





Call = Ctrl + L Meeting = Ctrl + M To-Do = Ctrl + T		New Contact = Ins Del Contact = Ctrl + Del History = Ctrl + H		01749 676 888				07836 593 070		Clear Activity = Ctrl + D Reschedule = Ctrl + Shift + D Undo Action = Ctrl + Z		Attach File = Ctrl + I Print = Ctrl + P Time = Shift + F4	
				Ctrl	Refresh View	Cycle Window			Ctrl	Groups / Company Tab		New Sales Op	
			Exit ACT!	Alt		Timer Toggle	Spell Check		Alt	Activities Tab	Company List		Import
		Work Week	Display Timer	Shift	Day Calendar		Opp List	Tag Mode Toggle	Shift	History Tab	Right-Click	Tag All	Lookup Tagged
Help	Popup	Week Calendar	Mini Calendar		Month Calendar	List / Detail	Task List	Contact List		Insert Note	Group List	Contact Detail	Save As...
F1	F2	F3	F4		F5	F6	F7	F8		F9	F10	F11	F12

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