
ACT! 6.0: Introduction

Prerequisite: Windows Introduction or equivalent knowledge.

Duration: 1 day

What is ACT! 6.0: Introduction?

T&E's *ACT! 6.0: Introduction* teaches students the fundamentals of contact management using ACT! 6.0. Students will learn how to open an existing database and become familiar with the ACT! 6.0 environment; enter contacts into a database by creating and editing a database; locate contacts; organize and manage contact records by creating groups; schedule and manage activities. Students will also create, edit, and format a document by using the ACT! word processor.

Topics Include:

Overview of ACT! 6.0

- ACT! 6.0: An Overview
- Viewing and Editing Contact Database Records

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

Working with Calendars and Activities

- Working with Calendar Views
- Scheduling Activities
- Working in Task List View
- Managing Activities

Organizing Sales Opportunities and Contact Activity

- Creating Sales Opportunities
- Looking Up Contact Activity
- Looking Up Annual Events
- Using SideACT! to Manage Notes and Activities

Creating Word Processor Documents

- Creating a Letter
- Formatting Documents
- Viewing Other Templates
- Working with the Library Tab