



ACT! ADVANCED

COURSE DURATION: 1 DAY

PREREQUISITES: ACT! INTRODUCTION

Customizing the ACT! 2008 Environment

- Specify Startup Preferences
- Customize Fields in a Database
- Customize Layouts
- Customize the Dashboard
- Modify Menus and Keyboard Shortcuts

Creating Queries

- Perform a Lookup
- Create Advanced Queries

Exchanging Data

- Import Data
- Export Data
- Transfer Data to a Pocket PC
- Working with a Remote Database

Using the Mail Merge Feature

- Create a Template for Mail Merge
- Generate Form Letters

Working with Report Templates

- Generate Reports Using a Standard Report Template
- Generate Reports Using a Custom Report Template

Administering the ACT! 2008 Database

- Manage Data Security
- Perform Database Maintenance

Using the Internet and Email Features of ACT! 2008

- Create Web Page Attachments
- Generate Maps and Driving Directions
- Integrate ACT! 2008 with Email Applications