



Management & IT Tips, Tricks & Resources

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"Gratitude unlocks the fullness of life.

It turns what we have into enough, and more.

It turns denial into acceptance, chaos to order, confusion to clarity.

It can turn a meal into a feast, a house into a home, a stranger into a friend.

Gratitude makes sense of our past, brings peace for today, and creates a vision for tomorrow."

Melody Beattie

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 for us to pray not for tasks equal to our powers, but for powers equal to our tasks, to go forward with a great desire forever beating at the door of our hearts as we travel toward our distant goal.” Helen Keller, 1880 - 1968

Word:

The 10 most useful Word shortcuts – “How many Word shortcuts do you remember and use on a regular basis? Fifty? Twenty? How about just 10 solid go-to shortcuts like these?”

<http://blogs.techrepublic.com.com/msoffice/?p=1532&tag=nl.e056>

Add Revision History to Word using Autohistory – “I still remember the worst day of my life. I had completed the first chapter of my very first book, and I decided that the finished file would make a good template for subsequent chapters. I meticulously deleted all the text, kept the various headings in place, and then clicked Save instead of Save As....”

<http://blogs.bnet.com/businessstips/?p=4032&tag=nl.rSINGLE>

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

PowerPoint:

10 Places To Get Cool Media Clips For PowerPoint Presentations – “Remember Al Gore’s PowerPoint show? Well, it went and won the Oscars. Okay, ‘The Inconvenient Truth’ was more about alarming statistics than the Microsoft Office application. But it did show that data is one part of the story. How you weave media clips for PowerPoint into powerful presentation is another. Whether you are on your first presentation or on your umpteenth, it’s always better to be prepared with the right resources to back up your ideas for the PowerPoint slides. So here’s looking at 10 websites for free supplies of media clips for PowerPoint.” <http://www.makeuseof.com/tag/10-websites-with-free-cool-media-clips-for-powerpoint/>

10 PowerPoint Tips for Preparing a Professional Presentation – “Presentations, whether they are made with PowerPoint or other applications, are a great way to support a speech, visualize complicated concepts or focus attention on a subject. However, a bad presentation can achieve the opposite. Badly designed slides with too much text or bad graphics can distract or worse, irritate the audience. Here’s is a short guide that will help you create presentations with a professional look and concise content, avoiding the most common mistakes.”

<http://www.makeuseof.com/tag/10-tips-for-preparing-a-professional-presentation/>

Excel:

Vertex42: Download Free Excel Templates, Calculators & Calendars – “Vertex42 is a resource where you can download free excel templates, calculators, calendars and articles that are designed to educate, increase productivity and help people manage their time and finances effectively. The site has variety of free calculators, calendars and excel templates such as timesheets, budgets, dashboard reports, games and more for personal use.” <http://www.vertex42.com/>

7 Secret Double-Click Tricks for Excel Users – “Calling all spreadsheet jockeys: The Pointy Haired Dilbert blog has seven productivity boosters for Excel, all of them based on double-clicking in places you probably never thought to double-click. For example, did you know that 2x-clicking the Office button (the big icon in the upper-left corner) closes the program?”

<http://chandoo.org/wp/2009/06/12/excel-mouse-tricks/>

MS Office Suite:

Find All Your Old Office 2003 Commands in the Office 2007 Ribbon – “Changing software is hard. Just ask anyone who has upgraded from Office 2003 to Office 2007. Though the new ribbon interface exposes commands that were hard to find in older version of Office, it also hides,...” <http://blogs.bnet.com/businessstips/?p=2329&tag=nl.rSINGLE>



“A poor idea well written is more likely to be accepted
than a good idea poorly written.”
Isaac Asimov, 1920 - 1992

Web Surf & Search:

Limmz – “Search engine start page that provides links to a huge list of search engines and websites. Enter your query in the search box and click on the desired search engine. It then opens in a new tab showing the results. The search engines are neatly categorized under web, image, video, news, music and more.” <http://www.limmz.com/>

Bookmaplet – “Do you want a quick and easy way to see the location of a street address? Without having to leave the webpage you are on? Bookmaplet is a free resource. Simply drag the “bookmarklet” to your bookmarks toolbar in your browser. Bookmaplet utilizes Google Maps.” <http://www.bookmaplet.com/>

iCyte – “Browser add-on that lets you highlight text on a web page and save only the highlighted portion, annotate it and add relevant tags. You may also organize these bookmarks into separate projects and share them with others.” <http://www.icyte.com/>

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

Websites:

Tips for Designing (or Redesigning) a Nonprofit Web Site – “If your organization is building a new Web site from scratch or updating an existing one, you may need to rely on professional help when it comes to design and implementation. The guidelines in this article can help you plan and design a polished, functional site that meets your organization's needs. We discuss some of the major phases of a design project, some of the lingo and jargon you'll encounter, and the tools and skill sets you'll need to set your sights on a great, new site.” <http://www.techsoup.org/learningcenter/webbuilding/page11822.cfm>

Ten Things You Need on Your Nonprofit Home Page – “Let's face it: People have short attention spans. Especially when it comes to the Internet. We're all clicking around furiously trying to nab the quickest, most-reliable answers to our questions. (And, often, we're just browsing for things to entertain our instant-gratification-seeking minds.) Your nonprofit home page needs to share just the right amount of information. Effectively. And, oh yes, quickly.” <http://www.fundraising123.org/article/ten-things-your-home-page-must-have>

Technical:

Take steps to prevent IT myopia - “Efforts to improve IT tend to focus on project management issues, but leaders need to also see the strategic view that's critical for successful IT operations. Here are practical steps to ensure that you're thinking strategically about business, organizational, and management issues.” <http://blogs.techrepublic.com.com/hiner/?p=2006&tag=nl.e101>

Free software: System Explorer 1.5 – “This full-featured system analyzing tool lets you take a sneak peek at everything that's going on in your system, from currently active processes to installed drivers, including network collections, startup applications, and Internet Explorer add-ons.” <http://software.techrepublic.com.com/abstract.aspx?docid=836923&tag=nl.e101>

10 ways IT departments waste money – “IT is often a popular target for corporate cost-cutting. So the more you can identify and control unnecessary spending, the better you'll be able to fend off the budget axe. Here are a few areas where IT dollars often go to waste.” <http://downloads.techrepublic.com.com/abstract.aspx?docid=1006671&tag=nl.e101>



"Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but rather we have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit." Aristotle

General Management:

How to Be a Great Explainer – “Three simple ways to become a more convincing speaker.”
<http://tinyurl.com/n7qptw>

7 Signs You're Creating Your Own Workplace Stress – “Turns out, a lot of that anxiety is self-imposed. Here's how to do something about it.” <http://blogs.bnet.com/ceo/?p=2445&tag=nl.e713>

Innovate by example – “Sparking innovation within an organization starts with having innovative leadership, write Scott D. Anthony and Michael Putz. In order for a company to have the creative freedom to pursue great ideas, the top brass have to have a flexible, entrepreneurial mindset that accommodates uncertainty. The authors share personal development tips for leaders looking to broaden their horizons and encourage innovative thinking.” <http://innovationtools.com/Articles/EnterpriseDetails.asp?a=444>

10 ways to survive office politics – “Friction, deceit, gossip, rivalry, power plays -- fine for movies and TV, but potentially disastrous in the workplace. Calvin Sun looks at strategies for steering clear of issues that can unravel company culture and hurt your career.” <http://tinyurl.com/myswzs>

6 Tips for Unleashing Employee Creativity – “Holding a company creativity competition can inspire all staff members to think like innovators. Here are 6 tips for entrepreneurs that want to motivate employees to be produce more innovative ideas. These strategies will help companies foster employee creativity, maximize results, and minimize costs.” <http://tinyurl.com/m9uapy>

5 things that hold you back and 1 that pushes you forward – “When an A-list project falls apart, it's almost certainly because of one of five problems that plague every organization. Fortunately, he writes, there's just one attribute a leader needs to tackle those too-common obstacles: courage.”
<http://michaelhyatt.com/2009/06/the-one-thing-you-need-to-create-wow-experiences.html>

Nonprofit Management:

Legistalker: Track Online Activity of US Congressmen & Senators – “Nowadays, more and more politicians are embracing the Internet as a way to communicate with their voters and the rest of the world. Legistalker lets you track the latest online activity of US legislators (congressmen, senators) in one place. You can view what they voted on (motions, amendments, resolutions etc.), browse news mentions in online media sources (newspapers, blogs, magazines, YouTube videos) and follow their Twitter updates. Browse representatives for different US states and add them to a Watch list to track their latest online activity in one place. No registration needed.” <http://legistalker.org/>

The Door Has Opened: New Form 990 Creates Strategic Opportunities and Risks for Nonprofit Organizations – “A major step in transparency is unfolding in the nonprofit world. The vehicle delivering this change is the newly revised IRS Form 990, "Return of Organization Exempt from Income Tax," which nonprofit organizations have begun filing for the 2008 tax year. The impact that the increased transparency will have on nonprofit organizations has been severely underestimated. ...”
<http://tinyurl.com/ogzeqa>

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



“Man does not live by words alone,
despite the fact that sometimes he has to eat them.”
Adlai Ewing Stevenson, 1900 - 1965

Marketing & Resource Raising:

Citymelt – “Citymelt provides finely detailed demographic and statistical information on more than 50,000 towns, cities, and other regional segments of the U.S. The data itself is derived from the Bureau of the Census, IRS, National Weather Service, fee-based data providers, and various other firms that supply statistical information. While still in beta, we were most impressed with its coverage of very small towns, as well as the unique types of data available. Citymelt not only includes the usual stats on a locality (e.g., median age, income, race) but business-oriented data too such as biggest industries and occupations. It also has unusual data such as average time of arrival to work, modes of transportation, most common home fuel source, building permits issued, banks with most branches, and other interesting data points. We also liked the fact that we could either browse all the data aggregated for a selected town or city or use sliders to discover a region that fits our own criteria (e.g., area demographics, education level, weather). Consider this site when you need to get demographic and other statistical information about a region in the U.S.” [http:// www.citymelt.com](http://www.citymelt.com)

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

Program & Project Management:

Lessons in leadership from the military – “While it is true that the military has practices that wouldn't necessarily work well in the civilian world, we could all take some direction from military leaders on how to lead our teams.”
<http://blogs.techrepublic.com.com/career/?p=949&tag=nl.e101>

Six Steps to Executing Strategy - “The creators of the Balanced Scorecard approach to management simplify how to make strategy a continuing process that's deeply embedded within an organization.”
<http://blogs.bnet.com/harvard/?p=397&tag=nl.e713>

Personal Productivity:

2.5 Million Free eBooks: Worldbook eBook Fair Begins Saturday - Once again this year the World e-Book Fair will take place from July 4th-August 4th. This is the 4th year of the annual book fair. Once the event begins you'll find FREE access to over 2.5 million full text eBooks that you can download to your computer. Some titles can also be downloaded and read on certain types mobile phones.” <http://worldebookfair.org/Collections.htm>

ZIP Codes and Area Codes – “I get tons of phone calls from area codes I don't know. Equally often, I'm sending a letter or a package, know the address but don't have a clue what the ZIP code is. For both situations, there's the USAnaviguide's Area Code and Zip Code maps. Both use Google Maps to create overlays of the codes by their location, as well as make them searchable. Want to know where area code 660 is? A quick search tells me it's in Kansas City, MO. The searches are quick, easy and useful more often than you might think.” <http://www.usnaviguide.com/areacode.htm>

AsukaBook Maker - When professional photographers shoot a wedding or other events or projects, one of the products they offer their clients is a top quality photo book. And one of tools that some pros like to use for creating these coffee table-type books is AsukaBook Maker. AsukaBook Maker is a free layout program that generates an Acrobat PDF file. Its primary purpose is to help Asuka clients prepare the files needed to order books from Asuka, but you can also output the generated PDF to your desktop printer.” <http://abm.asukabook.com/en/>