Legislative Information Available

1999 Legislative Session

The Montana Legislative Branch will introduce a new system called LAWS (Legislative Automated Workflow System) for the 1999 legislative session, which begins January 4, 1999. The database portion of LAWS replaces the mainframe Bill Status System that had been in operation since the 1985 legislative session.

A demonstration of the LAWS system was made available to state agency personnel in late October 1998. Check the Legislative Branch home page at http://www.state.mt.us/leg/branch/branch.htm for details.

LAWS encompasses an Oracle database system (for bill status tracking) integrated with a WordPerfect 8 macro-driven system (used for bill drafting and amendment processing). LAWS also includes an Internet umbrella in the form of an online web browser application that provides users with access to both bill status and bill text.

Internet Access to Bill Status Info

Internet users will be able to access online bill status information, committee hearing information, agendas, etc., as well as introduced bills, amended bills, enrolled bills, and edited bill drafts. The text of edited bill drafts was not available over the Internet last session.

Advanced search features to help identify bills and bill drafts of interest will also be available for Internet users. For example, users will be able to generate lists of bills and bill drafts that meet specific selected criteria. This criteria can include one or more of the following: requester of a bill draft, primary sponsor of a bill, drafter of a bill, subject assigned to a bill, current status of a bill, and other criteria.

Internet users who wish to track specific legislation will be able to sign up for a special service called “preference list.” This free service, expected to be available October 26, 1998, will allow users to create, modify, and save their own bill/bill draft list files. Once a bill/bill draft list file is created, the user can “click on a button” to generate a report which lists the latest status of each bill/bill draft in the list, along with the bill or bill draft’s short title and primary sponsor/requester.

Applicants for this “preference list” service will be required to mail in an application form to the Montana Legislative Services Division. This form will be available on the Montana Legislative Branch “LAWS” Internet page. The Montana Legislative Branch will give a user-id and password to users in order to maintain their “preference list” files. Full details for this service will

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Information Services Division
be released in mid-October and will be available on the Montana Legislative Branch “LAWS” Internet page.

Bill text will be stored in WordPerfect 5.1 format on the Internet and on the State Bulletin Board System. Note that WordPerfect 5.1 format is the same format that was used for bill text during the 1997 session. The latest version of each bill will also be stored in “html” format for online viewing over the Internet, similar to the 1997 session.

State BBS Access Continues

Legislative information will also be made available to users of the State Bulletin Board System (State BBS). Note that bill status information via the BBS is typically updated only once a day while the Internet status information will be online “up to the minute” information.

Users of the State Bulletin Board System (BBS) will be able to access the same data available for the 1997 session. This data will include legislative reports (typically updated once a day), as well as the text of introduced bills, amended bills, enrolled bills, and edited bill drafts. The text of edited bill drafts was not available over the BBS last session. The BBS system has toll-free access within Montana.

The Oracle database and WordPerfect 8 portion of LAWS went into production in late September 1998. The Internet access feature of LAWS is tentatively scheduled to go into production on October 26, 1998. Check the calendar to the right for the projected key dates related to information availability:

**Calendar of Events**

**November**

4 Information Technology Managers Council (ITMC), 8:30-10:30am, Rm 111, Metcalf Bldg.

18 Information Technology Advisory Council (ITAC), 8:30am-12pm, Rm 111, Metcalf Bldg.

19 Public Safety Communications Council, 10am-2pm, Rm 160, Mitchell Bldg.

**December**

2 Information Technology Managers Council (ITMC) 8:30-10:30am, Rm 111, Metcalf Bldg.

**Tentative Calendar for Legislative Information Availability:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/26/1998</td>
<td>Internet access to LAWS is made available to the public.</td>
</tr>
<tr>
<td></td>
<td>Reports (including the Cumulative Bill Draft Request Report) and the text of edited bill drafts are available over the Internet and the State BBS.</td>
</tr>
<tr>
<td>12/15/1998</td>
<td>Daily Introduced Bill Report is available over the Internet and the State BBS, assuming any bills have been preintroduced by this date.</td>
</tr>
<tr>
<td>01/04/1999</td>
<td>56th Legislature convenes. Legislative Information Office (including Message Service) opens in Capitol, Room 356.</td>
</tr>
<tr>
<td>04/24/1999</td>
<td>56th Legislature adjourns. This date assumes a full 90-day session using the proposed legislative calendar.</td>
</tr>
<tr>
<td>04/28/1999</td>
<td>Legislative Information Office closes.</td>
</tr>
<tr>
<td>06/01/1999</td>
<td>Data Distribution Office closes.</td>
</tr>
</tbody>
</table>

**Tracking Bills**

Also being introduced will be a Bill Status Tracking (BST) system that will assist state agencies with tracking bill drafts and bills during the 1999 session. The requirements for this Oracle application were developed by a steering committee of representatives from several agencies. It is designed to provide a common set of bill tracking functions for all agencies.
In previous years, each agency relied on its own internal system for tracking legislative bills that affected it. Some used the mainframe bill information extract the Legislative Branch provided, which was retired by the LAWS system. Most of the bill tracking tasks that agencies perform has historically been intensely manual and time consuming. The purpose of the BST application is to automate and simplify many bill-tracking tasks.

Historically, each agency has designated individuals to perform the tasks necessary to track bills and drafts during a legislative session. The BST system has abstracted these tasks into roles that people may have within an agency, along with functions they may perform for those roles. These roles are Agency Bill Coordinator, Agency Bill Tracker, Agency Fiscal Note Coordinator, and Agency Fiscal Note Tracker. Within any given agency, an individual may perform all of these functions, or several persons may perform them.

The **Agency Bill Coordinator** tracks who in the agency is responsible for tracking bills, and assigns legislative bills to those individuals to track. The BST system provides the coordinator with the ability to add, update, and delete the names of agency bill trackers. It also allows the coordinator to select bills from the LAWS system and assign them to trackers to be followed.

An **Agency Bill Tracker** tracks specific bills for an agency and may develop the agency’s position on a bill or may testify on the bill before a legislative committee. The BST application allows the tracker to set flags as to whether or not the agency sponsored the bill, is affected by the bill, and what the priority is for the bill. The tracker will additionally be able to enter comments about the bill.

The **Agency Fiscal Note Coordinator** tracks who in the agency is developing responses to fiscal note requests, and assigns staff to prepare the responses. The BST system allows the coordinator to designate the fiscal note trackers, and allows them to assign fiscal notes to the trackers.

An **Agency Fiscal Note Tracker** develops the agency response to the fiscal note. The tracker uses the BST system to enter fiscal note summary information. The actual fiscal note response is prepared in the traditional manner.

The BST application is designed to allow flexible display of bill tracking information. The application will allow data selection to be filtered by both agency and tracker id. For example, a coordinator could request that only data for their agency is displayed. A tracker could request that only data for bills that they are tracking be displayed.

Several Oracle reports will be delivered as part of the Bill Status Tracking system. The reports will allow creating hard copies of information available on screen. Bill history, bill tracking detail, bill hearing, and fiscal note summary information will be available both on screen and via report. The reports will have parameters that provide great flexibility for specifying the actual data presented.

Another feature of the BST system will be daily e-mail notification for bill trackers. The application will send e-mail to each bill tracker if any bill they are tracking has had a state change in the LAWS database. For example, if a bill goes from a state of “Introduced” to a state of “First Reading”, the tracker will be notified. A second report will be produced that notifies trackers if any bill they are tracking is scheduled for a hearing within the next 24 hours.

The Bill Status tracking system is an Oracle application being developed to complement the LAWS system. It will automate and simplify several tasks that each agency currently must perform to track legislative bills during session. The application is being built using Oracle’s Developer 2000 version 2.1, and will require the Oracle Forms 5.0 and Reports 3.0 runtime environment in order to be used. It is currently anticipated that the basic application will be complete by November 1, 1998, and the e-mail portion of the system will be complete by December 1, 1998.

For more information about the LAWS system, contact Tom Mulvaney of the Legislative Services Division at 444-3591, ZIP! or e-mail at tmulvaney@state.mt.us. For more information about the BST system, contact the Systems Support Bureau: Barry Fox at 444-4895, ZIP!/Outlook or e-mail at bfox@state.mt.us or Steven St. John at 444-2910, ZIP!/Outlook or e-mail at sstjohn@state.mt.us.
Criminal Justice Information Network

The Criminal Justice Information Network (CJIN) is the State’s law enforcement telecommunications system. The system operates 24 hours per day, seven days a week providing fundamental information to law enforcement, public safety and criminal justice agencies about stolen vehicles, wanted persons, all point alerts, criminal records and motor vehicle information. The network evolved from the days of the teletypewriter (circa 1967) and many of the underlying protocols are still based on this teletypewriter model. All is about to change for CJIN users with the implementation of CJIN 21.

The CJIN 21 project is a wholesale upgrade of CJIN. The project began in January of 1998 with a series of design sessions involving CJIN stakeholders. In April an RFP was issued for a replacement system meeting the specifications set forth in the design phase. In July, a contract was awarded to Datamaxx Corporation to be the principal vendor for the CJIN 21 project.

There are three general work areas in this project:
1. The central computing facility
2. The data network
3. End user access points

The Central Facility

The premier component at the central computing site is an application known as a “message switcher”. The switch does just that — switches messages between disparate computer systems. The current message switcher is a CICS application residing on the Armory MVS mainframe. The CJIN 21 message switcher is being provided by Computer Projects of Illinois and will reside on a RISC 6000 computer at the Armory. The new message switcher provides sophisticated security and switching services.

In addition to the switch, the Armory facility will support an intranet web server for access to switch services, and Oracle database for in-state criminal justice information, including driver license photos.

The Data Network

The State’s TCP/IP data network (SummitNet) will be used to meet the wide area networking requirements of CJIN 21. The ISD Telecommunications Operations Bureau has been instrumental in moving CJIN users off the SNA network to the TCP/IP network.

End User Access Points

The most dramatic change for CJIN users will be in the variety of ways to access the central switch. Currently, the system is entirely host centric and requires the end-user device to emulate a 3270 terminal. Consequently, all CJIN users regardless of whether they’re a 9-1-1 Center operator or an investigator see precisely the same host generated menu. The CJIN 21 system will support three different access methods, each which may be modified to meet the needs of the individual user.

CJIN 21 End-User Application

Datamaxx has customized their Linxx 2000 software for the State of Montana. This is a Windows based application that runs on a local workstation. The menu can be customized to meet the individual needs of the agency. The application provides formatted screens with on-line help files and local logging and retrieval of messages.

Web Browser

CJIN 21 users will be able to access the switch through a web browser. The web component of the CJIN 21 project opens the door to many potential CJIN users who don’t require full functionality of the CJIN 21 workstation application software.

System to System Interface

The CJIN 21 project also includes an interface specification allowing CJIN users to develop their own interfaces to the switch. This allows agencies to implement mobile systems, record management systems, and computer aided dispatch systems to communicate directly with the switch.

The CJIN 21 project is being implemented in phases. Phase one involves upgrading the end-user workstations and network components. Phase two involves training users and deploying the new workstation software. During phase two the new workstations communicate with the legacy switch. Phase three involves the installation and cut over to the new message switcher. All phases are scheduled to be complete by January 15, 1999.

For additional information on the CJIN 21 project, please contact Karen Nelson, CJIN 21 Project Coordinator at the Department of Justice at 444-9621, ZIP!/Outlook or e-mail at knelson@state.mt.us.
Capitol Complex LANs

Have you ever wondered how your e-mail or file transfers get from building to building? Maybe you are comfortable with “it’s just magic” for an answer, or maybe you are a little curious about the mechanics (electronics is probably a more appropriate term) of the Local Area Network (LAN) world. This and succeeding articles will attempt to explain some of the finer points of LAN architecture for the non-technical reader.

Most PCs in the capitol complex are connected to an intra-building LAN. Larger buildings have several LANs and the building LANs are interconnected via the Capitol Fiber Backbone (CFB) LAN. The CFB is a Fiber Optic backbone network serving all of the buildings in the Capitol complex. The protocol used on the backbone network is 16 megabit Token Ring. LANs within the individual buildings are connected to the backbone ring via Cisco Routers.

The routers perform two very valuable functions:
- They route data traffic over the backbone.
- They are employed to keep all the unnecessary traffic off the backbone. This helps to relieve congestion on the backbone and extends the life of the bandwidth.

In the larger buildings, the Token Ring LAN segments (rings) are built around IBM 8260 Intelligent HUBs. Each HUB can support nine separate rings across the backplane (one ring being the backbone). These HUBs are fully manageable — i.e., individual T/R ports (PCs) can be moved from ring to ring without physically unplugging and re-plugging any cables. To complete the physical ring, PCs are attached to the ring by placing a Network Interface Card (NIC) in the PC and connecting the NIC card to the HUB with a cable.

ISD uses the TME10 (formerly NETVIEW) management system from TIVOLI Systems. This system allows ISD’s network technicians and Customer Support Center personnel to watch the health of the LAN segments and the CFB. When errors occur, the intelligence in the HUBs will send an “alert” to TME10, which in turn will inform our technicians of the problem and they can take corrective actions.

Token Ring architecture currently supports 4 and 16 megabit speeds (100 megabit is right around the corner). In the capital complex 16 megabit is the predominant method of operation. Special wiring (Category 5 or CAT 5 cable) is required to achieve reliable 16 megabit service over unshielded copper wire. When ordinary phone wire, flat pack or round extension cords, are used to connect a PC to a wall jack spurious errors will occur. These errors may not flat out “kill” your LAN or workstation but will probably degrade service to everyone on the ring segment.

The newer client server applications (e-mail, MT PRRIME and Imaging) will stretch the current bandwidth limits of the CFB. ISD is currently examining various alternatives for increasing the bandwidth on the backbone.

For more information about this article contact Dennis Sheline of the Telecommunications Operations Bureau at 444-2869, ZIP!/Outlook or e-mail at dsheline@state.mt.us.
Wireless Enhanced 9-1-1

On October 1, 2001, Phase II of FCC docket 94-102 goes into effect and directs wireless service to provide enhanced 9-1-1 (E9-1-1). Several trial projects are underway to test developing technologies that deliver location information. Phase II of the FCC’s ruling requires wireless carriers to provide, at the request of the communications center manager, the call-back number, and the location of the 9-1-1 caller within 125 meters, with at least 67% accuracy.

Wireless location technology currently being tested:

**Angle of Arrival (AOA)** - This technology measures the relative phase and amplitude of the RF signals at the antennae elements and then calculates the location for a wireless 9-1-1 call. Since this method requires at least two cell sites, preferably more, to provide accurate location information, it will not be effective in rural areas where cell sites are few and far between. Also, it is more accurate if the sites are less than five miles apart. This solution, however, can provide continuous tracking of a moving caller. 

**Time Difference of Arrival (TDOA)** - The position of the cell phone is estimated based on the timing of a single signal arriving at multiple base stations. It is calculated that the phone will lie somewhere on a hyperbola defined by the difference in time arrival of the same signal at different base stations. This technology requires three independent range measurements, or cell sites. Four sites are recommended. Best results occur when the cell phone is about the same distance from all base stations, thus providing limited effectiveness for rural areas. In addition, continuous tracking of a moving caller is very difficult. Proponents claim, however, that combining AOA and TDOA technologies dramatically improves accuracy, and location information can be obtained from a single cell site.

**Global Positioning System (GPS)** - GPS uses 24 high-orbit satellites, operated 24 hours a day by the Federal government. The GPS receiver must “see” four or more satellites to provide an accurate location. GPS is extremely accurate and coverage is almost everywhere, but it requires a GPS receiver to be installed in every cell phone. This method can provide continuous tracking of a moving caller. Reports from a trial project underway in King County, Washington, say they are experiencing 90% location accuracy, within 40 feet, even in alleys, under bridges, and inside buildings.

**Multipath Fingerprinting or Ray Tracing** - When a wireless phone call is generated, the signal “bounces” off landscapes, such as buildings, bridges, cliffs and hills. This system collects “multipath rays” then generates a “location fingerprint.” The “fingerprint” is compared to a previously constructed database, and the initial location estimate is formed. Finally, location “fingerprint tracking” refines the location estimates. This technology, requiring only one or two sites to provide accuracy, is a potential solution for both rural and dense urban environments, and can provide continuous tracking of a moving caller. A trial project is currently being conducted in the Billings area.

For more information contact Surry Latham of the Policy, Development & Customer Relations Bureau at 444-2420, ZIP!/Outlook or e-mail at slatham@state.mt.us.

**VirusScan Software**

**AutoUpdate Feature**

The state standard VirusScan software (Ver. 3.1.6 and higher) includes many new little known features. One of these features is the automatic update of the virus data files released each month. If you have this feature configured, it will automatically copy the new data files to users’ computers. The only task the network administrator needs to complete is the copying of the data ZIP file to a local server when it is available. To configure the AutoUpdate feature, complete the following:

1. Double-click on the Virus Scan Console icon in the bottom right-hand corner of your desktop OR click Start, Programs, Network Associates, McAfee VirusScan, McAfee VirusScan Console.
2. Double-click on AutoUpdate.
3. Click the Configure tab at the bottom of the screen.
4. Click the box beside of “Copy from a local network computer”.
5. Under the Select a computer and directory item, enter or browse the network directory where the data ZIP file is located. The network administrator should copy this file from the Value Added Server to a local server each month. Example: DOA\_ISD\_004\ VOL1\VIRUS\DAT
6. Click on OK to save this information.
MT PRRIME One Year Anniversary

One year down – one year to go! MT PRRIME completed its first year, on September 30, 1998. We’ve come a long way since our initial meeting.

The team needed to be trained in order to proceed with development and implementation. Then, we held a series of joint application design (JAD) sessions with system users to help determine what, if any, modifications should be made. Based on the results of the JAD sessions the team began building and testing the changes. About the same time, team members were developing training manuals and on-line help for MBARS (Budget) and Asset Management. These two modules were successfully implemented; MBARS on August 13 and Asset Management on September 1.

Next year eight more modules will be implemented by July 1, 1999. Training for users will be a significant part of this implementation effort. Training for Human Resources (HR) will take place in February and March, Finance training is planned for April and May. We have an aggressive schedule ahead of us and we’re looking forward to seeing the new system in place.

Human Resource

Four human resource modules will “go live” on April 1, 1999 – Payroll, Time and Labor, Human Resources, and Benefits Administration. The MT PRRIME HR Team is in the process of modifying and configuring the software to meet Montana’s needs. Three agencies have once again stepped up to the plate and provided staff to assist MT PRRIME team members, and develop on-line help, training manuals, and conduct user training. Deena Korting, Department of Agriculture, Joanne Shydian, State Compensation Insurance Fund, Linda Davis and Anne Massey-Bauer, Department of Administration, are all working to bring effective PeopleSoft training to the Human Resource end users. Additionally, Mary-Pat Klein and Kathleen McNeill (Professional Development Center – Admin.) and Bonnie McElroy and Anita Varone (MT PRRIME) will conduct training.

Eleven training classes will be provided in February and March:

1. ADA/Affirmative Action 7. Position Budgeting
3. Central Payroll 9. Recruitment
4. Competency Management/ 10. Time and Labor
   Career Planning 11. Training
5. Labor Relations  Administration
6. Health and Safety

By April 1, 1999, 930 units will be trained. Each unit equals one person at one computer for one class.

Agencies will enroll their own staff for training using PeopleSoft training administration software. An agency Training Coordinator has been appointed in each agency that will electronically enroll staff from their own personal computer. Direct access to the PeopleSoft online enrollment panels will make signing up for the training much easier.

For more information contact Anita Varone of MT PRRIME at 444-2013, ZIP@/Outlook or e-mail at avarone@state.mt.us.

For more information regarding viruses or the VirusScan software, contact Lynne Pizzini, the Network Security Officer at 444-4510, ZIP@/Outlook or e-mail @pizzini@state.mt.us.
YEAR 2000 Progress Report

There is barely one year left before the next millenium. ISD currently monitors the state of Montana’s progress in repairing or replacing 706 computer software systems that may not operate properly in the 21st century. Agencies have analyzed and prioritized the 706 systems on a High (30%) - Medium (30%) - Low (40%) hierarchy.

The rate with which state agencies are bringing systems into compliance is increasing. In August, only 9 systems were fixed compared to 22 in September. As of September 30, 1998, 301 systems or roughly 43% were categorized as Year 2000 compliant. This is fourteen ahead of what agencies predicted would be compliant. In order to stay on schedule, the state needs to bring more than 400 systems into compliance in the next ten months. This is an aggressive goal and each agency has made plans to reach it.

Watch next month’s ISD News & Views for a discussion of how the utility industry is doing in meeting the challenge of the next Millenium.

For more information on the Year 2000 problem, contact G. Scott Lockwood of the Policy, Development & Customer Relations Bureau at 444-2655, ZIP!/Outlook, or e-mail at slcockwood@state.mt.us.

Computing Policy Update

Four new policies went into effect on September 15, 1998. The first is an electronic mail policy dealing with the appropriate use of the state electronic mail system and contains an extensive guidelines section for users. This policy can be found at http://www.state.mt.us/isd/policies/enterprsys/net040.htm. The second policy is on PC replacement cycles and outlines a four-year replacement cycle for all PCs in state government. http://www.state.mt.us/isd/policies/enterprsys/pcs010.htm. The third policy deals with Internet and intranet security and can be found at http://www.state.mt.us/isd/policies/enterprsys/sec010.htm. The last policy deals with network and file server security. http://www.state.mt.us/isd/policies/enterprsys/sec020.htm.


For more information contact Audrey Hinman of the Policy, Development and Customer Relations Bureau at 444-1635, ZIP!/Outlook or e-mail at ahinman@state.mt.us.

ITMC Meeting

The Information Technology Managers Council (ITMC) met on October 7, 1998. The group was updated on:

- MT PRRIME
- Exchange e-mail project
- Compaq/Digital merger and its effect on PC term contracts
- Year 2000
- Centralized imaging services
- Bill status reporting system
- Network topology study

Minutes of the meeting are available on the ISD website at http://www.state.mt.us/isd/groups/ITMC.

For more information on ITMC, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, ZIP!/Outlook or e-mail at wwheeler@state.mt.us.

ITAC News

The Information Technology Advisory Council (ITAC) met on September 30, 1998. The Council is finishing up work on strategic planning issues identified in December 1997.

The final recommendations of the Governance Committee were adopted, including an update of the executive order establishing the Council.

The work of ITMC on the Support and Training Issue was formally endorsed. ITAC will also prioritize noncompensatory strategies that could be used as recruitment and retention options before the next meeting.

Two outstanding issues are still ongoing: Measuring Success, being undertaken by ISD; and Infrastructure, being studied by the SummitNet Executive Council via a contract with Federal Engineering.

The group also reviewed draft legislation on electronic commerce being sponsored in the next legislative session by the Office of the Secretary of State.

Minutes of the meeting are available on the ISD website at http://www.state.mt.us/isd/groups/ITAC

For more information contact Audrey Hinman of the Policy, Development and Customer Relations Bureau at 444-1635, ZIP!/Outlook or e-mail at ahinman@state.mt.us.
Oracle Reports Cheat Sheet

(Version 3.0)

The following is intended to be a quick tutorial (cheat sheet) in order to run a simple report created with Oracle Reports.

Open Reports Builder

- Click on “Use the Report Wizard” (unless doing it manually) Click OK
- Click next
- Type in the title for the report and click the report style that closely resembles the report you would like.
- Click next
- Insert SQL query statement Click next
- If not connected, connect now
- Select the field(s) that you want displayed. Click next
- Select the field(s) for which you would like calculated. Click next
- Modify the column labels. Click next
- Pick template if desired (no template is the default). Click next
- Click finish

Go to object navigator

- Double click the Layout Model icon
- Click on the margin icon
- Insert desired title, fields, etc.
- Run report, by pressing the green stop light button.
- While in the Live Previewer you can alter fonts, colors, justifications, etc. to whatever desired.

For more information on Oracle Reports, or any of the Oracle applications, contact Steven St. John at 444-2910, ZIP!/Outlook, or e-mail at stjohn@state.mt.us or Barry Fox at 444-5895, ZIP!/Outlook, or e-mail at bfox@state.mt.us. Oracle database information can be obtained by contacting Tony Noble at 444-2922, ZIP!/Outlook, or e-mail at tnoble@state.mt.us or Tom Rediske at 444-1593, ZIP!/Outlook, or e-mail at trediske@state.mt.us.

Outlook 98 - Notify me when new messages arrive

Would you like to be notified when a new message arrives in your Outlook inbox? You can choose several ways to have Outlook notify you. The choices include sound, a message box on your screen, or a brief cursor change. You can choose all three if you would like.

Message box

1. On the Tools menu, click Options.
2. Click the Preferences tab, and then click E-Mail Options.
3. Select “Display a notification message when new mail arrives.”
4. Click OK and OK again. A box will appear on your screen when a new message arrives. It will read “New mail has arrived. Would you like to read it now?” You can choose yes and read the message, or choose no and read it later.

Sound & Cursor

1. On the Tools menu, click Options
2. Click the Preferences tab, and then click on E-Mail Options
3. Click Advanced E-Mail Options, and then choose one or both of the options you want under “When new items arrive”. The options will be “Play a sound” or “Briefly change the mouse cursor.”

If you do not have sound after following these steps, you will need to adjust the sound in your control panel.

1. Click on Start
2. Go to Settings, then choose Control Panel
3. Double click on Sounds
4. Under Events, scroll down until you see Default Sound. Click once on Default Sound.
5. Under the Name text field choose a .wav file, preview to see if you like the sound, click OK.

For more information about this article, contact Diana MacDonald of the Policy, Development & Customer Relations Bureau at 444-3170. For user support, contact the Customer Support Center at 444-2000.
E-Mail Conversion

The new Enterprise e-mail solution, Outlook 98, is being deployed statewide. Pilot installations were completed and evaluated by mid-October, and the first production agencies (Governor's Office, Consumer Council and the Department of Administration) converted during the second half of the month.

Most agencies are using ZenWorks to deploy Outlook 98 on desktop PCs. An installation performed using ZenWorks takes approximately 10 minutes, while a manual installation averages 45 minutes. You are eligible to use the Zen tool if your agency uses NetWare 4.11 for a network operating system and Windows 9x or NT on the desktop and the server has 120MB of free disk space.

Agencies scheduled to convert in November are Labor & Industry/Employment Relations Division, Department of Revenue (local, and in 56 counties), Supreme Court, Secretary of State and the Department of Transportation.

For more information on the e-mail project, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, ZIP!/Outlook or e-mail at wwheeler@state.mt.us.

PowerPoint Made Easy!

Handling Stage Fright

We all get it. Most people put public speaking in a category with root-canals and IRS long forms. Our brain chemistry is telling our bodies that we are in a classic "fight or flight" situation. When we stand in front of an audience our survival mechanism is trying to decide to wrestle them or run like mad. Here are a few suggestions for handling some of the more typical problems.

Shaky voice - Try projecting your voice to the very back row of the audience. When you force that extra air out of your lungs it waves less.

Shaky hands - Move them. Gesture. Point.

Shaky legs or knees - Move around.

Pounding heart - Breathe! Take a few deep breaths.

Perspiration - Carry a hankie. Use talcum powder on your hands and body before presenting

Dry mouth - Drink room-temperature water (a slice of lemon helps). Avoid caffeine, sugar, soda, alcohol and milk products. A light coat of vaseline on your teeth will keep them from sticking to your lips.

Presentation Designs and Backgrounds

In past issues we've gone step by step over many different aspects

- Title slides
- Text slides
- Tables
- Organization charts
- Data charts
- Artwork inserted into the presentation

But we're still working with a plain white background. This month we'll change the background and fonts and add some design. These are changes to the Master and will affect all slides. When making changes keep in mind that you will always want to view the presentation in the environment that it will be shown. If you are making a presentation that will be shown in a room with the lights on, light colored type on dark backgrounds do not display well even though they look great on your monitor. It's a good idea to make several different samples and then try them out with a few co-workers before you make your final decision. Be sure to view the presentation from the back of the room.

Font changes on the Master

Go to View|Master. First let's change the fonts. Fonts that are clean are the easiest to read when projected. Select the Title then go to your toolbar and select another font and then bold it. Now, select Format|Font and change the color to a dark blue. Select all the text and change the font. Now, with the selection highlighted go to Format|Background and change the color by clicking on the color bar.

Background colors

Go to Format|Background. Click on the pulldown arrow below the example, choose more colors and choose a color (other than white) from the inside area of the color chart. Notice that the color patch shows you your current color and new selection then click OK, and then Preview on the Background menu. Change colors a few times then click on Fill Effects on the Background Menu. Click on 'Two colors' and then make one color the lighter color you choose earlier and make the other color white. In the bottom right corner is Variants. This displays how
the colors will shade. In the bottom left are shading styles. Click through them, watch the changes on the Variants view. (Also see the Texture and Pattern tabs on the Fill Effects menu. Backgrounds that compliment your theme rather then compete with it will serve you best.) When you have the background you like, click OK to close the Fill Effects menu and Apply to All to close the Background menu. (I’ve chosen a very light teal and white as my two colors.) If the font colors do not compliment your background change them by going through the earlier steps.

Adding artwork

Custom backgrounds can be created in applications such as CorelDRAW! and then imported into the PowerPoint master as a .bmp or .tif file, but they can greatly increase the size of your file.

Often you may want to import a logo or some other artwork that will appear on each slide. Insert | Picture | ClipArt and then choose the Communication Category and the top view telephone. Resize the artwork using the handles and the shift key we learned in earlier issues. Place it in the center of the slide master. We’ll make this a watermark so make it fairly large.

With the art selected, go to Format | Picture and click on the down arrow in Image Control and select Watermark and Preview. This still looks like it might compete with our text. Change the Brightness to 92% and the Contrast to 6% and then Preview and OK.

Order

That looks good but now the text is behind the art. With the art selected, go to the Draw toolbar (bottom left) and select Order and Send to back. Notice that the background is always the bottom art and you cannot place other objects behind it. If you import custom background files from other applications this rule does not apply since PowerPoint sees them as artwork objects, not as backgrounds.

Close the Master menu and view your slides. You may need to return to change colors and fonts, etc. if you don’t like what you see.

Next month we’ll continue to work on presentation designs and backgrounds.

For more information on this article contact Trapper Badovinac of the Policy, Development & Customer Relations Bureau at 444-4917, ZIP! | Outlook or e-mail at tbadovinac@state.mt.us. For user support, contact the Customer Support Center at 444-2000.

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Microsoft Office 97

Service Release 2 (SR-2): UPDATE

A lot of questions have been asked recently about the Office 97 Service Release 2 patch. Here are the answers—straight from the horse’s mouth.

Microsoft has released the following on their web page:

Microsoft has recently confirmed certain situations in which the SR-2 patch for Office 97 will fail to install properly. In order to further investigate and address this issue, the SR-2 patch has been temporarily removed for download. An updated version will be available from Microsoft as soon as it has been thoroughly tested. Microsoft apologizes for any inconvenience this has caused customers.

For customers that have downloaded and installed the SR-2 patch successfully there is no cause for concern or action. Successful installations of SR-2 have proven to be reliable updates to Office 97. Users that have successfully installed SR-2 will not need to reinstall the updated SR-2 patch when it is released.

Any customers for whom the SR-2 patch did not install successfully, or that have not yet begun installation of the SR-2 patch, have two courses of action:

1. Wait until the updated SR-2 patch is available and download it from the Microsoft Web page.
2. Order the updated SR-2 patch on CD. Go the SR-2 Direct Drive Intro Page for details. Note: Please allow 4-6 weeks delivery time after the updated SR-2 patch becomes available.

This information was obtained from the Microsoft Web page at http://officeupdate.microsoft.com/nonIE4/articles/sr2factNonIE4.htm ©1998 Microsoft Corporation.

For more information about this article, contact Irvin Vavruska of End User Systems Support at 444-6870, ZIP!/Outlook or e-mail at ivavruska@state.mt.us. For user support, contact the ISD Customer Support Center at 444-2000.
Word 97 - Life after Reveal Codes

As more and more WordPerfect users transition to Microsoft Word, some have asked if Word has an equivalent to WordPerfect’s “reveal codes” feature. “Reveal Codes” is used to create and troubleshoot document formatting. Although Word does not have the same exact “reveal codes” as WordPerfect, there are several tools that help Word users achieve the same goal.

When making the transition from WordPerfect, it helps to understand the different functionality in Word that will help get your job done without “reveal codes.” This document review deals with the formatting tools used in Microsoft Word and discusses features that will help WordPerfect users do what they used to do with “reveal codes.”

Background

The concept of codes in a word processor dates back to the days when word processors were designed to send documents to dot matrix printers as streams of information and instructions (for example: text, text, text, turn bold on, text, turn bold off). Unlike WordPerfect, Microsoft Word was designed in the age of the laser printer, a tool that accepts information an entire page at a time instead of as a stream of text and codes. As such, Word is based on a hierarchical formatting system that allows the user to format based on the entire document, a section, a paragraph, or even character. The hierarchical architecture of Word does not allow for stream-based formatting like in WordPerfect, but it does allow the user to control, understand, and manipulate formatting.

Moreover, Word is a WYSIWYG (What You See is What You Get) word processor. This means Word shows you on screen, exactly what your document will look like when printed out. This reduces the need for formatting codes, because you can see formatting as you apply and manipulate it.

Still there are some important functions of “reveal codes” even in a Windows word processor.

Understanding Hierarchical Formatting

Word’s formatting functionality is based on a hierarchy of character, paragraph, and page settings, which give the user a very easy way to create and adjust formatting. This section describes each part of the hierarchy and its use in Word.

Document and Section Formatting

Page and Section formatting lets the user set options like the margins, page orientation (landscape or portrait), line numbers, headers, footers, etc. Page formatting for the entire document can be established through the File/Page Setup menu. The user can use section breaks (Insert/Break menu) to modify page setup for different parts of the document. For example, section breaks can be inserted so a full-page table in the middle of the document can print in landscape view while the rest of document prints in portrait view.

Paragraph Formatting

Formatting that can be applied to entire paragraphs at one time is the most important difference between formatting in Microsoft Word versus WordPerfect. The following items are part of paragraph formatting:

- Text alignment, such as centered, ragged right, or justified
- Line spacing
- Spacing between paragraphs
- Tab-stop settings
- Indentions from the left and right margins
- Borders and shading
- Bullets and numbering
- Position in the page layout
- Text-flow properties in relation to page breaks

Any time items from the list above are applied to a paragraph, the information is stored in the paragraph mark (¶) at the end of that paragraph. Users can either view or hide paragraph marks by clicking the Show/Hide Paragraph button on the right-hand side of the Standard toolbar.

If the ¶ at the end of a paragraph is deleted, the next paragraph will merge with the preceding one, and adopt its formatting and style. This can confuse users who do not understand the significance of paragraph marks in Word. Some users work with the ¶ marks visible so that they can avoid accidentally deleting this symbol. If you accidentally delete the ¶ and want to restore the paragraph mark and the original formatting, click the Undo button or use the keyboard shortcut CTRL+Z.
Character Formatting

Character formatting is the most basic type of formatting that is applied to individual characters or symbols. This includes character size and attributes like bold, underline, and italic. You can apply character formatting to a single character or multiple characters. Character styles allow the user to define a specific look for a character that can be easily copied throughout a document and later modified if the user wants all characters with that style to be modified in a single step. To apply bold character formatting to a single word, for example, click the word then click the Bold button (or use the Bold keyboard shortcut CTRL+B). To apply character formatting to several words or a few characters within a word, select the text you want to modify and then apply the formatting as described above. For additional basic information on formatting ask your Office Assistant.

Retaining Formatting while Editing

When text is copied between Word documents, the formatting that Word applies depends on the selection copied. See the table below.

<table>
<thead>
<tr>
<th>If the selection</th>
<th>Word copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not include a paragraph mark</td>
<td>The character style and any additional character formats applied to the selection.</td>
</tr>
<tr>
<td>Is a single paragraph mark</td>
<td>The paragraph style and any additional paragraph formats applied to the paragraph.</td>
</tr>
<tr>
<td>Includes a paragraph mark</td>
<td>The paragraph style and any additional paragraph formats applied to the paragraph, plus the character style and any additional character formats applied to the selection.</td>
</tr>
<tr>
<td>Includes a section break</td>
<td>All the formatting for the section that precedes it, including margins, number of columns, line numbers, page size and orientation, and headers and footers.</td>
</tr>
</tbody>
</table>

Note: When you copy text that is formatted with a specific paragraph style to a document that contains a style with the same name, the text will take on the formatting of the style in the destination document.

Next month: “Getting your job done without Reveal Codes”, Stay tuned!

If you have any questions about this article, contact Mike Moller of End User Systems Support at 444-9505, ZIPI/Outlook or e-mail at mmoller@state.mt.us. For support on Word 97, contact the ISD Customer Support Center at 444-2000.

Hyping Hyperlinks

You can easily add hyperlinks to your Word 97 documents. This isn’t only for Web surfing, you can use hyperlinks to move around in Word documents. Suppose you have a document that covers a number of related topics. Insert a bookmark (Insert | Bookmark) to furnish Word with a target for your sample hyperlink. Now select the word that you want to make a hyperlink and choose Insert | Hyperlink. Type the name of your bookmark into the Named Location In File text box. Click OK to record your new Hyperlink.

This article was taken from PC World Online. If you have any questions about this article please contact Brian Clark of End User System Support at 444-0751, ZIPI/Outlook or e-mail at briancl@state.mt.us.

Microsoft Excel 97

Advanced Spreadsheet Programming

Excel provides a very powerful development platform for creating data analysis solutions. Such solutions are commonly used in a variety of commercial and academic fields including banking, finance, accounting, market research, budgeting, scientific research and many others.

Importing External Data to the Excel Worksheet

One of the most common reasons for accessing external data from an Excel application is to import data into an Excel worksheet for some form of advanced analysis or manipulation. Keep in mind when working with large amounts of data on an Excel worksheet that you would do well to avoid using Excel as a database. Many Excel applications fall into this trap, where large amounts of data are stored and saved with an Excel worksheet as part of an Excel application. Saving large amounts of data with a worksheet will result in large performance decrements – large worksheets take a long time to load into memory, and once in memory, they tend to degrade performance of VBA routines that make up your application. As an alternative to storing data on a worksheet, you should evaluate storing large amounts of data in an external relational database format – such as that provided by the .mdb file of Microsoft Access. You can then use Data Access Objects (DAO) or ActiveX Data Objects (ADO) to import data into an Excel worksheet as needed for analysis and manipulation.
Excel 95 and Excel 97 include a very useful feature that makes it easy to quickly import large amounts of external data to an Excel worksheet by using DAO. The feature is the CopyFromRecordset method of the Range object. If you are doing a lot of work in importing external data to the Excel worksheet, you would do well to familiarize yourself with working with the CopyFromRecordset method as it will prove to be a very valuable tool. Note, however, that CopyFromRecordset in Excel 95 and Excel 97 works only with DAO recordsets — as of the writing of this paper, CopyFromRecordset does not support ADO recordset, although it is highly likely that such support will be provided in the future.

We will be looking at two different routines for importing external data to an Excel worksheet — one routine that utilizes CopyFromRecordset and DAO, and another routine that employs ADO. Before utilizing the DAO or ADO object model within an Excel VBA module, you must first establish a reference to the appropriate object model — this is done by selecting References from the Tools menu within the VBA editor. If you wish to reference the DAO object model, you must make sure that you installed DAO when you installed Excel 97 or Excel 95 (Excel 5 does not ship with DAO). And if you are using ADO, you must make sure that you have installed ADO (from the Microsoft web site or other source).

Due to the large amount of information in this article, the article in its entirety can be found on the Value Added Server (VAS) at guest\N&V\Issues98\Excel.doc or you can request a copy from Jerry Kozak.

For more information about this article contact Jerry Kozak at 444-2907, ZIP!/Outlook or e-mail at jkozak@state.mt.us. For help with Excel 97, call the ISD Customer Support Center at 444-2000.

**Windows 95**

**Automatically Adjusting Column Widths**

When you're using the Details view in My Computer, Windows Explorer, or Find, some of the information in the Name and In Folder columns can be partially obscured—even when you maximize the window, see below.

The reason is that Windows 95 uses a default setting for each column's width and then uses ellipses to indicate that either the filename or the path to the folder doesn't fit in the space provided.

You can adjust each column to the proper size in one of three ways.

You can position your mouse pointer over the column divider and when your mouse pointer turns into a double-headed arrow, click and drag the column.

You can also adjust the column width by double-clicking the column divider. This will automatically adjust your column to the largest item in that column.

However, an even better way to adjust the column width has been discovered. This new technique has the added advantage of adjusting all columns at the same time. To implement this technique, simply press and hold down the [Ctrl] key and then press the plus sign (+) on the numeric keypad.

The idea for this article was found from Microsoft's home page at www.microsoft.com.

For more information concerning this article, contact Heidi Mann of End User Systems Support at 444-2791 or e-mail at hmann@state.mt.us. For questions regarding Microsoft® Windows 95, please contact your agency support staff, or the ISD Customer Support Center at 444-2000.
Media Based Training (MBT)

The Information Technology boom is only getting larger. Many times it is the solution of choice when additional personnel cannot be hired and new work is assigned. It is often a time of great opportunity for existing staff to accept new positions but knowing of or training in the new technology is essential. ISD offers a wide variety of self-paced courses to fulfill those training needs.

- **A VCR or Multi-Media PC is needed.** Most of the courses are delivered on video as well as multimedia CD, some are only available on CD ROM. The information is presented in a very professional manner using various teaching methods including diagrams and real life examples. The accompanying workbook provides the course in written form and after each section quizzes you on what has been covered.

- **Sign up.** E-mail Shawndelle Semans or call 444-2700 to request a course. She will need your name, phone number and Agency.

- **Pickup.** You can pick up the course in Room 229 of the Mitchell Building. If that's inconvenient it can be deadheaded (interoffice mail) or mailed to you.

- **How Long?** The checkout period for each course is two weeks. If you can't complete the course in two weeks and there is no one on the waiting list, we can usually extend the checkout period for another two weeks.

- **What's Available?** The course description of each course can be found on the VAS at guest\training\CT_Video\T3_VAS.rtf. If you are an Approach user you can check on the current availability of any course by accessing the read-only file on the VAS at guest\training\CT_Video\videodb.apr (password Montana).

- **How Much?** There is no charge.

- **Who is eligible?** Any state employee.

**UNIX Essentials**

Provides a basic understanding of the features and capabilities of UNIX and how to use the operating system.

**Audience:** New Users, Programmers, Analysts, Designers, Operators and Managers.

**Prerequisites:** Basic understanding of working at a PC/Terminal in a network environment.

**Topics include:** UNIX Overview
UNIX Definition; UNIX Kernel and Shell Concepts; Application Programs and Processes; Hardware Components of a UNIX System; Course Overview; Getting Started
Logging In; Commands: Passwd Who Date; Programs/Control Keys; Logout; Network Logins; Remote Logins; Common Problems; Files in UNIX
Introduction; Names; Listings; Commands: cp rm mv; Wildcards; Commands: Cat More; Commands: File Split Grep; File Security; Directories
Introduction; Directory Structure; Making Directories; Moving Thru Directories; Paths; The Big Picture; More Directory Commands; More UNIX Features
Review; Accessing OnLine Manuals; Command: Man; Using Background Processes; Commands: Job Kil;

**Course duration:** 5 hours

**Minimum requirements:** VGA Color Monitor; 640K RAM; 9.5MB Hard Disk Space; DOS 3.3 or Higher

**Need Training?**
UNIX Editors

Provides an overview of four editors and teaches the vi and emacs editors in detail.

Audience: All UNIX Users.

Prerequisites: Familiarity with UNIX.

Topics include: Overview
Definition of a Text Editor; Ed, Sed, vi, and EMACS; Comparison of Editors; Using an Editor; vi Text Editor - I
Accessing vi; Command and Input Mode; Show Mode; Save and Exit in vi; Retrieving Files in vi; Navigating a vi File; vi Text - Editor II
Searching a Text in vi; Erasing a Text in vi; Typeover Text; Cut and Paste; Print a File; EMACS Text Editor
Starting EMACS; Commands; Saving and Exiting in EMACS; Retrieving in EMACS; Searching a Text in EMACS; Deleting Text; Wipe/Yank (Cut and Paste); Macros;
Course duration: 4 Hours

Minimum requirements: VGA Color Monitor; 640K RAM; 6.1MB Hard Disk Space; DOS 3.3 or Higher

UNIX Korn Shell

Presents a detailed, hands-on introduction to programming in the UNIX Korn Shell.


Prerequisites: Experienced UNIX User with programming concepts.

Topics Include: Shell Basics
Different Shells; Special Shell Characters; Redirection and Piping (Input and Output); Command Substitution; Introduction to Shell Scripts; Modifying a .profile Script .profile Definition and Function; Environmental Variables; Writing a Shell Script
Description of the Shell Program; Conditional Branching; Programming Loops; Parameters; Test Conditions;
Course Duration: 3 Hours

Minimum Requirements: VGA Color Monitor; 640K RAM; 7.2MB Hard Disk Space; DOS 3.3 or Higher

Writing Korn Shell Scripts

This graphics-based CBT course is designed to teach the student how to write and debug Korn Shell Scripts in the UNIX environment. The Student will learn how to create and use scripts to customize and enhance a UNIX system for maximum productivity and effectiveness.

Audience: End Users, System Administrators and Programmers who need an understanding of Korn Shell scripts.

Prerequisites: Advanced knowledge of UNIX. Lab exercises assume a working knowledge of the vi editor.

Topics Include: Introduction to the Korn Shell
Functions and features; Korn Shell History, Features, Advantages, and Improvements; Creating and naming Shell Scripts; Why Write Shell Scripts; Creating and Naming a Script; Executing Shell Scripts; Changing Script File Access; Using a bin Directory; Running a Korn Shell Script from Other Shells; Using the Dot () Command; Korn Shell Variables
Built-in Shell variables; Uses of built-in Variables; Setting Built-in Variables; Local and Global Variables; Clearing and Displaying Variables; User-defined variables; User and Built-in Variables Similarities; Naming Conventions; Assigning and Referencing Values; Protecting Variables; Positional Parameters; Passing Values; Reading Values into Variables; Special Parameters; Description of Special Parameters; Using Special Parameters; Korn Shell Programming Language Comments; Importance of Comments; Example of Comments; The here Document here Document Format; here Document Examples; The test Command; test Command: File Status Conditions; String Testing; String Operators: -z, -n; test Command: Numeric Comparisons; test Command: Logical Operators; Arithmetic and Arithmetic Operations; The let Command; Operator Precedence; Korn Shell Programming with Compound Commands Conditional Control Commands; if Construct; if...then...fi; if...then...else...fi; if...then...elif...then...else...fi; if Example; case...in...case; Metacharacters; Iteration; Conditional Looping; Unconditional Looping; Unconditional Control; Debugging Scripts and Pipelines Debugging scripts; Using the Debug Options; Verbose Trace: -v; Execute Trace: -x; Global Check on Variables: -u; Debugging Pipelines; The tee Command; Debugging Pipelines with tee;

Course Duration: 4 to 6 hours

Minimum Requirements: IBM 386 PC; VGA color monitor; DOS 5.0; Windows 3.1; 4MB RAM

For more information contact Trapper Badovinac of the Policy, Development & Customer Relations Bureau at 444-4917, ZIP! / Outlook or e-mail at tbadovinac@state.mt.us. To check out a course, call 444-2700.
Oracle Channel Training

The Oracle Channel Satellite education program is available to state agency staff through the ISD Data Network Connectivity fee. These broadcasts are held from 9:45 am to 2 pm in the Dept. of Transportation Information Services Bureau conference room (basement).

November
3 Introduction to Data Warehousing
4 Plan for Effective Data Warehouse Implementation
5 Data Warehousing Fundamentals for DBAs
10 Oracle8 Architecture and Startup
11 Oracle8 Architecture and Startup
12 Oracle8 Networking Strategies - NEW
17 Developer/2000 Release 2 New features
18 Developer/2000 Tuning
19 Object technology Essentials

December
1 Financial Applications Release 11 New Features
2 Manufacturing Applications Release 11 New Features NEW
3 Designer/2000 Release 2 New Features

A full description of each class can be found at http://education.oracle.com/education/toc. Because class material has to be ordered you must register at least two weeks before the scheduled class date. Please contact Barbara Clark at 444-0846, ZIP!/Outlook or e-mail at baclark@state.mt.us.

End Users Computer Security Training

This is a two-hour seminar that covers the following:
- network security
- laws, rules, and policies
- login IDs and passwords
- viruses, hoaxes, and chain letters
- proper use of e-mail and the Internet
- user responsibilities

The training is held the third Thursday of each month.

Date: Thursday, November 19
Time: 8:30–10:30 am
Location: Room 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (llebahn@state.mt.us) or Kim LaRowe (klarowe@state.mt.us) of ISD at 444-2700.

Microsoft 97 Courses Revamped

Beginning in January, the Helena College of Technology will revamp the curriculum for non-credit Microsoft 97 workshops offered through state training. The revamped classes are listed below. Call Lee Suttrop with questions, 444-6821.

- Introduction to Word 97
- Intermediate Word 97
- Advanced Word 97
- Word 97 or Excel 97 Conversion
- Introduction to Excel 97
- Intermediate Excel 97
- Advance Excel 97

Training Calendar

Schedule assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 406-444-6821. All classes are held at HCT, 1115 N. Roberts.

The Helena College of Technology will make reasonable accommodations for any disability that may interfere with a person’s ability to participate in training.

Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, you must send or deadhead an enrollment application to

State Training Center, HCT
Helena, MT 59601

If you have questions about enrollment, please call 444-6821.

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class. HCT is also willing to schedule specific classes by request from state agencies.
## State Training Calendar

<table>
<thead>
<tr>
<th>Database Classes</th>
<th>PREREQ</th>
<th>DATE</th>
<th>COST</th>
<th>DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Oracle</td>
<td>Intro to Windows</td>
<td>Jan 26-27</td>
<td>200.00</td>
<td>2</td>
</tr>
<tr>
<td>Discoverer 3.0</td>
<td>Windows 95</td>
<td>Jan 20</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>Intro to SQL</td>
<td>Intro to Oracle</td>
<td>February</td>
<td>200.00</td>
<td>2</td>
</tr>
<tr>
<td>Oracle Developer 2000, part I</td>
<td>Intro to Oracle &amp; SQL</td>
<td>February</td>
<td>**342.20</td>
<td>3</td>
</tr>
<tr>
<td>PL/SQL</td>
<td>Intro to Oracle &amp; SQL</td>
<td>Nov 9, 10, 12, 13 am</td>
<td>200.00</td>
<td>2</td>
</tr>
<tr>
<td>Oracle Developer 2000, part II</td>
<td>Oracle Dev. I &amp; PL/SQL</td>
<td>Nov 18-25 am</td>
<td>**300.00</td>
<td>3</td>
</tr>
<tr>
<td>Oracle Designer</td>
<td>Oracle Dev. I; PL/SQL_recomm</td>
<td>Dec 2, 3, 4, 7, 8</td>
<td>**536.95</td>
<td>5</td>
</tr>
<tr>
<td>Access 97</td>
<td>Windows 95</td>
<td>Nov 30-Dec 1</td>
<td>200.00</td>
<td>2</td>
</tr>
<tr>
<td>Visual Basic for Applications</td>
<td>(VBA) for Access 97</td>
<td>Jan 14-15</td>
<td>200.00</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Microcomputer Classes</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 95 Conversion</td>
<td>familiar with Windows</td>
<td>Nov 4 pm, Jan 12 am</td>
<td>50.00</td>
<td>1/2</td>
</tr>
<tr>
<td>Windows 95</td>
<td>N/A</td>
<td>Nov 2, Dec 9</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>WordPerfect 6.1 for Windows</td>
<td>Windows 3.1 or 95</td>
<td>Nov 12</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>Word 97 Conversion</td>
<td>Windows 95</td>
<td>Nov 10 pm, Dec 8 am, Jan 12 pm</td>
<td>50.00</td>
<td>1/2</td>
</tr>
<tr>
<td>Word 97 for Light Users</td>
<td>Windows 95</td>
<td>Nov 24, Dec 10</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>Word 97</td>
<td>Windows 95</td>
<td>Nov 17-18, Dec 14-15</td>
<td>200.00</td>
<td>2</td>
</tr>
<tr>
<td>Intro to Word 97</td>
<td>Windows 95</td>
<td>Jan 13</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>Intermediate Word 97</td>
<td>Intro to Word 97</td>
<td>Jan 21</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>Advanced Word 97</td>
<td>Inter Word 97</td>
<td>Jan 25</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>Lotus for Windows</td>
<td>Windows 3.1 or 95</td>
<td>Nov 20</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>Excel 97 Conversion</td>
<td>Windows 95</td>
<td>Nov 9 pm, Dec 8 pm, Jan 28 am</td>
<td>50.00</td>
<td>1/2</td>
</tr>
<tr>
<td>Excel 97 for Light Users</td>
<td>Windows 95</td>
<td>Nov 13, Dec 11</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>Excel 97</td>
<td>Windows 95</td>
<td>Nov 9-10, Dec 16-17</td>
<td>200.00</td>
<td>2</td>
</tr>
<tr>
<td>Intro to Excel 97</td>
<td>Windows 95</td>
<td>Jan 19</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>Intermediate Excel 97</td>
<td>Intro to Word 97</td>
<td>Jan 22</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>Adv. Excel 97 with Macros</td>
<td>Inter Excel</td>
<td>Jan 29</td>
<td>100.00</td>
<td>1</td>
</tr>
<tr>
<td>PowerPoint 97</td>
<td>Windows 95</td>
<td>February</td>
<td>200.00</td>
<td>2</td>
</tr>
<tr>
<td>Internet</td>
<td>Windows 95</td>
<td>Nov 12 pm</td>
<td>50.00</td>
<td>1/2</td>
</tr>
<tr>
<td>Building Web Pages (HTML)</td>
<td>Windows 95, Internet exp.</td>
<td>Nov 16-19 pm</td>
<td>200.00</td>
<td>2</td>
</tr>
</tbody>
</table>

Prerequisites may be met with consent of Instructor.

**The Oracle Designer and Developer class fees are recovered through the monthly data network rate and paid for by ISD.**
State Training Enrollment Application
Complete IN FULL and return AT LEAST ONE WEEK prior to the first day of class.

Course Data
Course Request ____________________________________________
Date Offered ______________________________________________

Student Data
Name ______________________________________________________
Soc. Sec. Number (for P/P/P) __________________________________
Agency & Division __________________________________________
Mailing Address _____________________________________________
Phone ______________________________________________________

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.
________________________________________________________________________

Billing Information/Authorization Mandatory
LogonID __________ Agency# __________ Authorized Signature ____________________________

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

IT Manager ______________________________________________________

Training is needed for
☐ Agency Oracle Developer
☐ Continuing education opportunity (Agency will be billed for training.)
☐ Agency contractor (Agency will be billed for training.)

Full class fee will be billed to registrant unless cancellation is made three business days before the start date of the class.

DeadHead completed form to
State Training Center, Helena College of Technology of the U of M
Phone 444-6800 FAX 444-6892
Published monthly by
Information Services Division (ISD)
Department of Administration
Room 229, Mitchell Building, Helena, MT 59620
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