



Management & IT Tips, Tricks & Resources

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“You have it easily in your power to increase the sum total of this world's happiness now.
How? By giving a few words of sincere appreciation to someone who is lonely or discouraged.
Perhaps you will forget tomorrow the kind words you say today,
but the recipient may cherish them over a lifetime.”
Dale Carnegie

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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Office Productivity

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“People want to be appreciated, not impressed. They want to be regarded as human beings, not as mere sounding boards for other people's egos. They want to be treated as an end in themselves, not as a means toward the gratification of another's vanity.”

Sydney J. Harris

Word:

17 Word Tutorial Videos – “Here are 17 well done Word Tutorial Videos at free-training-tutorial.com. These easy follow step-by-step Word training videos provide simple and easy instructions for using Word. They will help you with formatting and selecting text, editing text, working with paragraphs, spell checking, and learning keyboard shortcuts.”

<http://www.free-training-tutorial.com/microsoft-word-online.html>

Working more efficiently with Word 2007's new building blocks – “With Word 2007's building blocks, you can assemble consistently formatted documents in a snap. Susan Harkins explains how to use built-in elements, such as headers, footers, and cover pages, and how to create, reuse, and share your own building blocks.” <http://blogs.techrepublic.com.com/msoffice/?p=881&tag=nl.e056>

Printing multiple pages per sheet in Word – “Printing doesn't have to be a one-to-one ratio. Word lets you print multiple pages on one sheet of paper.”

<http://blogs.techrepublic.com.com/msoffice/?p=789&tag=nl.e056>

PowerPoint:

Free text effects template for PowerPoint 2007 – “You can create memorable and attractive PowerPoint 2007 presentations with the professionally-designed slides in this free template. Use these text, formatting, and graphic effects in your presentations to add powerful title slides, unique introduction slides, bold section headings, eye-catching corporate branding and logos, smooth bulleted lists, and curved or 3-D text.”

<http://office.microsoft.com/en-us/powerpoint/HA102855881033.aspx?pid=CH103504611033>

Create a custom PowerPoint presentation from a set of slides – “Custom presentations enable you to deliver a selection of slides from your main show -- handy if you're pressed for time or need to tweak the information for a particular audience. See how easy it is to build and run a custom presentation.” <http://blogs.techrepublic.com.com/msoffice/?p=884&tag=nl.e056>

Deliver better presentations with pptPlex – “Here's a new way to use PowerPoint, using your whole presentation as a canvas. This new feature has many folks—including Bill Gates—changing the way they present.”

http://office.microsoft.com/en-us/home/HA103378451033.aspx?ION_CL=1249

Excel:

Use Excel's Text To Columns command to separate first and last names – “If you need to split a list of names into two columns, you don't have to do it manually. See how this Excel wizard can quickly knock out the task for you.”

<http://blogs.techrepublic.com.com/msoffice/?p=866&tag=nl.e056>

How to Install the Excel 2007 Analysis ToolPak – “The Analysis ToolPak is an Excel 2007 add-in program that adds extra financial, statistical, and engineering functions to Excel's pool of built-in functions. The tools included in the Analysis ToolPak enable you to analyze worksheet data by using such things as ANOVA, F-Test, rank and percentile, t-Test, and Fourier analysis. Although the Analysis ToolPak comes with EXcel 2007, it doesn't come pre-installed. Before you can use the statistical functions added by the Analysis ToolPak, you must install and load it as follows:”

http://www.dummies.com/how-to/content/how-to-install-the-excel-2007-analysis-toolpak.html?cid=dn_related

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



CyberSites

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“Blessed are they who have the gift of making friends, for it is one of God's best gifts.
It involves many things, but above all, the power of going out of one's self,
and appreciating whatever is noble and loving in another.”
Thomas Hughes

Web Surf & Search:

Reverse Lookup Addresses on Google Maps – “Sure, Google Maps can tell you where an address is located, but can it tell you the address for any location? Let me rephrase that. Let’s say you need to head over to a convention center for a meeting, but don’t know the exact address of the structure to get directions.” <http://digitalinspiration.com/community/location.html>

Searchme – Presents results in graphics form. <http://searchme.com>

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

Website Design:

Adding A Search Engine To Your Website – “I would like to talk today about adding a search engine to your website or blog. This is one of the most asked questions in my email inbox - which search engine should be added to a website and which ones should be avoided. Most webmasters and bloggers naturally follow the money trail and add a Google AdSense search engine but if you don’t want to do that, there are some decent free alternatives out there.”

<http://www.makeuseof.com/tag/adding-a-search-engine-to-your-website/>

Synhasite – “Synhasite allows you to create a website for free and there will be no annoying ads popping up on your site either. Synhasite offers a quick and easy Website Builder that requires NO technical skills or knowledge of HTML. Synhasite lets you create a website or a blog and it super simple to use. It offers drag and drop features which makes it even easier to use. I was able to easily change templates, color schemes, delete and add features within seconds. ”

<http://www.synhasite.com/free-website.php>

Technical:

Spiceworks IT Desktop - “A free system management and IT management software, geared towards organizations with less than 250 devices on their network. It's a full featured program that can run on any PC with admin rights, and includes a reporting and monitoring module, as well as help desk functions. With a growing international user base of IT professionals, it can be a useful tool for small to medium sized non-profits as well.”

<http://www.techsoup.org/learningcenter/downloads/techstructure/page7925.cfm>

JingProject - “Captures screen images, lets you share them. Sits in a browser toolbar, lets you select what you want to grab. JustInTimeDemos: Lets you create quick screen demos of how to do particular tasks.” <http://www.jingproject.com>

Picnik - “Online photo editor, includes plugins for IE and Firefox which makes it convenient for editing screen captures. It also captures the full page, not just what is captured within your screen resolution and lets you send images to social networking sites like Flickr and Facebook.” <http://www.picnik.com>

The Base Edition of NGO-in-a-box—“A collection of essential tools for running a small-to-medium sized NGO. You can use this toolkit to set up and coordinate your office, organise and manage projects, collaborate online and support your campaigns. The Box contains a set of peer-reviewed Free and Open Source Software tools, with associated guides and tutorials, giving you the technical foundations to build upon.” <http://base.ngoinabox.org/>



NPO Executive's Resources

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"When someone does something well, applaud!
You will make two people happy."
Samuel Goldwyn

General Management:

Can't read people very well? Here are some tips – “The ability to read nonverbal communication is a great career tool. Unfortunately, not everyone has that ability. A new book may give you some insight into what people are saying when they're not saying anything.” <http://tinyurl.com/bwd5ta>

How to Restore Morale After Layoffs – “Shell-shocked and discouraged, the survivors won't see a silver lining, but you can help your team move forward after deep cuts.”
<http://blogs.bnet.com/teamwork/?p=601&tag=nl.e713>

10 Points to Help Boards Manage Recession Risk – “Tough, recessionary times mean that management needs to reassess how its board and C-Suite manage risk. Changes need to be considered that involve both structure and philosophy. Consulting firm Weil, Gotshal & Manges has put together a 10-point report on how to approach risk issues . . .”
http://www.weil.com/files/upload/Client_Memo_2009_%20Jan_26_Board_Focus_2009.pdf

The 7 Habits of Highly Effective People' Audiobook Free from Audible – “Stephen Covey's seminal work on improving your personal and professional life. If you never got around to buying it (or bought it and never read it — come on, fess up), here's your chance to score a deal: Audible is offering The 7 Habits of Highly Effective People as a free download.” <http://tinyurl.com/at3y27>

Nonprofit Management:

Beyond the Rhetoric: Foundation Strategy – “How do nonprofits maximize their impact? What is the role of strategy? Is your organization strategic? Are you? This groundbreaking research examines the current state of decision making at large, private, U.S. foundations. Through in-depth interviews with CEOs and program officers, this study examines foundation leaders' view and use of strategy in making decisions. Analysis of their responses reveals four categories of decision makers ranging from non-strategic to strategic.” http://www.effectivephilanthropy.org/images/pdfs/CEP_Beyond_the_Rhetoric.pdf

Uncharitable: How Restraints on Nonprofits Undermine Their Potential - "This is an author with a beef. Pallotta Team-Works raised about \$71 million by organizing an Avon walkathon for breast cancer. Then newspapers reported that Pallotta charged embarrassingly high expenses, so Avon and other clients ditched the firm. But subsequent Avon walkathons raised no more than \$23 million, so who won? "Mr. Pallotta's anger at his treatment has prompted a big idea: the charitable sector should embrace capitalism ... by actively seeking to make a profit by doing good," says this review."
http://www.economist.com/books/displaystory.cfm?story_id=12970810

A 360-Degree Look at the Organization: Seeing Ourselves as Others See Us – “Who should judge if a meal is good? The cook? The nutritionist? The restaurant critic? Aristotle had a good answer long ago: "The guest is a better judge of the feast than the cook." There are 360 degrees in a circle, and the 360-Degree Look places the organization at the center of the circle and looks at it from the viewpoint of its many constituencies. In particular, the 360-Degree Look helps compensate for the board's limited view of how well the organization is functioning.” <http://www.blueavocado.org/node/284>

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



NPO Manager's Resources

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“Two things are bad for the heart -
running up stairs and running down people.”
Bernard Baruch, 1870 - 1965

Marketing & Resource Raising:

Survey and Questionnaire Tutorial – “What are the important factors to consider when designing a survey? Would it be best conducted via telephone? Or would it be better to have a face-to-face meeting? These are but a few of the topics covered on this site created as a public service by the StatPac group. Visitors can elect to download the entire report on survey design here, or they can just click through the topics that interest them. Each topic includes a brief discussion of its relative importance, and the areas covered include questionnaire length, time considerations, question wording, and sampling methods.” <http://www.statpac.com/surveys/>

Nonprofits' Most Missed Marketing Tool: Email Signatures – “Email signatures are powerful, low-cost, high-return marketing tools for your nonprofit organization. What's interesting is how seldom email signatures are used. Consider your email signature as an online business card with "callback" abilities. This recommended article will show you how to create an effective email signature as well as provide several examples and a case study.” http://www.nancyschwartz.com/email_signatures.html

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

Program & Project Management:

10 steps to setting appropriate goals – “A recent Harvard Business School working paper shows the absurd things workers do when their managers give them goals that are too narrow or unrealistic. It may be time to give your managers a new objective: Learn how to set goals so that they achieve proper results.” <http://blogs.ft.com/management/2009/02/04/goals-gone-wild-%E2%80%94-and-how-to-tame-them/>

How to Run an Effective Staff Meeting – “What is it about staff meetings that brings out the worst in otherwise reasonable and intelligent business folks? Most managers are so inept at conducting effective meetings you'd think it's rocket science or a rare genetic trait. Nevertheless, they're necessary for companies to operate effectively. Here are five tips that...” <http://blogs.bnet.com/ceo/?p=1647&tag=nl.rSINGLE>

Personal Productivity:

Doculicious: Create Fillable & Embeddable Forms & Documents – “An online service that lets you create embeddable forms which can be filled out online by your website visitors, clients, and customers. Doculicious can simplify the form completion for your clients, and give you the tools to track and process completed forms. Doculicious lets you create online PDF documents that have a web form you can embed on your website or co-brand and access from doculicious.com. When someone completes the web-based form, they receive the completed PDF download, and we store the entered data into your secure account. Whenever anyone fills one these forms, they will be able to download printable PDF copy and all entered data is securely stored on your Doculicious account for further processing.” <http://tinyurl.com/bh8vyg>

15 Websites to Trace People Online – “In today's Internet world of booming social networks, it's easier to find lost friends and colleagues than it ever was before. In fact, the private world of yesterday is now an online world with open access to social networks, government databases, and public records. If you're looking for a long lost relative or friend, consider the following free resources to trace people online.” <http://www.makeuseof.com/tag/15-websites-to-trace-people-online/>