

# Interact Commerce Corp. **ACT! 2000**

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## Level 2 - Advanced

This course introduces the skills necessary to customize and perform advanced features within this powerful contact management database.

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

### **Working With Queries And Groups**

- Looking At This Course
- Examining The Projects
- Understanding Intermediate Features
- Working With Advanced Queries
- Using Advanced Queries
- Working With Groups
- Managing Group Membership

### **Working With Letter Templates**

Using A Template  
Editing The Letter Template  
Creating Form Letters  
Customizing A Merge  
Using Mailing Labels

### **Customizing Report Templates**

Creating A Report Template  
Working With Sections  
Creating Template Text  
Working With Fields  
Adding Graphics

### **Making Contact**

- Understanding E-mail
- Using E-mail
- Attaching Files
- Changing E-mail Preferences
- Reading Your E-mail
- Using The Web Site Field
- Using SideACT!

### **Customizing Your Database**

- Changing Preferences
- Viewing Layout Designs
- Modifying The Contact Fields
- Enhancing The Layout

### **Creating And Using Macros**

- Looking At Macros
- Creating Macros
- Assigning A Command
- Adding Macros To The Toolbar

### **Managing Your Database**

- Checking For Duplicates
- Performing Database Maintenance
- Using Database Security
- Defining Users

