

# **Office Xp For Law Firms**

Michael Rajnik

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Office Xp for Law Firms Nick Jones, 2002-05 **Office XP for Law Firms** Ed Jones, Romena Benjamin, 2002-05-15 The information is easy to understand and accessible a great reference and troubleshooting tool Dina M Kapernekas Attorney Ancel Glink Diamond Bush DiCianni Rolek P C Covering not only Word but all of the programs in the Office XP suite this unique guide shows how to customize Office for the special demands of the legal world and boost productivity with a host of power user tricks and techniques Whether it's converting a complex WordPerfect document into Word assessing litigation risks using an Excel spreadsheet creating a PowerPoint presentation for a negotiation or trial tracking pleadings through an Access database creating a conflicts check form in Outlook or publishing Office documents on the firm Web site this guide provides an indispensable road map to better work product and more efficient workflow Learn to use Word effectively to create legal briefs pleadings outlines and legal forms suited to your practice Create PowerPoint presentations that successfully emphasize your legal arguments whether in the boardroom in an arbitration room or in the courtroom Learn to use the power of Access to meet your legal needs or use any of the ready to run databases such as the one shown here provided on the CD ROM CD ROM Contents Six complete Access databases for law firms Legal specific Excel worksheets Word templates and custom Outlook forms HotDocs 30 day evaluation version Workshare DeltaView trial version Searchable e version of the book System Requirements PC running Windows 98 2000 Me XP Windows NT 4 or later See the What s on the CD ROM appendix for details and complete system requirements **Starting a Solo Law Firm 2021 Edition** Attorney Robert Schaller, 2021-01-14 Attorney Robert Schaller and the Schaller Law Firm offer young lawyers in Starting a Law Firm in 2020 2021 a must have desk reference book for building a law firm Lawyers should invest in their future Young lawyers worked hard in college and again in law school Now it is time to reap the rewards of the intensive legal training Earn the profits deserved Develop pride and earn respect from your peers Any lawyer who possesses a heartfelt desire to build a respected legal career along with the vision and drive to succeed should read and embrace the steps set forth in this book This book is dedicated to the young lawyers who are unfulfilled working as associates for other lawyers or who recently graduated from law school with the courage to hang out a shingle and start their own law firm This book provides concrete guidance about issues the author wished someone had taught him before he started his own law firm Some lawyers have the courage to open a solo practice law firm Other lawyers start a law firm with one or two other lawyers they know and trust There is strength in numbers It is appealing to young lawyers in particular to have a law school classmate or fellow associate nearby for support Others establish an affiliation with an existing firm Sometimes a lawyer needs another lawyer to brainstorm and bounce ideas around Deciding whether to start a law firm is a tough decision You gain the freedom described above but you lose the security of working for an established firm as an associate But is that freedom In the short run a young lawyer likes the security of knowing a paycheck is coming twice a month But all private practice lawyers ultimately

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