

LEGAL RESEARCH AND ANALYSIS

LEVERAGING TECHNOLOGY FOR EFFICIENT LEGAL
PRACTICE

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DATE – 22 -09- 23

AGENDA

- WE ARE GOING TO TALK ABOUT THE USE OF **MICROSOFT WORD** AND **MICROSOFT EXCEL**.

THE USE OF MS WORD AND EXCEL FOR A LEGAL PROFESSION
HOW IT IS HELPING IN MAKING THE SHEETS AND
FILES EASILY.

THE IMPORTANCE OF TECHNOLOGY IN LEGAL PRACTICE

- TECHNOLOGY IS PLAYING A VITAL ROLE, IN THE LEGAL PROFESSION IN MANAGING THE DATA AND FILES IN A
- COMPACT
- PRECISE AND SHORT
- EASILY ASSESABLE
- IT IS IMPORTANT FOR THE STUDENTS FROM ALL STREAMS TO BE AT LEAST WELL VERSED WITH TECH. SKILLS AS IT IS THE NEED OF THIS GENERATION.

MICROSOFT WORD

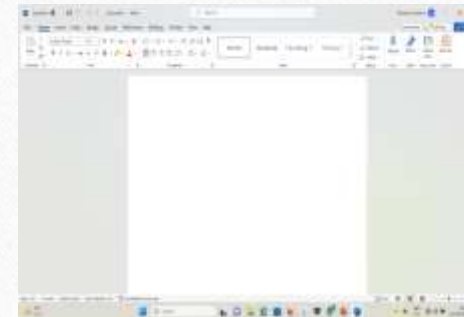
- MICROSOFT WORD HELP IN THE PREPARATION OF LEGAL DOCUMENTS, IN A NEAT AND CONFINED WAY.
- IT HELPS IN FORMATING AND STYLING OF THE PARTICULAR DOCUMENT, WHICH HELPS IN HIGHLIGHTING AND MARKING THE IMPORTANT FACTS.
- IT MAKES THE PRESENTATION MORE APPEALING FOR THE VIEWERS TO SEE.

MAIL MERGE

- **MAIL MERGE** – IT LETS US CREATE A BATCH OF DOCUMENTS THAT ARE PERSONALIZED FOR EACH RECIPIENT .
- FOR MAIL MERGE WE REQUIRE BOTH MICROSOFT EXCEL AND MICROSOFT WORD.

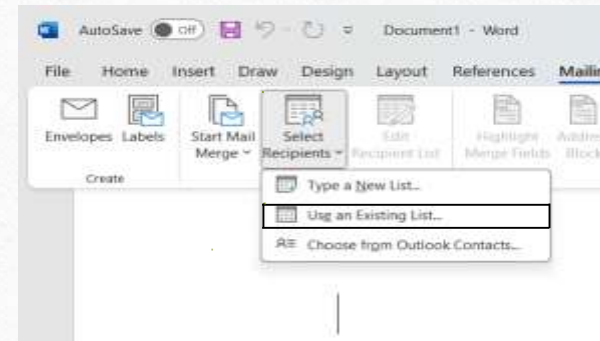
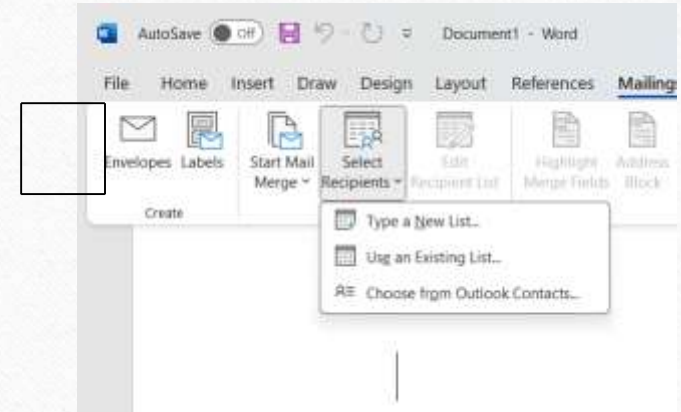
STEPS

- CLICK ON MAILING TAB .
- CLICK THE START MAIL MERGE BUTTON
- CREATE A EXCEL SHEET ON MICROSOFT EXCEL . FOR THE RECIPIENT .

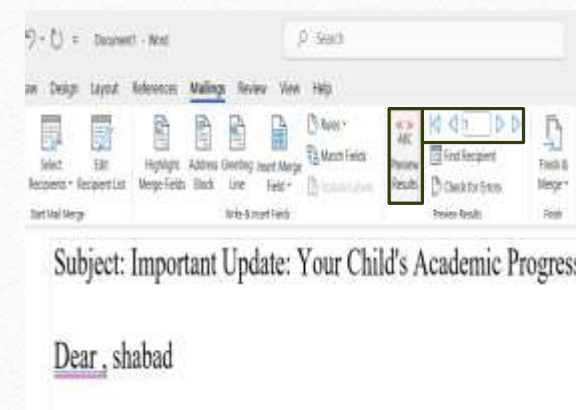
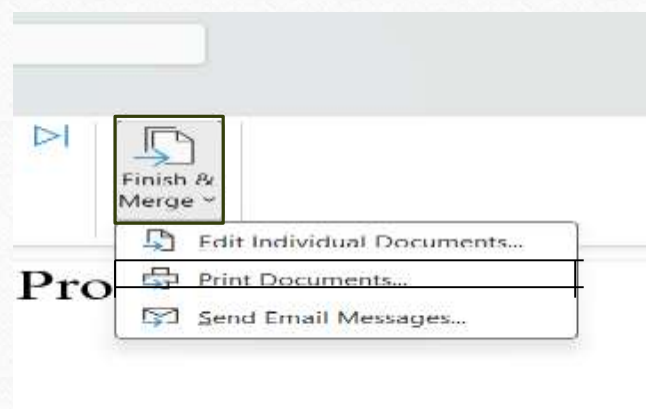
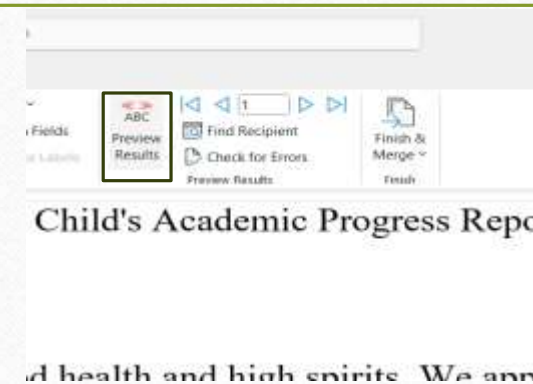
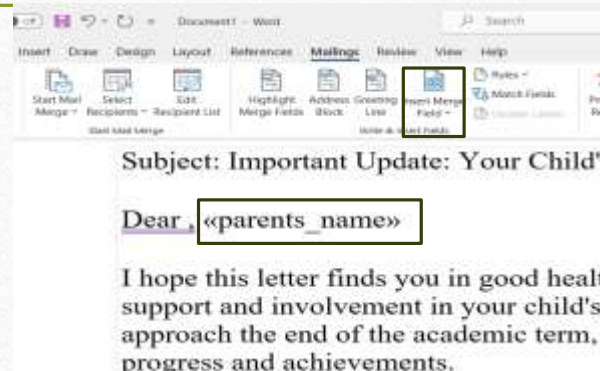
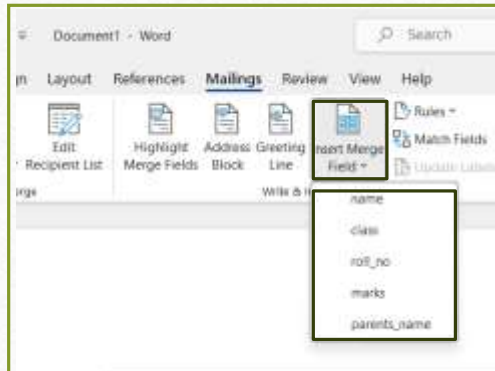
A screenshot of a Microsoft Excel spreadsheet containing a table of student data. The table has four columns: 'name', 'class', 'roll no', and 'marks'. There are six rows of data, including headers and student records.

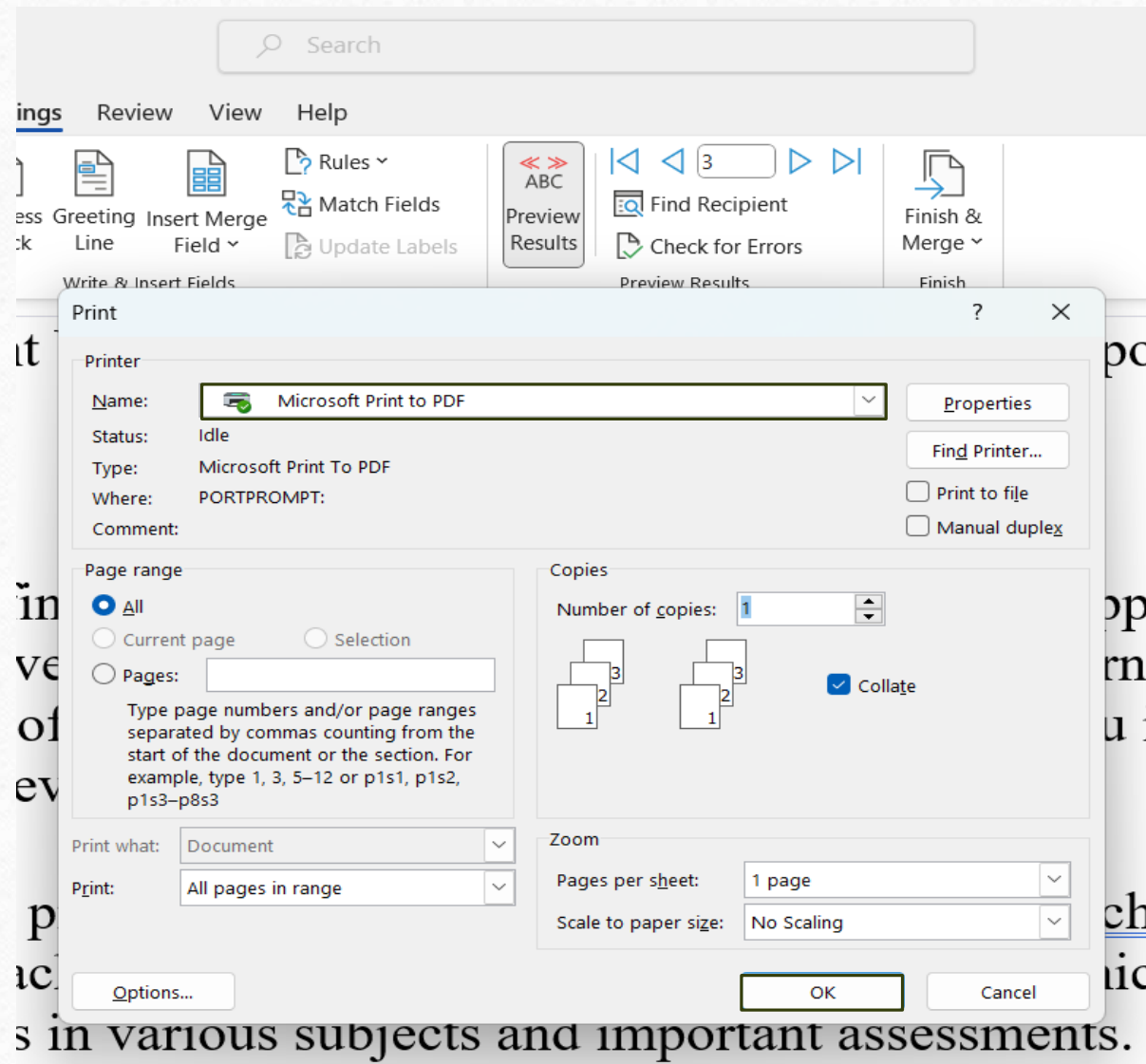
	A	B	C	D	E	F	G
1	name	class	roll no	marks			
2	sanchi	10	6	10			
3	manu	8	9	9			
4	sonali	9	5	7			
5	shayam	10	18	8.5			
6	rama	10	20	9			
7							
8							

- Click on select recipients.
- click on the existing list.
- then enter the list or select the already typed list in MS Excel
- if you want to edit the list click on edit recipient list.
- then click on the insert mail merge field.
- A drop-down will appear select the desired position and enter.
- then click on preview results.
- then click on the arrows to check the results.
- click on finish and merge.
- Save it as print as pdf.

A screenshot of the Microsoft Excel application window showing a table with student data. The table has four columns: 'name', 'class', 'roll no', and 'marks'. The data is as follows:

	A	B	C	D	E	F	G
	name	class	roll no	marks			
2	sanchi	10	6	10			
3	manu	8	9	9			
4	sonali	9	5	7			
5	shayam	10	18	8.5			
6	rama	10	20	9			
7							
8							





Here the
mail merge
ends

Microsoft Excel

- Microsoft Excel is a spreadsheet editor developed by Microsoft for Windows, macOS, Android, and iOS.
- It features calculation or computation capabilities, graphing tools, pivot tables, and macro programming.
- It is used for :
 - Data entry
 - Data management
 - Accounting
 - Time management and financial modelling

Excel functions

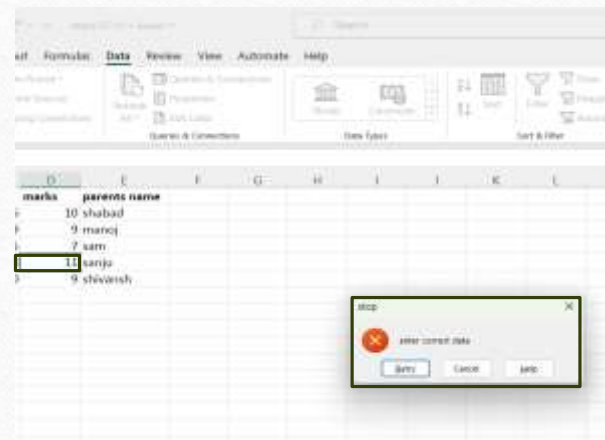
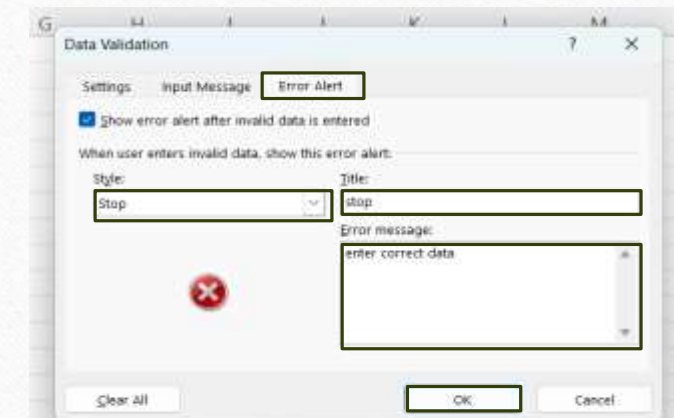
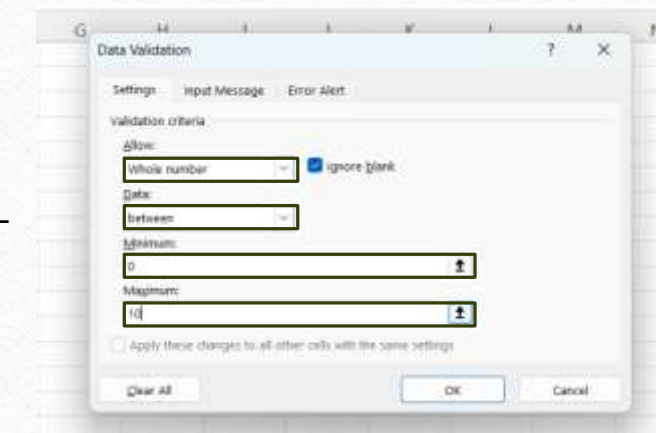
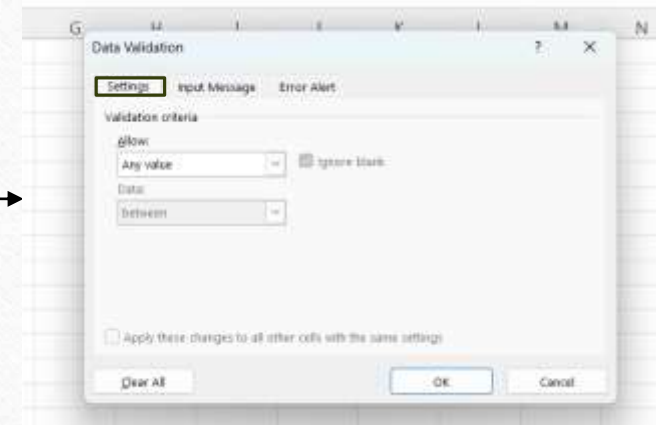
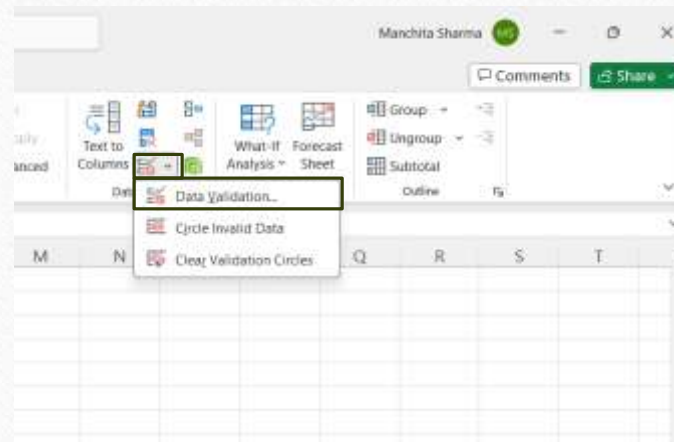
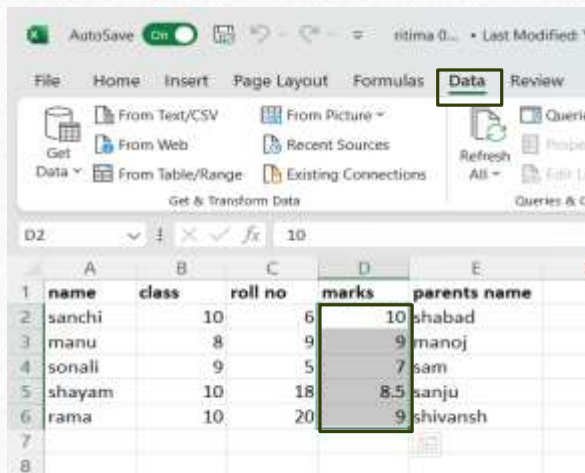
- Functions are predefined formulas that perform calculations by using specific values, called arguments, in a particular order, or structure.
- Here are some Excel functions :
- **SUMPRODUCT**: returns the sum of products of corresponding ranges
- **SUMIF**: calculates the sum of the range of cells based on given criteria
- **SUMIFS**: calculates the sum of a range based on one or more true or false condition
- **ROUNDUP**: it is rounding up of decimal places till req. length
- **ROUNDDOWN**: to crop the decimal place till req. position
- **SUM**: addition of the selected row and column
- **AVERAGE**: to calculate the average of the desired criteria

Data validation

- It is a feature that allows you to control the type of data to be entered into your worksheet.
- It helps in :
 - **Avoiding errors**
 - **Provide accuracy**

Steps for performing data validation

- Select the cells you want to create a rule of data validation
- Select data > data validation
- Then there is a setting tab under Allow select an option which you required (whole no. , decimal, list, date, time, text length, custom)
- Under data, select a condition
- Set the other req. values based on what you chose for allow and data.
- Select the input message tab and customize the message users will see when entering data.
- Show input message when the cell is selected
- Select the error alert tab to customize the error message and choose a style
- Select OK



Grouping and subtotaling

- Grouping is an Excel tool that groups two or more rows or columns
steps
 - Go on the data tab
 - in the outline gp.
 - click group > group rows or group rows
 - Click OK

subtotaling

- Subtotaling – it allows you to values within a data set . It allows you to group and summarise your data using
- SUM
- COUNT
- MIN AND MAX
- OTHER FUNCTIONS.

SORTING AND FILTERING

- **SORTING:** it helps us in rearranging the data to find value quickly. We can sort and range a table of data on one or more columns of data.
- **FILTIRING:** it is a function that allows you to sort data within a file. It is the process of examining a dataset to exclude, rearrange, or apportion data according to certain criteria.

INTEGRATION

- Microsoft Word, Excel, and PowerPoint are powerful tools that can be seamlessly integrated to create comprehensive and effective legal presentations. Here's how you can achieve this integration and maximize their potential for a legal presentation:
- **Planning and Organization**
- **Research and Data Analysis**
- **Formatting and Styling**
- **Visual Representation**
- **Presenting**
- **Rehearsals and Edits**
- **Creating a Slide Deck**
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- One of example for presenting the use of Word and Excel together is mail merge provided in the topic mail merge and presented practically.

Practical case study

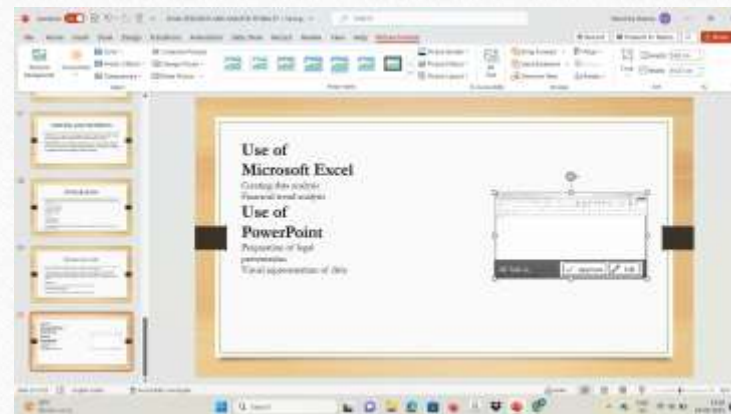
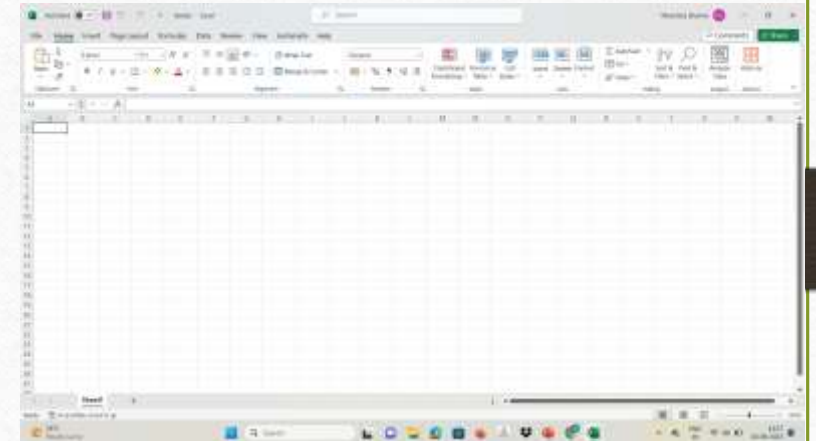
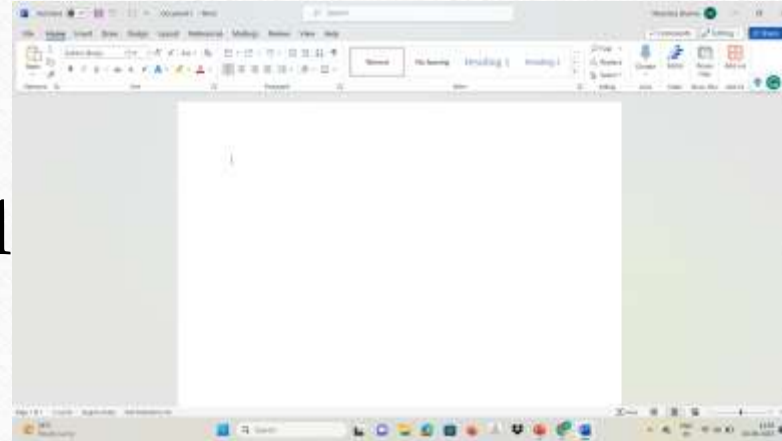
- *Case Title: Smith v. Premier Bank - Financial Fraud Litigation*
- Mr. James Smith, a retired individual, filed a lawsuit against Premier Bank, alleging fraudulent financial practices related to his retirement account. He claims that the bank manipulated his account, resulting in substantial financial losses.
- Legal issue:
- Fraudulent Account Management and breach of duty
- **Use of Microsoft Word**
- Legal document drafting and collaboration and review

Use of Microsoft Excel

Creating data analysis
Financial trend analysis

Use of PowerPoint

Preparation of legal
presentation
Visual representation of data



conclusion

- In today's dynamic legal landscape, mastering Microsoft Word, Excel, and PowerPoint is indispensable for legal professionals. These software applications offer a powerful toolkit for creating, organizing, analyzing, and presenting legal information. The hypothetical legal case scenario presented illustrates their seamless integration and showcases their pivotal role in legal practice.
- Importance in legal practice
- improve productivity
- Enhances professionalism and credibility
- Derive legal innovation

Questions and discussion

- Ques 1: the importance of learning technical tools even being from a legal background not technical?
- Ques 2: the importance of styling, highlighting, and filtering the data?
- Ques 3: what is the reason behind making this ppt? (expect marks)

THANK YOU
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(HONS.)