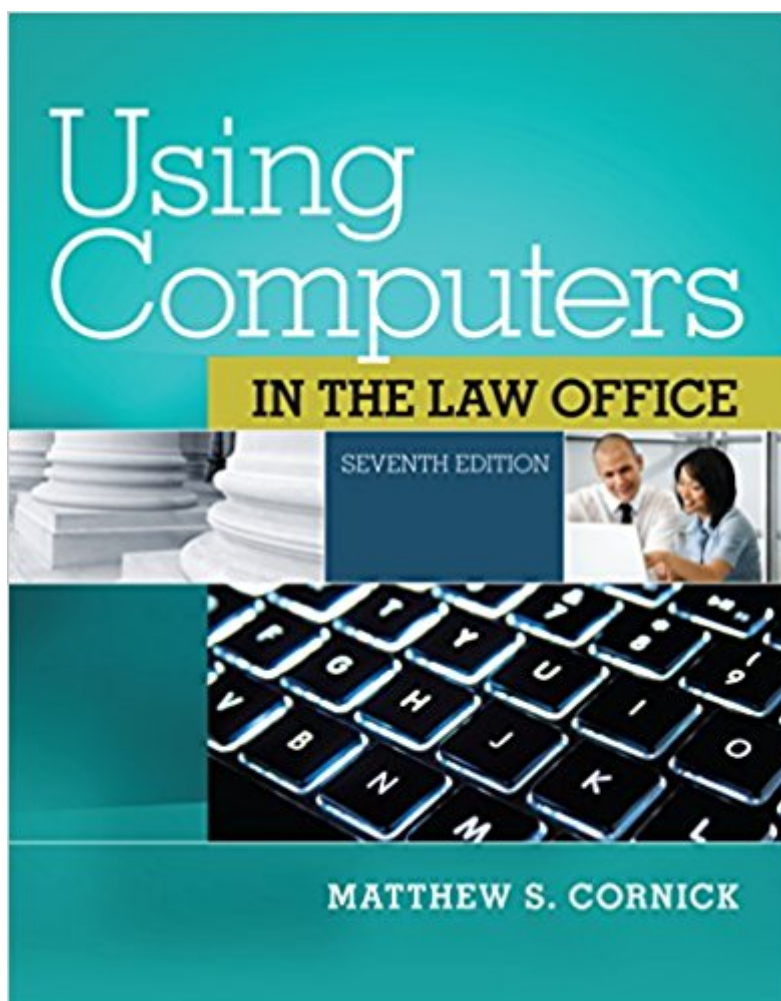The book was found

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 Advaned 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.

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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 that 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.

You can't advertise that this book comes with the website access card for rented books. Access code does not work, now I have to scramble to get a code.

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 it's "trial" software downloads.

This book is outdated. No recent upgrades since 2013. It was very expensive and not functional due to it's 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 it's 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 in consistencies which lend 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.

Using Computers in the Law Office (with Premium Web Site Printed Access Card) (West Legal Studies) Using Computers in the Law Office (West Legal Studies) Using Computers in the Law: Law Office Without Walls (American Casebooks) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Using Computers in the Law Office Legal Office Projects (with CD-ROM) (Legal Office Procedures) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Great Big World of Computers - History and Evolution : 5th Grade Science Series: Fifth Grade Book History Of Computers for Kids (Children's Computer Hardware Books) Use and Impact of Computers in Clinical Medicine (Computers and Medicine) Law, Liability, and Ethics for Medical Office Professionals (Law, Liability, and Ethics Fior Medical Office Professionals) Law Office on a Laptop, Second Edition: How to Set Up Your Own Successful Mobile Law Office Technology in the Law Office, Second Edition (Technology in the Law Office, Second Edition) Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Legal Terminology with Flashcards (West Legal Studies) Paralegal Today: The Legal

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