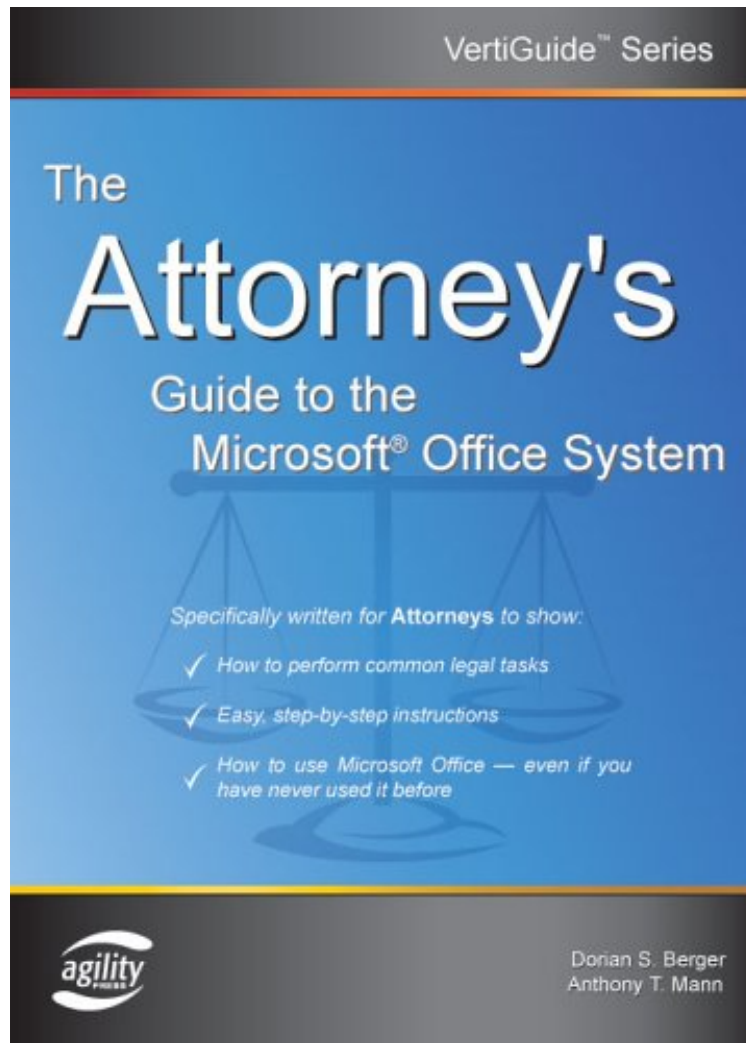


(Download pdf) The Attorney's Guide To The Microsoft Office System (VertiGuide)

## The Attorney's Guide To The Microsoft Office System (VertiGuide)

*Dorian S. Berger, Anthony T. Mann*  
DOC | \*audiobook | ebooks | Download PDF | ePub



DOWNLOAD



+

READ ONLINE

#6150528 in Books Agility Press 2005-03 Original language: English PDF # 1 .57 x 7.06 x 9.70l, 1.00 #File Name: 1932577114272 pages | File size: 28.Mb

**Dorian S. Berger, Anthony T. Mann : The Attorney's Guide To The Microsoft Office System (VertiGuide)** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Attorney's Guide To The Microsoft Office System (VertiGuide):

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 an Attorney 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 attorneys in mind. In fact, this book was developed by consulting and interviewing industry experts, legal trainers, technology experts, paralegals, and of course, attorneys. The authors learned exactly which topics were most troublesome for attorneys, and made sure to explain them thoroughly. This book covers the use of these Microsoft Office System products for Attorneys: -Microsoft Word 2003 -Microsoft Excel 2003 -Microsoft Outlook 2003 -Microsoft PowerPoint 2003 -Microsoft OneNote 2003 This book helps Attorneys 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