



Common Questions We Answer by Industry

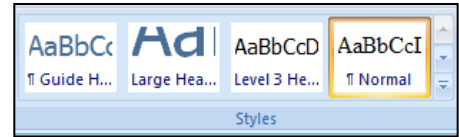
Denver DataMan provides training driven solutions. From introductory computer skills and Microsoft Office to websites, CRM, and custom application development. Denver DataMan has your organization covered with the tools and training to maximize ROI.

Accounting Firms	Artists
<ul style="list-style-type: none"> • How do we use Microsoft Excel to be more efficient? • How do we get our firm found on the Internet with so many similar firms? • How do we blog about accounting topics without saying things that can get us trouble with the law? 	<ul style="list-style-type: none"> • How do I use YouTube and Facebook to promote my art? • How do I update a beautiful portfolio without having to change code or use Flash? • How do I communicate with my fans?
Banking	Consumer Focused Businesses
<ul style="list-style-type: none"> • How do we get all our bankers using software well to be more efficient? • How do train our staff in a sustainable way to handle turn over and movement between branches? • How do we use social media to better promote our products? 	<ul style="list-style-type: none"> • How do I use social media to get people interested in my company? • How do I build an online store that I can manage? • How do I track all my customers and stay in touch?
Energy	Government (municipal, county, state, federal)
<ul style="list-style-type: none"> • How do we use our computer CRM and ERP to more efficiently work with customers? • How do we use the Internet to promote our innovative new technologies? • How do we use social media to keep the public informed. 	<ul style="list-style-type: none"> • How do we provide workforce training for our clients? • How can we integrate our websites with other government tools • How can we get a House of Representatives Website Platform?
Health Care	Law Firms
<ul style="list-style-type: none"> • How can we train our front desk staff on Microsoft Office? • How can we train our staff in Electronic Medical Records software (EMR)? • How do we create an online social media presence and properly manage that? 	<ul style="list-style-type: none"> • How do I transition myself and my staff from Word Perfect to Microsoft Word? • How do we use software to stay organized with client cases? • What can we do on the Internet to be found?
Nonprofits	Professional Services
<ul style="list-style-type: none"> • How do we drive donations using the Internet? • How do we allow our constituents to donate online, register for events and update their information? • How do we build an effect CRM? 	<ul style="list-style-type: none"> • How do we effectively track our clients and our sales process? • How do we manage projects in efficient way? • How do we use Microsoft Office for reports and other documents better?
Real Estate	Shops and Restaurants
<ul style="list-style-type: none"> • How do I make flyers that will catch a buyer's attention? • How do I manage my own website? • How do I use social media to get attention? 	<ul style="list-style-type: none"> • How do I use the Internet to drive people to my physical location? • What's a QR code and why do I need one on my door? • Check-ins? Rankings? Google Local?

Denver DataMan Tip

Making and Changing Styles

A *Style* is a certain font size, font face, color, or other formatting options used on text that is located on the *Home* ribbon. A user can duplicate *Styles* throughout a document. This allows an easy one-click button to edit other text without having to go through all editing steps to match the style.



Styles are also a great way to organize data into a table of contents (below) when a level or heading *Style* is specifically selected.

Highlight the desired text and click on the style (*Title*, *Subtitle*, *Heading*, *Sub-topic*, etc.) on the *Home* ribbon.

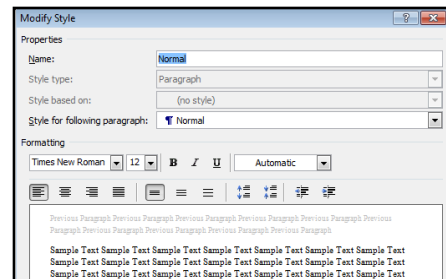


To edit and customize a *Style* select the *Change Styles* button, scroll over a *Style*, right click on a premade set and select *Modify*.

A *Modify Style* window will pop up.

From here a user can alter the font size, color, and overall formatting for the *Style*.

Styles can be added and saved in templates to make sure that content looks the same across company documents.



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