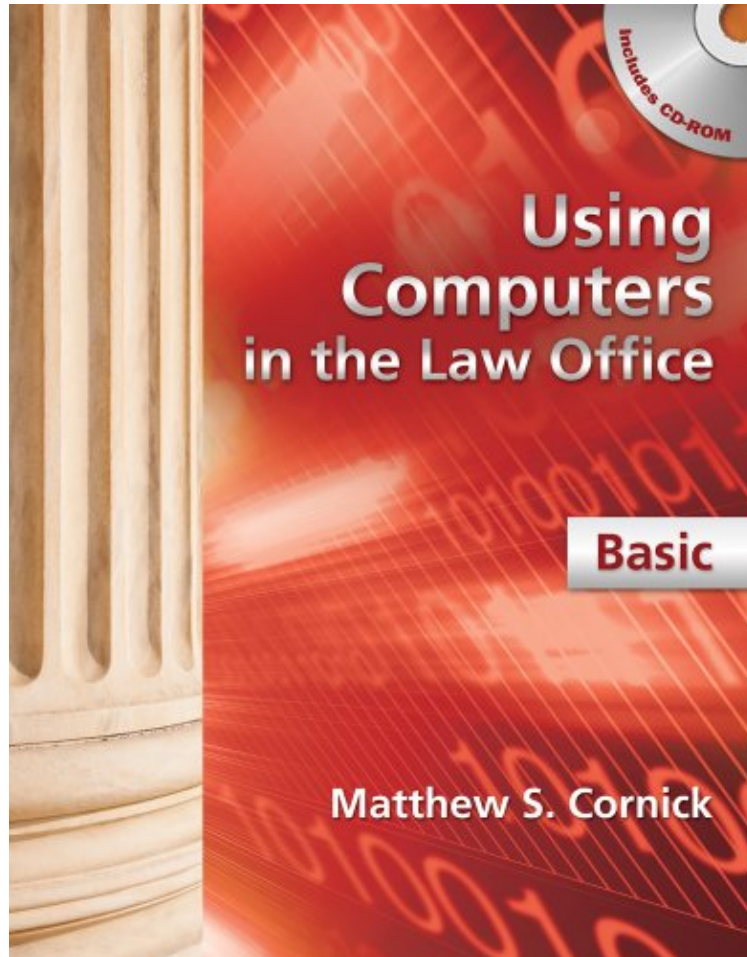


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## Using Computers in the Law Office - Basic

*Matthew S. Cornick*

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USING COMPUTERS IN THE LAW OFFICE--BASIC delivers the fundamental computer skills necessary for success in today's law offices. Ideal for readers with limited or no experience with basic computer applications, the book demonstrates word-processing, spreadsheet, timekeeping and billing, database, and presentation software and their uses in the legal environment. Hands-On Exercises for Microsoft Word (2010 and 2007), Excel (2010 and 2007), Access (2010 and 2007), and PowerPoint (2010 and 2007), as well as HotDocs, Adobe Acrobat, and Tabs3 reinforce the lessons for readers, while helpful in-text features like self-test questions, Web exercises, and ethics considerations

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"The content is conducive to the way the course is and should be taught. I particularly like the incorporation of the Ethics question at the end each chapter. The Test Your Knowledge and Key Terms section is a great tool for helping the students study for exams. The author also does a good job with the hands-on exercises sections by including introduction lessons and lessons for different skill levels. The textbook is a valuable guide in assisting students to learn the software available to and used by many legal organizations." "The material teaches students the importance of technology in the legal field and how to incorporate it into their daily work life. Over the past 3 years, I have enjoyed teaching the class using the prior version of this text. Students have also commented on how much they learned and how it has helped them in their jobs." "The hands-on exercises are what the real asset of the text is. Very detailed yet easily followed. You can only really learn by doing--so the hands-on is the real asset!"

About the Author Matthew S. Cornick, J.D., is a graduate of the State University of New York at Buffalo and the Emory University School of Law. He has been teaching Civil Litigation, Legal Research, Family Law, and Introduction to Law and Ethics to paralegal students for over twenty years. Mr. Cornick frequently speaks to paralegal associations and law firms on the topic of technology in the law office. He has served on the Approval Commission to the American Bar Association's Standing Committee on Paralegals and is the author of *A PRACTICAL GUIDE TO FAMILY LAW* (West Publishing, 1995) *USING COMPUTERS IN THE LAW OFFICE*, 7e, as well as Advanced and Basic editions of that text.