
ACT! 2000: Introduction

Prerequisites: Windows Introduction or equivalent knowledge.

Duration: 1 day

What is ACT! 2000: Introduction?

T&E's *ACT! 2000: Introduction* teaches students how to find and manage client information, schedule and keep track of activities with clients, and create word processing documents. Students will learn the fundamentals of contact management using ACT! 6.0.

Topics Include:

Overview of ACT!

- Observing a Contact Database

Creating a Contact Database

- Creating a Contact Database
- Editing a Contact Database
- Printing an Address Book

Locating Contacts

- Finding Contacts
- Viewing Contacts
- Sorting Contacts

Organizing Contacts

- Categorizing Contacts
- Grouping Contacts
- Managing Contact Groups

Scheduling Activities

- Scheduling Activities in the Contact Window
- Managing Activities
- Scheduling Recurring Activities
- Creating Sales Opportunities

Working with Activities in Other ACT! Windows

- Working in the Calendar Windows
- Working in the Task List Window
- Using SideACT! to Manage Notes and Activities

Creating Documents with the ACT! Word Processor

- Creating a Letter
- Formatting Documents
- Viewing Other Templates