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TIPS & TOPICS

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THEY TOOK A BREAK... & THEY LEARNED NEW THINGS

Training Break sessions have been offered on a monthly basis to OOC staff since August. The **OOO/Central Office** sessions are held on the **last Wednesday of every month**. The completed sessions have been well attended and received.

At the request of OOC employees stationed at CT Valley Hospital, Training Breaks are now being held in the ISD Computer Training Room at CVH. The **OOO/CVH** sessions are held on the **third Wednesday of every month**.

NEXT SESSIONS:

OOO/CVH – November 15th – 10:30

OOO/CO – November 22nd – 10:30 & 2:30

Please make your voice heard on future Training Break topics by e-mailing your suggestions to ISDTips.Topics@po.state.ct.us.

POWERPOINT - MORE HINTS FOR EFFECTIVE PRESENTATIONS

CHARTS:

- Use different charts to illustrate different points/trends.
- Avoid using 3D charts as they sometimes do not reflect data accurately.
- Limit the use of data labels as they make the chart difficult to read.

FORMATTING:

- Use the same slide design for all slides.
- Use the same transition between slides.
- Use the same font for the majority of text.
- Change the font to add emphasis to a topic, item or slide.
- Use a calm color palette.
- Add emphasis to a topic or item with a bright or unusual color.

MISCELLEANOUS TIP - ZOOMING THE VIEW

1. Open a file in Word, Excel, etc.
2. Hold down the **CTRL** key and point the mouse pointer in the document window or on the vertical scroll bar.
3. Move the mouse wheel (the roly button in between the left and right mouse buttons) and roll up to increase the screen view or down to decrease the screen view.



GROUPWISE TIP - RESENDING AN E-MAIL

Did you ever complete typing an e-mail, click on the Send button **and then remember** you forgot to send the message to someone? Fear not! Simply resend the message to the forgotten recipient.

1. Click on your **Sent Items** folder.
2. Double-click on the message you need to resend.
3. Click on the **Actions** menu and select the **Resend** option.
4. **Delete** the individual(s) who received the original message (you don't want them to receive the message twice).
5. **Add** the individual(s) to whom you forgot to send the message to.
6. Enter additional comments (if necessary).
7. Click on the **Send** button.



MS-OFFICE 2003 TIP - SHUTTING DOWN THE TASK PANE AT STARTUP

In 2003 version of MS-Office, a Task Pane is displayed on the right side of the screen. Though it can be helpful, it takes up a third of the screen, taking away from the area in which you can view your files. To shut down the Startup display of the Task Pane (oops, I meant Pane), follow the steps below:

1. Click on the **Tools** menu and select the **Options** option.
2. Click on the **View** tab.
3. Click off the **Startup Task Pane** checkbox.
4. Click on the **OK** 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](#))

ISD ARRIVALS & DEPARTURES

INCOMING:

Mark Thomas, our new ISD Director, began work on Friday, October 13, 2006. Mark comes to DMHAS from Yale New Haven Hospital. Please join ISD in welcoming Mark aboard.

OUTGOING:

Vincent Lombardo, ISD's Applications & Reports Manager, has retired as of October 31, 2006. Vin most recently served as ISD Acting Director prior to the hiring of our new director. We wish Vin the best of health and happiness in his retirement and thank him for the opportunity to work with him.

COMMENTS OR QUESTIONS?

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