



The Legal Computer Companion for the Legal Secretary, Word Processor and Legal Support Staff is a self-paced learning

tutorial designed to provide easy-to-follow, step-by-step instructions in a format tailored to the law office environment. Hands-on exercises and a wealth of learning features provide plenty of first-hand legal document preparation experience. This presentation will provide the user with actual hands on experience that makes learning understandable and easier to follow.

The interaction workouts on CD correspond to the lessons in the book. With the easy to follow training lessons, The Legal Computer Companion will provide document production skills for beginners and seasoned pros alike. The legal training guide is also a great resource for mentorship and/or in-house training curriculum for employees wishing to transition into a legal assistant, legal secretarial or word processing position. You'll master how to format documents in the legal profession, understand the basic elements of a case citation, statute, treaties and other authorities.



The training book offers:

- Hands Summary. Each task concludes with a summary that reinforces the key steps in the task. It also serves as cue card for a specific task.
- Appropriate tips, tricks, and shortcuts that you find useful are included to further enhance your skill.
- Visual step-by-step instructional actions show you the hands-on activities to accomplish the task
- Useful descriptions and explanations on each step help you to learn more about the step that you have just performed.
- Actual screen captured illustration such as the dialog boxes and the result outcomes are displayed to show you how they would appear on screen. This helps you to learn visually and effectively.

**WHERE YOUR EDUCATION AND
LEGAL CAREER CONNECT**



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