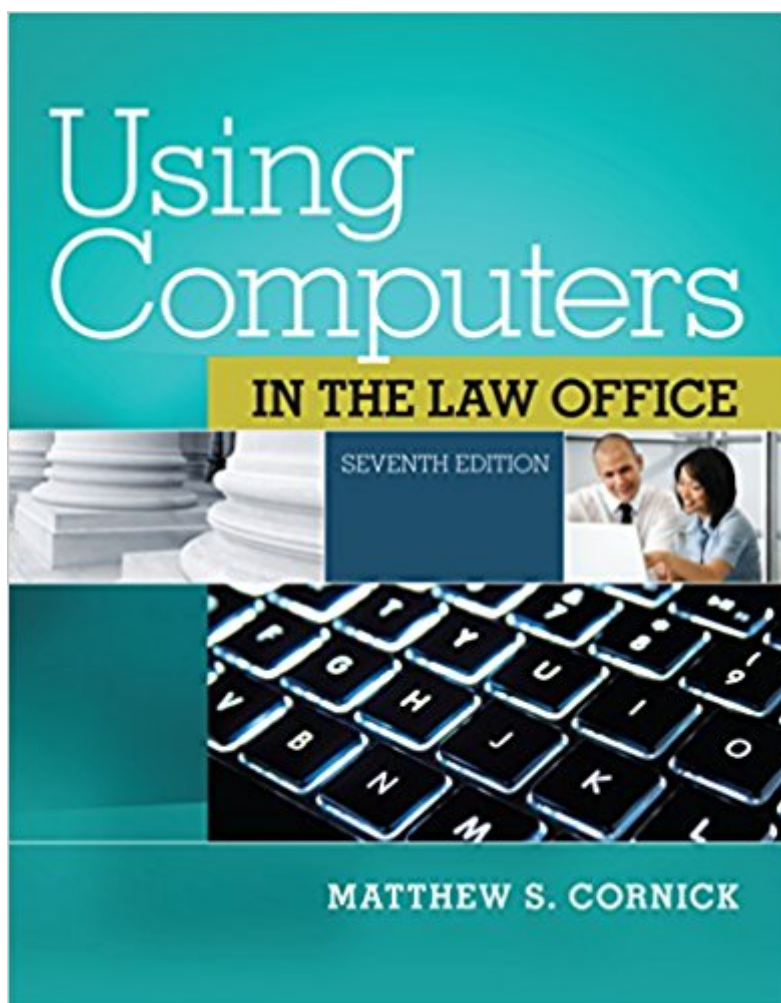


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# Using Computers In The Law Office (West Legal Studies)



## 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 students 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 students 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Book Information

File Size: 61390 KB

Print Length: 880 pages

Publisher: Cengage Learning; 007 edition (July 15, 2014)

Publication Date: July 15, 2014

Sold by: Cengage Learning

Language: English

ASIN: B00H7HVD8C

Text-to-Speech: Not enabled

X-Ray for Textbooks: Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #421,097 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #52

in Kindle Store > Kindle eBooks > Law > Law Practice > Paralegals & Paralegalism #58

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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.

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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.

This book is outdated. No recent upgrades since 2013. It was very expensive and not functional due to its material. Had I know this prior, I would not have purchased it. Very difficult downloading "old" material which doesn't work properly. The book should not be sold in its current version. Updates are extremely necessary. Save yourself some money and do not buy this book until it upgrades to 2017 technology.

Because of our class the book was really useless compared to the on line version and I hate on line but for the sections there were none listed in the book like for the on line version. So if the teacher said 'I need you to read section 4.2 - 4.5 and then 4.8 - 4.10' You never knew where the sections

began and ended in the book to study the right thing. Not a good book in general anyways. Class info was generally better.

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!

This book gets two stars because the vast majority of the book is devoted to teaching you how to use the various software packages and it does a poor job at that. Many of the exercises don't match up with the software being used and it simply confuses you. You're basically left to figure things out for yourself.

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.

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