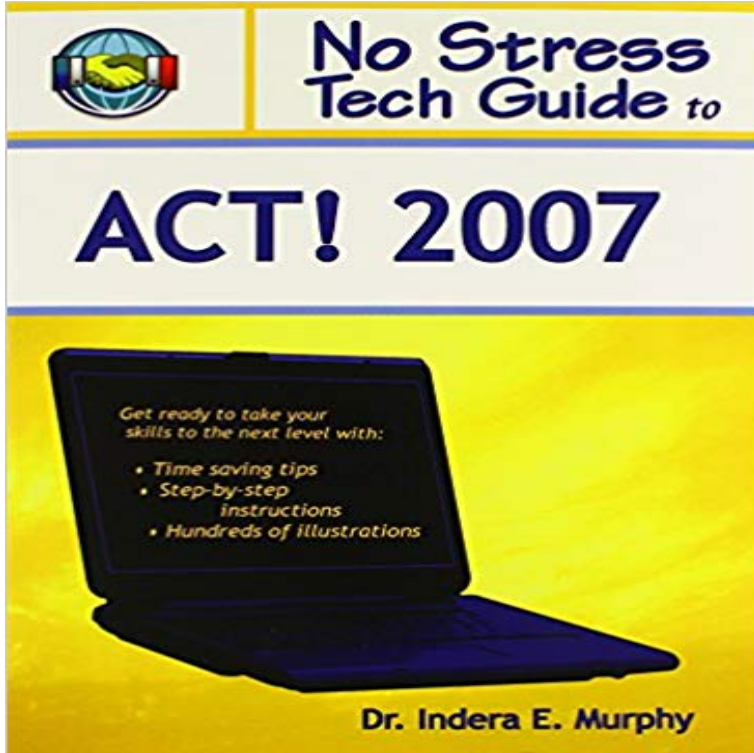


No Stress Tech Guide To ACT! 2007



This book is primarily for new users of ACT!. If you are looking for step-by-step instructions to help you master ACT!, this is the book that you have been looking for. There are time saving tips, advice and humor to help you learn the advanced concepts. In a user-friendly way you will learn the following topics: How to install and customize ACT!; Creating, editing and duplicating contact, company and group records; Using the Lookup command; Sorting contact records; Linking company and contact records; Running and customizing reports; Scheduling activities and creating opportunities; Modifying report templates and menus; Importing and exporting data; Performing database maintenance tasks and much, much more. The No Stress Tech Guide To ACT! 2007 is part of a growing series of computer software training books that are designed to be used in a classroom setting, an online class or as a self-paced learning tool. The books contain an abundance of screen shots to help reduce the stress often associated with learning new software. See ISBN 978-1-935208-07-5 for the updated book for ACT! 2009.

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