








Management & IT Tips, Tricks & Resources

14-27 January 20 08
Volume 8, Issue 2

“We live in a society exquisitely dependent on science and technology,
in which hardly anyone knows anything about science and technology.”
Carl Sagan

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 five 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.
-  **Ruminations:** My chance AND your chance to offer observations on life, work and whatever.



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: cbayer@mail.unomaha.edu

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Office Productivity

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“One machine can do the work of fifty ordinary men.
No machine can do the work of one extraordinary man.”
Elbert Hubbard, 1859-1915

Word:

Get Control <Ctrl> – For most Windows programs, you may find the following <Ctrl> based keyboard shortcuts useful: <Ctrl>-S to save the current document; <Ctrl>-O to open a new document; <Ctrl>-Z to undo the last thing you did; <Ctrl>-A to select an entire current document; <Ctrl>-X to cut a selection and move it to the clipboard; <Ctrl>-C to copy a selection to the clipboard; <Ctrl>-V to paste the clipboard's contents into the current program; <Ctrl>-P to open the print dialog; <Ctrl>-I to turn italics on or off; <Ctrl>-B to turn bold on or off; <Ctrl>-U to turn underline on or off; <Ctrl>-F to launch a program's search or find tool.

Have Word automatically align tables for page layout – “When you change margins or page orientation, by default, a Word table will not change its width to match. If you make one change, it may throw off the entire chart's position. Mary Ann Richardson shows how you can have Word automatically reposition it for you.” <http://blogs.techrepublic.com.com/msoffice/?p=364>

Add an Excel Chart to a Word 2007 Document – “When you insert a chart in Word, Excel is automatically started, and the data that you chart is placed in an Excel workbook. The chart and the data-sheet workbook, however, are stored within the Word document. Here's how to insert a chart on a Microsoft Word 2007 page.” <http://tinyurl.com/27t6xn>

PowerPoint:

Working with PowerPoint Masters – “Text Styles are a key productivity tool in Word and Publisher, and they even appear in Excel. So why aren't they part of PowerPoint? At first glance it might appear that PowerPoint lacks a tool for consistently formatting the text on all your slides. Not so. While PowerPoint doesn't have text styles as such, it does have Slide Masters, and these allow you to configure the formatting--theme, color scheme, element placement, and more--for your entire presentation all at once.” <http://www.pcmag.com/article2/0,2704,2212436,00.asp>

Five Tips for Cutting The Time It Takes To Create New PowerPoint Presentations – “If you are a professional who presents more than once a week, you are always looking for ways to cut down the time spent preparing presentations. In today's highly competitive business world, you can't just use a canned presentation any more. Each presentation needs to be customized for that audience. But that can lead to you spending a lot of time preparing presentations. How can you dramatically reduce the prep time and increase your productivity? The key is to reuse slides that you have already created. This is one of the steps in my PowerPoint Presentation Effectiveness System and it is one that I find presenters don't use nearly as often or effectively as they could. Most presenters do reuse slides, but not in the systematic way that can really help them the most. Here are five tips for reusing slides that will boost your productivity and increase the effectiveness of your presentations.” <http://www.thinkoutsidetheslide.com/articles/cuttimewpptsresn.html>

Excel:

Use Excel's POISSON function to predict business volumes – “You can use Excel's POISSON function to make operational decisions based on predicted business volumes. For example, when hiring for the upcoming end-of-year shutdown, you need to know how many customers to expect will be contacting the help desk. Your records show that the mean number of customers that contacted the help desk last year was 11 per hour. You can use this number and the POISSON function to predict the probable number of customers that will contact the help desk this year. Follow these steps:” <http://tinyurl.com/33fx2c>

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



CyberSites

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“Any sufficiently advanced technology is indistinguishable from magic.”
Arthur C. Clarke

Web Surf & Search:

Carrot Clustering Engine – “Will search the Web with www.ertools.ch and automatically organize the results into thematic categories. It takes search results, analyzes them and, on the fly, creates groups of the most common concepts or terms from those results.”

<http://demo.carrot2.org/demo-stable/main>

Quintura Search Engine - “A visual search tool. Your search term starts out in the middle of a cloud of related terms, with links on the right. Simply mousing over a related term shifts the search results. This could be particularly effective in getting students past the first ten results, and helping them understand differing perspectives on their topics. <http://www.quintura.com/>

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

Website Design:

eFuse – “Learn everything you need about building a better web site. Fast. Easy. Fun. Free.?” <http://www.efuse.com/>

Google Optimizer – “The latest from Google is the Website Optimizer tool. With this tool you can do testing of alternate versions of Web pages, to see whether certain text or images or page layouts will convert visitors into paying customers. Don't waste time guessing -- find out for sure what works on your website.” <http://services.google.com/websiteoptimizer/>

TutsBuzz – “This site is packed with tutorials and demos for graphic designers and programmers.” <http://www.tutsbuzz.com>

Web Site Analytics – “Is your web site earning its keep? Learn more about web analytics in today's tip--what you need, and what you need to do.” <http://www.pcmag.com/article2/0,1895,2190166,00.asp>

Technical:

DriverMax – “Helps you back up all the drivers installed on your Windows computer. When needed you will be able to reinstall all your drivers or just the ones you choose in a single step that takes less than a minute; a very handy tool especially after re-installing Windows or when the hardware driver CDs which came with your computer are no longer available.” Free. <http://www.innovative-sol.com/drivermax/index.htm>

Blog Tools – “Do You have a blog? Want fresh content for your page without having to lift a finger? We've got the solution for you. Generate your own customizable widgets to embed in your favorite platforms including your blog, web site, desktop, iGoogle, Facebook, and more. Options include Today in History, Word of the Day and various Q&A topics like technology, healthy diets, environment and money. See the full, free Widget Gallery here.” <http://tinyurl.com/378sto>

WildVoice – Free. Create your own podcast. Audio recording and mixing software. <http://www.wildvoice.com/>

Forums Guide: 70+ Resources for Creating a Forum – “Among the frenzy of MySpace clones, let's not forget good old forum software. Geeks use them for tech support. Businesses use them for collaboration. Here's our take on 70+ forum engines, hosts, and tools.” <http://mashable.com/2007/08/19/online-forums/>



NPO Executive's Resources

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“When this circuit learns your job, what are you going to do?”
Marshall McLuhan, 1911-80

General Management:

Are They Lying to You? – “How many times has your business suffered because you trusted the wrong person? Deception hurts. There's the emotional stress, the loss of self-confidence, not to mention the financial cost. A deceptive supplier may promise that a shipment will arrive by your deadline, all the while knowing that delivery by the promised date is impossible. Trusting this supplier could cost your company thousands of dollars or more. Deceptions like this can be deadly to a growing business. You don't have to be a victim. Here are seven subtle cues that often mean a person isn't being completely honest with you.”
http://biz.yahoo.com/entrepreneur/071018/185770_id.html?.v=1&pf=career-work

Manage Your Objectives – “If you don't know what you want, how will you get what you want? Take a look at this BNET Basics article to help outline your goals and communicate them clearly to your team.”
http://www.bnet.com/2410-13242_23-95601.html?promo=713&tag=nl.e713

How to Build Trust and Community – “The Big Think's Michael Fitzgerald discovers how software pioneer Dan Bricklin uses U.S. maritime strategy and "The Little Prince" as guideposts to creating lasting and valuable business relationships.” <http://www.bricklin.com/trustthruetime.htm>

Where Employee Engagement Happens – “Executives cannot legislate a high-performing culture with just mission statements. Engagement must grow organically, one workgroup at a time, according to the authors of Human Sigma: Managing the Employee-Customer Encounter.”
<http://gmj.gallup.com/content/102496/Where-Employee-Engagement-Happens.aspx>

The Seventh Element of Great Managing – “It matters a lot to employees if their opinions count. That's because people work much harder at something that is at least partly their own idea.”
<http://gmj.gallup.com/content/102490/Seventh-Element-Great-Managing.aspx>

Nonprofit Management:

Organizing the Board to Support the Revenue Strategy – “Board members often have a general sense of what the organization does, and a general sense of where the money comes from, but may have a hard time understanding the combination as a "business strategy." Yet every organization needs a basic strategy for obtaining funds, staff and volunteers—its "strategy for sustainability." Once we understand how we're getting money now, we can later discuss how we might want to change it. We'll look at organizing a board around its current revenue strategy.” <http://www.compasspoint.org/boardcafe/details.php?id=103>

Proposed Diversity Principles – “Discussions about diversity arise in a variety of situations. Many boards are reluctant to bring up sensitive topics, and race, sexual orientation, and other matters are often difficult to discuss constructively. Mostly white boards committed to diversity still have difficulty recruiting and integrating people of color onto the board. We propose the following principles as a starting point for boards:” <http://www.compasspoint.org/boardcafe/details.php?id=35>

Ten Quick Ways to Improve Board Meetings – “Are you feeling a little lazy—as we are—as this summer comes to an end? There are some tasks, such as mending a button or doing one thing to improve board meetings, that are the sort of thing that take "a year and fifteen minutes to do.” <http://www.compasspoint.org/boardcafe/details.php?id=16>

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



NPO Manager's Resources

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“The saddest aspect of life right now is that science gathers knowledge faster than society gathers wisdom.”
Isaac Asimov

Marketing & Resource Raising:

Developing Brand Recognition – “If someone asks you whether you want a Coke or Pepsi, you immediately know you're being asked about a carbonated cola beverage — with distinct yet subtle differences between the two. Both these major cola bottlers spend millions of dollars trying to coerce you into having a definite opinion about which one you prefer. How do you accomplish this same brand recognition in cyberspace? You need to build a site that flaunts your organization's uniqueness, advertising that draws customers, and highways on the Internet to get people there.” <http://tinyurl.com/ypo32c>

NOZA – “Find donors for your nonprofit organization in three easy steps using the world's largest searchable database of charitable gifts. One of the most difficult aspects of fundraising is figuring out who to ask. This is where NOZA can help: we help charities identify who to ask. The way we do this is rather simple. We have built a searchable database containing more than 26 million charitable donation records (growing by 1,000,000 records monthly). Charities access our database through our website and search for prospective donors for their organizations. Whether you use NOZA for our Free Foundation Grant Searching or our \$25 package that allows you to search millions of people and companies, we think you'll agree that NOZA stands by its mission.” <http://tinyurl.com/2px35w>

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

Program Management:

Communicating Your Message to Your Team – “In order to work together effectively, team members must be aware of the team's vision, mission, purpose, specific goals, and allocated roles and responsibilities. Ongoing review, evaluation, and feedback facilitate such teamwork.” http://www.bnet.com/2410-13056_23-68760.html?promo=713&tag=nl.e713

A Team Under the Influence – “They are a select group of people within the company who have the personality and the reputation to earn the respect and to bend the ears of a large group of people in the company. If you want to get resources, help or just plain support for your team, these people can be priceless.” <http://blogs.bnet.com/teamwork/?p=125&tag=nl.e713>

Personal Productivity:

Every Day Yoga – “Use these exercises at your desk to help alleviate the strain of working at the computer.” <http://www.mydailyyoga.com/yogaindex.html>

10 Ways to Keep Your Energy Level Up – “Obvious Truth #703: When you feel weak, tired, sluggish, etc., your productivity takes a nosedive. How can you keep that from happening? Dumb Little Man offers 10 energy zappers to avoid.” <http://www.dumblittleman.com/2008/01/how-to-avoid-10-worst-energy-zappers.html>

Flags of the World – “Searchable collection of more than 58,000 images of flags.” <http://www.fotw.net/flags/>

Mind-Mapping Tools for Visual Thinkers – “A big part of working in an office is coordinating with your coworkers on big projects. Organizing all your thoughts, though, can be a pretty tall order for one person or a dozen. Thankfully, there are some excellent software and Web solutions out there to help you pool your brainstorm and keep track of all your ideas. Give these three a shot to get started.” <http://www.pcmag.com/article2/0,2704,2098755,00.asp>



Ruminations

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“Our scientific power has outrun our spiritual power.
We have guided missiles and misguided men.”
Dr. Martin Luther King

What You Don't Know Might . . . ?

Technology!

For some, it is a never ending source of wonder and delight. For others, **it** is a threat to self-sufficiency, self-image and something to be ignored or avoided if at all possible. For most, it is more likely a fact of life with which we deal with in a myriad of ways – sometimes successfully, sometimes not.

Among the things that differentiate us in our interaction with technology are how well we conceive of its place in our personal and professional lives and how pro-active we are in facilitating its uses. Both factors depend in large measure on what we know . . . or don't know . . . about existing and emerging technologies and their applications.

In our personal lives we can be eccentric and buck the technology trends without too much cost or pain. For example, I don't carry a cell phone, never have, and never plan to. On the other hand, I try to stay knowledgeable about technology so that I can rationally decide what to adopt to meet my needs, interests and budget. As a result, I have a PDA with internet access, broadband cable internet and HDTV access at home, and look forward to getting GPS mapping for my car. On the other hand, I don't have a website, a blog, a Skype account or a FaceBook page, but I do create websites for others and publish four electronic newsletters. Bottom line: I've decided what needs technology serves best in my life.

In our professional lives, being eccentric or worse – ignorant - can be very costly and painful. What you don't know might well cost us our job, or our team its effectiveness, or our organization its competitive position in the marketplace. At the least, as a non-adopter of key technologies, or as an unsophisticated user of them, we risk the loss

of their inherent efficiencies, capabilities, and effectiveness. Perhaps as important, the public perception of us and our organization may well suffer as we become associated with arcane technologies and outmoded ways of doing things.

It is a fact of life we all must face - an organization's technological sophistication generates a reputation that impacts its ability to attract quality employees and outside resources. We are a competitive society. Given a choice, we would much rather be associated with a winner than a loser; with those that are forward looking rather than those who are stagnating or regressing; with those who risk and dare, rather than with those who wait on security, absolute assurances and unassailable security. The technology we employ, and how well we leverage it, are measures of our competitiveness and sustainability.

If you suspect I may be overstating the case, consider the technological environment and tools that today's 25 year old grew up with and what their expectations are for technology in the workplace. Can you and your organization comfortably meet those expectations? And how about the young folks entering the professional workforce in the next five to ten years? Are you and your organization going to be sufficiently savvy and technologically resourced to be competitive for their services? In the same light, the consumer base and, for non-profits, the donor base, is quickly being replaced by increasingly technologically sophisticated people. What technology expectations do they harbor and do you, can you, will you meet them?

In the next newsletter, I'll provide some practical tips for keeping up with technology challenges and opportunities.

Cheers,

Carl

**Ruminations:
My chance
AND your
chance to
offer rants,
rares and
observations
on life, work
and whatever.**

**Send your
ruminations to
[cbayer@mail.
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