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The Paralegal's Guide To The Microsoft Office System (Vertiguide)

Dorian S. Berger, A. T. Mann

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The Microsoft® Office System is the most popular desktop suite of personal productivity tools and technologies. Because the Microsoft Office suite of tools is so comprehensive, it can be challenging for people in certain professions to understand how to use Office to perform tasks specific to their job. This book focuses on the tasks a Paralegal performs every day—rather than the all too common software-centric approach that many other technology books habitually adopt. Other Microsoft Office books on the market for the legal profession are often difficult to understand because they largely address an Information Technology (IT) audience, cover too many professions in a single book, or are so large (more than 800 pages) as to be overwhelming. This book was written with Paralegals in mind. In fact, this book was developed by consulting and interviewing industry experts, legal trainers, technology experts, attorneys, and of course, Paralegals. The authors learned exactly which topics were most troublesome for Paralegals, and made sure to explain them thoroughly. This book covers the use of these Microsoft Office System products for Paralegals:

-Microsoft® Word 2003

-Microsoft® Excel 2003

-Microsoft® Outlook 2003

-Microsoft® PowerPoint 2003

-Microsoft® OneNote 2003
This book helps Paralegals cut through the hard stuff, and makes Microsoft Office work for them. This book comes with free bonus materials:

-Additional Legal Templates

-Advanced Chapters

-Keyboard Shortcut References

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