



## Interact Act! 2000 topics

### Beginner

#### Overview of ACT!

Starting ACT!

Observing a Contact Database

#### 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

#### Scheduling Activities

Scheduling Activities in the Contacts Window

Managing Activities

Scheduling Recurring Activities

Creating Sales Opportunities

#### Working with Activities in Other ACT!

##### Windows

Working in the Calendar Windows

Working in the Task List Window

Using SideACT! to Manage Notes and Activities

#### Creating Documents with the Word Processor

Creating a Letter

Formatting Documents

Viewing Other Templates

### Advanced

#### Creating and Using Queries

Creating Queries

Creating Advanced Queries

Adding Queries to the Lookup Menu

#### Creating Macros

Creating a Macro

Adding Macros to the Toolbar

#### Importing, Exporting, and Synchronizing Data

Importing Data

Exporting Data

Exchanging Data Using Hand-Held Devices

Synchronizing Data

#### Customizing ACT!

Specifying Startup Settings

Modifying Fields in a Database

Modifying Layouts

Modifying Menus and Keyboard Shortcuts

#### Working with Templates and Mail Merge

Creating a Mail Merge Template

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 System Maintenance

#### Internet Features

Internet Overview

Internet Links