allow readers to apply their knowledge and practice using computers to complete realistic legal work. This edition reflects the ever-changing rules and decisions affecting the legal process (gathering evidence, managing files, filing with courts, working on electronic copyright issues, presenting exhibits, billing, etc.) and covers the most up-to-date technology available to help paralegals comply to new rules and better handle complex records and files.

## Book Information

Series: West Legal Studies

Paperback: 880 pages

Publisher: Delmar Cengage Learning; 7 edition (July 15, 2014)

Language: English

ISBN-10: 1285189590

ISBN-13: 978-1285189598

Product Dimensions: 10.7 x 8.4 x 1.3 inches

Shipping Weight: 3.9 pounds (View shipping rates and policies)

Average Customer Review: 3.4 out of 5 stars [See all reviews](#) (19 customer reviews)

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## Customer Reviews

This tome is HEAVY in the weighted sense. I have used a few Cengage published books for a program of study. Most all of them have terrible editing. In this particular book, the exercises are

replete with a writer who delivers the step by step and then assumes the reader knows the next step. It is not a critical step, from my perspective, however there are still some computer users who are not as computer literate as the writer assumes. In another book for a legal course, Cengage uses the wrong citation. Aren't editors supposed to catch that kind of really bad mistake. If you publish a book for students, the learning of the correct information may be more important than the editor, in this particular case, has taken care to protect. If it were a medical text... Cengage is a Boston based company. For shame Cengage - Boston is a mecca of brains - hire one to edit responsibly.

It was exactly what I needed for my course. The software worked, which I was initially nervous about because it is a one time access code. It was super affordable compared to other places I looked to purchase the book with software. I was very happy with this purchase.

Book arrived in almost like new condition. A very thick and heavy book. Each lesson in MS Office is very detailed, step-by-step, so it can seem rather annoying for someone like myself who has experience using MS Office (especially when the instructor requires you to follow step-by-step instructions). Introduction of many legal software programs that I've never heard of, but now gain exposure through, through this text and its "trial" software downloads.

Most of the errors I've come across in the many, many textbooks I've used are fairly minor. Typos, grammatical gaffes, horrendously confusing writing, the occasional dropped reference to some information that was edited out in the final draft. All annoying, and sometimes very unprofessional, but this book takes it to the next level. Most of the people in my class are having serious trouble following the assignments, because of the huge number of errors in the meticulous-looking procedure the book lays out. Even if you're already familiar with some or all of the software, the book will do its part to sabotage your assignments. Hey, Cengage: how am I supposed to create a chart like the one in the book if the only guideline you give for what goes in the chart is "You will now add some data and new titles, and also delete some data?" I'm assuming that I'm not supposed to enter completely random data, so if you don't want me making a chart about changes in the moon's squirrel population, it might be helpful to lay out what the data is in the fictionalized case I'm making a PowerPoint for. Now, I understand that you're probably here because you're being forced to use this book, to which I can only say "Best of luck." But if you have a choice? Don't use this book. If you want to get a bunch of poorly written, poorly tested advice, stick to the Internet. It'll be cheaper.

arrived in great condition with premium access code, unfortunately it arrived in over 28 days. I was pleased that the company representative was very cooperative and worked to expedite a replacement order so that I would not suffer academically.

This is probably the worst textbook I've ever encountered. The professor grading materials and student book have numerous inconsistencies which lead to grading mistakes and issues. The book is outdated and the price is outrageous for what you get. One chapter spans over 200 pages just in exercises for different Word program versions. Please don't force this book upon your students!

The book was easy to understand and follow. The tutorials did not correspond to the book directions. Many students had difficulty downloading the tutorials.

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