ACT! by Sage Software Training Class – Mastering the basics

Guaranteed or the next class is FREE. Come & learn how to do more in less time.
User Guide and lunch included with class.
Newly updated ACT! Standard and ACT! Premium Software

Sage Premier Training Center Course Outline

The Basics
- Starting Contact Manager
- Menu Overview
- Basic Help

Working with Contacts
- Viewing Contacts
- Adding and Modifying Contacts
- Sorting Contacts
- Manipulating the Contact List
- Defining Fields
- Groups

Working your schedule
- Viewing Activities
- Scheduling Activities

Working with Paper
- Creating Letters & Faxes
- Custom Templates

Working with Groups and Companies
- Groups
- Companies

Questions & Answers

Welcome to ACT! Software training classes. This specialized one day course is designed to help you become acquainted with the basics of working in ACT!. Students are required to have a basic working knowledge of Windows. This course will cover setting up a new database, working with contacts & activities, groups and companies. Guarantee applies to the same next class for the attending student within 60 days of original attendance.

This class is taught by a SAGE Certified ACT! Premier Trainer. There will be a maximum of 4 students per class and are hands on 1 person per PC. All classes are CPE accredited. Students will receive a certificate of completion. Cancellation policy: must be received 5 days prior to course date to be eligible for refund and are subject to a $50 administrative fee. The class may be rescheduled with no administrative fee.

Fee: 1 day session $399.00
ACT! Premier Training Center

View dates or sign up www.jcscomputer.com
"Helping you do more in less time!"

Call Now Toll Free 800-475-1047 ***Payment Method:*** ***Class Date:*** _____

□ *VISA*	□ *Master Card*	□ *American Express*	□ *Discover*	□***Please fax or e-mail paid invoice.***
Credit Card Number		Company Name		Credit Card Expiration
Cardholder Name		Phone		Cardholder Signature
Billing Address		*Billing City, State*		*Billing Zip Code*

Payment is required at time services are rendered. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for support services requested. Credit card or check accepted for On-sites & classes.

Fax to 866-666-9932

P.S. Get your unlimited annual ACT! Software Technical support & you get 3 online classes for free!