

# Using Computers in the Law Office



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Using Computers in the Law Office, fifth edition provides up-to-date information regarding the use of technology by paralegals in all types of legal organizations. It includes basic computer concepts, including hardware and major software programs such as Word and Excel, and also addresses more complex skills and software programs available. Important topics covered include electronic discovery, Internet legal/factual research, legal timekeeping and billing, litigation support software, and case management and docket control software. A variety of other topics are also covered including: mobile computing, document management, security, ethics, the electronic courthouse and many other trends in legal computing. Each topic is presented in a clear and organized manner and includes many examples of how the software is actually used by the paralegal on-the-job. With more than ten hands-on tutorials, students have the opportunity to apply what it presented in the text and practice using computers to complete legal work.

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