

Test Bank

CHAPTER 1

OVERVIEW OF COMPUTERS AND TECHNOLOGY IN THE LAW OFFICE

TRUE/FALSE

1. The “paperless office” is a pipe dream that cannot be reasonably implemented.
ANS: F PTS: 1
Learning Objective: COMP.CORN.19.1.4 Distinguish among the various forms of computer software.
A-Head: Introduction to Computer Software
Bloom’s: Remembering
2. Many courts have implemented electronic filing, and others are currently in the design or implementation stages.
ANS: T PTS: 1
Learning Objective: COMP.CORN.19.1.6 Recognize the ethical issues raised by the use of technology in the law office.
A-Head: Legal Technology Trends
Bloom’s: Remembering
3. Confidentiality of client-related electronic information is a concern for most legal organizations.
ANS: T PTS: 1
Learning Objective: COMP.CORN.19.1. 6 Recognize the ethical issues raised by the use of technology in the law office.
A-Head: Legal Ethics and Computer Technology
Bloom’s: Remembering
4. Computers in legal organizations can be a vehicle for incompetence and legal malpractice.
ANS: T PTS: 1
Learning Objective: COMP.CORN.19.1. 6 Recognize the ethical issues raised by the use of technology in the law office.
A-Head: Legal Ethics and Computer Technology
Bloom’s: Remembering

5. Electronic discovery is the exception and not the norm, and it never became popular.

ANS: F PTS: 1

Learning Objective: COMP.CORN.19.1. 6 Recognize the ethical issues raised by the use of technology in the law office.

A-Head: Legal Technology Trends

Bloom's: Remembering

6. Presentation graphic programs can be used in courtrooms to present evidence to juries or other fact-finders.

ANS: T PTS: 1

Learning Objective: COMP.CORN.19.1.5 Understand the concept of metadata.

A-Head: How Computers Can Help the Paralegal

Bloom's: Remembering

7. How fast a computer works to process information is characterized in megabytes (MB).

ANS: F PTS: 1

Learning Objective: COMP.CORN.19.1.2 Identify the various computer-system components.

A-Head: Computer Components

Bloom's: Remembering

8. The data contained in ROM is lost when the computer is turned off.

ANS: F PTS: 1

Learning Objective: COMP.CORN.19.1.3 Recognize the essential elements of a computer.

A-Head: Peripheral Devices

Bloom's: Remembering

9. Magnetic tape systems store data sequentially.

ANS: T PTS: 1

Learning Objective: COMP.CORN.19.1.3 Recognize the essential elements of a computer.

A-Head: Peripheral Devices

Bloom's: Remembering

10. All versions of Windows use a graphical user interface (GUI).

ANS: T PTS: 1

Learning Objective: COMP.CORN.19.1.4 Distinguish among the various forms of computer software.

A-Head: Introduction to Computer Software
Bloom's: Remembering

11. Antivirus software is considered a form of application software.

ANS: F PTS: 1

Learning Objective: COMP.CORN.19.1.4 Distinguish among the various forms of computer software.

A-Head: Introduction to Computer Software
Bloom's: Remembering

12. VoIP can be used to make calls to a regular (analog) phone line.

ANS: T PTS: 1

Learning Objective: COMP.CORN.19.1.3 Recognize the essential elements of a computer.

A-Head: Peripheral Devices
Bloom's: Remembering

13. Litigation support software is used only for very large cases.

ANS: F PTS: 1

Learning Objective: COMP.CORN.19.1.5 Understand the concept of metadata.

A-Head: How Computers Can Help the Paralegal
Bloom's: Understanding

14. Legal professionals use videoconferencing only when in the courtroom.

ANS: F PTS: 1

Learning Objective: COMP.CORN.19.1.3 Recognize the essential elements of a computer.

A-Head: Peripheral Devices
Bloom's: Remembering

15. Disaster recovery plans are created after a disaster has occurred.

ANS: F PTS: 1

Learning Objective: COMP.CORN.19.1.6 Recognize the ethical issues raised by the use of technology in the law office.

A-Head: Legal Ethics and Computer Technology
Bloom's: Remembering

MULTIPLE CHOICE

1. According to the text, prior to the early 1980s, computers were used only by:
 - a. A few extremely large firms for "back-office" functions
 - b. Most medium-sized law firms for communication functions

- c. All corporate law departments for marketing functions
- d. A few small law firms for most clerical functions
- e. Most government law offices for most clerical functions

ANS: A PTS: 1

Learning Objective: None

A-Head: Introduction to Technology and the Law

Bloom's: Remembering

2. The term "network of networks" refers to:

- a. A wireless network
- b. Windows
- c. The Internet
- d. An intranet
- e. An extranet

ANS: C PTS: 1

Learning Objective: Introduction to Technology and the Law

A-Head: Introduction to Technology and the Law

Bloom's: Remembering

3. Which of these terms refers to the instructions that make the computer hardware function?

- a. Software
- b. Hardware
- c. Central processing unit
- d. Internet
- e. Processor chip

ANS: A PTS: 1

Learning Objective: COMP.CORN.19.1.2 Identify the various computer-system components.

A-Head: Computer Components

Bloom's: Remembering

4. Which of these is an example of hardware?

- a. A monitor
- b. A word-processing program
- c. An operating system
- d. Data
- e. A spreadsheet program

ANS: A PTS: 1

Learning Objective: COMP.CORN.19.1.2 Identify the various computer-system components.

A-Head: Computer Components
Bloom's: Understanding

5. Which of these is an output device?

- a. Keyboard
- b. Printer
- c. Mouse
- d. Hard drive
- e. Modem

ANS: B PTS: 1

Learning Objective: COMP.CORN.19.1.2 Identify the various computer-system components.

A-Head: Computer Components
Bloom's: Remembering

6. A(n)____ is a law firm information distribution system for clients.

- a. extranet
- b. intranet
- c. Internet
- d. clientnet
- e. document management program

ANS: A PTS: 1

Learning Objective: COMP.CORN.19.1.3 Recognize the essential elements of a computer.

A-Head: Peripheral Devices
Bloom's: Understanding

7. What statement best describes the state of mobile computing in the legal environment?

- a. The legal profession has been slow to use them.
- b. Law offices have generally refused to spend the money to support them.
- c. Security concerns have kept them from catching on.
- d. They are changing the way legal professionals communicate and practice law.
- e. Mobile computing devices offer no benefits to legal professionals.

ANS: D PTS: 1

Learning Objective: COMP.CORN.19.1.6 Recognize the ethical issues raised by the use of technology in the law office.

A-Head: Legal Technology Trends
Bloom's: Understanding

8. Which type of program is used to assist in analyzing statistical trends and calculating lost wages in a worker's compensation case?

- a. Timekeeping and billing program
- b. Spreadsheet program
- c. Docket control program
- d. Word-processing program
- e. Compression utility program

ANS: B PTS: 1

Learning Objective: COMP.CORN.19.1.5 Understand the concept of metadata.

A-Head: How Computers Can Help the Paralegal

Bloom's: Remembering

9. Which type of software is used primarily to track appointments and deadlines in legal matters?

- a. Timekeeping software
- b. Word-processing software
- c. Litigation support software
- d. Docket control software
- e. Database management software

ANS: D PTS: 1

Learning Objective: COMP.CORN.19.1.5 Understand the concept of metadata.

A-Head: How Computers Can Help the Paralegal

Bloom's: Remembering

10. Which of these is NOT an example of a peripheral device?

- a. A flash drive
- b. A mouse
- c. A sound card
- d. A CPU
- e. A modem

ANS: D PTS: 1

Learning Objective: COMP.CORN.19.1.3 Recognize the essential elements of a computer.

A-Head: Peripheral Devices

Bloom's: Remembering

11. Imaging is MOST similar to:

- a. recording a person's voice on a tape recorder
- b. taking a photograph of a document
- c. writing down notes as a person speaks
- d. making a handwritten copy of a document

e. adding color to a black-and-white photograph

ANS: B PTS: 1

Learning Objective: COMP.CORN.19.1.3 Recognize the essential elements of a computer.

A-Head: Peripheral Devices

Bloom's: Remembering

12. If two law offices in different parts of the country wanted to be able to share information, they would MOST LIKELY use which of the following?

- a. A GHz
- b. An extranet
- c. An intranet
- d. A LAN
- e. A WAN

ANS: C PTS: 1

Learning Objective: COMP.CORN.19.1.3 Recognize the essential elements of a computer.

A-Head: Peripheral Devices

Bloom's: Understanding

13. Which of these is an example of an application service provider (ASP)?

- a. Windows
- b. Westlaw
- c. Apple
- d. Google
- e. Microsoft

ANS: B PTS: 1

Learning Objective: COMP.CORN.19.1.4 Distinguish among the various forms of computer software.

A-Head: Introduction to Computer Software

Bloom's: Remembering

14. A _____ is a code entered into a computer system or software that acts as a key and allows the user to access the system and the information it contains.

- a. firewall
- b. VoIP
- c. stick
- d. compression utility
- e. power-on password

ANS: E PTS: 1

Learning Objective: COMP.CORN.19.1.6 Recognize the ethical issues raised by the use of technology in the law office.

A-Head: Legal Ethics and Computer Technology

Bloom's: Understanding

SHORT ANSWER

1. Identify the four reasons why it is important for paralegals to have an understanding of computers.

ANS:

It is important for paralegals entering the job market to have an understanding of computers because computers and computer skills:

1. Allow a paralegal to be more productive and efficient.
2. Can give an attorney and a paralegal a competitive advantage in court.
3. Simplify complicated tasks.
4. Allow the user to stay competitive in the job market.

PTS: 4

Learning Objective: None

A-Head: Introduction

Bloom's: Remembering

2. Name four of the computer applications commonly used in legal organizations.

ANS:

The computer applications used in legal organizations include:

1. Electronic mail
 2. Word processing
 3. Spreadsheets
 4. Database management
 5. Litigation support
 6. Timekeeping and billing
 7. Docket control/case management
 8. The Internet/legal research
- (Any other valid responses are also acceptable.)

PTS: 4

Learning Objective: COMP.CORN.19.1.4 Distinguish among the various forms of computer software.

A-Head: Introduction to Computer Software

Bloom's: Remembering

3. List four ways in which a paralegal might use the Internet for research.

ANS:

Paralegals commonly use the Internet to:

1. Conduct background information research on parties to cases.
2. Locate expert witnesses throughout the world.
3. Find newspaper, online, and technical articles related to cases.
4. Locate the current whereabouts of people for service of process.
5. Research information about witnesses.
6. Discover financial information about corporations, including accessing SEC filings.
7. Find public records about people or businesses.
8. Find co-counsel in another jurisdiction. (Any other valid responses are also acceptable.)

PTS: 4

Learning Objective: COMP.CORN.19.1.5 Understand the concept of metadata.

A-Head: How Computers Can Help the Paralegal

Bloom's: Remembering

4. Identify the three basic types of software and what each does.

ANS:

The three basic types of software are:

1. Operating system software, which instructs the computer hardware how to operate its internal circuitry and how to communicate with input, output, and auxiliary storage devices.
2. Utility software, which helps users with the housekeeping and maintenance tasks that a computer requires.
3. Application software, which instructs the computer to perform a specific function or task, such as word processing.

PTS: 6

Learning Objective: COMP.CORN.19.1.4 Distinguish among the various forms of computer software.

A-Head: Introduction to Computer Software

Bloom's: Understanding

5. List four of the advantages of computer use in the law office.

ANS:

The advantages of computers in the law office include:

1. The ability to organize documents.
2. Communicate with clients.
3. Take depositions of witnesses.
4. Search for documents, tracking exhibits, and making presentations to juries.
5. Conduct legal research right at the counsel table. (Any other valid responses are also acceptable.)

PTS: 4

Learning Objective: None

A-Head: Introduction to Technology and the Law

Bloom's: Understanding