

COMPUTERS & THE WORKPLACE

Questions & Answers taken from <http://www.nalsoforg.com>

1. Which of the following is not an example of an *input* device?
 - a. bar code scanner
 - b. monitor
 - c. mouse
 - d. voice recognition system

2. An advantage of using a CD-ROM legal library is the ability to copy segments directly to your computer to save time and avoid inputting mistakes.
 - a. TRUE
 - b. FALSE

3. A list of email addresses of persons interested in a particular topic is known as:
 - a. a contact list
 - b. a listserv list
 - c. a newsgroup
 - d. a Usenet group

4. Is there a type of software that can track telephone calls for billing purposes?
 - a. TRUE
 - b. FALSE

5. What are the two types of major desk top printers?
 1. _____
 2. _____

6. What is Boolean logic?

7. Headers, footers, footnotes, columns, and tables are all examples of:
 - a. word processing editing tools
 - b. word processing formatting tools
 - c. word processing proofing tools
 - d. none of the above

8. Why may an attorney ask you to prepare a redlined version of a document?

9. Software that allows a computer to roam the Web is called:
 - a. a browser
 - b. a search engine
 - c. a uniform resource locator ("URL")
 - d. an internet service provider

10. What are the five primary applications (basic components and concepts of a

computer) in a typical law office.

ANSWERS:

1. **b** - an *input device* is used to get *information* from the operator *into* the *computer*.
2. **a** - other advantages include their transportability and searching features.
3. **b** - by placing their names on a *listserve* list, they agree to receive e-mail about a particular topic.
4. **a** - *call accounting software* allows accurate tracking of telephone calls for billing purposes.
5. **Inkjet & Laser**
6. As applied to Internet search engines, *Boolean logic* is a system in which **connecting words** (primarily and, or, and not) are used to **establish a logical relationship among key words in order to make a search more precise**.
7. **b** - word processing formatting tools
8. *Redlining* a document allows the attorney to **compare the new version to the original document**.
9. **a** - popular **browsers** include *Microsoft Explorer* and *Netscape Navigator*.
10. 1) Document preparation (most law firms now use Word) and document management (DMS); 2) accounting; 3) database management; 4) communications, and 5) legal research and practice specific applications (Westlaw, Lexis/Nexis, etc.)