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TIPS & TOPICS

May 2009 Issue

DMHAS/ISD COMPUTER TRAINING CALENDAR

Do you need to brush up or learn new Window's application skills? You're in luck! The DMHAS/ISD Computer Training Unit offers training in Microsoft Word, Excel, and PowerPoint. Best of all, these courses are **open to all DMHAS employees free of charge**. All you need to do to attend is to get your supervisor's OK and to submit your request through your facility Training Coordinator.

Here are the courses offered this quarter:

- **Excel – The Basics**
May 19th from 9:00 am to 12:00 noon
- **PowerPoint – The Basics**
June 18th from 9:00 am to 12:00 noon
- **Word – Beyond the Basics – Formatting Essentials**
June 23rd from 9:00 am to 12:00 noon

POWERPOINT TIP: SAVING DOWNLOADED TEMPLATES

There are many design templates you can download from Microsoft Office Online.

1. Create a new PowerPoint Presentation.
2. Click on **Format** and then **Slide Design**.
3. Scroll to the bottom of the **Slide Design** Task Pane.
4. Click on **Design Templates on Microsoft Office Online**.
5. Click on a **Category**.
6. Click on the template you want to download.
7. Click on **Download**. A new presentation utilizing the selected template will open in PowerPoint.
8. Click on **File/Save As**.
9. Click on the **Save As Type** drop list box.
10. Select **Design Template**.
11. Click on **OK**.

WORD TIP - TYPING SPECIAL SYMBOLS

YOU TYPE

-->

<--

<=>

(c)

(tm)

(r)

YOU GET

→

←

↔

©

TM

®



MS-OFFICE TIP: ADDING ENTRIES TO AUTOCORRECT

AutoCorrect has a long list of words that MS-Office applications will automatically correct as you type. You can also add entries to AutoCorrect for words you frequently mistype or words you often type.

For example, your boss is named John Jacob Jingle Heimer Schmidt and you have to type his name a lot.

1. Click on **Tools** and then **AutoCorrect**.
2. Click in the **Replace** text box and enter JJJHS.
3. Click in the **With** box and enter John Jacob Jingle Heimer Schmidt
4. Click on **Add**.
5. Click on **OK**.

Now when you type JJJHS, Auto Correct will replace it with your boss' full name.



TASKBAR TIPS - SHORTCUT MENU

When you right-click on an unoccupied area of the Taskbar (gray bar at the bottom of the desktop), a shortcut menu will display. This menu will help you manage your open windows and more....

<u>WHAT YOU WANT TO DO</u>	<u>MENU OPTION</u>
Find an icon on your desktop quickly.	Show Desktop
Stop the Taskbar from disappearing.	Lock Taskbar
End a program that is not responding.	Task Manager
Change how the Taskbar	Properties

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.

EXCEL TIP - KEYBOARD SHORTCUTS

<u>SHORTCUT</u>	<u>WHAT IT DOES</u>
CTRL + SHIFT + \$	Currency format
CTRL + SHIFT + %	Percent format
CTRL + SHIFT + !	Comma format
CTRL + PAGE UP	Goes to the next worksheet in a workbook.
CTRL + PAGE DOWN	Goes to the previous worksheet in a workbook.
CTRL + TAB	Goes to another open workbook.

COMMENTS OR QUESTIONS?

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