

# The Legal Computer Companion

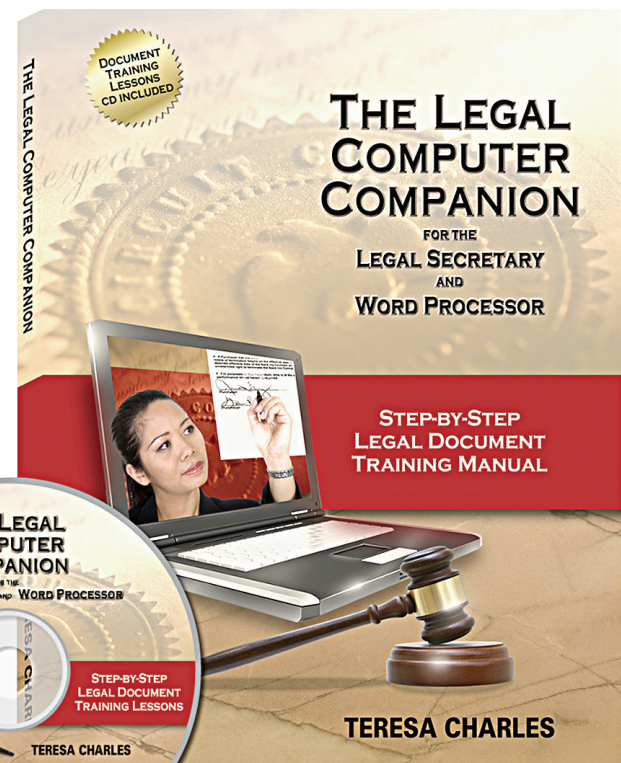
- For the Legal Secretary • Word Processor and Legal Support Staff



The Legal Computer Companion is a blueprint intended to ensure that students develop competencies and skills for transitioning into legal support roles as well as improve the skills of existing legal support staff members.

## Students learning will be reinforced by creating and working with actual legal documents

- **Table of Authorities** - Definition of a Table of Authority; How to Mark a Table of Authorities; Short and Long Citations; Understanding the Table of Authorities identifier; How to mark and generate a Table of Authorities
- **Table of Contents** - Definition of a Table of Contents; How to mark heading styles in a Table of Contents; Generating a Table of Contents
- **Index of Terms** - Definition of an Index; How to mark words and phrases; cross references; Generating an Index
- Complex Legal Outline Numbering Features
- Creating Pleadings and Caption Pages
- Creating and Formatting a Legal Agreement
- Creating and Formatting a Pleading
- Creating Firm Stamps
- Finding and Replacing commonly used Legal Symbols
- General Styles; Letters and Memos
- Creating Macros to automate and simplify repetitive tasks
- Advanced Footnotes and Referencing
- Various Page Layouts – Section Breaks
- Save time using helpful tips and shortcuts form common tasks
- Resume and Cover Template included!
- and more...



Softcover Book & CD Set  
9.25 X 10.5 260 Pages  
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## Testimonials

"This book is highly recommended as a supplementary resource manual for students pursuing a career in the legal field. The chapter introductions and case citation overview chapter is clearly presented . . . [It is] a must have step-by-step instructional manual and resource tool that students will be able to take with them when they go to work in law offices.

Julie Rhodes, Training Coordinator

"We recommend The Legal Computer Companion as a training reference tool for students entering the legal field. The book is filled with concrete, real-life examples to help explain concepts. Students are able to relate to the examples easily and learn by visualizing. A must have "training companion!"

Rose Brewer, Bay Area Legal Training