



Act! 2000 for Windows For Dummies

By Jeffrey J. Mayer

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Act! 2000 for Windows For Dummies, Jeffrey J. Mayer, 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...



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