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TIPS & TOPICS

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GROUPWISE TIP: CREATING A GROUP APPOINTMENT

The next time you need to schedule a meeting, instead of creating an e-mail to announce it, create a group appointment instead.

1. Click on the **New Appt** button.
2. Click on the **Address Book** button and select the employees who need **To** attend the meeting (appointment).
3. Enter the **Place, Date, Time** and **Duration** of the appointment.
4. Enter information concerning the appointment in the **Message:** field.
5. Click on the **Attachment** button and select any documents/files that need to be sent with the appointment.
6. Click on the **Send** button.

To see who has accepted or declined the appointment/meeting, view the sent message's **Properties**.

FILE MANAGEMENT TIPS

FOLLOW A FILE-NAMING CONVENTION

Decide how you are going to name your files (lowercase or uppercase, spaces or no spaces) and then be consistent about it. Keep file names under 25 characters.

BE SPECIFIC

Give files logical, specific names and include dates in file names if possible. The goal when naming files is to be able to tell what the file is about without having to open and look at it.

CREATE FOLDERS

Folders are the drawers of your computer's filing cabinet. Use the same guidelines for naming folders as for naming files.

DELETE FILES ON A REGULAR BASIS

Keep your folders uncluttered by clearing out the old files monthly or quarterly.

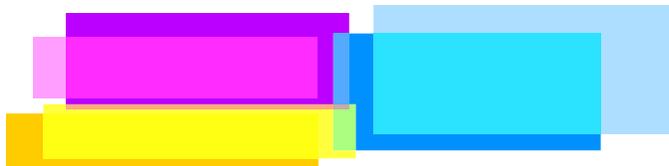
WORD TIP - CENTERING A TABLE

1. Place the cursor anywhere in the table.
2. Click on the **Table** menu and select the **Table Properties...** option.
3. Click on the **Table** tab.
4. Click on the **Center** option in the **Alignment** section.
5. Click on the **OK** button.



AUTOSHAPETIP - INSERTING A PICTURE

1. Select the AutoShape you need for your file.
2. Insert the AutoShape in to your document, presentation, etc.
3. Click on the **Format** menu.
4. Select the **AutoShape** option.
5. Click on the **Color and Lines** tab.
6. Click on the **Color** drop down list.
7. Select the **Fill Effects** option.
8. Click on the **Picture** tab.
9. Click on the **Select Picture** button.
10. Select an available picture.
11. Click on the **Insert** button.
12. Click on the **OK** button.
13. Click on the **OK** button again.



EXCEL TIP - FIT TO PAGE PRINTING

Using the Page Setup Fit to Page option can be tricky. An easy way to squeeze in a few more columns or rows on a printed page is to use the **Page Break Preview** view.

1. Click on the **View** menu and select the **Page Break Preview** option to view where the page breaks are in your worksheet.
2. Use the mouse pointer to drag the page breaks to where you need them.
3. Click on the **View** menu and select the **Normal** option to exit the Page Break Preview.

Reminder: Always **Print Preview** before sending a worksheet to the printer.

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 yourself.
- Refer to the **DMHAS Commissioner's Policy Statement on Computer Use** for more information.

POWERPOINT TIP - KEYBOARD SHORTCUTS

...more PowerPoint Keyboard shortcuts as promised in our next newsletter....

<u>SHORTCUT</u>	<u>WHAT IT DOES</u>
ESC	End a slide show
Home	Go to first slide
End	Go to last slide
→	Go to next slide
←	Go to previous slide.
W	White out slide show
B	Black out slide show

COMMENTS OR QUESTIONS?

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