

# The Paralegal's Guide to the Microsoft® Office System

*Specifically written for Paralegals to show:*

- ✓ *How to perform common Paralegal tasks*
- ✓ *Easy, step-by-step instructions for each Paralegal task*
- ✓ *How to use Microsoft Office – even if you have never used it before*

# The Paralegals Guide To The Microsoft Office System Vertiguide

**Dorian S. Berger,Anthony T. Mann**



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