ACT!: LEVEL 1

Available Dates: **Request Dates**
Class Length: **1 day**
Cost: **$399**
Email Computer Visions about this class

Class Outline:

Description:
This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches the basic features and functions of ACT! 2007. Students will learn how to create and edit records for contacts, companies, and groups. They will also learn how to perform lookups to locate records that meet specified criteria. Students will use the calendar to schedule activities, and they will work with letter-writing, e-mail, and printing features to correspond with contacts. Finally, students will attach Web pages to contact records and use the Web to generate maps and driving directions. Comes with CertBlaster pre- and post-assessment software (download).

Prerequisites: Windows XP: Basic, or equivalent experience

Unit 1 : Getting started

Topic A: 0 Introducing ACT!

A-1: Starting ACT!

A-2: Examining the ACT! window

Topic B: 0 Navigation

B-1: Using database navigation techniques

B-2: Locating specific data

Topic C: 0 Closing databases

C-1: Closing a database and closing ACT!

Unit 2 : Working with contacts

Topic A: 0 My Record

A-1: Looking up My Record

Topic B: 0 Creating and deleting contacts

B-1: Adding a new contact to the database

B-2: Duplicating an existing contact

B-3: Permanently deleting a contact

B-4: Deleting multiple contacts in one step

Topic C: 0 Secondary contacts

C-1: Adding a secondary contact

C-2: Editing and deleting a secondary contact

C-3: Promoting a secondary contact

Topic D: 0 Names and salutations

D-1: Specifying a contact's first, middle, and last names

D-2: Setting name preferences