

**Using
Computers
in the Law Office**

Sixth Edition

Student Workbook

Matthew S. Cornick

Using Computers In The Law Office With Workbook

Mary Ann Mason, Robert F. Harris



Using Computers In The Law Office With Workbook:

Using Computers in the Law Office - Advanced Matthew S. Cornick, 2011-12-27 Created for those with a working knowledge of basic word processing spreadsheet and database software USING COMPUTERS IN THE LAW OFFICE ADVANCED takes readers to the next level of proficiency with legal technology and imparts the more sophisticated computer skills desired by law offices today From billing and timekeeping to electronic discovery and computer assisted legal research the book demonstrates real world applications of commonly used legal software programs and builds practical skills in Tabs3 AbacusLaw CaseMap TimeMap Discover FY Westlaw LexisNexis and TrialDirector Hundreds of screenshots provide context for the lessons while each chapter includes self test questions suggested Web exercises review questions and exercises and an ethics question The detailed Hands On Exercises include Basic Intermediate and Advanced assignments to allow for a variety of skill levels and to help prepare readers for a successful and satisfying paralegal career Important Notice Media content referenced within the product description or the product text may not be available in the ebook version Using Computers in the Law Mary Ann Mason, Robert F. Harris, 1994 **Microsoft Excel 2019 for Lawyers Training Manual Classroom in a Book** TeachUcomp, 2019-10-27 Complete classroom training manuals for Microsoft Excel 2019 for Lawyers 479 pages and 224 individual topics Includes practice exercises and keyboard shortcuts You will learn how to effectively use legal templates legal business functions such as the Pv and Fv functions and simple IOLTA management In addition you ll receive our complete Excel curriculum Topics Covered Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window 11 The Status Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts File Management 1 Creating New Workbooks 2 Saving Workbooks 3 Closing Workbooks 4 Opening Workbooks 5 Recovering Unsaved Workbooks 6 Opening a Workbook in a New Window 7 Arranging Open Workbook Windows 8 Freeze Panes 9 Split Panes 10 Hiding and Unhiding Workbook Windows 11 Comparing Open Workbooks 12 Switching Open Workbooks 13 Switching to Full Screen View 14 Working With Excel File Formats 15 AutoSave Online Workbooks Data Entry 1 Selecting Cells 2 Entering Text into Cells 3 Entering Numbers into Cells 4 AutoComplete 5 Pick from Drop Down List 6 Flash Fill 7 Selecting Ranges 8 Ranged Data Entry 9 Using AutoFill Creating Formulas 1 Ranged Formula Syntax 2 Simple Formula Syntax 3 Writing Formulas 4 Using AutoSum 5 Inserting Functions 6 Editing a Range 7 Formula AutoCorrect 8 AutoCalculate 9 Function Compatibility Copying Pasting Formulas 1 Relative References and Absolute References 2 Cutting Copying and Pasting Data 3 AutoFilling Cells 4 The Undo Button 5 The Redo Button Columns Rows 1 Selecting Columns Rows 2 Adjusting Column Width and Row Height 3 Hiding and Unhiding Columns and Rows 4 Inserting and Deleting Columns and Rows Formatting Worksheets 1 Formatting Cells 2 The Format Cells Dialog Box 3 Clearing All Formatting from Cells 4 Copying All Formatting from Cells to Another Area Worksheet Tools 1 Inserting

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