

### Question 1

Timelines are useful for analyzing the case or meeting deadlines in the process.

[br]Is this statement [i]true[/i] or [i]false[/i]?[br]A) True

B) False

Answer: <https://biology-forums.com/index.php?topic=377829>

### Question 2

A Webex viewer is a plug-in specific to viewing:

A) case law.

B) case briefs and recent law articles.

C) case annotations.

D) Webinars.

Answer: <https://biology-forums.com/index.php?topic=377809>

### Question 3

A typical file or case starts with:

A) a visit to court.

B) an interview with the client.

C) a cursory look at the law.

D) an agreement on fees and expenses.

Answer: <https://biology-forums.com/index.php?topic=377798>

### Question 4

The \_\_\_\_\_ on using presentation graphics are determined by the equipment in the courtroom.

A) limitations

B) power

C) images

D) features

Answer: <https://biology-forums.com/index.php?topic=378073>

### Question 5

In a spreadsheet, the cell is the box at the intersection of a row and a column for text or numerical data.

[br]Is this statement [i]true[/i] or [i]false[/i]?[br]A) True

B) False

Answer: <https://biology-forums.com/index.php?topic=377583>

### Question 6

All firms record only billable time.

[br]Is this statement [i]true[/i] or [i]false[/i]?[br]A) True

B) False

Answer: <https://biology-forums.com/index.php?topic=377763>

### Question 7

Almost all programs have built-in learning resources such as user guides and instructions.

[br]Is this statement [i]true[/i] or [i]false[/i]?[br]A) True

B) False

Answer: <https://biology-forums.com/index.php?topic=377534>

### Question 8

The conflict of interest doctrine requires that an attorney not mislead the court or opposing counsel with false statements of law or facts that the lawyer knows to be false.

[br]Is this statement [i]true[/i] or [i]false[/i]?[br]A) True

B) False

Answer: <https://biology-forums.com/index.php?topic=377351>

### Question 9

Documents in a graphic image format can be converted to a format that allows editing by using applications that use:

A) PDF.

- B) TIFF.  
C) HUD.  
D) OCR.

Answer: <https://biology-forums.com/index.php?topic=378026>

### Question 10

When a file is saved, a file extension is added to the end of the file name to identify the format in which the file has been saved.

[br]Is this statement [i]true[i] or [i]false[i]?[br]A) True

- B) False

Answer: <https://biology-forums.com/index.php?topic=377536>

### Question 11

Even with a careful privilege review, documents that are considered privileged may still be overlooked and produced unintentionally, which is referred to as \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=378062>

### Question 12

The motherboard is a printed circuit board that holds some of the most critical components of the computers.

[br]Is this statement [i]true[i] or [i]false[i]?[br]A) True

- B) False

Answer: <https://biology-forums.com/index.php?topic=377407>

### Question 13

Who must follow the rules of ethical behavior in the legal profession?

- A) Every member of the legal team  
B) Paralegals only  
C) Lawyers only  
D) Information technologists only

Answer: <https://biology-forums.com/index.php?topic=377324>

### Question 14

Electronic office management systems allow access to timekeeping, calendar maintenance and accounting from almost anywhere.

[br]Is this statement [i]true[i] or [i]false[i]?[br]A) True

- B) False

Answer: <https://biology-forums.com/index.php?topic=377773>

### Question 15

Electronic Discovery Reference Model (EDRM)

Answer: <https://biology-forums.com/index.php?topic=378010>

### Question 16

\_\_\_\_\_ is the destruction of evidence pertaining to litigation.

Answer: <https://biology-forums.com/index.php?topic=377951>

### Question 17

More and more courts are allowing litigants to bring computer-based electronic display systems for use in trial.

[br]Is this statement [i]true[i] or [i]false[i]?[br]A) True

- B) False

Answer: <https://biology-forums.com/index.php?topic=378207>

### Question 18

Creating a customized database always begins with knowing what data needs to be organized and deciding what fields will be used to organize that data.

[br]Is this statement [i]true[i] or [i]false[i]?[br]A) True

- B) False

Answer: <https://biology-forums.com/index.php?topic=377641>

### Question 19

A major issue in e-discovery is the \_\_\_\_\_ of discovery.

- A) labor
- B) cost
- C) unreliability
- D) time

Answer: <https://biology-forums.com/index.php?topic=377911>

### **Question 20**

Step-by-step tutorials for learning to create and use databases are provided on the Microsoft Access program \_\_\_\_\_ feature.

Answer: <https://biology-forums.com/index.php?topic=377661>