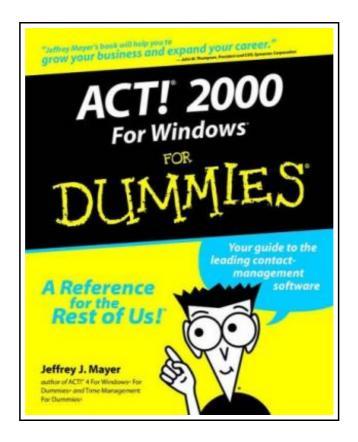
Act! 2000 for Windows For Dummies



Filesize: 6.59 MB

Reviews

Very beneficial to all type of folks. I could comprehended every thing using this created e pdf. I found out this book from my i and dad suggested this book to find out.

(Ms. Madaline Nienow)

ACT! 2000 FOR WINDOWS FOR DUMMIES



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 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,...



Read Act! 2000 for Windows For Dummies Online

Download PDF Act! 2000 for Windows For Dummies

Other Books



The Breathtaking Mystery on Mt. Everest The Top of the World Around the World in 80 Mysteries

Gallopade International. Paperback. Book Condition: New. Paperback. 144 pages. Dimensions: 7.3in. x 5.2in. x 0.4in.When you purchase the Library Bound mystery you will receive FREE online eBook access! Carole Marsh Mystery Online eBooks are an...

Save Book »



Six Steps to Inclusive Preschool Curriculum: A UDL-Based Framework for Children's School Success

Brookes Publishing Co. Paperback. Book Condition: new. BRAND NEW, Six Steps to Inclusive Preschool Curriculum: A UDL-Based Framework for Children's School Success, Eva M. Horn, Susan B. Palmer, Gretchen D. Butera, Joan A. Lieber, How...

Save Book »



TJ new concept of the Preschool Quality Education Engineering: new happy learning young children (3-5 years old) daily learning book Intermediate (2) (Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the...

Save Book »



TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (3-5 years) Intermediate (3)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the...

Save Book »



TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the...

Save Book »