



Management & IT Tips, Tricks & Resources

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"The purpose of life is not to be happy.
It is to be useful, to be honorable, to be compassionate,
to have it make some difference that you have lived and lived well."
Ralph Waldo Emerson

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

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

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“It is better to aim at perfection and miss it
than to aim at imperfection and hit it.”
Thomas John Watson, Sr, 1874 – 1956

Word:

Where is the AutoFormat As You Type feature in Word 2007 ? “Word 2007 has relocated those handy AutoCorrect options, which is disorienting if you're used to earlier versions. See where to find the options -- or simply add buttons to the Quick Access Toolbar to toggle the options you need. For example, to add the Translate feature to the Toolbar, click on the Review Tab, then right click the Translate button. Click on Add to Quick Access Toolbar. The Translate button now appears on the Quick Access Toolbar.” <http://blogs.techrepublic.com.com/msoffice/?p=759&tag=nl.e056>

Using MS Word 2007 for Fast and Easy Blogging (Windows) – “Use MS Word to blog too. A quick breeze through reveals that you can blog on most of the popular API's like Blogger, WordPress, LiveSpaces, TypePad...just about any service using Metaweblog and Atom. Using MS Word 2007 as a blog editor is as easy as any other Office task. Here's how to go about it.”

<http://www.makeuseof.com/tag/using-ms-word-2007-for-fast-and-easy-blogging-windows/>

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

PowerPoint:

PowerPoint Tip: Time savers when editing slides – “We all want to be as efficient as possible, so today's tip shows you three ways I use to save time when creating and editing my workshop and conference PowerPoint slides. *Format Painter* - This tool allows you to format a series of objects, whether they are text boxes or shapes, using the same attributes such as font face, font size, fill color and a number of other attributes. Here's how it works. Format one of the objects exactly how you want it to look. Select this object. Click on the Format Painter toolbar button that looks like a paintbrush. It is on the default Standard toolbar in PowerPoint 2003 and on the Home ribbon in PowerPoint 2007. Then, to apply this format to another object, click on that object, even if it is on another slide. If you have a lot of items to reformat, double-click on the Format Painter toolbar button after selecting the properly formatted item and then you can click on each object to apply the formatting; press Esc to exit format painter mode. When you have to format a series of text boxes or shapes with the same attributes, this saves a lot of time. *Copy objects and their animation* - This is a tip that Julie Terberg shared at PowerPoint Live last year (P.S. If you are thinking of attending the only conference for PowerPoint users in the world, check out their great "bring a colleague" special running over the summer at www.pptlive.com). Julie showed us that a quick way to animate similar shapes or text on a slide is to first draw and animate the first shape. Then, copy and paste that shape. The shape will not only have the same colors and other attributes, but it will have the same animation as well. If you are building a diagram with many similar shapes that you want to build one-by-one when presenting, this tip can save you a lot of time. *Re-use instead of Re-creating* - If you have created a similar slide in the past to one you want to use in this presentation, just copy and paste it from the previous presentation. This tip is taken to the next level when you plan the re-use in advance by creating a slide library. A slide library is a single PowerPoint file that has the common slides that make up usually 70-80% of the slides in most of your presentations. When you want to build a new presentation, you start by copying the slides you need from your library file and then all you need to do is add in those slides specific to this presentation. I create all of my workshop and conference presentation files this way and it has saved me countless hours over the years. A slide library also allows the key messages to be presented consistently, especially when multiple presenters are using the same library.” (Dave Paradi)

Excel:

Excel Secrets Discovered: 6 Steps For Perfect Printing – “Do you get tens of pages out, with some of the columns standing by themselves in an unknown page every time you print out an Excel worksheet? Tired of wasting paper time and time again? It's time to get things straight. Let's see how to print an Excel sheet the right way.”

<http://www.makeuseof.com/tag/excel-secrets-discovered-6-steps-for-perfect-printing/>



"Quality is never an accident;
it is always the result of high intention, sincere effort, intelligent direction and skillful execution;
it represents the wise choice of many alternatives."

Willa A. Foster

Web Surf & Search:

Artvex: Free Clip Art Database – “Artvex is a free clip art database that provides you with clip art images and graphics for use in your office documents, blog, designs or anywhere. It has over 10,000 original free to download and use clipart images. To find clip arts, you may either search the database or choose from the respective categories.” <http://www.artvex.com/>

Spific: Get Better Search Results - “Spific is a search engine that lets you get better and accurate results for your queries. It enables you to narrow down and refine your search results by categories and date. Beside searching the entire web you can also perform specific search on topics like eBooks, How to videos, Movies, Humor, etc... .” <http://www.spific.com/>

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

Websites:

WhatTheFont - “Imitation is the sincerest form of flattery, and WhatTheFont helps you imitate the best graphic designers. To find out which font is being used in an image or on a Web site, upload a scanned image of it to WhatTheFont, or submit the URL. The service analyzes your submission and sends you the name of the font so you can use it in your own design projects.” <http://www.whatthefont.com>

Technical:

10 cool things you can do with a USB flash drive – “Your USB flash drive can do a whole lot more than just move data around. Greg Shultz introduces a variety of creative ways to put that drive to good use.” <http://downloads.techrepublic.com.com/abstract.aspx?docid=1110169&tag=nl.e101>

Troubleshoot Windows Vista drivers with Driver Query and DriverView – “When troubleshooting a Windows Vista driver error, it's always a good first step to gather information about that driver. Bill Detwiler shows you two handy tools that can help you solve those pesky Vista driver problems.” <http://blogs.techrepublic.com.com/itdojo/?p=848&tag=nl.e101>

Write a strategic plan that actually works – “Too many businesses are willing to spend months drafting a strategic plan, only to gloss over how they're actually going to implement these ideas. Because these plans are created by a company's top people, the authors often lack a fine understanding of the company's day-to-day operations, particularly where IT issues are concerned. Take an extra step, and ask how the plan will affect operations, what implementation will require and what political barriers stand in the way of success.” <http://ericbrown.com/minding-the-gap-between-strategy-and-tactics-the-new-cio-series.htm>

How To Get Data Off A Dead Hard Drive – “It happens to us all, sooner or later—the hard drive has failed. But you've been making regular backups, right? Fear not. You may be able to learn how to get data off a dead hard drive, all by yourself.” <http://tinyurl.com/rc99x4>

10 ways to be a good manager during a recession – “It's tough enough to be an effective manager when the economy is strong. But making the right decisions, keeping staff focused, and maintaining IT service levels may seem next to impossible when you're managing through an economic crisis. Here are some ideas for keeping yourself and your team afloat.” <http://blogs.techrepublic.com.com/10things/?p=586&tag=nl.e101>



“There is nothing more difficult to take in hand,
more perilous to conduct, or more uncertain in its success
than to take the lead in the introduction of a new order of things.”

Nicolò Machiavelli

General Management:

Embracing Commitment and Performance – “Most of us have lived long enough corporate lives to recognize this scenario. The CEO announces sweeping strategy shift for company. Managers and employees buy in enthusiastically -- everyone is on board. And the result is... nothing. Here's how to make something happen.” <http://www.hbs.edu/research/pdf/08-052.pdf>

The CEO's New Rules for Driving Strategic Change – “Most of us have lived long enough corporate lives to recognize this scenario. CEO announces sweeping strategy shift for company. Managers and employees buy in enthusiastically — everyone is on board! And the result is... Nothing. Change doesn't take hold. An opportunity to pivot the direction of the organization is lost. What went wrong? In an intriguing research paper, such initiatives don't die from lack of buy-in from the organization. Instead, as Embracing Commitment and Performance: CEOs and Practices Used to Manage Paradox summarizes, what is lacking is “the kind of commitment that is useful for the implementation of strategy and sustainable performance.” <http://www.hbs.edu/research/pdf/08-052.pdf>

Agree to disagree – “Trying to get everyone in the room to back a new idea usually leads to keeping the status quo, writes Roy Luebke. So stop trying. Innovative leadership means being willing to "rock the boat" with controversial ideas -- and encouraging others to do the same.” <http://www.innovationtools.com/Weblog/innovationblog-detail.asp?ArticleID=1358&page=1&cat=>

Power tips for maximizing the business lunch – “Business lunches can be a valuable business tool. Unfortunately, you might be surprised at some of the stories about disastrous lunch meetings. Here are suggestions for how to keep your lunch meetings useful, productive, and professional.” <http://blogs.techrepublic.com.com/hiner/?p=1287&tag=nl.e101>

Nonprofit Management:

Why Your Nonprofit's Volunteer Base Should Blog for Your Nonprofit – “We've been doing a lot of social media and blog network organizing for our clients over the years (actually, we first advocated for the weblog as a model for nonprofit websites in 1999) and interest seems to be picking up these days. "Why Your Nonprofit's Volunteer Base Should Blog for Your Nonprofit" lays out one specific argument in favor of this approach - search engine optimization. Although much SEO can be either sleazy or counterproductive, the one fail-safe strategy is building what might be called "network relevance". That is to say, if other people online care enough about you and your cause to blog about it, your site and sites related to your cause are more likely to be discovered by people searching.”

<http://www.nonprofittechblog.org/why-your-nonprofits-volunteer-base-should-blog-for-your-nonprofit>

Publishing an Effective Online Newsletter – “Want a cost-effective way to build your business by nurturing your present and future customers? Then create an HTML newsletter. In this challenging economy, small businesses should consider the e-newsletter as a vital part of their marketing plan to distinguish themselves from the competition and allow potential customers to get to know them over a long sales cycle.”

<http://technology.inc.com/internet/articles/200812/newsletter.html?partner=newsletter> Technology

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



“As long as you keep a person down,
some part of you has to be down there to hold him down,
so it means you cannot soar as you otherwise might.”
Marian Anderson, 1897 - 1993

Marketing & Resource Raising:

Generally Accepted Practices in Public Relations – “The Strategic Public Relations Center at USC has released its annual study of Generally Accepted Practices in internal PR departments, and it is chock-full of insights that should be valuable both to inside communicators and outside consultants. The study looks at practices across-the-board including budgets, evaluation, reporting lines, use of outside agencies, management’s perceptions of PR, PR activities and integration with other departments. Over 500 internal communicators took part in the study, including participants from public and private companies as well as governmental agencies and non-profits.”

<http://www.annenberg.usc.edu/CentersandPrograms/ResearchCenters/SPRC/PrevGAP.aspx>

Can philanthropy survive? – “The recession has diminished the wealth of some of the world's most generous benefactors, and the Bernard Madoff scandal has dealt a particularly sharp gut-punch to Jewish philanthropists. But the leaders of two major charitable foundations -- Carnegie Corp. and the William and Flora Hewlett Foundation -- say they are sticking by the "Yale model" of investment and won't change their giving plan, at least through 2009. The causes that depend on U.S. philanthropy have reason for hope: Giving actually increased during the Great Depression.”

http://www.economist.com/business/displaystory.cfm?story_id=12881455

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

Program & Project Management:

Teamwork Don'ts – “ Highly effective teams don't usually happen easily or naturally. Here's what not to do when you bring together a set of employees with diverse talents.” http://www.bnet.com/2422-13722_23-319218.html?promo=713&tag=nl.e713

Teambox – “Cool web based project management and collaboration tool which can be used to create unlimited projects for free. It has many cool features like in-built calendar, tasks, pages and project chat rooms, all within a really clean user interface.”

<http://www.teambox.com/>

Personal Productivity:

Federal Holidays Through 2020 – “From the Office of Personnel Management, federal holidays for years 1997-2020.”

http://www.opm.gov/operating_status_Schedules/fedhol/index.asp

Track Your Expenses with Xpenser – Free. “Web-based Xpenser aims to take the hassle out of expense-tracking. The free service lets you submit expenses via e-mail, instant message, text message, Twitter, or even Jott. With so many options, it should be no trouble to record expenses no matter where you are. After signing up and configuring Xpenser for use with your various external accounts (e-mail, SMS, Jott, etc.), you simply send expenses as they occur. For example, after a lunch meeting, you could send a text message like this: “Lunch \$27.50 with Widgetco reps.” Xpenser collects all your data in a Web-based interface, then lets you generate reports you can export to Excel, FreshBooks, Microsoft Money, or Quicken.” <http://www.xpenser.com/>

10 ways to turn your mobile phone into an efficient business tool – “Increasingly sophisticated smartphone capabilities are making it easier for road warriors to accomplish business tasks. Polly Traylor offers some tips on maximizing your mobile phone productivity.” <http://blogs.techrepublic.com.com/10things/?p=909&tag=nl.e053>