



## Using Computers in the Law Office - Basic

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By Cornick, Matthew S.

Cengage Learning, 2012. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: 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, timekeeping and billing, database, and presentation software and their uses in the legal environment. Hands-On Exercises for Microsoft Word (2010 and 2007), Excel (2010 and 2007), Access (2010 and 2007), and PowerPoint (2010 and 2007), as well as HotDocs, Adobe Acrobat, and Tabs3 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.



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