
ACT! 6.0: Advanced

Prerequisites: ACT! 6.0 Introduction or equivalent knowledge.

Duration: 1 day

What is ACT! 6.0: Advanced?

T&E's *ACT! 6.0: Advanced* teaches students the advanced functions of using this popular contact management software. Students learn how to perform complex lookups by creating, naming, and using queries; automate procedures by recording and running macros; import, export and synchronize data between ACT! databases; customize an ACT! database; work with templates and report templates. Students will also learn how to manage a database by securing it, backing it up, and purging, compressing, and re-indexing it.

Topics Include:

Creating and Using Queries

- Creating Queries
- Creating Advanced Queries
- Adding Queries to the Lookup Menu

Creating Macros

- Creating a Macro
- Adding Macros to the Toolbar

Importing, Exporting, and Synchronizing Data

- Importing Data
- Exporting Data
- Exchanging Data Using Hand-held Devices
- Synchronizing Data

Customizing ACT!

- Specifying Startup Settings
- Modifying Fields in a Database
- Modifying Layouts
- Modifying Menus and Keyboard Shortcuts

Working with Templates and Mail Merge

- Creating a Mail Merge Template
- Generating Form Letters
- Adding Templates to the Write Menu

Customizing Report Templates

- Modifying Report Templates
- Using a Custom Report Template

Administrating Your ACT! Database

- Managing Data Security
- Performing System Maintenance