



## Act!: Level 2

Tuition: \$225/ 6 hours

**Prerequisite:** Windows and Act! Level 1

### Course Content

#### Creating and Using Queries

- Looking Up By Example
- Creating Advanced Queries

#### Importing, Exporting, and Synchronizing Data

- Importing Data
- Exporting Data
- Exchanging Data Using Act! Link for Pocket PC
- Synchronizing Data

#### Customizing Act!

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

#### Working with Templates

- Creating a Mail Merge
- 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 Systems Maintenance

#### Internet and Email Features

- Internet Services
- Email Functionality