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## TIPS & TOPICS

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### DMHAS/ISD DESKTOP COMPUTER TRAINING WINTER CALENDAR

The DMHAS/ISD Desktop Computer Training Winter calendar (January to March) is out and courses are filling up fast. There are intermediate classes in MS-Word 2003 (look for our newest class **Word – Beyond the Basics – Formatting Essentials**) and introduction level classes in MS-Excel 2003 and MS-PowerPoint 2003.

Registering for these courses is easy:

**Facility employees** interested in attending any of ISD’s computer training classes should contact their **Training or MIS Coordinator**.

**Office of the Commissioner** employees should contact or e-mail:

[Christine.Farrelly@po.state.ct.us](mailto:Christine.Farrelly@po.state.ct.us)

### FENG SHUI TIPS – IMPROVING OFFICE CHI

1. **Organize your desk.** Use baskets to eliminate floating papers and general clutter on your desk. Clean up the inside of your desk too!
2. **File papers.** Divide topics into subtopics and make folders. Choose color folders or labels for different projects.
3. **Clean up before ending each workday.** This will help keep you organized and ready for the following day.
4. **Hide unruly cords and cables.** Having to look at a tangle of wires will stress you out and distract you from your work. Use twist ties to bundle cords and prevent tangling.
5. **Make to-do lists to keep your mind clutter-free.** To avoid panic attacks at work, make yourself several “to do” lists throughout the day. Breathe deeply. Don’t get overwhelmed; you’ll be able to finish it all.

### WORD TIP – CREATING PICTURE BULLETS

1. Select the text that needs bullets.
2. Click on **Format** and then select **Bullets and Numbering**.
3. Click on the **Bullets** tab.
4. Click on the **Customize...** button.
5. Click on the **Picture...** button
6. Enter the type of picture you want to use as bullets and click on **Go**.
7. Click on **OK** twice.



## POWERPOINT TIP - ENTERING TEXT IN AUTOSHAPES

Using AutoShapes in PowerPoint can be fun. You can use them to enhance the look of your slideshow and to communicate information.

1. Click on **Insert** and then select **Picture**.
2. Click on **AutoShapes** to display the **AutoShapes** toolbar.
3. Click on a toolbar button (Basic Shapes, Star and Banners, etc.).
4. Select the appropriate shape and draw it on a slide.
5. Format the shape as appropriate.
6. Select the shape.
7. Click on the **Font Color** button on the **Formatting** Toolbar.
8. Enter text and format as necessary.



## EXCEL TIP - KEYBOARD SHORTCUTS

### SHORTCUT

**CTRL + ;**

**CTRL + SHIFT + ;**

**CTRL + Spacebar**

**SHIFT + Spacebar**

**CTRL + SHIFT +  
Spacebar**

### WHAT IS DOES

Inserts the current date in a cell.

Inserts the current time in a cell.

Selects the column you are in.

Selects the row you are in.

Selects the entire worksheet (as does **CTRL + A**).

...more Excel Keyboard shortcuts  
in our next newsletter....

## FRIENDLY REMINDERS

- Always log off when you are not using your computer. Use “**Windows** key” and “**L**” to lock workstation if you will be away briefly.
- Never share your password with other user(s). Do not tell anyone your password.
- The Internet is to be used for DMHAS business only. It is not for personal use.
- All data files should be saved on your facility’s LAN drives. DO NOT save data on your pc drives (A: or C:).
- DO NOT send client information (PHI) via e-mail. If your job requires that you do, you may be able to use the Tumbleweed Secure Transport System.
- Do not install any software on your computer yourself.
- Refer to the **DMHAS Commissioner’s Policy Statement on Computer Use** for more information.

## GROUPWISE TIP - PRINTING A WEEKDAYS ONLY CALENDAR

If you use the GroupWise calendar to schedule your work appointments and you don’t work weekends, then you can modify how you print the calendar so that weekends are excluded.

1. Click on **File** and then select **Print Calendar**.
2. Select the appropriate options on the **Form** tab.
3. Click on the **Content** tab.
4. Click off the checkbox for **Weekend days**.
5. Click on **Print**.

## COMMENTS OR QUESTIONS?

Please e-mail your comments or questions to  
[ISDTips.Topics@po.state.ct.us](mailto:ISDTips.Topics@po.state.ct.us)  
We look forward to hearing from you!