



Using Computers In The Law Office

Matthew S. Cornick



Using Computers In The Law Office:

Using Computers in the Law Office - Basic Matthew S. Cornick,2012-08-01 USING COMPUTERS IN THE LAW OFFICE BASIC delivers the fundamental computer skills necessary for success in today s law offices Ideal for readers with limited or no experience with basic computer applications the book demonstrates word processing spreadsheet database and presentation software and their uses in the legal environment Hands On Exercises for Microsoft Word Excel Access and PowerPoint as well as HotDocs and AdobeAcrobat reinforce the lessons for readers while helpful in text features like self test questions Web exercises and ethics considerations add dimension to their growing skill sets Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Using Computers in the Law Office** Matthew S. Cornick,2016-04-11 This comprehensive up to date guide to computer technology used by law office personnel covers basic computer concepts software programs and applications including Word Excel Adobe Acrobat AbacusLaw CaseMap HotDocs Summation iBlaze Tabs3 TimeMap TrialDirector WestLaw Next and Google Scholar and topics such as electronic discovery Internet legal factual research legal timekeeping and billing litigation support software case management and docket control software mobile computing document management security ethics and the electronic courthouse Also features hands on exercises and a glossary Using Computers in the Law Office - Advanced Matthew S. Cornick,2011-12-27 Created for those with a working knowledge of basic word processing spreadsheet and database software USING COMPUTERS IN THE LAW OFFICE ADVANCED takes readers 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 readers for a successful and satisfying paralegal career Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Using Computers in the Law Office (Book Only)* Matthew S. Cornick,2014-07-25 *Using Computers in the Law Office* Brent D. Roper,2000 The third edition of Using Computers in the Law Office teaches computer skills to legal assistants in a practical and hands on manner The text uses many updated legal specific examples charts screen shots tables hands on exercises step by step explanations case histories and software to make the text easy to use and understand The latest technologies are covered in depth including a whole new chapter on the Internet electronic mail expanded coverage of case management software and descriptions of the latest software and hardware An expanded ethics section is included in each chapter and a complete chapter on how to prevent

creating malpractice with computers is included as well New case histories have been added throughout the book to emphasize how computer technology is being used to win cases and to practice law more efficiently and effectively

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