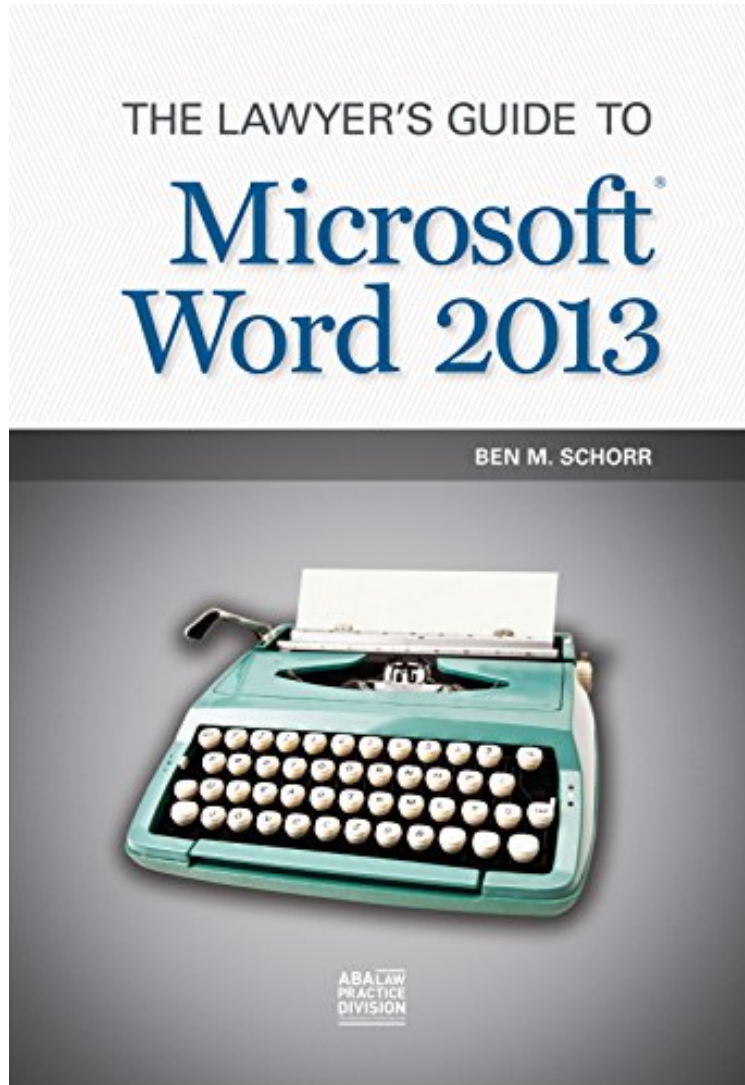


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The Lawyer's Guide to Microsoft Word 2013

Ben M. Schorr

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Ben M. Schorr : The Lawyer's Guide to Microsoft Word 2013 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 2013:

Microsoft Word is one of the most used applications in the Microsoft Office suite. 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 2013* explains in detail the key components to help make you more effective, more efficient, and more successful. Written specifically for lawyers by a twenty-year veteran of legal technology, this guide will introduce you to Microsoft Word 2013.

About the Author Ben M. Schorr is a technologist and Chief Executive Officer for Roland Schorr Tower a professional consulting firm headquartered in Honolulu, Hawaii. In that capacity he consults with a wide variety of organizations including many law firms. He is frequently sought as a writer, teacher and speaker for groups as diverse as the Hawaii Visitor and Convention Bureau and the American Bar Association. Almost 10 years ago Microsoft named him as an MVP in their Outlook product group and he has been supporting Outlook, Exchange and most recently OneNote ever since. Prior to co-founding Roland Schorr, Schorr was the Director of Information Services for Damon Key Leong Kupchak Hastert, a large Honolulu law firm, for almost 8 years. Schorr was a contributing author for "Using Microsoft Office 2000" by Que and has been a technical editor or contributor on a number of other books over the years. For several years he has been half of the "Ask the Exchange Pros" team for Windows Server System magazine. In October of 2005 Schorr was named by the Pacific Technology Foundation as one of the Top 50 Technology Leaders in Hawaii. He's a member of the Institute of Electrical and Electronics Engineers' (IEEE) Computer Society, the American Bar Association and the United States Naval Institute. In his free time Schorr enjoys coaching football, running marathons, reading, playing softball, ocean kayaking and has completed the Tinman triathlon 3 times. He lives in Ewa Beach, Hawaii.