

The

# Attorney's

Guide to the

Microsoft® Office System

*Specifically written for **Attorneys** to show:*

- ✓ *How to perform common legal tasks*
- ✓ *Easy, step-by-step instructions*
- ✓ *How to use Microsoft Office — even if you have never used it before*



Dorian S. Berger  
Anthony T. Mann

# The Attorneys Guide To The Microsoft Office System Vertiguide

**Paul McFedries**



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