

Interact Commerce Corp. **ACT! 2000**

Level 1 - Beginning

This course introduces the skills necessary to use this powerful contact management database. It includes discussion and tasks designed to teach you how to set up contacts, tasks and schedules.

Upon Completion of this course students will be familiar with and have skill to:

Getting Started

- Understanding ACT!
- Examining The Projects
- Starting ACT!
- Examining The ACT! Window
- Moving Around The Window

Working With Contact Records

- Examining Contact Records
- Using Contact Records
- Using Sublayouts
- Using Drop-down Lists

Managing Daily Activities

- Understanding Task Management
- Scheduling Activities
- Scheduling Recurring Activities
- Viewing And Printing Schedules
- Rescheduling Activities
- Clearing Activities

Creating A Database

- Starting A New Database
- Customizing The Look
- Importing Data
- Backing Up Database Files
- Deleting A Database

Searching The Database

- Viewing The Contact List
- Using Lookup Features
- Understanding Complex Searches

Using Reports

- Examining Reports
- Editing A Report
- Modifying Menus

Using The Word Processor

- Creating A Letter
- Working With Letters
- Saving Files
- Printing Letters
- Working With Attachments

Application Project

- Page Auto Sales

Common Tools And Shortcuts Appendix

- Standard Toolbar
- Large View Bar
- Mini View Bar
- Word Processor Buttons
- Navigation Shortcuts

