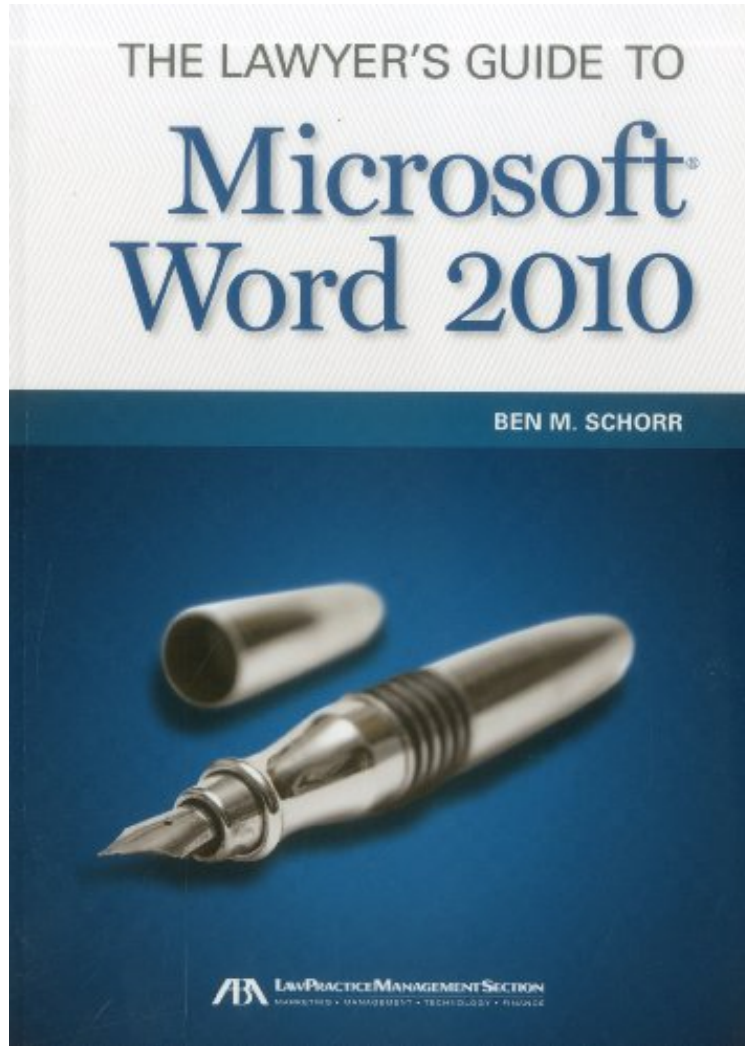


(Download) The Lawyer's Guide to Microsoft Word 2010

The Lawyer's Guide to Microsoft Word 2010

Ben M. Schorr

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Ben M. Schorr : The Lawyer's Guide to Microsoft Word 2010 before purchasing it in order to gage whether or not it would be worth my time, and all praised The Lawyer's Guide to Microsoft Word 2010:

1 of 1 people found the following review helpful. Text is terrific; figures are not. By Kathleen J. Marshall My friend and I are both lawyers. We were asked to teach Law Office Technology to wanna-be paralegals at the local community college. We were told to use Schorr's book, "The Lawyer's Guide to microsoft Word 2010," as our textbook. The *TEXT* portion is terrific! It is written in easily-understandable English, not the "geek speak" so often found in handbooks. I found myself using the book almost immediately! It certainly *IS* written for lawyers because it addresses all the bells, whistles and chimes lawyers need in every-day work that other professions might not need (i.e., footnotes vs. endnotes, tables of authority, pleadings to name a few). My copy was marked up with my own notes long

before class started. The text is loaded with lots and lots of *FIGURES* that are meant to show you what you see on your computer screen. The problem is: The figures are so *SMALL* that you can't read them, not even with a magnifying glass. Unless you are already familiar with Word 2010 and now what will pop up on your screen, you have to read the text, then look at the computer screen to see if it looks remotely like the teensy, weensy figure in the book. That's okay for a textbook where you are teaching students new material, but for attorneys who would rather bill for their time than study a book... not okay. (For lawyer-instructors who thought Office 2007 was just fine before Steve Balmer and the folks in Redmond decided to "improve" it with the 2010 version, definitely *NOT* okay.) I hope Mr. Shorr (or his editors) see this comment so they can enlarge the figures in the next edition. Once the figures are actually legible, this book should be part of every lawyer's law library, right beside Black's Law Dictionary and the Court Rules.

0 of 0 people found the following review helpful. It was okay
By W. Sperry
The book was fine as far as it went, but I was hoping for something quite a bit more advanced. The book spends a great part of its content reviewing the basics and gives short shrift to document automation, styles, forms, and similar topics in which I am interested.

2 of 2 people found the following review helpful. Non-technical attorney
By Julie B. Watson
Material was inormative for non-techs, found book to be very readable and clear. Highly recommend for others that switch to MS Word 10.

This handy reference includes clear explanations, legal-specific descriptions, and time-saving tips for getting the most out of Microsoft Word--and customizing it for the needs of today's legal professional. Focusing on the tools and features that are essential for lawyers in their everyday practice, *The Lawyer's Guide to Microsoft Word 2010* explains in detail the key components to help make you more effective, more efficient, and more successful.