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TIPS & TOPICS March 2011 - The Retirement Issue

THINGS PEOPLE SAY ABOUT RETIREMENT!

Retirement is when you...

... say goodbye to tension and hello to pension.

... stop living at work and start working at living.

... stop lying about your age and start laying around the house.



Retirement is twice the husband (wife), half the money!



The trouble with **retirement** is you never get a day off.



When a person **retires** and time is no longer a matter of urgent importance, their colleagues often present them with a watch.

WORD TIP - FINDING A SYNONYM

Do you find yourself using the same word over and over again in a document? If so, Word has an easy way to lookup synonyms.

1. Select the word you need a synonym for.
2. Click the right mouse button to display the shortcut menu.
3. Select **Synonyms**. Word will display synonyms for the word.
4. Click on the appropriate synonym. Word will replace the selected word in the document.

EXCEL TIP: ADDING A BACKGROUND PICTURE

1. Open the workbook that you want to add a background to.
2. Select the appropriate worksheet.
3. Click on **Format**.
4. Click on **Sheet**.
5. Click on **Background**.
6. Select the picture you want to set as a background.
HINT: Go to the **My Pictures** folder in the **My Documents** folder or where ever else you store pictures on your computer.
IMPORTANT: Pick a background picture that will not overpower the worksheet data.
7. Click on **Open**.

NOTE: Excel considers a background as a **screen-only effect**. It will not print nor will it be visible in Print Preview.



POWERPOINT TIP: CREATING A SPECIAL MONOCHROME EFFECT

1. Insert the appropriate picture into your presentation.
2. Make any necessary adjustments to its size and location on the slide.
3. Click the right mouse button to display the shortcut menu.
4. Click on **Format Picture**.
5. Click on the **Picture** tab.
6. Select **Black & White** in the **Color** field.
7. Click on **OK**.
8. Click on the **Rectangle** button on the **Drawing** toolbar.
(Click on **View/Toolbars/Drawing** to display the Drawing toolbar if necessary).
9. Draw a rectangle that completely covers the graphic/picture.
10. Click the right mouse button to display the shortcut menu.
11. Click on **Format AutoShape**.
12. Click on the **Colors and Lines** tab.
13. Click on the **Color** drop list (in the Fill section).
14. Select a pale color.
15. Increase **Transparency** to greater than 50%.
16. Click on the **Color** drop list (in the Lines section).
17. Click on **No Line**.
18. Click on **OK**.

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.



WORD TIPS - THE BEST SHORTCUT KEYS EVER!

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|----------------------|---|
| SHIFT + F3 | Change text case between CAPS, Title case and Lower case |
| SHIFT + F5 | Return to the last change or update in a document when it is opened |
| CTRL + Delete | Delete one word at a time |
| CTRL + Tab | Insert a tab in a table cell |

COMMENTS OR QUESTIONS?

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