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**For Immediate Release
4 August 2005**

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PAYNE CONSULTING GROUP PUBLISHES EXCEL FOR LAW FIRMS

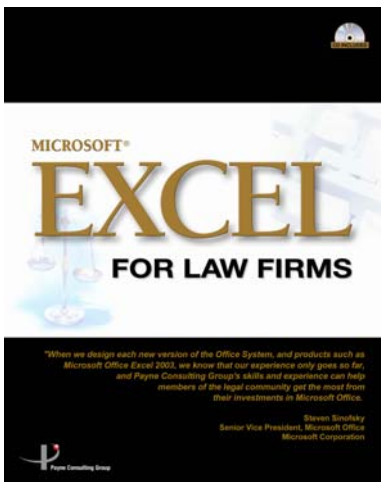
SEATTLE—Payne Consulting Group has announced the release of its latest publication, *Excel For Law Firms*. This book is designed to help anyone in a law firm, corporate legal department or government agency use the software to its full potential.

Excel for Law Firms describes how to use Excel to manage expert witness lists and damages charts, find associated dates with a trial diary, and calculate partner share or profit distribution. Excel is useful for reworking annual budgets, salary projections, asset allocation, inventory control, sick and vacation balance tracking, and a lot more. *Excel for Law Firms* takes you through step-by-step exercises to show you how to accomplish these tasks.

Written by members of Payne Group, *Excel For Law Firms* (\$39.99) is 496 pages in length and contains fifteen chapters including supplemental reviews, two appendices, a glossary of terms and a CD-ROM featuring exercise files, VBA code samples and much more. Some key chapters include *Chapter 13: Metadata and Security: Protect Yourself and Your Firm*, *Chapter 10 Excel Tools*, *Chapter 11: Workbook Collaboration* and *Chapter 9: PivotTables and PivotCharts*.

Payne Consulting Group has authored 12 books including the best selling and highly popular *Word For Law Firms* series. *Excel For Law Firms* is a continuation of that effort and is filled with useful information, notes, tips and hands on exercises. Written for beginner to advanced level, the publication is geared towards readers in the legal, corporate legal and government sectors who want to incorporate Microsoft Excel into their everyday work environment.

For more information on *Excel For Law Firms*, contact BookPurchases@payneconsulting.com or call 206-344-8966. www.payneconsulting.com.



About Payne Consulting Group

Payne Consulting Group is a development and training company specializing in law firms, corporate & government legal departments. The company has written 12 books on Microsoft Office including Word 2003, Word 2002, 2000, and 97 for Law Firms, Essential Excel 97 and 2000, Excel Expert Solutions and Outlook Fast and Easy. As creators of the 'famous' Assistants (Numbering, Metadata, Forms, Agreement, Address), Payne is committed to providing tools that are essential to every law firm. From help desk and IT training to end user, project management, courseware and migration planning - the company is a one-stop solution for software migration needs.

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