



Management & IT Tips, Tricks & Resources

8-21 September 2008
Volume 8, Issue 18

People naturally fear misfortune and long for good fortune,
but if the distinction is carefully studied,
misfortune often turns out to be good fortune and good fortune to be misfortune.
The wise man learns to meet the changing circumstances of life with an equitable spirit,
being neither elated by success nor depressed by failure.
Siddhartha Gautama, 563 - 483 BC

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 four 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.



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

Archived Issues: Past issues are available at: <http://www.nonprofitam.org/newsletter.aspx>

**This Newsletter Compliments
of the
Nonprofit Association of the Midlands
and the
The University of Nebraska at Omaha, College of Business Administration**

UNO College of Business Administration
6001 Dodge Street, RH120
Omaha, NE 68182-0424
Phone: (402) 554-2448
Fax: (402) 554-2298
Web: <http://cba.unomaha.edu>

To contact us:

©
Copyright 2008.
All rights reserved.

Nonprofit Association of the Midlands
5002 South 24th Street, Suite 201
Omaha, NE 68107
Phone: 402.557-5800
Fax: 402.577-5803
Web: <http://www.nonprofitam.org>



Office Productivity

8-21 September 2008
Volume 8, Issue 18

"Any fool can criticize, condemn and complain - and most fools do.
But it takes character and self-control to be understanding and forgiving."
Dale Carnegie

Word:

Built-in translator – “The Research panel in both Word 2007 and Word 2003 includes an option to translate the selected text or the entire document between various languages. It's more useful when you're trying to puzzle out what a foreign-language document means than when you want to communicate your own thoughts with those who don't speak English. To see why, translate a few sentences from English to another language and then back to English. (PC Magazine)

Create fancy equations – “To insert an equation into Word 2007 choose Equation | Insert New Equation from the Insert ribbon and use the tools on the Equation Design toolbar that appears. In Word 2003, it's a bit more awkward. Select Insert | Object from the menu, choose Microsoft Equation 3.0, and click OK, then use the Equation toolbar that appears. (PC Magazine)

Compare two documents – “Your newest client just returned a revised version of a contract document file but didn't mark his revisions. Is he trying to hoodwink you with sneaky changes? Rather than ruin your eyes poring over the old and new documents, have Word find the differences. In Word 2003 open the old document, choose Compare and Merge Documents from the Tools menu, and select the new document. In Word 2007 choose Compare | Compare from the Review ribbon and select both the old and the new document.” (PC Magazine)

PowerPoint:

Share a PowerPoint presentation for comments and changes? - “Most of us don't have the creative expertise to put together a professional presentation without a little help. In fact, many people within your organization may view your presentation before it gets a final stamp of approval. You could meet with colleagues in a conference room so everyone can comment as a group, but that's impractical. Fortunately, Microsoft PowerPoint's advanced reviewing tools make it easy for everyone to collaborate at their convenience.” <http://blogs.techrepublic.com.com/msoffice/?p=456&tag=nl.e056>

Liven Up Your PowerPoint Presentations With LiveWeb - “If you use Microsoft PowerPoint then I'll bet that you occasionally need to visit a website from within PowerPoint. What this has meant in the past is that you insert a web link into the slide, then during the presentation when you get to that slide you click on the link and a browser will open giving you access to the page you requested. The problem with that is when you are through with the page you have to close or minimize the browser and go back to your presentation. Wouldn't it be great if there was a way to open a browser right in the slide and you didn't have to leave your presentation? As it turns out there is! LiveWeb will do just that and it comes in varieties that will work with every version of PowerPoint, including PowerPoint 2007. Free.” <http://skp.mvps.org/liveweb.htm>

Excel:

Checksum for a Spreadsheet - “Create a cell in Excel that does the equivalent of a "hash" or sum of the entire active workbook. Check quickly, but with some confidence, that a printout of the spreadsheet is the same as the electronic one. If anything in the workbook changes, a change in the "hash" will reveal it.” <http://www.pcmag.com/article2/0,2704,2327928,00.asp>

Those Colors Clash - “Excel 2007 handles colors differently than Excel 2003 does. Learn how to keep things looking the way you want them.” <http://www.pcmag.com/article2/0,2817,2327899,00.asp>

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



CyberSites

8-21 September 2008
Volume 8, Issue 18

“Here is the test to find whether your mission on Earth is finished:
If you're alive, it isn't.”
Richard David Bach

Web Surf & Search:

MSN Search Toolbar - “The ability to find data quickly is increasingly becoming important. You need to be able to find information on both your local machine, your network, and on the Internet. Here's how to use the Microsoft's newest Internet Explorer add-on to help.”

http://articles.techrepublic.com.com/5100-6346_11-5827332.html?tag=sc&tag=nl.e064

Netvue Image Finder—”A free program used to search for images on the internet and immediately display the full-sized pictures in a slideshow format. You may then save selected images, set your desktop wallpaper, or email a funny picture to your friends at the click of a button. Image Finder can also open your default browser to the original page the image was found on.”

<http://imagefinder.netvue.com/>

Culture.info—”The aim of the new Culture.Info is to be the first port-of-call for users seeking cultural information on a particular topic. Each Culture.Info sub-portal will provide a focused and carefully researched set of listings of links to information that is more focused and useful than can usually be obtained from the vast majority of existing listings or search engines.”

<http://network.culture.info/>

Website Design:

How to Design a High Quality Website - “Philosophe.com is a great resource for learning how to create a high quality web site. It teaches you quality assurance for web sites, including the important area of usability. Good web sites have four things in common: well designed, coded, filled with content, and thoroughly tested. This site shows you how to perform testing and QA on your web site, presenting it in a thoughtful and philosophic way. Though the material discussed and reviewed is aimed at larger sites, everything is also applicable to smaller sites such as individual home pages. You will learn the following about web site testing: the major concepts at the heart of the quality assurance process; the critical importance of defining standards and specifications; the general categories of tests you might want to perform on your web site; and some links to specialized QA web sites that might provide deeper information about any of the topics discussed here.” <http://www.philosophe.com/>

Technical:

10+ tips for improving problem determination and resolution - “To provide effective service for your users, you need to get to the root of their problems and figure out viable solutions — sooner, rather than later. These pointers will help you zero in on the problem and resolve it as quickly and tactfully as possible.”

<http://blogs.techrepublic.com.com/10things/?p=403&tag=rbxcnbt1>

Managing Your Organization's Technology Assets - “What hardware and software does your organization own, and where is it located? With our new guide to asset management systems you can enable your organization to streamline purchases, better use existing technology, and save time and money.” <http://www.techsoup.org/learningcenter/techplan/page10454.cfm>

DiffDaff - “Graphical interface to let you compare the differences in two different directories. Compares when files were made, so you can see which is the most current side by side.” <http://www.diffdaff.com>

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



NPO Executive's Resources

8-21 September 2008
Volume 8, Issue 18

“You don't seem to realize that a poor person who is unhappy is in a better position than a rich person who is unhappy, because the poor person has hope. He thinks money would help.”
Jean Kerr, 1923 - 2003

General Management:

Two-Thirds of Companies Are Not Prepared for Sudden Loss of Leadership - “The benefits of an effective succession plan are seemingly plain to see, but most companies are apparently wearing blinders, according to a recent study by the Institute for Corporate Productivity (i4cp). The study showed that more than two-thirds of polled organizations are not immediately prepared to fill a suddenly vacated leadership position, and just a third have identified an internal interim successor should their CEO suddenly depart. Of all respondents, less than half (45%) reported they have a formal succession plan in place, and only 46% conduct regular talent reviews to gauge the readiness of employees who may be counted on to fill leadership roles in short order.” <http://www.i4cp.com/i4cp/News.aspx?PostId=35076>

Efficiency Isn't Enough - “Harvard Business Review on why focusing too narrowly on efficiency can create a company's worst blind spot.” <http://tinyurl.com/55uv7g>

Managing Change - “We are all creatures of habit, but in the workplace, priorities and structures tend to shift. If you struggle with change, it probably shows. Leila explains how managers can use the SARA model—Shock, Anger, Recognition, and Acceptance—to transition their teams through change.” http://www.bnet.com/2422-13722_23-215799.html?promo=713&tag=nl.e713

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

Nonprofit Management:

IRS Changes Requirements on Reporting Nonprofit Executive Compensation - “Take steps now to prepare for filing the new 990 next year. Just in case you have been so focused on your mission and fundraising in these tough times that you haven't noticed, the IRS Form 990 that most large charities will file has been dramatically revised. This new Form 990 will be used for fiscal years beginning on or after January 1, 2008, typically to be filed in 2009. So the records you keep and processes you follow right now might need to be changed so that it will be easier for you to complete the new form.” http://www.guidestar.org/news/features/new_comp_reporting.jsp

The New Entry Level: Hiring Talent from Leadership Development Programs - “Learn more about these sources of new talent. Nonprofit organizations hiring entry-level talent often face a difficult catch-22. Organizations search for candidates looking to enter on the ground floor, but they also want applicants who bring relevant professional experience. This reality creates frustration for first-time job seekers and nonprofit organizations alike. For organizations seeking entry-level candidates who also possess demonstrated experience, leadership development programs can open up a vast talent pool. ... Read more:” http://www.guidestar.org/news/features/new_entry_level.jsp

A Different Kind of Annual Report from the Knight Foundation - “The Knight Foundation has published a different kind of annual report. In addition to the usual PDF (although a very accessible 12 pages), they have added an presentation, a feedback form, and a variety of other features designed to make it more suited to online perusal and, importantly, online interaction.” <http://news.gilbert.org/clickthru/redirect/6813/68007/rms>

11 Tips for Your Nonprofit Blog - “1. Drive traffic. We loved "Field of Dreams", but blogs don't work that way-you can build it, but they may not come. Put your blog's URL in your email signature, put a big link on your website, link to it in your newsletter, get related blogs to put you on their blog roll, and spread the word.” More. http://www.imakenews.com/philanthropy/e_article001151173.cfm?x=bdd9jSq,b1pft4vP



NPO Manager's Resources

8-21 September 2008
Volume 8, Issue 18

"The selling process is a two-part sequence.
First, you must educate yourself.
Then, you must educate your client."
Tom Hopkins

Marketing & Resource Raising:

Do This, Don't Do That: How to Get Your Proposal Funded - "Practical advice from the grant maker's side of the desk. In my role as executive director of the Cedar Tree Foundation (Boston, Massachusetts), I've noticed over time that certain questions come up again and again, because they're on the minds of many people who apply to many foundations. I'd like to deal with two of those questions here: How can I get my proposal read? and Are there common mistakes proposal writers make?"

http://www.guidestar.org/news/features/do_this.jsp

No-Ask Fundraising: Six High-Impact Jobs for Board Members - "Board members can help nonprofits raise money without asking for a dime. How do we harness our board members' passion for the cause and channel it into productive fundraising activities? Here are practical, easy ways your board members can open the door, connect their friends to your organization, expand your organization's social networks, and help you find new friends and donors—without having to solicit. ..." Read more.

http://www.guidestar.org/news/features/no_ask_fundraising.jsp

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

Program & Project Management:

Build a Brilliant Team - "Look for these six key personality types to tackle your next project."

http://www.bnet.com/2403-13059_23-185372.html?promo=713&tag=nl.e713

Zapproved: Web based Decision Making Tool - "Zapproved is a free web based decision making tool which aims to make taking decisions and arriving at a consensus within a group of people easier and faster. It allows you to create a proposal and send it out to your friends and colleagues whom you want to participate in the discussion and vote. Your friends don't need to sign up for participating in the voting process." <http://www.zapproved.com/Welcome>

Personal Productivity:

Widgenie - "Create Cool-Looking Charts for Your Blog or Website. Sure, Excel can turn your data into nice-looking charts and graphs, but Widgenie takes it to the next level. Widgenie imports data from Excel and CSV files, then lets you create attractive, animated charts. These in turn become widgets you can embed and share in places like Facebook, WordPress, and your own site or blog." Free. <http://www.widgenie.com/>

Tiny USB Office - "Offers a wide variety of free, standalone portable software. Tiny USB Office can be installed on any flash drive, even the 128MB ones, because it only takes up only 2.5MB of space on a drive, so you will still have plenty of space for your documents. Includes: 100k Zipper (.zip reader/creator); FTP Wanderer (FTP); KPad (text editor); MemPad (tree-style outliner); NPopUK (email); PixaMSN (MSN Messenger clone); Spread32 (Microsoft Excel clone); Ted Notepad (Windows Notepad replacement); and PDF Producer (.pdf creator)" <http://www.xtort.net/office-and-productivity/floppy-office/>

Kiplinger Magazine's Fabulous Freebies - "In these turbulent economic times everyone is looking for ways to save money. Here you'll find links to sites where you can watch TV shows and movies for free on your computer, get free shipping for your online purchases, locate free furniture and other products, download free software, get free recipes, and much more." <http://finance.yahoo.com/banking-budgeting/article/105621/Fabulous-Freebies-2008>