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TIPS & TOPICS

November 2009 Issue

PASSWORD TIP: CREATING STRONG PASSWORDS

Use the following tips to create strong and easy to remember passwords:

- Substitute numbers for letters and vice versa (o instead of 0, 4 instead of A, 1 instead of L, E instead of 3)
- Substitute words for numbers (one, two, three)
- Combine both of the above (One, thr33, f1ve)
- Use capitalization in random places (pUrPle, haPPy)
- Use special characters to punctuate and separate words (!@#%&*(){}[])
- Use words, numbers or phases you'll remember.

Example: chocolate becomes !ch0c01aT3!

National Chocolate Covered Anything Day will be celebrated on December 16th.

EXCEL TIP: USING AUTOFILTER TO SORT & FILTER

When you create a Data List, Excel adds AutoFilter arrows to the header row. You can click on the AutoFilter arrow to sort and filter data.

SORT

1. Click the AutoFilter arrow in the column you want to sort.
2. Click on the **Sort Ascending** or **Sort Descending** option.

FILTER

1. Click the AutoFilter arrow in the column you want to filter.
2. Click on the information by which you want to filter.

NOTE: To display the entire data list, click on the AutoFilter arrow again and select the **All** option.

E-CERTIFICATES ARE HERE

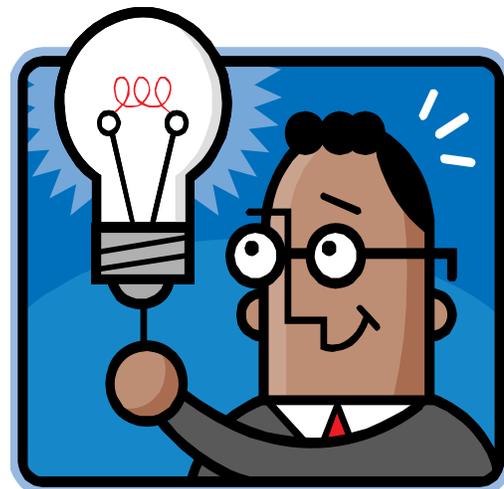
Have you attended an Information Systems Division training session and not received a Certification of Completion? If so, you can now request an electronic certificate for the class.

Send an e-mail to:

Christine.Farrelly@po.state.ct.us

Include the following information in your e-mail:

1. **Title** of the training session you attended.
2. **Date** you completed the training session.



POWERPOINT TIP: FONT TIPS FOR PRESENTERS

SHARP CONTRAST BETWEEN FONTS & BACKGROUND:

There should be sharp contrast between the color of the fonts on the slide and the color of the slide background. More contrast equals better readability.

USE STANDARD FONTS: Stick to fonts that are common to every computer. Your font may look great but the displaying computer may not have it installed. Another font will be substituted which can result in skewing the look of the text on the slide.

CONSISTENCY MAKES FOR A BETTER PRESENTATION: Stick to two, or at most, three fonts for the whole presentation.

TYPES OF FONTS: **Serif fonts** (Times New Roman) have little tails attached to each letter and are easier to read on slides with more text. **Sans serif fonts** (Arial) look more like stick letters and are good for slide headings.



WORD TIP - CENTERING TEXT

CENTER A TITLE AT THE TOP OF A PAGE:

1. Hover the I-beam at the top center of the page. The I-beam should look like this:



2. Double click.
3. Type the necessary information.

CENTER A TITLE IN THE MIDDLE OF A PAGE:

1. Hover the I-beam in the middle of a blank page.
2. Follow steps 2 and 3 above.

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.

ERGONOMIC TIP: MINIMIZE WORK SPACE ACHES

Here are a few simple guidelines for good posture at a computer:

- **Spine:** Ears should line up with tops of shoulders, and shoulders in line with hips.
- **Shoulders:** Upper arms should hang relaxed and close to the body.
- **Wrists:** Hands are in straight lines with lower arms.
- **Keyboard technique:** Relax your fingers when typing and using the mouse. Use a soft touch – try not to pound the keyboard. Don't hold anything in your hands when typing or using the mouse. Relax fingers and hands between bursts of typing or mousing.

Source: American Academy of Orthopedic Surgeons

COMMENTS OR QUESTIONS?

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