



AFFINITY CONSULTING GROUP RELEASES FIRST MICROSOFT OFFICE MANUALS FOR LEGAL PROFESSIONALS

Largo, Florida – February 8, 2019 – Affinity Consulting Group, a law firm management and technology consulting company, is announcing the release of the first legal-specific Microsoft Office manuals. The manuals were listed for sale in Affinity’s online store in November of 2018. Demand for these materials among Affinity’s clients and other legal professionals has quickly exceeded expectations.

“Lawyers and staff require significantly more from core production tools like Word, Excel, and Outlook than the average non-legal team professional,” says Affinity Partner Barron K. Henley, Esq. “Most Word manuals fail to cover important topics that are needed in the legal environment such as tables of contents, tables of authority, multi-level automatic paragraph numbered lists, and paragraph cross-references that update automatically. Our manuals focus on the topics legal professionals need to know and skip the fluff.”

Affinity Consulting Group’s team is made up of experienced attorneys, legal technology experts, and industry insiders whose daily responsibilities include working alongside practicing legal professionals to address process inefficiencies. These inefficiencies, often the result of software training gaps, served as the inspiration for Affinity’s Microsoft Office manuals.

“[The manuals] represent over 20 years of compilation on how to tackle just about every Office-related issue that is encountered in the legal environment,” says Danielle DavisRoe, Esq., an Affinity Senior Consultant who was instrumental in the creation of the manuals. “They are easy to read, are full of numbered steps, and contain annotated screenshots. In addition, our manuals focus exclusively on topics that are relevant to legal professionals such as auto paragraph numbering and tables of authorities. They also skip topics that irrelevant to law firms such as clip art. In addition, our MS Office manuals contain a few tips, tricks, and little-known techniques.”

Affinity’s Microsoft Office manuals are priced at \$49 for an individual license and \$99 for a site license. Product details are available at

<https://www.affinityconsulting.com/product-category/manuals-training-materials/>.

Affinity’s catalog of available software manuals also includes legal-specific guides to Adobe Acrobat, FoxIt PhantomPDF, HotDocs, and Nuance Power PDF.

About Affinity Consulting Group: Affinity Consulting Group is a law firm management and technology consulting company that inspires, enables, and empowers legal teams of all sizes to work more efficiently. The company’s holistic approach

addresses the roles of people, process, and technology in optimizing performance. To learn more, please contact Affinity Consulting Group by phone at (877) 676-5492, by email at info@affinityconsulting.com, or by visiting <http://affinityconsulting.com>.

###

Contact: Kelly Judd, Director of Marketing
Affinity Consulting Group
(877) 676-5492
kjudd@affinityconsulting.com