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## TIPS & TOPICS

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### DMHAS/ISD COMPUTER TRAINING CLASSES

DMHAS/ISD Computer Training offers classes on core (BHIS, DPAS, etc.) and desktop (Word, PowerPoint, etc.) applications. These classes are **available to all DMHAS employees**. Training calendars are published quarterly and are distributed to facility Training and MIS Coordinators. ISD Computer Training's next calendar will be published in early September.

Please note that the enrollment for the desktop training classes announced for this quarter (July through September) is full.

**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)

### WORD - ADDING A WATERMARK

1. Click on the **Format** menu, scroll to the **Background** option and then select the **Printed Watermark** option.
2. Do one of the following:
  - o To insert a picture as a watermark, click on the **Picture Watermark** option and then click **Select Picture**. Select the picture you want, and then click **Insert**.
  - o To insert a text watermark, click on the **Text Watermark** option and then enter the text that you want.
3. Select any additional options as necessary.
4. Click on the **Apply** button.

**NOTE:** You must be in the **Print Layout** View to view a watermark as it will appear on the printed page.

### POWERPOINT TIP - WHITING/BLACKING OUT A PRESENTATION

To white/black out the presentation so that a blank screen is displayed:

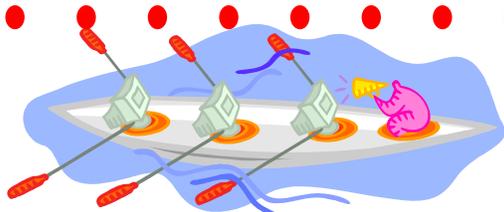
1. Press the letter **W** (white) or **B** (black) key on the typewriter keyboard.

To return to the presentation, simply press the **W** (white) or **B** (black) key again.



## FILE MANAGEMENT TIP - CHANGING THE DEFAULT VIEW

1. Open **Windows Explorer** (or My Computer).
2. Click on the **View** menu and select the view (Thumbnails, Tiles, Icons, List or Details) you want.
3. Click on the **Tools** menu and the **Folder Options** option.
4. Click on the **View** tab.
5. Click on the **Apply to All Folders** button at the top of the screen in the Folder Views section.
6. Click on the **Yes** button in the Folder Views window. The default view setting for all your folders will be changed to whatever you selected in step 2.
7. Click on the **OK** button to close the **Folder Options** window.



## EXCEL TIP - COPYING THE RESULTS OF A FORMULA

Sometimes you need to copy the results of a formula to another part of the spreadsheet. However, if you do a regular Copy and Paste, Excel will copy the formula, not the result. You can accomplish this task by using the **Paste Special** command.

1. Select the cell that has the formula result that needs to be copied.
2. Click on the **Copy** button.
3. Select the cell where the formula result needs to be copied.
4. Click on the **Edit** menu and select the **Paste Special** option.
5. Click on the **Values** radio button.
6. Click on the **OK** button.

## 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 your facilities 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.

## MS-OFFICE TIP - DISPLAYING FULL MENUS

In new versions of MS-Office applications, the most recently/commonly used commands display when you click on a menu. After a short delay, however, the full menu displays. You can setup your applications so that the full menu displays automatically.

1. Click on the **Tools** menu and select the **Customize** option.
2. Click on the **Options** tab.
3. Click on the **Always show full menus** checkbox.
4. Click on the **Close** button.

## 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!