



The Lawyer's Guide to Microsoft Word 2013

Ben M. Schorr

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Microsoft® Word is one of the most used applications in the Microsoft® Office suite. This handy reference includes clear explanations, legal-specific descriptions, and time-saving tips for getting the most out of Microsoft Word®--and customizing it for the needs of today's legal professional. Focusing on the tools and features that are essential for lawyers in their everyday practice, *The Lawyer's Guide to Microsoft® Word 2013* explains in detail the key components to help make you more effective, more efficient, and more successful. Written specifically for lawyers by a twenty-year veteran of legal technology, this guide will introduce you to Microsoft® Word 2013.

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