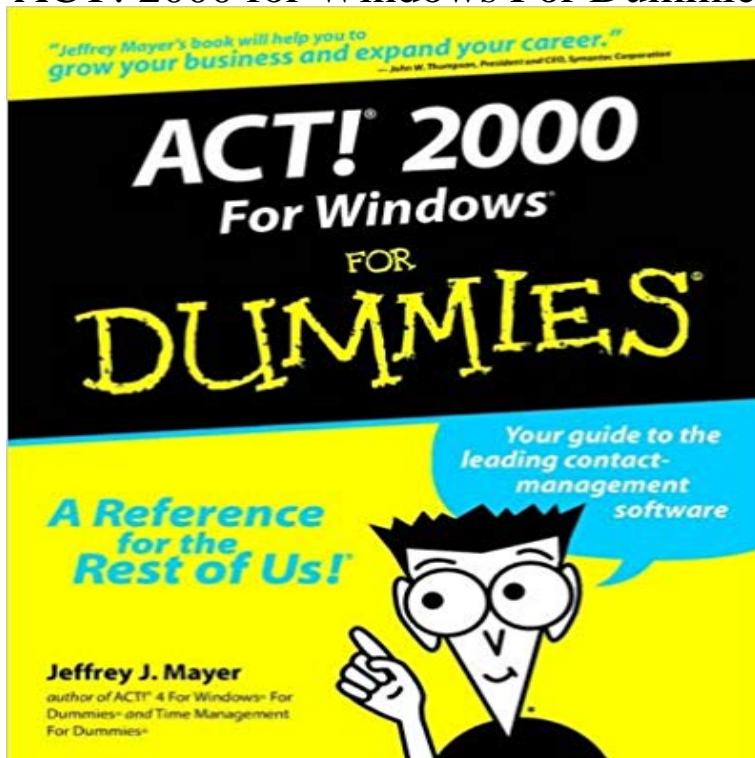


## ACT! 2000 for Windows For Dummies



For years, we've all been keeping track of our activities by using some version of a to-do list. Some people write down all of their tasks on pads of paper and update the list every few days; others use daily planning books; and still others write everything on self-stick notes and paste them to the desktop, wall, and computer monitor. With ACT!, you don't make lists. You schedule a specific task and include the task's date, time, and regarding information, and then you assign the task to a specific person. Then you use ACT! to help you to keep track of all your unfinished tasks. With Act! 2000 For Windows For Dummies in hand, you'll discover how to put the power of Act! to work for you and your business. This book is filled with information that will help you to use ACT! 2000's many timesaving and productivity-improving features so that you can grow your business, expand your career, save time, and make more money. Whether you're an experienced Act! user or someone who is new to the software, this information-packed reference tool will guide you through the following topics and more: Turning Act! into your electronic phone book Creating a new database Looking at Act! fields, commands, shortcuts keys, tool bars Understanding various tabs: Notes/History, Activities, Sales/Opportunities, and Group Entering information into a database Scheduling activities; using calendars Writing letters; including printing, faxing, and e-mailing Working with reports and layouts Managing and protecting your Act! database Act! is a very powerful tool, on par with a top-of-the-line database or spreadsheet program. With help from Act! 2000 For Windows For Dummies, you'll be able to fine-tune Act! features to match your specific needs and use this tool to its fullest potential.

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