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TIPS & TOPICS

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ISD TRAINING COURSES NOW IN SABA LMS

You can lookup when ISD classes will be offered and register on-line via the SABA Learning Management System (LMS)

All DMHAS employees are already setup with a username and password to SABA LMS:

- Your Username is your **State of CT Employee #**
- Your initial password is **welcome**. You **MUST** change this password the first time you log in.

On the LMS HomePage:

1. Enter part of the course name you are looking for in the **Catalog Search** section (Example: Excel).
2. Click on **Go**.

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EXCEL TIP: CREATING A DATA LIST

Do you create lists of data in Excel? Would you like to manage them more effectively? Try using the **Data List** function.

1. Create a new data list or open one that you currently have.
2. Select any cell in the data list.
3. Click on **Data**, then **List** and then **Create List....**
4. Ensure that the entire data list has been selected. You can identify a smaller or larger selection if necessary.
5. Click **My list has headers** checkbox as appropriate.
6. Click on **OK**.
 - A blue border appears around the list.
 - AutoFilter arrows are automatically added in the header row.
7. Click on the AutoFilter arrows to sort or filter the data list.

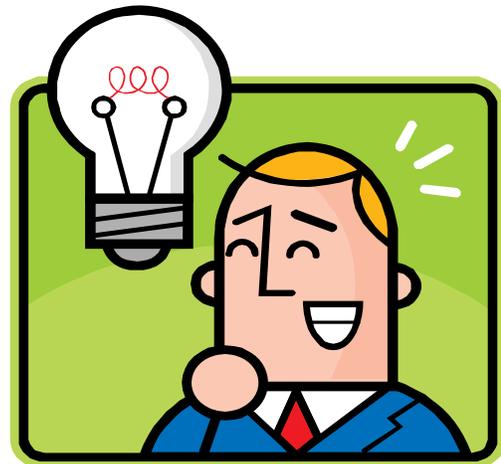
WORD TIP - SAVING ALL & CLOSING ALL FILES

SAVE ALL OPEN FILES & stay in Word:

1. Hold down the **Shift** key and click on the **File** menu.
2. Click on the **Save All** option.

CLOSING ALL OPEN FILES & stay in Word:

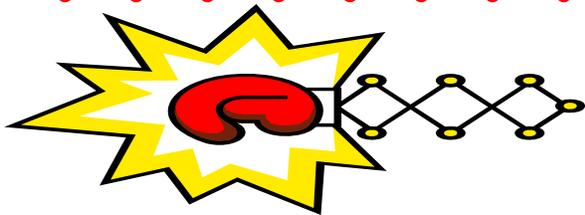
1. Hold down the **Shift** key and click on the **File** menu.
2. Click on the **Close All** option.



POWERPOINT TIP: DIMMING BULLET POINTS

Dimming bullet point(s) places emphasis on the current issue/topic and helps you focus your audience's attention.

1. Click on **Slide Show** and then **Custom Animation....**
2. Click on the border of the bulleted text box to select it.
3. Click on the **Add Effect** button and select **Entrance** (in Task Pane).
4. Select an effect (Appear, Dissolve, etc.).
5. In the **Custom Animation** task pane, click on the drop list arrow next to the first text animation.
6. Select **Effect Options**.
7. Click on the **After Animation** drop list arrow on the Effect tab
8. Select a contrasting color.
9. Click on **OK**.



WINDOWS TIPS - COPYING A SCREEN SHOT

TO COPY THE ENTIRE SCREEN:

1. Press the **Print Screen** key.
2. Open an application (Word, GroupWise, etc.)
3. Click on **Edit**.
4. Click on **Paste**.

TO COPY ONLY THE ACTIVE WINDOW:

1. Hold down **ALT** key and press the **Print Screen** key at the same time.
2. Open an application (Word, GroupWise, etc.)
3. Click on **Edit**.
4. Click on **Paste**.

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 by yourself.
- Refer to the **DMHAS Commissioner's Policy Statement on Computer Use** for more information.

ISD TRAINING COURSES

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LMS will display all the available course(s) that match the search criteria entered.

3. Click on **Register**.

You will **automatically be registered** in the course (if space allows) and a **Registration Confirmation** will be displayed.

PLEASE BE AWARE

All registrations to SABA LMS confirm that you have **received supervisor approval** to attend the training(s) you register for.

An **Instruction Guide** on how to use SABA LMS is available at:

<http://www.ct.gov/DMHAS/lib/DMHAS/EducationTraining/InstructionGuide.pdf>

COMMENTS OR QUESTIONS?

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