

Chapter 1: Creating Reports

You will learn:

- Using reports.
- Working with report templates.
- Previewing a report.
- Navigating the preview window.
- Printing a report.
- Faxing a report.
- Filtering a report.

Chapter 2: Modifying Report Templates

You will learn:

- Opening the report designer.
- Hiding report designer tools.
- Working with report sections.
- Adding sections to a report.
- Previewing a report template.
- Modifying report sections.
- Adding fields to a report template.
- Adding summary fields.
- Removing sections from a report.
- Saving report templates as new files.

Chapter 3: Using Labels and Envelopes

You will learn:

- Printing mailing labels.
- Printing envelopes.
- Modifying envelope and label templates.
- Adding fields to envelopes/labels.
- Saving envelopes/labels as new files.



Chapter 4: Using the Act! Word Processor

You will learn:

- Using the Act! word processor.
- Creating a new, blank document.
- Opening an existing document.
- Editing text in a document.
- Saving a document.
- Copying/moving/formatting text.
- Aligning paragraphs.
- Indenting paragraphs.
- Changing the paragraph line spacing.
- Setting tabs.
- Closing a document.
- Using the spell checker.

Chapter 5: Using Act! Document Templates

You will learn:

- Using document templates.
- Creating a document from a template.
- Printing documents.
- Faxing documents.
- Editing document templates.
- Opening a modified template.
- Performing a mail merge.



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Chapter 6: Using E-mail

You will learn:

- Using e-mail.
- Opening the e-mail window.
- Connecting to an e-mail system.
- Reading/sending e-mail messages.
- Attaching contact information.
- Attaching group record information.
- Attaching files.

Chapter 7: Calling Contacts

You will learn:

- Using the dialer.
- Enabling the dialer.
- Dialing a contact.

Chapter 8: Customizing Fields

You will learn:

- Customizing fields.
- Renaming fields.
- Changing the field type/field size.
- Setting field format.
- Adding a default value.
- Setting field entry rules.
- Selecting other field attributes.
- Adding a field drop-down list.
- Adding/deleting database fields.



Chapter 9: Modifying Layouts

You will learn:

- Modifying layouts.
- Opening the layout designer.
- Adding a field to a layout.
- Saving a layout as a new file.
- Opening a layout.
- Removing a field from a layout.
- Showing/changing the field entry order.
- Reselling the field entry order.
- Adding tabs to a layout.
- Changing the tab order in a layout.
- Renaming/deleting tabs in a layout.
- Changing background properties.
- Closing the layout designer.

Chapter 10: Using Macros

You will learn:

- Creating macros.
- Recording a macro.
- Running a macro.
- Deleting a macro.
- Adding/deleting a macro to a toolbar.



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Chapter 11: Using Queries

You will learn:

- Using queries.
- Creating a query.
- Saving a query.
- Opening a saved query.

Chapter 12: Customizing Menus

You will learn:

- Customizing menus.
- Modifying custom menus.
- Modifying custom menu items.
- Deleting a custom menu item.

Chapter 13: Performing Database Maintenance

You will learn:

- Backing up a database.
- Adding a password to a database.
- Changing a password.
- Scanning for duplicate records.
- Reindexing a database.

Chapter 14: Importing and Exporting Data

You will learn:

- Transferring data.
- Importing from an Act! database.
- Mapping fields in an imported database.
- Loading a saved map.
- Exporting data.

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