

# Using Computers in the Law Office

*by*

**Brent D. Roper**



**EBOOK DOWNLOAD**

## **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.

## **Sort review**

About the Author Wanda Roderick-Bolton developed the Court and Conference Reporting program at Lansing (Michigan) Community College, where she was also a professor of Business. She taught the Court and Conference Reporting program for 16 years. She has degrees from Murray State University, Illinois State University, and Michigan State University as well as additional graduate study at the University of Illinois. She is currently owner and president of R&W Associates, a real estate investment and development company, where she oversees the daily operations and the legal and financial aspects of the business. She is listed in numerous Who's Who publications, including Who's Who of Women in Education, Men and Women of Distinction, and The International Who's Who of Intellectuals. She is an Associate Member of the National Court Reporters Association, a member of the National Business Education Association, a small-business consultant, and a Trustee for Starr Commonwealth Schools in Michigan and Ohio.

[Download to continue reading...](#)



## What people say about this book

Tara Peterson, "I would definately buy this again!. 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."

Brian Stewart, "Great learning tool. 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."

J. White, "Highly Recommended. 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."

M Woosley, "Good Book!. 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."

The book by Brent D. Roper has a rating of 5 out of 2.9. 13 people have provided feedback.

## **Book Information**

Language: English

File size: 387 KB

Simultaneous device usage: Unlimited

Text-to-Speech: Enabled

Screen Reader: Supported

Enhanced typesetting: Enabled

Word Wise: Not Enabled

Sticky notes: On Kindle Scribe

Print length: 37 pages

Paperback: 503 pages

Dimensions: 1 x 8.75 x 11 inches

X-Ray: Not Enabled

Item Weight: 2.45 pounds

Spiral-bound: 120 pages

Hardcover: 144 pages

[DMCA](#)