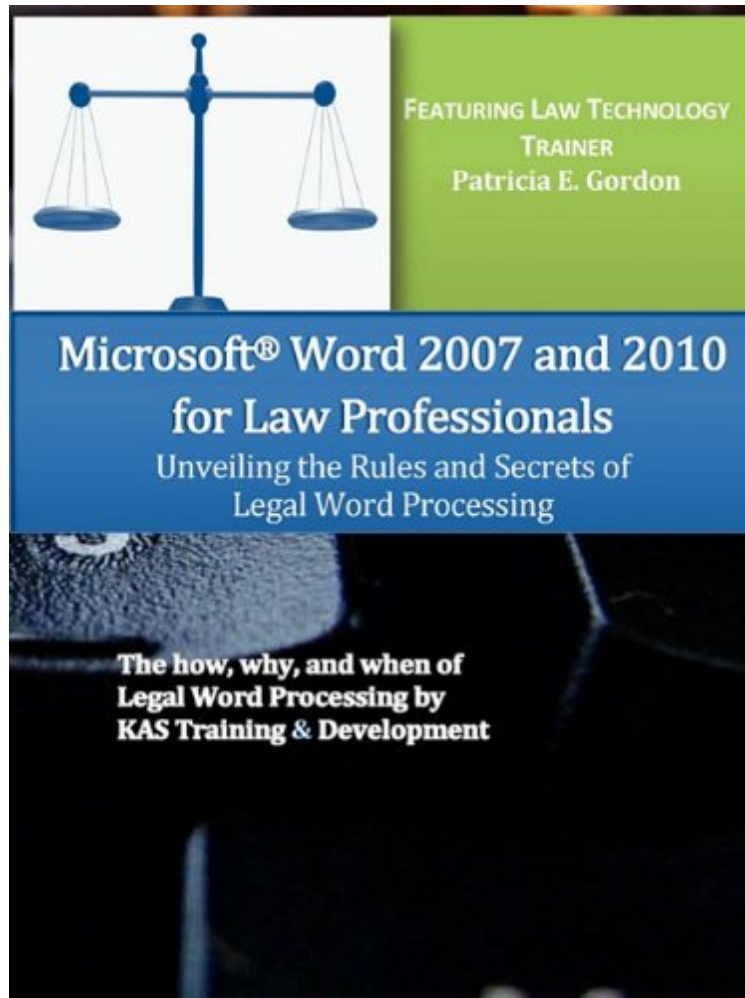


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Microsoft Word 2007 and 2010 for Law Professionals Unveiling the Rules and Secrets of Legal Word Processing

KAS Training Development, Patricia E. Gordon
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KAS Training Development, Patricia E. Gordon : Microsoft Word 2007 and 2010 for Law Professionals Unveiling the Rules and Secrets of Legal Word Processing before purchasing it in order to gage whether or not it would be worth my time, and all praised Microsoft Word 2007 and 2010 for Law Professionals Unveiling the Rules and Secrets of Legal Word Processing:

3 of 3 people found the following review helpful. This book is awesome, one of a kind!!!!By L. RodriguezI decided to

pick up this book due to the bad review from the attorney in Mill Valley, CA. I needed a book that would go deeper than most how-to books on MS Word out there and have spent a ton of money just scratching the surface. Most books on Word are not designed for the legal profession. In fact it is very hard to find resources out there that are even geared toward legal document production. Although I work as a paralegal, I do a ton of work on documents myself as I do not have the luxury of sending my docs down the hall to the legal doc team, I'm pretty much it. I highly recommend this book because it really details the steps that are necessary in building a legal document so that it is encoded to generate Table of Contents, Tables of Authorities, and it helps you properly format any legal document in just a matter of minutes. What used to take me an hour to do, now takes me ten minutes. This book does not show you how to prepare pleadings, nor does it teach you what is a statute or a case for TOA, but that type of information is readily available through so many other venues. The information in this book is worth its weight in gold. This is a must-have book for those who want to properly format a legal document so that everything stays in place when you hand it over to the other side, occasionally you will get it back and have to reformat it again, but if you lay the foundation down in the beginning, you will save time (not only your time, but the other side will see a beautifully formatted document that handles their changes properly, thus saving them time as well). The illustrations in the book are as they would be in the MS Word pane you are working in. The most valuable thing I found in this book was the proper way to use Styles, once you use them, you will never go back to formatting a document any other way. By properly using Styles and building a proper multi-level list (and outline), the Table of Contents can be very easily generated. I also learned so much more including the proper way to build a table and the list goes on and on. I cannot say enough about this book except that when I read the bad review, I knew I had to check it out, I am so glad I did. I also highly recommend the classes that can be taken with this book as well, the trainer Eileen is outstanding and I feel so lucky to have stumbled upon this gem of a book and now course. I feel as though my legal career has the potential to be elevated to a different level. Thanks KAS!

1 of 1 people found the following review helpful. Essential professional book for all legal secretaries/paralegals/lawyers
By Leanna Sun
This is the second time I've taken training classes with KAS. The book and training tools utilized by KAS are essential for any legal professional working in Word. I am now about to be trained in Office 365 and I truly only trust KAS's teaching methods. Part of the reason this company is so essential is because KAS employs the best teacher, Eileen Williams. Her intimate knowledge of legal word processing is valuable and unique. I recently changed my career path. Each firm has a different way of working---I can only trust Eileen Williams with KAS to teach me the proper tools of editing, formatting, drafting, and finalizing legal documents. I recently audited another Word training facility and their Word training was very basic and wholly inadequate for legal professionals. I fully endorse and highly recommend KAS to any and all persons in our field, both by using their book and working with their teacher, Eileen Williams.

5 of 5 people found the following review helpful. Not Useful
By Donald Lowrey
This book is extraordinarily fundamental. It covers the very basics of MS Word and styles. Nothing in the book is specific to the needs of law firms. For example, drafting pleadings is a big bit of work for many firms. There is no word about how to develop a pleading template. The title is misleading, it is not a book for lawyers. It does have good information for someone who has never used Word. Even for this use, it is a bare bones introduction. I do not recommend this book.

Microsoft Word 2007 and 2010 for Law Professionals is the comprehensive guide to understanding the concepts and technicalities of document production for the international law office.