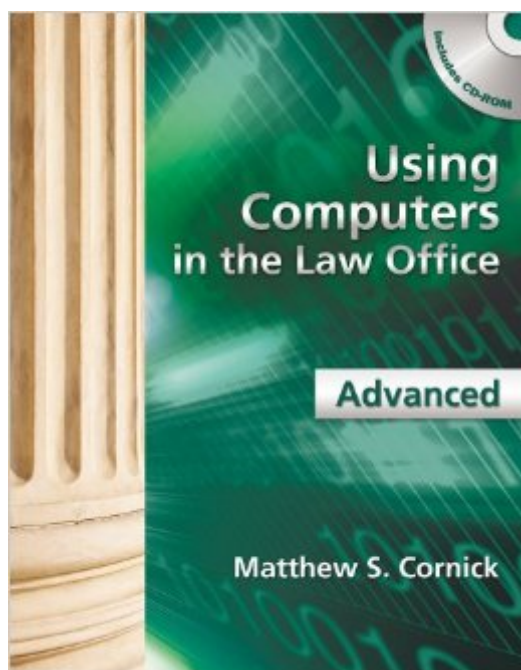# Using Computers In The Law Office - Advanced

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.

Book Information

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Customer Reviews

Got the e-version of this book. It doesn't come with any access codes for the supplementary material. That, of course, is extra, unlike the paper version of the book, which come with the codes and a CD.

The description promised a sealed CD and access code. Technically it was sealed. With tape. The access code did NOT work, as it was already used. The seller should have made clear that it was HIM that sealed the code and the cd and that the access code would be useless.

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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