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ACT! 6.0 Introduction Training Agenda		
TOPIC	INTERESTED	NO INTEREST
The Basics		
Working With Your Contacts		
Scheduling Your Day		
Advanced Scheduling		
Getting It On Paper		
Using E-mail		
Internet Services		
Sales Opportunities		
Groups		
Library Tab		
Database Administration (User)		

ACT! 6.0 Intermediate Training Agenda		
TOPIC	INTERESTED	NO INTEREST
Scheduling and Other Features		
E-mail		
Library Tab		
Working With Groups		
Designing Databases and Layouts		
Designing Reports		
Customizing ACT!		
Database Maintenance and Administration (End User)		

ACT! 6.0 Upgrade Training Agenda		
TOPIC	INTERESTED	NO INTEREST
The Basics		
E-mail		
Mail-Merge Wizard		
Internet Services		
Library Tab		
Keeping Track		
Database Administration (End-User)		

ACT! 6.0 Administrator Training Agenda

Note: It is recommended that you are familiar with the concepts taught in both the Introduction and Intermediate courses.

TOPIC	INTERESTED	NO INTEREST
The Basics		
Setting Up		
Dealing With Data		
Regular Maintenance		
Designing Databases and Layouts		
Synchronization		
Customizations		