



Management & IT Tips, Tricks & Resources

27 Apr— 10 May 2009
Volume 9, Issue 9

"Excellence can be attained if you...
Care more than others think is wise. Risk more than others think is safe.
Dream more than others think is practical. Expect more than others think is possible."
Jim Gentil

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: curtbayer@cox.net

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Office Productivity

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"Never let your memories be greater than your dreams."
Doug Ivester

Word:

Stop Those Infuriating AutoCorrect Lightning Bolts in Word – “Annoyed by those little lightning bolts that pop up in Word to offer correction options? You're not alone; they're almost as annoying as Clippy. What you might not realize is that they're surprisingly easy to send to the cornfield, where they'll never bother you again. Watch the...”

<http://blogs.bnet.com/businessstips/?p=3255&tag=nl.rSINGLE>

How to Customize Bullets in Word 2007 Bulleted Lists –“The quickest way to create a custom bulleted list in Word 2007 is to change the formatting of an existing (or automatically created) bulleted list. Word automatically formats text as a bulleted list when you begin a paragraph with * or > or -> followed by a space, but you can control how it looks.” <http://tinyurl.com/c4k8vs>

PowerPoint:

PowerPoint Tutorials and Tips – “Explains many of Powerpoint's potent features and how they can be used in your presentation. The difference between a good presentation and a great presentation is how effectively you use Powerpoint's capabilities in your presentation.” http://www.ellenfinkelstein.com/powerpoint_tip.html

How to Print Notes Pages in PowerPoint 2007 – “If you don't have a computer that can show your PowerPoint slides on a projector and your PowerPoint notes on a separate monitor, you can print your notes on paper and use them while you give your presentation. These steps show you how to print your notes.”

http://www.dummies.com/how-to/content/how-to-print-notes-pages-in-powerpoint-2007.html?cid=dn_article

Excel:

Excel 2007 Data Analysis Tutorials – “Here are several nice Excel 2007 Data Analysis Tutorials that will assist you in analyzing economic data. These tutorials help explain Excel's power and give you insight into Excel's analysis tool set. Advanced Excel topics covered include data inspection, and statistical inference for univariate, bivariate and multivariate expressions. Each of these Excel tutorials is complemented with visual examples to better explain the concepts presented. As a quick crash course, also included is a ‘Getting Started’ tutorial as well. These Excel tutorials are hosted by the University of California at Davis.”

<http://cameron.econ.ucdavis.edu/excel/excel.html>

MS Office Suite:

Add High Quality Illustrations to Your Documents using Office 2007's SmartArt – “Even though I consider myself a good writer (better than? Rick, at least), I freely admit to having virtually no sense of graphic design. Since I'm all thumbs with design software, I love using Microsoft Office's SmartArt to inject simple but professional graphics into my documents and presentations. If you're...” <http://www.online-tech-tips.com/ms-office-tips/office-2007-smartart/>

Put Your Favorite Office 2007 Commands One Click Away – “I'm a big fan of the new ribbon in Office 2007 -- it makes it easy to tap into all sorts of features that used to be neigh on undiscoverable in older versions of Office.”

<http://blogs.bnet.com/businessstips/?p=2743&tag=nl.rSINGLE>

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



CyberSites

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“When we long for life without difficulties,
remind us that oaks grow strong in contrary winds and diamonds are made under pressure.”
Peter Marshall

Web Surf & Search:

DeepDyve - “For the first time, researchers, students, technical professionals, business users, and other information consumers can access a wealth of untapped information that resides on the "Deep Web" – the vast majority of the Internet that is not indexed by traditional, consumer-based search engines. The DeepDyve research engine unlocks this in-depth, professional content and returns results that are not cluttered by opinion sites and irrelevant content.” <http://www.deepdyve.com/>

Ten Search Engines That Fill Essential Needs – “Obviously, we all use Google. A lot. Something like 75% of all searches are done from that ubiquitous, misspelled homage to really big numbers. But there are a bunch of specialized search engines out there that can come in handy from time to time.” <http://www.dumblittleman.com/2009/03/ditch-google-for-day-10-amazing-search.html>

Website Design:

AgoraCart - “You'll need a shopping cart if you offer more than one product or service for sale on your e-commerce site. A shopping cart will organize and display your products to prospects. It will also accumulate items in an order, keeping track of multiple products, until the shopper is ready to check out and pay for the purchase. K-Factor Technologies' AgoraCart is a flexible and highly capable shopping cart. You can set up, reasonably quickly, a simple template-based store that's suitable for a business just starting in e-commerce. Yet AgoraCart also supports the integration of fairly sophisticated Web designs for an established e-business, though such integration will require more time and technical skills to implement. AgoraCart is a free download that must be installed on your Web server.” Free. <http://www.agoracart.com/>

Technical:

Avast - “Tired of dealing with bloated, overpriced security suites that bog down your system and cost an arm and a leg, when all you want is antivirus software? Then get Avast, a superb antivirus program that's free for home and personal use. Because it's a lean piece of software, it imposes a relatively light burden on system resources and RAM. Despite this, it kills viruses in their tracks and has plenty of extras, including live scanning to prevent viruses from infecting your PC in the first place. Avast can scan regular and Web-based e-mail for viruses, too, and it protects against instant messaging viruses, peer-to-peer dangers and more.” <http://www.pcworld.com/downloads/file/fid.64535-page.1-c.security/description.html>

Microsoft's Office Live Basics lets a small business establish an online presence by providing a domain name along with the capacity for managing a good-sized Web site and a couple of dozen e-mail accounts. Office Live Basics will appeal most to small businesses that do not have a Web site and want to establish and manage one. Unfortunately, if you already have a Web site you can't upload it to the free Basics service. While a professional Web site designer would chafe at the limited template design options available, the templates make it easier to develop a simple site even if you know absolutely nothing about the HTML code for a Web page. Some handy interactive Web components, such as a forms submitter and a site search engine, are also included. The free advertising-supported Office Live Basics provides a domain name you select along with Web site storage that can hold up to 500MB of data and e-mail management for up to 25 accounts with 2GB of storage each. Paid editions of Office Live offer greater capacity and additional services such as uploading an existing Web site, document sharing, and contact and time management. Free.” <http://office.microsoft.com/en-us/officelive/default.aspx>

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



NPO Executive's Resources

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“Paul Revere earned his living as a silversmith. But what do we remember him for? His volunteer work. All activism is volunteering in that it's done above and beyond earning a living and deals with what people really care passionately about. Remember, no one gets paid to rebel. All revolutions start with volunteers.”
Susan J. Ellis

General Management:

How to Be a Great Marketer – “If you're new to marketing, welcome to a function that nobody understands and everybody thinks they know better than you do. Why you chose this career is beyond me, but it helps if you're a bit of a masochist and have thick skin.” <http://blogs.bnet.com/ceo/?p=2073>

How to Be a Great Marketer: Part II – “Marketing is like sex: everybody thinks they're good at it. These are the lessons I learned over a long and successful career that will actually help make you good at it. They dispel some popular myths and you'll notice some common threads. It's hard work but worth every minute of...” <http://blogs.bnet.com/ceo/?p=2075&tag=nl.rSINGLE>

10 Rules for Effective Strategic Planning – “Every company runs into trouble from time to time. No entity goes straight up and to the right and no business plan, corporate direction, or product strategy is effective in perpetuity. Things change - economy, competition, organization, technology - and when they do, you need to look at your strategy...” <http://blogs.bnet.com/ceo/?p=2127&tag=nl.rSINGLE>

In Management, Keep it Simple – “Occam's Razor essentially says that all things being equal, the simplest solution is the best. The principle has implications in virtually every field, including management. The most successful executives keep it simple.” <http://blogs.bnet.com/ceo/?p=2109&tag=nl.rSINGLE>

10 Business Lessons From 'Battlestar Galactica' – “In humanity's darkest hour, Admiral Adama faced the ultimate leadership challenge. Here's what every business leader can learn from his example.” http://www.pcworld.com/businesscenter/article/161706/article.html?tk=nl_hoxblg

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

Nonprofit Management:

Recession Will Change Nonprofits – “After looking over the results from thirteen surveys of organizations in various regions of the U.S., Rick Cohen concludes that the Recession Will Change Nonprofits. Some of the themes he identifies are: (1) As the economy went into a tailspin, many agencies ended 2008 in the red. (2) Large numbers of nonprofits report increasing service demands. (3) The sources of cuts vary, though the big losses are predictable -- government funding, foundation and corporate giving, and individual donations. (4) For most nonprofits, by far the largest budget item is personnel, making it a necessary target for reduction in times of fiscal stress.” <http://www.philanthropyjournal.org/news/recession-will-change-nonprofits>

Ten Dimensions That Shape Your Board – “In Ten Dimensions That Shape Your Board (38 page PDF), Kim Sundet Vanderwall and Ellen Benavides build on the research that went into Coloring Outside the Box: One Size Does Not Fit All in Nonprofit Governance, a great report built on interviews with 117 nonprofit leaders in Minnesota. This workbook identifies ten questions, the answers to which seem to play a huge role in shaping governance structures: (1) What role does our board play? (2) Who drives our board activity? (3) How do we define our community base? (4) What size is our community base? (5) Who should lead our organization? (6) How do we feel about power and authority? (7) How responsible are we to our community? (8) Do we focus more on relationships or tasks? (9) How much structure do we like? (10) How important is history and tradition?”
http://mapnp.nonprofitoffice.com/index.asp?Type=B_BASIC&SEC=%7B1F966E10-90D7-47B4-9530-96A1053D1B2A%7D



NPO Manager's Resources

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“The most pathetic person in the world
is someone who has sight, but has no vision.”
Helen Keller, 1880 – 1968

Marketing & Resource Raising:

Recession Obsession: Some Observations from Four Recent Fundraising Studies – “ In Recession Obsession, Allyson Kapin briefly extracts some key lessons from four studies of fundraising in 2008 (and gives links to the studies in question). She concludes that we should be very creative while at the same time sticking with what works. There are a mix of strategic conclusions (such as testing cycles) along with minute tactical ones (such as size of donate buttons). My favorite conclusion: "Don't be a downer. Let's not remind people we are in a recession. One organization tested two email messages. One appeal mentioned the state of the economy against one without. The message without the economy reference performed the best." <http://news.gilbert.org/clickThru/redirect/6953/68007/rms>

Mobile Fundraising – “Are mobile fundraising campaigns a viable way to raise funds for your organization? Discover resources and information for conducting a mobile fundraising strategy.” <http://forums.techsoup.org/cs/forums/t/24673.aspx>

Program & Project Management:

Recession-Proof Your Team Against Productivity Dips - “A recent study from *Leadership IQ* asserts that workers today are wasting 44 percent more time than they did a year ago. Chairman Mark Murphy weighs in on the phenomenon and different ways you can cure it.” <http://blogs.bnet.com/teamwork/?p=332&tag=nl.e713>

Improve Office Dynamics with a Morning Huddle - “Chatting with co-workers doesn't necessarily have to be a time-waster. Learn how a morning huddle can build community and boost information sharing in the office.” <http://blogs.bnet.com/teamwork/?p=351&tag=nl.e713>

Personal Productivity:

Make Fancy Project Plans and Gantt Charts for Free with Gantter – “Launching a new product? Designing some software? Helping Amy Poehler build a community playground? No matter what kind of project you're planning, Microsoft Project is, without a doubt, the gold standard for managing it. I've got a free alternative: Gantter is like Project Lite and it runs in a Web...” <http://blogs.bnet.com/businesstips/?p=3450&tag=nl.rSINGLE>

Freeware Genius – “Someday, all software will be free — at least, that's the somewhat improbable mantra of freewaregenius, a site that continuously serves up information about all manner of free software. Freewaregenius reviews and links to business software, productivity apps, games, utilities... you name it. You won't find crippled software or trialware here — it's all fully functional — and the site does a pretty good job of weeding out the wheat from the chaff. I've downloaded stuff here on several occasions, and I'm yet to encounter a real dud.” <http://www.freewaregenius.com/>

AyeNotes - “Revolutionizes notetaking, using templates to automatically convert shorthand entries into full, readable notes. With AyeNotes, you can quickly take notes online and access them everywhere.” Free. <http://www.ayenotes.com/>

BionicBooks – “Free (single user) accounting software for startup or small business owners. BionicBooks helps you maintain the company accounts and track costs.” <https://www.bionicbooks.com/login>

Information of
interest to non-
profit
organization
functional and
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