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TIPS & TOPICS

June 2010 Issue 16

TAKE A MINI-VACATION - AT WORK

Get away from your desk for lunch. Take a relaxing drive or walk to view the scenery. Take the time to enjoy the fresh air.

Turn off your cell phone and let your calls go to voice-mail. Take a deep breath, relax and enjoy the peace and quiet.

Keep a scented candle on your desk. Use a scent that reminds you of a happy time or that brings back relaxing memories.

Listen to music. Play music that makes you calm or happy. Remember to use earphones so you don't disturb those around you.

Take a trip around the world. Keep pictures of your last vacation on your desk to remind you of the fun you had with family or friends.

**Enjoy your mini-vacation,
but don't forget to come back!**

WORD TIP - CENTERING A TABLE

CENTER A TABLE BETWEEN THE LEFT & RIGHT MARGIN:

1. Click the insertion point in the table. It is **NOT** necessary to select the entire table.
2. Click on the **Table** menu
3. Click on the **Table Properties** option.
4. Click on the **Table** tab, if necessary.
5. Click on the **Center** option in the **Alignment** section.
6. Click on the **OK** button.

EXCEL TIP: USING TEXT FORMULA

CHANGE TEXT TO UPPER CASE

1. Click in an unoccupied cell.
2. Type the following formula:

=UPPER(

3. Select the cell that has the text that needs to be in upper case.
4. Press Enter.

CHANGE TEXT TO LOWER CASE

1. Follow the steps above but use the following formula:

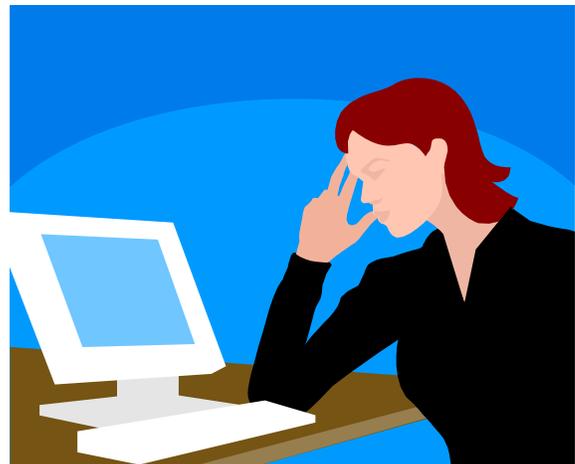
=LOWER(

CHANGE TEXT TO PROPER CASE

(The first letter in each word in upper case and the remaining letters in lower case.)

1. Follow the steps above but use the following formula:

=PROPER(



POWERPOINT TIP: UNGROUPING CLIPART

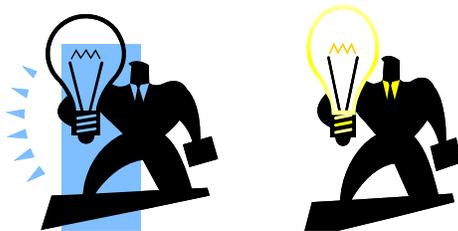
Do you ever find an image in clipart that is perfect except for one little (or not so little) thing?

It is easy to ungroup clipart in PowerPoint so that you can remove the part of the image you don't need.

1. Copy and paste the clipart image you need into a blank slide. If the image is small, make it larger so that editing is easier
2. Right click on the image, select **Grouping** from the shortcut menu, and then **Ungroup**.
3. Repeat step 2 a second time – right click, select **Grouping** and then **Ungroup**.
4. Click on a blank area of the slide to unselect the image.
5. Click on a part of the image that you want to remove.
6. Press the **Delete** key.
7. Repeat steps 5 and 6 until all unwanted items have been removed from the image.
8. Select the image using click and drag.
9. Right click on the image, select **Grouping** from the shortcut menu, and then **Regroup**.

EXAMPLE:

This image.....becomes this image.



KEYBOARD SHORTCUT - INCREASE/DECREASE FONT SIZE (in Word & PowerPoint)

INCREASE FONT SIZE:

1. Select text.
2. Hold down **Ctrl + Shift + >**

DECREASE FONT SIZE:

1. Select text.
2. Hold down **Ctrl + Shift + <**

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.

TAKING A REAL VACATION?

Remember to setup your **Out of Office** GroupWise E-mail Auto-Reply:

1. Click on **Tools** and then **Rules**.
2. Click on **New...**
3. Enter a description in the **Rule Name** field.
4. Click on **Mail** checkbox.
5. Click on **Add Action**.
6. Click on **Reply**.
7. Click on **Reply to sender** and click on **OK**.
8. Enter a **Subject** and a **Message** and click on **OK**.
9. Click on **Save**.
10. Click on **Run**.
11. Click on **OK**.
12. Click on **Close**

COMMENTS OR QUESTIONS?

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