

NEW Textbook for Canadian Colleges!

Computer Applications for Paralegals

Available for delivery starting July 1st!

We are pleased to contribute to the education of the Canadian legal community with this new resource for Paralegals. ***Computer Applications for Paralegals: Using MS Office Suite and Windows to Prepare Professional Documentation*** was written by Barb Asselin, former Law Clerk and current faculty member at Algonquin College's Ottawa campus.

To download a **free sample** of this textbook, which includes the complete Table of Contents and Chapters 1 and 2, visit www.asselingroup.com.

This textbook contains instruction on the following topics:

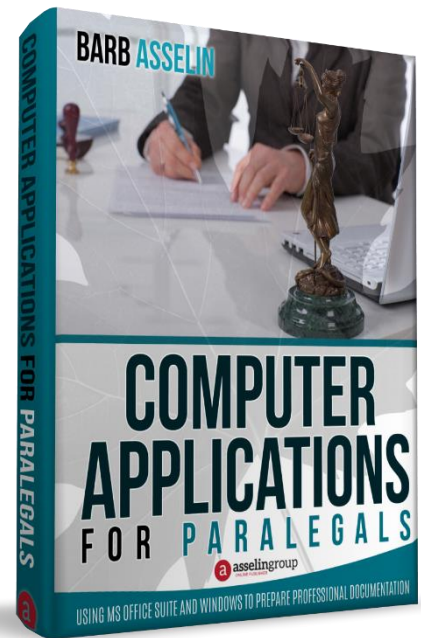
- Basic law firm configuration, including a chart of all lawyers and staff members, for use within the textbook
- Physical and electronic file management
- MS Outlook, including the calendar, contacts, and tasks functions
- MS PowerPoint, including the following features: slide layouts, design, text, customizing bullets, headers and footers, adding content, transitions, animations, formats, viewing, and printing
- MS Excel, including the following features: creating a spreadsheet, adding data, formatting, formulas, charts, statistics and other functions, and pivot tables
- MS Word, including the following features: correspondence, merging, memos, facsimiles, reports, styles, templates, tables, and a variety of editing techniques
- Combining software by imbedding documents from one application into documents from another application, and
- Specific learning outcomes, detailed hands-on instruction with multiple images, a variety of exercises, and summary for each chapter.

Note that the Paralegal version of this textbook will include exercises and examples that focus on areas of law generally practiced by Paralegals.

BONUS: Each copy of this textbook contains access to a private webpage that includes: video tutorials for each chapter, practice exercise documents for each chapter, and a variety of precedents for use with the available exercises.

To order your copies, complete the following order form and mail to:

Attention: Barb Asselin, 927944 Ontario Inc., 449 Flat Rapids Road, Arnprior, Ontario, K7S 3G8



Computer Applications for Paralegals

Order Form

Price per textbook: \$80.00 CAD

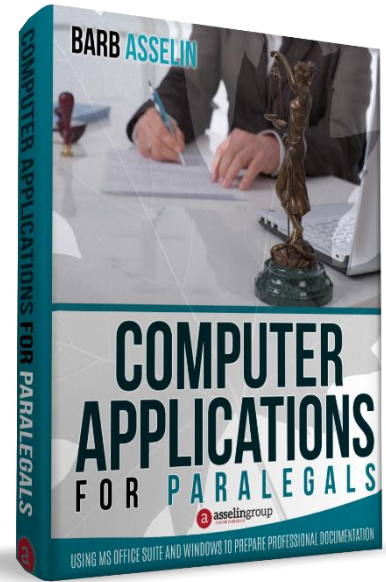
Postal Orders:

Attention: Barb Asselin
927944 Ontario Inc.
449 Flat Rapids Road
Arnprior, Ontario K7S 3G8

Online Orders:

www.AsselinGroup.com

Please send my copies of **Computer Applications for Paralegals: Using MS Office Suite and Windows to Prepare Professional Documentation**. Please allow 4-6 weeks for delivery.



Shipping & Handling: 1-2 copies=\$16.00, 3-10

copies=\$26.00, 11-30 copies=\$40.00, 30-50 copies=\$100.00, 50+ copies=\$150.00

\$80.00 each x _____ \$ _____

Shipping & Handling (see above) \$ _____

Sub-Total \$ _____

HST 13% (#861031417) \$ _____

Total Owing \$ _____

Please make cheque payable to **927944 Ontario Inc.**

Ship To:

Name of Institution: _____

Attention: _____

Address: _____

City/Province: _____

Postal Code: _____

Email: _____