








Management & IT Tips, Tricks & Resources

10 –23 March 2008
Volume 8, Issue 6

“There's a dear little plant that grows in our isle, 'Twas St. Patrick himself sure that set it; And the sun on his labor with pleasure did smile, And with dew from his eye often wet it. It thrives through the bog, through the brake, and the mireland; And he called it the dear little shamrock of Ireland-- The sweet little shamrock, the dear little shamrock, The sweet little, green little, shamrock of Ireland!” Andrew Cherry

NAM: Management & IT Tips, Tricks & Resources is a weekly Internet newsletter for Non-Profit organizations (NPOs), published for the Non-profit Association of the Midlands, courtesy of the University of Nebraska at Omaha Executive MBA Program. It provides a compilation of useful Internet sites, free or low cost computer applications, and productivity tips for office applications that will be of use to NPO paid and volunteer staff.

The newsletter has five sections:

-  **Office Productivity:** Focuses on tips and tricks for users of Microsoft Windows, Internet Explorer, Word, and PowerPoint.
-  **CyberSites:** Highlights Internet sites of use or interest to website developers, technology managers and computer users.
-  **NPO Executive's Resources:** Offers websites of interest to non-profit organization, Senior Managers.
-  **NPO Manager Resources:** Offers websites of interest to non-profit organization functional and program managers.
-  **Ruminations:** My chance AND your chance to offer observations on life, work and whatever.



The NAM *Management & IT Tips, Tricks & Resources* newsletter is compiled and edited by Curt Bayer, Director of Executive Education at the University of Nebraska at Omaha College of Business Administration for the non-commercial use of non-profit organizations and their staffs. Recommended additions & links to the newsletter are welcome. Send them to: cbayer@mail.unomaha.edu

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Office Productivity

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“Th' an'am an Dhia, but there it is-- The dawn on the hills of Ireland. God's angels lifting the night's black veil From the fair sweet face of my sireland! O Ireland, isn't it grand, you look Like a bride in her rich adornin', And with all the pent up love of my heart I bid you the top of the morning.”

John Locke

Word:

How to Work Faster in Microsoft Word – “If you spend a lot of time using Microsoft’s ubiquitous word processor, wouldn’t it be great if you could spend less time using it? Web Worker Daily offers 12 time-savers for Microsoft Word, starting with this one: Paste Your Formats.”

<http://webworkerdaily.com/2008/02/21/12-time-saving-tips-for-microsoft-word/>

Applying Character Formats the Easy Way in Microsoft Word – “You can apply character formats before or after you type the text you want to format. To apply a character format to text as you type it, follow these steps:” <http://tinyurl.com/ypyzug>

Compare and Combine (Word 2007) – “ It used to be, when you wanted to compare two documents, you had to open them both and switch back and forth between them. With the new Compare feature in Word 2007, those days are behind you: On the Review tab, in the Compare group, click Compare, and then click Compare again. Enter the documents in the dialog box, and click OK. Continuing with the Compare feature, you can merge comments and changes from two documents into one document: On the Review tab, in the Compare group, click Compare, and then click Combine. Enter the documents as for comparing.”

PowerPoint:

Create and manage PowerPoint table data – “Tables are great for communicating and organizing data in a meaningful, efficient way. However, in Microsoft PowerPoint, tables can be a bit troublesome because of space limitations. Too much data on one slide can be worse than no data at all. Susan Harkins shows you how to get creative and improvise how you display tables in PowerPoint.” <http://blogs.techrepublic.com.com/howdoi/?p=204&tag=nl.e064>

Limit your carry-on baggage (PowerPoint 2007) – “ When you embed a font into your presentation, the file size grows by as much as the font file (which is usually a lot — some of the new Unicode fonts are monsters). This means you are carrying umlauts and italics you don't use. PowerPoint 2007 enables you to embed only the specific characters actually used in the presentation, baggage you packed yourself. This will cut down on the size by quite a bit.”

PowerPoint: Linking in PowerPoint 2007 - “A tutorial that shows you how to link to websites and add Action Buttons.” <http://www.bytesizeoffice.co.uk/PowerPoint%202007.%20links%20docx.pdf>

Excel:

View two worksheets in the same workbook side-by-side (Excel 2007) – “ Switching back and forth between worksheets can make your eyes spin around in their sockets. Keep those baby blues steady when you use Excel 2007: On the View tab, in the Window group, click New Window. On the View tab, in the Window group, click View Side by Side . In the Compare Side by Side dialog box, click the worksheets that you want to compare. To scroll both worksheets at the same time, click Synchronous Scrolling in the Window group on the View tab.”

Fast Data Entry in Excel – “Saving yourself the time and trouble of manually typing info into Excel does more than speed you up—it'll improve accuracy, too. Anytime you can enter data without having to type it yourself, you improve accuracy and save yourself effort. There are plenty of opportunities in Excel to enter data in a faster and smarter way than via the keyboard.” <http://www.pcmag.com/article2/0,2704,2224429,00.asp>



Microsoft Office applications tips and tricks designed to help make your time on the computer easier and more productive.



CyberSites

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“For dear is the Emerald Isle of the ocean, Whose daughters are fair as the foam of the wave,
Whose sons unaccustom'd to rebel commotion, Tho' joyous, are sober--tho' peaceful, are brave.”
Horace Smith and James Smith



Web Surf & Search:

Zotero- “A free, easy-to-use Firefox extension to help you collect, manage, and cite your research sources. It lives right where you do your work — in the web browser itself. Automatic capture of citation information from web pages. Storage of PDFs, files, images, links, and whole web pages. Flexible note taking with autosave. Fast, as-you-type search through your materials. Playlist-like library organization, including saved searches (smart collections) and tags. Platform for new forms of digital research that can be extended with other web tools and services. Runs right in your web browser. Formatted citation export (style list to grow rapidly). Free and open source. Integration with Microsoft Word and OpenOffice” <http://www.zotero.org/>

Pinakes—“Conveniently brings together a large range of subject and multi- subject gateways across many academic disciplines, including art, law, psychology and business and economics.”
<http://www.hw.ac.uk/libWWW/irn/pinakes/pinakes.html>

Highlights sites of use or interest to website developers, computer users and information technology managers.

Website Design:

Make sure that your Web site can be read easily – “Discover some excellent resources for Web accessibility and usability.”
http://ga0.org/ct/I71dV-M1qT_N/

KompoZer – “A complete web authoring system that combines web file management and easy-to-use WYSIWYG web page editing. KompoZer is designed to be extremely easy to use, making it ideal for non-technical computer users who want to create an attractive, professional-looking web site without needing to know HTML or web coding. Free.” <http://www.kompozer.net/>

Technical:

Nonprofit IT Staffing: Budgets, Salaries, Training and Planning – “Staffing the information technology (IT) function is frequently a challenge for nonprofit organizations. Financial resources are typically limited, and hiring managers often feel overwhelmed and under-educated when it comes to IT. Determining where IT should fit into the organization, how many IT staff people are needed, and what those people should be spending their time doing can be difficult decisions. In order to shed some light on these questions, NTEN and the Nonprofit Times teamed up to create the Nonprofit IT Staffing Survey. The results of this survey will be presented in three parts.” <http://nten.org/research/nonprofit-it-staffing-budgets-salaries-training-and-planning>

10 ways to trim your IT budget – “In this election year, everyone is worried about the economy. Experts disagree about whether the United States is headed for a recession, but the housing slump, losses on Wall Street, and the skyrocketing price of oil have both individuals and companies looking for ways to tighten their belts and trim their budgets. Nobody likes being told to spend less, but the tough reality is that in many organizations, all departments are seeing their budgets cut — and that includes IT. The question now is not whether to trim the budget, but how to do it in a way that’s least painful for the company and its employees. In this article, we’ll take a look at a few ways you may be able to save big bucks by making little (and not-so-little) changes.” <http://blogs.techrepublic.com.com/10things/?p=315&tag=nl.e056>

Thumbalizr—“Capture an image in set sizes (widths, heights).” <http://www.thumbalizr.com>



NPO Executive's Resources

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“You've got to do your own growing,
no matter how tall your grandfather was.”
Irish Proverb

General Management:

Communication for Managers 101 - “Effective communication is the number one skill for executives to develop. But this skill is neglected when it comes to employee development.” <http://tinyurl.com/2wn87f>

10 Management Lessons – “Once you have hired good people, how do you manage them? Here's a few tips from Ryan Allis's book, Zero to One Million.” <http://tinyurl.com/34bebc>

How to Speak – “In this skillful lecture, Professor Patrick Winston of the Massachusetts Institute of Technology offers tips on how to give an effective talk, cleverly illustrating his suggestions by using them himself. He emphasizes how to start a lecture, cycling in on the material, using verbal punctuation to indicate transitions, describing "near misses" that strengthen the intended concept, and asking questions. He also talks about using the blackboard, overhead projections, props, and "how to stop.” <http://isites.harvard.edu/fs/html/icb.topic58703/winston1.html>

5 Characteristics That Every Leader Needs – “Executive coach / Harvard Business blogger Marshall Goldsmith on what leaders of the future need to survive the business world.” <http://tinyurl.com/2ln6s7>

Identifying incompetence – “The epidemic of bad management is a global one, but wherever it is found, incompetence is marked out by some common traits. Learn the top ten habits that reveal total incompetence.” <http://www.management-issues.com/default.asp>

Nonprofit Management:

Ready to Lead: Next Generation Leaders Speak Out – “In Daring to Lead we learned that three out of four executive directors surveyed (a sample of about 2000 from eight US metropolitan areas) said they would be likely to leave their jobs within the next five years. The Meyer Foundation has now released the obvious successor to that study, looking at who is (and who isn't) ready to replace these leaders. Ready to Lead: Next Generation Leaders Speak Out (cover page for 36 page PDF of full report and many other documents) presents the result of a survey of over 6000 "next generation" leaders. The news isn't entirely grim, but it's not pretty either. Barriers for these leaders include: the burden of fundraising, demands for overwork, a sense that it's not the ideal way to make a difference, and a preference for program work. The report makes recommendations to current leaders, emerging leaders, boards of directors, capacity builders, and funders. My favorites, from across the categories, include: (1) Replace dated power structures. (2) Help staff build strong external networks. (3) Find or be a mentor and good role model. (4) Pay reasonable salaries and provide benefits. (5) Upgrade training programs to be relevant and fresh, including coaching. (6) Engage in and ask about succession planning. (7) Recognize generational differences.” http://meyerfoundation.org/newsroom/meyer_publications/ready_to_lead

Social Entrepreneurship Teaching Resources Handbook - Recently released by Ashoka's Global Academy for Social Entrepreneurship, “the handbook is an excellent reference guide. The plethora of resources includes a mapping of over 250 professors who are actively teaching or researching in social entrepreneurship from more than 35 countries, with 29 different competitions, over 800 different articles and 200 cases used in social entrepreneurship courses.” <http://www.universitynetwork.org/files/Social%20Entrepreneurship%20Handbook%20010508.pdf>



Information
and websites of
interest to
non-profit
organization
senior
managers.



NPO Manager's Resources

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“May all who love the Lord, love you and those who don't love you,
may the Lord give them a limp so you can see them coming.”
Irish Blessing

Marketing & Resource Raising:

Follow the Events Path to Major Gifts – “That special event your organization is holding could pay off in more than ticket sales or silent auction proceeds—it could net you some major donors. Events are a common fundraising tactic among nonprofits. Dinners, galas, runs, walks, and auctions are all variations of the ever-promising, always-delivering event fundraiser. Events encourage constituents to act in favor of the organization and provide a means for nonprofits to cultivate the relationship. But events have much more to offer. They can be a mechanism to discover major gift donors. Events often create a donor's first impression of an organization. They can be the beginning of a long-term relationship, or they can be the end. ... Read more.” <http://www.guidestar.org/news/features/events.jsp>

Five Fundraising Mistakes We Make with Our Boards – “Having trouble getting your board members to pitch in with fundraising? See if you're committing one or more of these errors. Too often nonprofit board members shy away from fundraising. When the subject comes up, many trustees suddenly become invisible or silent. Yet it is our responsibility to set up board members in active, satisfying roles that can support the fundraising process. But we frequently make mistakes that hurt, rather than help, our cause. ... Read more.” http://www.guidestar.org/news/features/board_fundraising.jsp

Program Management:

Key Personality Types – “Much like characters in a role-playing game, everyone on a successful team plays a unique part. When certain challenges arise, you need to know whose strengths will best match the task. Here are a few key personality types to look for.” http://www.bnet.com/2403-13059_23-185372.html

Personal Productivity:

Critical Thinking Web – “Teaching critical thinking can be difficult. This website to provide access to over 100 free online tutorials on critical thinking, logic, scientific reasoning, and creativity. The homepage includes a brief introduction to critical thinking and access to the main modules, which are divided into thematic areas such as values and morality, strategic thinking, and basic logic.” <http://philosophy.hku.hk/think/>

Build a Workgroup Wiki with Google Sites – “There's a new kid on the Google Apps block. Google Sites enables companies, teams, schools, and other organizations to create information-packed Web sites. The first fruit of Google's 2007 acquisition of wiki-builder JotSpot, Sites lets you "centralize all types of information — from videos to presentations — and share your site with just a few people, your entire organization.” <http://sites.google.com/>

Create Video Tutorials with Free Screencasting Software – “A video tutorial (a.k.a. screencast) can be a great way to teach new hires how to use company systems, show prospective customers a killer product demo, and so on. The always-informative MakeUseOf lists five free applications (for Windows and Mac) you can use to whip up video tutorials right on your PC.” <http://www.makeuseof.com/tag/5-free-screencasting-apps-for-creating-video-tutorials/>

Sweet Home 3D – “A free interior design application that helps you place your furniture in a house's 2D plan, giving you a 3D preview.” <http://sweethome3d.sourceforge.net/>



Information of
interest to non-
profit
organization
functional and
program
managers.

“May the road rise to meet you. May the wind always be at your back. May the sun shine warm upon your face, the rains fall soft upon your fields and, until we meet again, may God hold you in the palm of his hand.”
Irish Blessing

Hi All -

No, I’m not Irish by heritage - German on one side of the family and Scotch-English on the other. However, on St. Patrick’s Day anyone, even me, can be Irish!

St. Patrick’s Day is a notably American inspired holiday, one worthy of a further look for what it says about our country and our values.

In their day, the Irish were the major immigrant population in the U.S. They took the jobs no one else wanted and performed admirably in them. As the newcomers, they bore the brunt of the established populations’ prejudices and stereotyping. As newcomers, living on the leavings of established society, they flourished, and generation by generation, moved from the fringe to the mainstream of the American dream. On St. Patrick’s Day we celebrate not only their Irish heritage, but their emergence from being ‘them’ to being of ‘us.’

The Irish experience is not a particularly unique in American history. The Germans before them, the Chinese, the middle-Europeans—each had to face the pain and prejudice of new immigrants and ultimately assimilate into the broader American society. Many came without benefit of invitation or documentation. Yet in every case, the immigrant population as a whole contributed far more to the growth, economic success and cultural diversity of their adopted home than they cost it in terms of services, financial assistance, education or any other outlay one might ascribe to their presence.

With such a historical record of positive return on investment, and with the clear record of their individual and community contributions to the greater good, how is it that today that we obsess over the presence and impact of Latino immigrants in our country?

St. Patrick’s Day provides an opportunity and reason to remember that the USA is a nation of immi-

grants. Except for the Native American population, we all spring from ancestors who came to America—legally or otherwise—seeking opportunity and safety not available to them in the land of their birth.

That we individually are many generations removed from immigrant status does not excuse the short-sighted, reactionary view espoused by so many on the subject of illegal aliens. That 9-11 revealed we were as vulnerable as the rest of the world to terrorist attack does not justify securing our borders against all entrants. First of all, it is not physically possible. Secondly, the cost of attempting to do so would be ruinous.

We would be far better served to remember the contributions made by the Irish and the Germans, and the Chinese. We should ask not what we can do to exclude, but rather what can we do to include. We should reflect that most immigrants ultimately become citizens and that their treatment along their journey to citizenship helps shape their values, commitment and preparedness to give and sacrifice for their new homeland. As with prior floods of immigrants, time heals most of the wounds and slights they endured. But think of the lost opportunities, the lost contributions of intellect, labor and entrepreneurship that we forego when first characterize and react to our immigrant neighbors as ‘aliens’ of a legal or illegal persuasion.

In recent years, as a nation, we have espoused the values of diversity and inclusiveness. Now we need to apply those values to the current immigration debate.

I look forward to the day when we celebrate a Latino Heritage Day in the same spirit as St. Patrick’s Day—to that day when anyone can be Latino for a day.

Cheers,
Carl



**Ruminations:
 My chance
 AND your
 chance to
 offer rants,
 raves and
 observations
 on life, work
 and whatever.**

**Send your
 ruminations to
cbayer@mail.unomaha.edu
 for
 publication
 consideration.**

