



Using Computers in the Law Office (with Workbook)

By Cornick, Matthew S.

Cengage Learning, 2011. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: USING COMPUTERS IN THE LAW OFFICE, 6th Edition is the ideal book to provide readers with comprehensive, up-todate information on the use of technology by paralegals in all types of legal organizations. It describes basic computer concepts as well as more complex skills and software programs, with coverage and assignments for Word, Excel, Adobe Acrobat, AbacusLaw, CaseMap, HotDocs, Discover FY, Tabs3, TimeMap, TrialDirector, and more. Using Computers in the Law Office covers important topics such as an updated discussion of electronic discovery, Internet legal/factual research, legal timekeeping and billing, litigation support software, and case management and docket control software. A variety of other topics are covered including WestLaw Next, Google Scholar, mobile computing, document management, security, ethics, the electronic courthouse and many other trends in legal computing. Each topic is presented in a clear and organized manner that includes many examples of how the software is actually used on-the-job. Detailed Hands-on Exercises ensure that readers will gain practical knowledge of these tools by giving them the opportunity to apply what is presented in the book and to practice using computers to complete legal...



Reviews

Extremely helpful for all class of people. We have read through and that i am confident that i am going to going to read through again again down the road. Its been designed in an exceedingly basic way in fact it is simply following i finished reading this pdf in which in fact altered me, alter the way i think.

-- Noel Stanton

Absolutely one of the best pdf We have ever read. I really could comprehended every little thing using this written e book. I am easily could get a satisfaction of reading a written publication.

-- Dr. Odie Hamill

Relevant Kindle Books



Star Flights Bedtime Spaceship: Journey Through Space While Drifting Off to Sleep

CreateSpace Independent Publishing Platform, 2013. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: "Star Flights Bedtime Spaceship" is a charming and fun story with the purpose to help children unwind and go to sleep. The underlying...



Grandpa Spanielson's Chicken Pox Stories: Story #1: The Octopus (I Can Read Book 2)

HarperCollins, 2005. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Foreword by Raph Koster. Introduction. I. EXECUTIVE CONSIDERATIONS. 1. The Market. Do We Enter the Market? Basic Considerations. How and Which Niche? Market Analysis: Who Are...



The Web Collection Revealed, Premium Edition: Adobe Dreamweaver CS6, Flash CS6, and Photoshop CS6 (Stay Current with Adobe Creative Cloud)

Cengage Learning, 2012. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: You can now maximize and integrate the design and development power of Adobe Creative Suite 6 with WEB COLLECTION REVEALED PREMIUM EDITION. This one of...



Maisy's Christmas Tree

Candlewick, 2014. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: The final scene of the gang caroling around the tree, complete with paper crowns from British Christmas crackers, is delightful. Toddlers celebrating the holiday will enjoy...



Illustrated Computer Concepts and Microsoft Office 365 Office 2016 (Paperback)

Cengage Learning, Inc, United States, 2016. Paperback. Book Condition: New. Language: English. Brand New Book. Now you can master today s most important computer concepts as well as key Microsoft Office 2016 skills with the user-friendly approach found in ILLUSTRATED COMPUTER...



California Version of Who Am I in the Lives of Children? an Introduction to Early Childhood Education, Enhanced Pearson Etext with Loose-Leaf Version -- Access Card Package

Pearson, United States, 2015. Loose-leaf. Book Condition: New. 10th. 249 x 201 mm. Language: English. Brand New Book. NOTE: Used books, rentals, and purchases made outside of Pearson If purchasing or renting from companies other than Pearson, the access codes for...