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## TIPS & TOPICS

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### BACK! BY POPULAR DEMAND!! ISD DESKTOP TRAINING!!!

You've waited a long time but the wait is finally over. Starting this month, the pilot session for **PowerPoint – The Basics** is scheduled to be presented:

**On:** May 24, 2007  
**From:** 9:00 am to 12:00 noon  
**At:** DMHAS/ISD Computer Training Room  
Middletown (on the grounds of CVH).

This half day session will cover the basics of how to create PowerPoint slide shows. The class will become part of the ISD course curriculum and, as such, will be offered on a monthly basis. More information on this course, including a course outline, will be published via e-mail to all OOC staff.

Keep an eye out for upcoming ISD Tips & Topics Newsletters and ISD Training Calendars for more desktop course offerings on PowerPoint, Word and Excel.

### GROUPWISE - SETTING UP AUTO-REPLY

As the weather turns warmer, our thoughts turn toward vacation. Before you pack your suitcase and go, remember to setup your "Out of Office" e-mail Auto-Reply:

1. Click on **Tools** and then **Rules**.
2. Click on **New...**
3. Enter a description for the Auto-Reply in the **Rule Name** text box.
4. Click on **Mail** checkbox.
5. Click on **Add Action**.
6. Click on **Reply**.
7. Click on **Reply to sender**.  
**DO NOT** select the Reply to all option!!!
8. Click on **OK**.
9. Enter a **Subject** and a **Message**.
10. Click on **OK**.
11. Click on **Save**.
12. Click on **Run**.
13. Click on **OK**.
14. Click on **Close**.

### WORD TIP - SELECTING NON-ADJACENT TEXT

1. Open a file in Word.
2. Select a section of text.
3. Hold down the CTRL key and select another section of text.
4. Continue until all necessary text has been selected.
5. Copy, format, etc. as appropriate.



## CREATING A STRAIGHT LINE

Have you ever tried to create a straight line (or arrow or perfectly square box or round circle) with AutoShapes but it always comes out a little lopsided? Try this easy solution:

1. Click on the **AutoShapes** button.

You can also click on **Insert/Picture/AutoShapes**.

2. Select on the AutoShape you want to use.
3. Position the mouse where you want to start drawing the AutoShape.
4. Click and drag mouse while holding down the **Shift** key.
5. Release the mouse button and then the Shift key.

**Note:** This works in Word, Excel, PowerPoint and Publisher.



## EXCEL TIP - GROUPING WORKSHEETS - PART 2

In the last newsletter, you learned how to group worksheets and enter (format, etc.) text to all the worksheets in the group. But did you know that you can use existing worksheet data and duplicate the selected information (formatting, etc.) to the other worksheets in a group?

1. Open an existing workbook.
2. Select the worksheets to be grouped.
3. Select the cells that contain the content you want to duplicate (copy).
4. Click on the **Edit** menu, select the **Fill** option and then the **Across Worksheets** option.

**Note:** This command is only available if you first group worksheets.

## FRIENDLY REMINDERS

- Always log off when you are not using your computer. Use "**Windows** key" and "**L**" to lock workstation if you'll 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 the OOC LAN drives (U: or T:). 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.
- Please refer to the Commissioner's Policy statement on computer use located on OOC's LAN. ([S:/ISD Forms/ComputerUsePolicy](#))

## MS-OFFICE ONLINE

If you haven't been to Microsoft Office Online, what are you waiting for? Below is a sampling of what you can find there to help you everyday, at work or at home:

**Templates:** Do you need a format for an agenda, meeting minutes, presentation or newsletter? You will find all these and more.

**ClipArt:** Are you looking for that special graphic that will help emphasize your message? There are thousands to choose from.

**Training:** Don't have the time to get to classroom training? You can take a CBT (computer-based training) session anytime.

Go to [www.office.microsoft.com](http://www.office.microsoft.com) or click on an appropriate link on the **Help** screens in any Microsoft application.

## 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!