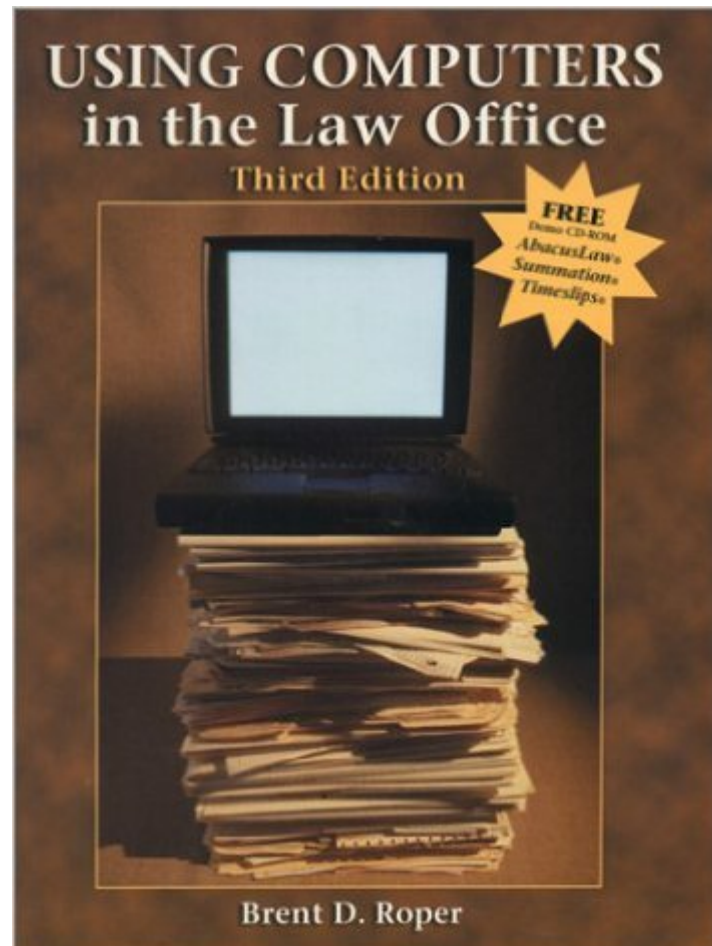The book was found

Using Computers In The Law Office

Synopsis

The third edition of Using Computers in the Law Office teaches computer skills to legal assistants in a practical and hands-on manner. The text uses many updated legal specific examples, charts, screen shots, tables, hands-on exercises, step-by-step explanations, case histories and software to make the text easy to use and understand. The latest technologies are covered in depth including a whole new chapter on the Internet/electronic mail, expanded coverage of case management software and descriptions of the latest software and hardware. An expanded ethics section is included in each chapter and a complete chapter on how to prevent creating malpractice with computers is included as well. New case histories have been added throughout the book to emphasize how computer technology is being used to win cases and to practice law more efficiently and effectively.

Book Information

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Average Customer Review: 2.5 out of 5 stars See all reviews (11 customer reviews)

Best Sellers Rank: #6,935,009 in Books (See Top 100 in Books)   #29 in Books > Law > Law Practice > Law Office Technology   #408 in Books > Law > Law Practice > Law Office Education #894 in Books > Law > Law Practice > Paralegals & Paralegalism

Customer Reviews

I think this is a fabulous book. It comes with demonstration versions of 5 legal software programs including three litigation support programs, a time and billing program and a case management program. There were a number of in-depth, hands-on exercises for each program, so I really got to learn about each type of program by using it. Also, although I have used Access, Word, Excel and Powerpoint before, I liked the fact that there were in-depth exercises for learning legal applications for each of these programs. This is a very practical book.

This book is essential for anyone working in a law office. Computers are used in nearly every aspect

of working in a law firm. The book is huge - nearly 700 pages - and it covers every main type of program used in a law office. It comes with software, and lots of exercises and I thought it was very easy to read and straight forward. It covers hard topics like litigation support and Access databases in a way that I could understand without totally going over my head. The book covers both entry level and advanced topics. For example in the word processing chapter the Word tutorial had 7 lessons that got progressively more difficult, starting with basic word processing and ending with mail merges and creating tables of authorities.

I don't know what the other reviewer was talking about! Maybe they didn't read the book! I found the book to be extremely helpful. I didn't see any typos, or instructional errors (whatever that means!). It was required for my paralegal class and I thought I got my money's worth. I got a CD with free software and I thought it was worth every penny. It covers a wide range of computer uses in law offices and it was easy to read and practical. My teacher said she has been using this book for years. The other people in my class didn't seem to have any problem with it. I highly recommend it. It wasn't written for secretarys - it's for paralegals - maybe that was the other reviewers problem. Anyway, don't hesitate to buy it, you won't be sorry.

I bought this book for a legal assistant class and I enjoyed it. I learned a lot. It's hard to learn computers from a book - but not this one. The book comes with software and has tutorials and exercises that accompany the software. My class also liked the fact that there are tons of practical applications for how computers are actually used by practicing paralegals and legal secretaries in the book. Also, when it comes to litigation support - one of the most difficult legal computer applications to master - it was fantastic. It comes with three different litigation support programs, including Summation. Summation is fairly involved to learn and the book, tutorials, exercises and software did a good job of teaching this to me. I am confident now in my ability to do basic litigation support. The chapter on using the Internet to do legal and factual research was also excellent.

I purchased this book for a class (legal technology) which turned out to be as remedial as this book. While I believe it could be very useful for someone who is not used to navigating a computer, it really insults the intelligence of those of us who have grown up with technology. This book does have a few useful tips that clarify certain aspects of Concordance and other legal programs, but I find it easier to explore an unfamiliar program on my own without the tedious step-by-step process Roper uses in his lessons.

Gave it one star because that's the lowest you can go. This book may be useful if you've never turned on a computer before in your life, or if you had a hard time getting through the reading in high school, but otherwise it does not offer any great insights or new ideas. The bottom line is that it's probably quicker to stumble through tasks on your own than read the book and you'll end up doing things the most efficient way anyway. Don't waste your money. Borrow one if you're forced to by a teacher, but don't spend your own money!

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