



Management & IT Tips, Tricks & Resources

16 Feb—1 Mar 2009
Volume 9, Issue 4

"Seek first to understand,
then to be understood."
Stephen Covey

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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“We cannot live only for ourselves.

A thousand fibers connect us with our fellow men; and among those fibers, as sympathetic threads, our actions run as causes, and they come back to us as effects.”

Herman Melville, 1819 - 1891

Word:

10+ lesser-known shortcuts for formatting Word text – “Some common Word formatting tasks don't come with handy built-in toolbar buttons -- and that's when knowing a few shortcuts can be a real time-saver.” <http://blogs.techrepublic.com.com/msoffice/?p=901&tag=nl.e056>

Word 2007 Shortcuts for Inserting Accents and Symbols – “Diacritical symbols appear over certain letters in foreign languages and in foreign words borrowed into English. To create a diacritical symbol when you're typing in Word 2007, you press a special Control-key combination. The one you press somewhat represents the diacritical symbol you need.” <http://tinyurl.com/bqxsjo>

Insert a line above a Word table at the top of the page – “If you've ever gotten stuck trying to add text above a table at the beginning of a document, this tip's for you -- and you won't believe how easy it is.” <http://blogs.techrepublic.com.com/msoffice/?p=846&tag=nl.e056>

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

PowerPoint:

How to Display PowerPoint 2007 Notes on a Separate Monitor - “If you have a computer that can use two monitors, you can display your PowerPoint notes on one monitor and show your PowerPoint slides on a projector connected to the other monitor. This way, you can see your notes on the monitor while your audience sees only the projected slides.”

http://www.dummies.com/how-to/content/how-to-display-powerpoint-2007-notes-on-a-separate.html?cid=dn_article

DemoHelper Adds Zooming, Drawing to Presentations – “If you've ever waggled a laser pointer or mouse cursor to try to highlight some onscreen aspect of a presentation, here's a better solution. DemoHelper is a free utility lets you "draw" right on the screen -- kind of like John Madden does when he's showing a key defensive tackle...”

<http://tools.tortoisesvn.net/DemoHelperInfo>

Excel:

How to Apply Fill Colors, Patterns, and Gradients to Cells in Excel 2007 – “You can add emphasis to selected cells in an Excel 2007 worksheet by changing the fill color or applying a pattern or gradient effect to the cells. If you're using a black-and-white printer, restrict your color choices to light gray in the color palette and use a simple pattern for cells that contain text so that the text remains legible.”

http://www.dummies.com/how-to/content/how-to-apply-fill-colors-patterns-and-gradients-to.html?cid=dn_article

Splitting an Excel 2007 Worksheet Window – “In Excel 2007, you can split the worksheet window into separate panes and scroll the worksheet in each pane so that you can easily compare data from two separate worksheet locations. You can make the panes in a workbook window disappear by double-clicking anywhere on the split bar that divides the window.”

http://www.dummies.com/how-to/content/splitting-an-excel-2007-worksheet-window.html?cid=dn_article

Windows:

Customize the Start Menu – “You customize the Windows Vista Start menu to make it show the items you use frequently. You can customize your Start menu to add a favorite program's icon or to purge an unwanted icon. Follow these steps to customize the Start menu.” http://www.dummies.com/how-to/content/customize-the-start-menu.html?cid=dn_article



CyberSites

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"Data is not information, information is not knowledge,
knowledge is not understanding, understanding is not wisdom."
Cliff Stoll & Gary Schubert

Web Surf & Search:

RefSeek – “RefSeek is a web search engine for students and researchers. RefSeek aims to make academic information easily accessible to everyone. RefSeek searches more than one billion documents, including web pages, books, encyclopedias, journals, and newspapers.”

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

VideoSurf: Online Videos Search on Steroids – “New video search engine that lets you search web videos from all over the web in a more visual way. VideoSurf aggregates results from popular video sharing sites like Youtube and links them together using combination of facial recognition and text search (based on video description and tags).” <http://www.videosurf.com/>

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

Website Design:

Rapidsitemap – “Free XML sitemap generator tool for your website. You need to have a sitemap to make sure the pages from your website are indexed by search engines.” <http://www.rapidsitemap.com/>

Create A Website For Free with No Annoying Ads – “Having a website is necessary if you want to sell a product or service, run an online business, non-profit organization, or online newspaper. But, maybe you just need a website for a one-time event, to keep your club or organization updated about upcoming meetings, to post information about a wedding, baby shower or family reunion and you really don't want to buy a domain name or pay for monthly hosting. Setting up and maintaining a website can be a pain because you often need to have basic knowledge of HTML, PHP, Javascript, Flash, CSS, or Photoshop. It can also be costly to run a website if you buy a domain name and have monthly hosting bills. This is okay if you are planning on maintaining a website for business or for a long-term project but why pay when you can get it for free? It used to be that the only option for creating a free website was using a service that placed annoying ads at the top of every page and gave you limited design options. And to get a really good website you had to pay a designer and spend a lot for hosting. We have more free web design options and here are a couple you should check out.” <http://www.makeuseof.com/tag/create-a-website-for-free-with-no-annoying-ads/>

Technical:

Test Drive Free Operating Systems With VirtualBox – “VirtualBox is a great way to test out new operating systems, without having to configure your machine to dual-boot. You can even install Windows 7 on VirtualBox. There are two ways to obtain free operating systems for VirtualBox: using virtual disk images (VDIs) or actual installation disks.” <http://www.virtualbox.org/>

10+ IT pros share the utilities and tools they can't live without – “IT professionals are unique, like snowflakes. Degrees, training, intelligence, creativity, and experience all matter, but they combine to craft distinctly specific skill sets. Perhaps that's one reason there are so many utilities and tools driving the support industry. In fact, there are so many that shopping for just the right tool can be overwhelming. So I asked several IT pros to list the tools they depend on — and I received some surprising results. Their lists are (almost) as unique as they are. The good news for all of us is that most of these tools are freeware. Note: Comments in quotes belong to the IT professional.” <http://blogs.techrepublic.com.com/10things/?p=497&tag=nl.e056>

Ultimate Windows Tweaker (UWT) – “UWT picks up where TweakUI for XP left off. Gives control over 130+ Vista settings. Free at:” <http://find.pcworld.com/61997>



NPO Executive's Resources

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"You don't get harmony
when everybody sings the same note."
Doug Floyd

General Management:

Five Qualities for Climbing the Ladder to Success – "There's nothing more mysterious than the apparent randomness of promotions into the management and executive ranks. At least, that's the way it seems. The truth is that there are qualities top executives seek in up-and-comers, and they're not entirely obvious." <http://blogs.bnet.com/ceo/?p=1778&tag=nl.rSINGLE>

Seven Classic Ways to Top Achievement: Napoleon Hill's Principles – "Whatever the mind can conceive and believe, it can achieve," said Napoleon Hill, the legendary personal-development expert and author. For most of his life, Hill lived with the conviction that every failure carried with it the seed of equivalent advantage. Here are seven of his principles for extraordinary achievement: Definiteness of Purpose. Definiteness of purpose is the starting point of all achievement. Without a purpose and a plan, people drift aimlessly through life. Mastermind Alliance. The Mastermind principle consists of an alliance of two or more minds working in perfect harmony for the attainment of a common definite objective. Success does not come without the cooperation of others. Applied Faith. Faith is a state of mind through which your aims, desires, plans and purposes may be translated into their physical or financial equivalents. Pleasing Personality. Personality is the sum of one's mental, spiritual and physical traits and habits that distinguish one from all others. It is the factor that determines whether one is liked or disliked by others. Personal Initiative. Personal initiative is the power that inspires the completion of that which one begins. It is the power that starts all action. No person is free until he learns to do his own thinking and gains the courage to act on his own. Positive Mental Attitude. Positive mental attitude is the right mental attitude in all circumstances. Success attracts more success, while failure attracts more failure. Enthusiasm. Enthusiasm is faith in action. It is the intense emotion known as burning desire. It comes from within, although it radiates outwardly in the expression of one's voice and countenance."

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

Nonprofit Management:

The New Volunteer Workforce – "The Stanford Social Innovation Review is apparently publishing articles in conjunction with the Foundation Center's Philanthropy News Digest. Last week's piece on The New Volunteer Workforce is a worthwhile read. The four authors pull together the findings of several reports from the last few years about high turnover among volunteers and offer five reasons for why volunteers leave: (1) not matching volunteers' skills with assignments, (2) failing to recognize volunteers' contributions, (3) not measuring the value of volunteers, (4) failing to train and invest in volunteers and staff, and (5) failing to provide strong leadership. They offer several fairly high-level recommendations for how to turn this around." <http://news.gilbert.org/clickThru/redirect/6945/68007/rms>

The Nonprofit Board's Role in HR – "The role of the board of directors in personnel or human resource administration is frequently a sticky issue for nonprofits. Should the board approve all salaries, or just the executive director's? If a staff member has a grievance, should it come to the board? How can the board's finance committee members, for example, be helpful in hiring accounting staff, but not usurp the hiring role of the executive staff? How can a board member appropriately give feedback to the executive director on the behavior of a staff person?" <http://www.blueavocado.org/node/301>

Wages in the Nonprofit Sector: Management, Professional, and Administrative Support Occupations – "The National Compensation Survey now publishes wage data on full-time workers in private nonprofit establishments." <http://www.bls.gov/opub/cwc/cm20081022ar01p1.htm>



NPO Manager's Resources

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“The greatest pleasure I know is to do a good action by stealth,
and to have it found out by accident.”

Charles Lamb

Marketing & Resource Raising:

Two Things You'd Be Crazy to Cut Out of Your Fundraising/Marketing Budget – “It's been a tough year for a lot of us. And as much as we hate to say it, we as fundraising people probably face cuts. You can't hold it off forever, but you need to be smart about what programs you put aside and which ones you keep going. Let's talk about what you'd be crazy to cut:” <http://tinyurl.com/dyxnof>

And Now for Something Different About Nonprofits and the Economy – “As if we don't need more troubles on top of the ultra-negative projections about the economy, the advice about what nonprofits should do is depressingly empty. Whenever we see something like "Fundraising in Challenging Times," we feel compelled to read it: What if the magic answer's here?! But after reading these articles and hearing these speeches, we feel, well, unsatisfied. Here are four ideas that may or may not be better than the others, but at least you may not have heard them before:” <http://www.blueavocado.org/node/285>

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

Program & Project Management:

Boxes and Arrows - “Devoted to the practice, innovation, and discussion of design; including graphic design, interaction design, information architecture and the design of business. Since 2001, it's been a peer-written journal promoting contributors who want to provoke thinking, push limits, and teach a few things along the way.” <http://www.boxesandarrows.com/>

Personal Productivity:

White Pages for the World – “People Search tools have been around since the early days of the Internet, but they're a lot more comprehensive now. I found a very good one at 123people (<http://www.123people.com>). You just type in the first and last names of the person you're searching for, and in an instant you'll have a list of images, videos, phone numbers, email addresses, social networking and Wikipedia profiles, and a whole lot more information relating to that person. The site claims that it searches "nearly every corner of the Web", and I can believe it, based on how much information it finds. You can search by country (Austria, France, Germany, Spain, Switzerland, UK, US), or the world. You can also add information to the search results, making them even more useful.” <http://www.123people.com>

Create Categorized To-Dos with Doris – “Ah, the thrill of checking off a completed task! It's the working world equivalent of bowling a perfect game or landing a triple axle. If you're on the hunt for just that sort of rush, then take a look at Doris, one of the newest free Web services designed to help you organize your daily to-dos.” <http://beta.dorisapp.com/en/>

Saratoga Publications - Free HR publications from Price Waterhouse Coopers.
<http://www.pwc.com/extweb/pwcpublications.nsf/docid/D887FCEC5A2FF590852572220005950B>

FlippingTypical – “Auto-detects fonts on your computer and then displays them all on one webpage. This online font viewer is useful for comparing and picking fonts for your design projects.” <http://flippingtypical.com/>

MIT Sloan Launches Virtual Classes – “Ever wanted to attend MIT? Now's your chance: MIT's Sloan School of Management is offering free virtual classes that include case studies, simulations, and instructional materials.”
<http://blogs.bnet.com/mba/?p=321&tag=nl.e713>