



Using Computers in the Law Office - Basic

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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Reviews

This publication may be really worth a go through, and a lot better than other. It really is written in simple terms and never difficult to understand. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- **Natalie Abbott**

This book will not be simple to get going on reading but extremely exciting to read through. Yes, it can be playful, still an interesting and amazing literature. I am very easily could possibly get a delight of reading a written book.

-- **Rene Olson**

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