



Act!: Level 1

Tuition: \$225 / 6 hours

Prerequisite: Windows Introduction or equivalent knowledge.

Course Content

Overview Of Act! 2005

- Act! 2005: 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 Groups

Working with Calendars

- 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

Creating Word Processor Documents

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