



# ACT! SOFTWARE TRAINING CLASS MASTERING THE BASICS

## 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 with Groups and Companies
  - Groups
  - Companies
- Working your schedule
  - Viewing Activities
  - Scheduling Activities
- Working with Paper
  - Creating Letters & Faxes
  - Custom Templates
- Questions & Answers

### INCLUDED

- User Guide
- Lunch
- Power User Certificate

**COST: \$399**

**One Day Session  
9am - 4pm**

**Small Hands-On  
Classes**

**GUARANTEED or  
Return for Free  
within 90 days**

Don't you agree ACT! is home for your company's main asset, your customers? Taught by a SAGE Certified ACT Premier Trainer and hands on so you can learn how to create and manage your data base and build stronger customer relationships with personalized communications. This class is designed to help you get up and going quickly by teaching you how to leverage the power of ACT!

**View dates or sign up [www.jcscomputer.com](http://www.jcscomputer.com)**

**ACT! Now Call Toll Free 800/475-1047**

Class Date: \_\_\_\_\_

Payment Method:

VISA  Master Card  American Express  Discover Please fax or e-mail paid invoice.

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Cardholder Name

\_\_\_\_\_  
Credit Card Expiration

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
City,

\_\_\_\_\_  
State, Zip Code

Payment in full is required for registration. You will receive confirmation for your requested class date once available space has been confirmed. Please wait on confirmation prior to making travel arrangements as classes do fill up. 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 800/467-7672 or call now Toll Free 800/475-1047 to register for class  
P.S. Guaranteed or the next class is FREE! – ACT! Technical Support available

