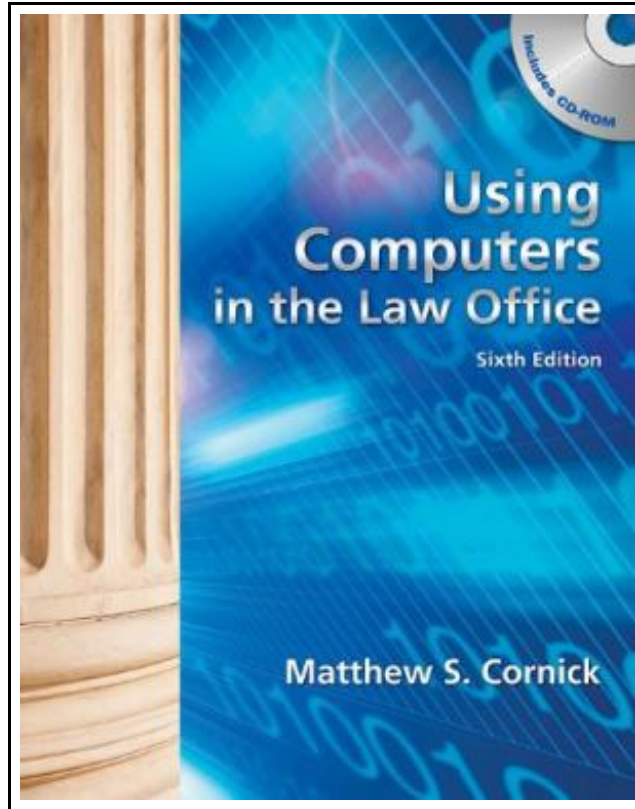


Using Computers in the Law Office (Mixed media product)



Filesize: 1.42 MB

Reviews

*Very good e-book and helpful one. It is among the most awesome publication we have read. Its been developed in an remarkably simple way in fact it is simply right after i finished reading this book through which basically transformed me, affect the way i really believe.
(Prof. Kacey O'Hara)*

USING COMPUTERS IN THE LAW OFFICE (MIXED MEDIA PRODUCT)



To download **Using Computers in the Law Office (Mixed media product)** eBook, you should refer to the hyperlink below and download the document or have access to other information which are relevant to USING COMPUTERS IN THE LAW OFFICE (MIXED MEDIA PRODUCT) ebook.

Cengage Learning, Inc, United States, 2011. Mixed media product. Book Condition: New. 6th New edition. 272 x 216 mm. Language: English . Brand New Book. USING COMPUTERS IN THE LAW OFFICE, 6th Edition is the ideal book to provide readers with comprehensive, up-to-date information on the use of technology by paralegals in all types of legal organizations. It describes basic computer concepts as well as more complex skills and software programs with coverage and assignments for Word, Excel, Adobe Acrobat, AbacusLaw, CaseMap, HotDocs, Summation iBlaze, Tabs3, TimeMap, TrialDirector, and more. Using Computers in the Law Office covers important topics such as an updated discussion of electronic discovery, Internet legal/factual research, legal timekeeping and billing, litigation support software, and case management and docket control software. A variety of other topics are covered including WestLaw Next, Google Scholar, mobile computing, document management, security, ethics, the electronic courthouse and many other trends in legal computing. Each topic is presented in a clear and organized manner that includes many examples of how the software is actually used on-the-job. Detailed Hands-on Exercises ensure that readers will gain practical knowledge of these tools by giving them the opportunity to apply what is presented in the book and to practice using computers to complete legal work.



[Read Using Computers in the Law Office \(Mixed media product\) Online](#)



[Download PDF Using Computers in the Law Office \(Mixed media product\)](#)



[Download ePub Using Computers in the Law Office \(Mixed media product\)](#)

Other Kindle Books



[PDF] Skills for Preschool Teachers, Enhanced Pearson eText - Access Card

Access the hyperlink beneath to read "Skills for Preschool Teachers, Enhanced Pearson eText - Access Card" PDF file.

[Download ePub »](#)



[PDF] Who am I in the Lives of Children? An Introduction to Early Childhood Education

Access the hyperlink beneath to read "Who am I in the Lives of Children? An Introduction to Early Childhood Education" PDF file.

[Download ePub »](#)



[PDF] Potty in the Potty Chair

Access the hyperlink beneath to read "Potty in the Potty Chair" PDF file.

[Download ePub »](#)



[PDF] Fox on the Job: Level 3

Access the hyperlink beneath to read "Fox on the Job: Level 3" PDF file.

[Download ePub »](#)



[PDF] Davenport s Maryland Wills and Estate Planning Legal Forms

Access the hyperlink beneath to read "Davenport s Maryland Wills and Estate Planning Legal Forms" PDF file.

[Download ePub »](#)



[PDF] THE Key to My Children Series: Evan s Eyebrows Say Yes

Access the hyperlink beneath to read "THE Key to My Children Series: Evan s Eyebrows Say Yes" PDF file.

[Download ePub »](#)



[PDF] Child Versus Parent

Access the web link below to download "Child Versus Parent" file.

[Download eBook »](#)



[PDF] Bedtime Stories for Kids

Access the web link below to download "Bedtime Stories for Kids" file.

[Download eBook »](#)



[PDF] Jape the Grape Ape from Outer Space Episode Three: Who Stole the Stars?

Access the web link below to download "Jape the Grape Ape from Outer Space Episode Three: Who Stole the Stars?" file.

[Download eBook »](#)



[PDF] Odes Funebres, S.112: Study Score

Access the web link below to download "Odes Funebres, S.112: Study Score" file.

[Download eBook »](#)



[PDF] The Novel of the Black Seal

Access the web link below to download "The Novel of the Black Seal" file.

[Download eBook »](#)



[PDF] The Sunday Kindergarten Game Gift and Story: A Manual for Use in the Sunday, Schools and in the Home (Classic Reprint)

Access the web link below to download "The Sunday Kindergarten Game Gift and Story: A Manual for Use in the Sunday, Schools and in the Home (Classic Reprint)" file.

[Download eBook »](#)