



Office of the Commissioner  
410 Capitol Avenue  
Hartford, CT 06134

Phone: 860.418.6644  
Fax: 860.418.6699  
E-mail: [ISDTips.Topics@po.state.ct.us](mailto:ISDTips.Topics@po.state.ct.us)

## TIPS & TOPICS

November 2007 Issue 7

### DMHAS/ISD DESKTOP COMPUTER TRAINING

DMHAS/ISD Desktop Computer Training curriculum has expanded again! **Word Beyond the Basics – Formatting Essentials** will be piloted to Office of the Commissioner employees this month and be available to all DMHAS employees in December.

The January to March 2008 DMHAS/ISD Computer Training Calendar is due to be published in early December. Look for new course dates for the Word class above as well as for our established desktop class roster.

**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)

### POWERPOINT TIP - 3-D EFFECT

#### ADDING 3-D EFFECT

1. Select the AutoShape(s) to which you want to add a 3-D effect.
2. Click on **3-D Style** on the **Drawing** toolbar.  
**HINT:** Click on **View/Toolbars/Drawing** to display the **Drawing** toolbar.
3. Click on the option you want from the **3-D Style** popup menu.
4. Click on **3-D Settings** to change the color, rotation, depth, lighting or surface texture of the selected AutoShape(s).

#### REMOVING 3-D EFFECT

1. Select the 3-D AutoShape(s).
2. Click on **3-D Style** on the **Drawing** toolbar.
3. Click on **No 3-D**.

### WORD TIP - INSERTING A TAB IN A TABLE CELL

1. Create a table or open a document with an existing table.
2. Click in the cell that you want to insert a tab to indent text.
3. Hold down the **CTRL** key and press the **Tab** key.

**BONUS TIP:** CTRL/TAB works in GroupWise too.



## WINDOWS TIP - SHOW DESKTOP QUICKLY (AKA Minimize All Open Windows)

Windows allows you to multi-task by having multiple programs and files open at once. But what do you do if you want to go back to the desktop quickly and you don't have a Show Desktop button on your Taskbar?

1. Point the mouse to an unoccupied area of the Taskbar.
2. Click the right mouse button.
3. Select the **Show the Desktop** option from the **Shortcut** menu.

**HINT:** If you don't have the **Show the Desktop** option in the Shortcut menu displayed, you did not click on an unoccupied area of the Taskbar. Try again.



## EXCEL TIP - ENTERING A LINE BREAK IN A CELL

You can control the line breaks for multiple-line headings or labels in a cell in your Excel worksheets, just like you do in Word. Here's how to do it.

1. Click on the cell where you want the label or heading to be displayed.
2. Type the first line of information.
3. Hold down **ALT** and press **ENTER**.
4. Type the second line. Then repeat step 3 if you have additional lines to enter.
5. Press **ENTER** when you've finished typing.

## FRIENDLY REMINDERS

- Always log off when you are not using your computer. Use "**Windows** key" and "**L**" to lock workstation if you'll just 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.

## GROUPWISE TIP - E-MAIL ETIQUETTE

- Include a **clear** and **informative subject** for all e-mail messages.
- **Type** your e-mail messages **in title case**. Using all capitol letters in an e-mail is equivalent to SHOUTING when you talk.
- Keep your e-mail messages **simple** and **to the point**.
- **Read** and **Spell Check** all e-mail messages before sending.
- Use the **Reply to All** option **sparingly** and only if you really need your reply to be seen by each person who received the original message.
- Reserve the **high priority** option for only the **most important** messages.

## 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!