Computing Connections, Inc.
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Class Name	Class Description	Date
The Basics	Don't spent hours reading and watching YouTube Videos. We will get you up and running in one (1) hour. You will learn how to create contacts, look-up vital information, manage your schedule, organize important information, e-mail from ACT! and record all of your contact interactions.	2/21/2014 3/28/2014 5/2/2014 5/30/2014 711/2014
Mail Merge Mania	Whether you are communicating with one or one thousand contacts we will show you how to setup and manage mail merges. With ACT! it is easy to create templates that work with e-mails and letters. We will also show you how to tweak mailing labels to make them look exactly how you want.	2/28/2014 4/4/2014 5/9/2014 6/6/2014 7/18/2014
Dump Your Data	The sky is the limit. It is not difficulty to connect with all of the backend tables which comprise your ACT! Database. We will teach you how to install and configure the ACTREADER, a free tool that allows you to combine data any way imaginable. Once the ACTREADER is installed, you can create reports in Excel, Access, Crystal Reports, etc…	3/7/2014 4/11/2014 5/16/2014 6/13/2014 7/25/2014
E-mail Marketing (Swiftpage)	Spend one (1) hour learning the ins and outs of the ACT! E-mail Marketing tool -- Swiftpage. We will cover template editing tools, organizing e-mail campaigns, creating surveys and understanding Swiftpage reports. Keep your customers up to date with ACT! E-mail Marketing.	3/14/2014 5/18/2014 5/23/2014 6/20/2014 8/1/2014
Customize	Create a custom ACT! Layout that looks and feels exactly like you want it to. Create custom fields and drop-down menus to ensure accurate data input. Customize your menu bar and even add buttons to your tool bar. ACT! is very flexible.	3/21/2014 4/25/2014 5/23/2014 6/27/2014 8/15/2014

All classes are one (1) hour in length and cost only seventy ($70.00) dollars per person paid via credit card. Make sure you e-mail us with your interest. Classes generally fill up pretty quick. Classes start at 10:00 a.m. Central Standard Time. If you would like us to customize the training just for you and your company, we would be happy to do so.