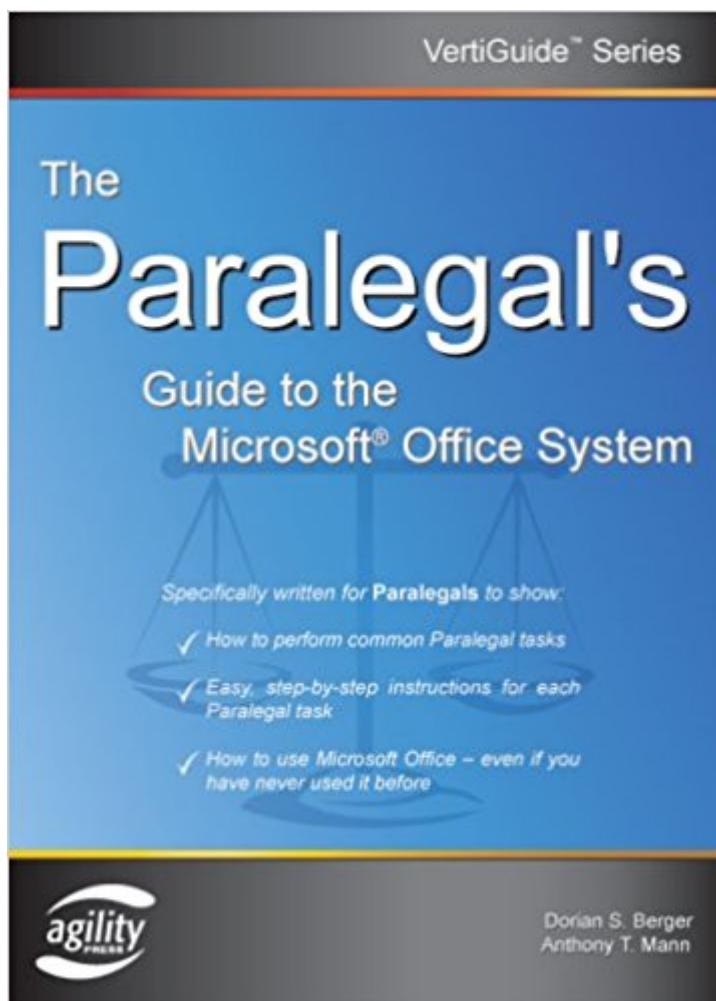


The book was found

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



Synopsis

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

Book Information

Series: Vertiguide

Paperback: 368 pages

Publisher: Agility Press (March 1, 2005)

Language: English

ISBN-10: 1932577106

ISBN-13: 978-1932577105

Product Dimensions: 9.7 x 7.1 x 0.8 inches

Shipping Weight: 1.3 pounds

Average Customer Review: 3.0 out of 5 stars 1 customer review

Best Sellers Rank: #1,907,377 in Books (See Top 100 in Books) #5 in Books > Law > Law Practice > Law Office Technology #175 in Books > Law > Law Practice > Law Office Education #396 in Books > Computers & Technology > Software > Microsoft > Microsoft Word

Customer Reviews

"Excellent resource for Paralegals using Office 2003...the easy-to-follow format ensures this book will become a must for Paralegals today!" -- Gina Buser, President, Traveling Coaches, Inc."This is a great book for non-techies. Its friendly style and practical examples will help Paralegals quickly learn the basics." -- Ian D. Levit, Vice President, Levit & James, Inc.

I haven't read all through this book yet, but I have a feeling that it will come in very handy in my studies for my degree in Paralegal. If you are going to school to be a Paralegal, I recommend you get this book and also "Paralegal Careers for Dummies".

[Download to continue reading...](#)

The Paralegal's Guide To The Microsoft Office System (Vertiguide) The Attorney's Guide To The Microsoft Office System (VertiGuide) The Solo Practitioner's Guide to the Microsoft Office System (Vertiguide) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Office 2013: Introductory, Spiral-bound Version (Microsoft Office 2013 Enhanced Editions) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Introduction to Paralegal Studies: A Critical Thinking Approach (Aspen Paralegal) Paralegal Discovery: Procedures and Forms (Paralegal Law Library) An Introduction to Word Processing: Using Microsoft Word 2000 or Microsoft Office 2000 Enhanced Microsoft Excel 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Access 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Spreadsheets: Using Microsoft Excel 97 or Microsoft Office 97 (Software Guides) Enhanced Microsoft Access 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Word 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition (Microsoft Office 2013 Enhanced Editions)

[Contact Us](#)

[DMCA](#)

Privacy

FAQ & Help