
Course: *ACT! II - Advanced ACT!*

Length:

8:30AM-4:30PM

Cost:

\$275 per student

Materials provided:

Everyday ACT! Manual

Intended Audience:

This class is designed for the Advanced or Power User of ACT! who is ready to take their usage of ACT! to the next level!

Topics Covered:

- **Advanced Lookups/Queries** – Learn how to create, use and Save advanced Queries and Lookups
- **Advanced Social Media Networking** – Learn how to edit the Social Media Networking Tab to better connect with your Contacts
- **Opportunities** – How do I track my Sales and Services accurately? Is there a advantage to tracking them in ACT?
- **Mail Merge** – Can I perform a mail merge directly in ACT? OF COURSE!
- **Marketing Results with Swiftpage** – What is Swiftpage and can it help me grow my business?
- **Creating and Managing Activity Series** – What is a Activity Series and does it apply to my business?
- **Synching ACT! Calendar with Outlook Calendar** – Manually and Automated - Learn how to synch your Outlook Calendar and ACT! Calendar easily
- **Managing Dashboards** – What the heck is a Dashboard and how will it help me stay on track?
- **Advanced Groups and Subgroups** – Learn why Groups/Subgroups are important
- **Advanced Companies and Divisions** – Learn the advantages to using the Company feature vs. Groups
- **Creating Relationship Links between Contacts** – Ever wanted to track and link the relationship between Contacts in ACT! easily? Learn how here!
- **Managing your Contacts** – Learn how to easily discover who you haven't E-mailed, Phoned or Met with lately!

