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## TIPS & TOPICS

August 2006 Issue 2

### TAKE A BREAK... FOR TRAINING

Starting in August, DMHAS/ISD Computer Training will be offering monthly “**Training Breaks.**” These sessions will cover one topic and will be in demonstration format with detailed handouts. Assistance will be available after the training session on an “as requested” basis to ISD’s Curriculum Manager.

Our first topic will be **Creating a Table of Contents in MS-Word.** Future topics are “to be determined” but you can make your voice heard by putting a suggestion(s) in an e-mail to [ISDTips.Topics@po.state.ct.us](mailto:ISDTips.Topics@po.state.ct.us).

<b>Date:</b>	August 30 <sup>th</sup>
<b>Time:</b>	10:30 AM & 2:30 PM
<b>Location:</b>	Conference Room K, OOC, 4 <sup>th</sup> Floor, Hartford
<b>Registration:</b>	None – Be there if your schedule allows – SRO
<b>Length:</b>	Approximately 30 Minutes

### POWERPOINT HINTS FOR EFFECTIVE PRESENTATIONS

#### BULLETS:

- Limit bullets to 7 per slide.
- Limit words per bullet to 5 - a bullet is a speaking point, not a paragraph!
- Start each bullet/speaking point with the same part of speech.

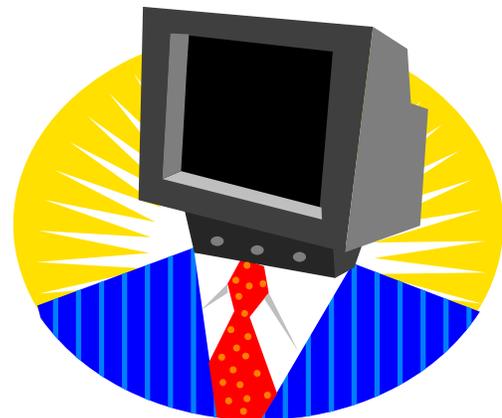
#### SLIDES:

- A slide should stay on the screen for 60 to 90 seconds.
- It should take your audience 5 to 10 seconds to get the point of a slide.
- A slide should represent one main idea – if you have 2 ideas, use 2 slides.

*...More hints for effective PowerPoint presentations in our next issue...*

### WORD TIP - RETURNING TO THE LAST MODIFICATION POINT IN A DOCUMENT

1. Open a previously saved document.
2. Hold down the **Shift** key and press the **F5** key.



## NOVELL LAN TIP - CHANGING PASSWORD

You will be prompted to change your Novell LAN password every 60 days. When you receive the first message letting you know that your password is about to expire and must be changed, follow this simple procedure:

### **DON'T PUT IT OFF!**

#### CHANGE YOUR NOVELL LAN PASSWORD

### **THE FIRST TIME**

#### YOU GET THE MESSAGE!

You do have a few of "grace" logins before your password will officially expire. However, if you use them all up, you will not be able to log in and will lose valuable time and have to contact the ISD Help Desk to have your password reset.



## MS-OFFICE TIP - DISPLAYING STANDARD & FORMATTING TOOLBARS ON SEPARATE ROWS

In new versions of MS-Office, the Standard and Formatting toolbars are displayed on the same row. To displaying the Standard and Formatting toolbars on separate rows, follow the steps below:

1. Click on the **Tools** menu and select the **Customize** option.
2. Click on the **Options** tab.
3. Click on the **Show Standard and Formatting on two rows** checkbox.
4. Click on the **Close** button.

## FRIENDLY REMINDERS

- Always log off when you are not using your computer.
- 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.
- 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](#))

## UPDATE! DMHAS PASSWORD MANAGEMENT - UPASS

In the last edition of ISD Tips and Topics, we announced the impending startup of DMHAS Password Management using UPass.

ISD is ready to roll out UPass to Office of the Commissioner on a unit by unit basis. We will be notifying each unit in advance of training and providing all staff with a handy users' guide with all the instructions necessary to utilize UPass.

You will be able to manage the following passwords with UPass:

- LAN
- Citrix
- Sun

## 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!