



Management & IT Tips, Tricks & Resources

19 Jan—1 Feb 2009
Volume 9, Issue 2

“You can preach a better sermon with your life than with your lip.”
Oliver Goldsmith, 1730 - 1774

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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“For when the One Great Scorer comes to mark against your name, He writes
- not that you won or lost -
but how you played the Game.”
Grantland Rice, 1880 - 1954

Word:

Set your own default Paste options with Word 2007 - “By default, whenever you copy or move text from one document into a Word document, the pasted text retains its original format. Word 2003 and 2002 provided a Smart Tag that would let you change the format of the pasted text to either plain text or the matching format of the Word document. This was an improvement over having to reformat the text manually, but it still was necessary with each copy-and-paste operation. Word 2007 changes all that by allowing you to set your own default paste option.”

<http://blogs.techrepublic.com.com/msoffice/?p=466&tag=btxcsim>

Rescue Corrupted Word Documents with Repair My Word - “Few situations are more frustrating than a document that won't open. Repair My Word is a free utility that opens and fixes?damaged or otherwise problematic Word files. Here are some of the common errors Repair My Word can overcome:”

<http://www.online-tech-tips.com/ms-office-tips/repair-corrupt-damaged-word-document/>

Double-Indent in Word - “Sometimes an indent on the left just isn't enough when you're working on a Word document. You may need to suck a paragraph in twice: once on the left and once on the right.”

<http://www.dummies.com/WileyCDA/DummiesTip/id-3660.html?cid=articleFeature>

PowerPoint:

Presenting when you are not allowed to use a handout - “A participant in one of my workshops recently presented me with a new challenge. In his position as a sales professional, he has now encountered two large organizations who have stated that when he presents to them, he is forbidden from bringing handouts for the audience. This ban is part of their environmental efforts. Research has shown that people remember better when they can concentrate on what the speaker is saying and take down key points relevant to their situation instead of madly writing notes of what is being said. The challenge is how to deal with the potential downside of this policy - decisions being made on poorly recalled ideas and facts. Let me suggest an approach to designing and delivering your presentation that has a high potential to get the key messages remembered and acted upon in this no-handout scenario. It involves planning in a slightly different way and delivering your presentation in a somewhat more direct manner.” <http://www.ThinkOutsideTheSlide.com/articles/nohandout.htm>

Keep supporting details handy for your PowerPoint presentations - “When someone raises a question during your presentation, you can try to wing it -- or you can smoothly bring up an ancillary slide that clarifies the issue. Having a few extra slides up your sleeve can make all the difference in the success of your delivery.”

<http://blogs.techrepublic.com.com/msoffice/?p=664&tag=nl.e056>

Excel:

Add Records to an Excel 2007 Table - “You can choose from several methods for adding records to the table. Before you add records, the range must already be formatted as a table. To format a worksheet range as a table, select a cell in the range and then click the Table button on the Insert tab... More.”

http://www.dummies.com/how-to/content/how-to-add-records-to-an-excel-2007-table.html?cid=dn_article

Wrap Text command makes formatting cells a snap - “Excel 2007 now makes it a one-click operation to set text to wrap within a cell .” <http://blogs.techrepublic.com.com/msoffice/?p=787&tag=nl.e056>

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



CyberSites

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"We have not wings we cannot soar;
but, we have feet to scale and climb, by slow degrees, by more and more,
the cloudy summits of our time."
Henry Wadsworth Longfellow

Web Surf & Search:

LeapFish: All-In-One Meta Search Engine – “LeapFish is an all-in-one meta search engine that lets you search major web resources in a single search interface. The site gets its search results from sources like Google, Yahoo, MSN, Yahoo Answers, Ebay, YouTube, social media sites etc and presents all of them in easy to grasp manner.” <http://www.leapfish.com/>

Search the Web More Efficiently with MelZoo – “Is there really room in the world for yet another search engine? After all, we already have Google, Yahoo, and Live Search I assume that Cuil was just some sort of practical joke gone horribly wrong. But don't be so quick to discount newcomers: MelZoo is an innovative search engine...”

<http://blogs.bnet.com/businesstips/?p=2301&tag=nl.rSINGLE>

Website Design:

How to Embed Stuff in Your Site – “Want to drive more traffic to your site? Try the digital equivalent of catnip: embedded videos, slideshows, documents, and the like. Digital Inspiration shows you how to embed almost anything in your Web site. There's more stuff here than you might think. The author covers common embeddables...”

<http://www.labnol.org/internet/how-to-embed-in-html-webpages/6365/>

Roxer: Free & Easy WYSIWYG Website Builder – “How would you like to create a website without writing a single line of code, without paying a penny for hosting and without installing a single software on your machine? With Roxer you can create web pages without the hassle of HTML by simply using their drag and drop functionality.” <http://www.roxer.com/>

Technical:

TaskList: Helps You To Identify Processes In Task Manager – “Whenever someone opens up the Task Manager on their Windows computer, they see a mass of processes. The confusing part is that all the processes have weird names and though most of the running processes are safe, some of the processes may be viruses or spyware. TaskList is a very handy resource that can help you to identify processes in task manager and whether or not it's safe to delete or keep them.” <http://www.tasklist.org/>

9 Ways to Make the Most of Google Chrome - “Have you taken Google Chrome for a test drive yet? If not, it's well worth your time, if only to see how Google's new browser manages to out-innovate even Firefox. Meanwhile, Google Operating System put together a list of nine Google Chrome tips to help you really maximize the experience.”

<http://blogs.bnet.com/businesstips/?p=1912&tag=nl.rSINGLE>

Get Windows Vista's hard disk imaging utility in XP - Free. “Complete PC Backup, allows users you to create an image file that contains the complete contents and structure of a hard disk. If you want this capability in Windows XP, you don't have to pay for a third-party utility, such as Acronis True Image. If you have a Seagate or Maxtor hard drive, you can get a free copy of the Original Equipment Manufacturer (OEM) version of Acronis True Image. Seagate provides this tool for migrating your files from an older Seagate or Maxtor hard disk to a new one. You can also use the tool as backup utilities simply by downloading either the Seagate DiscWizard or Maxtor MaxBlast software. After you download and install either of these OEM version packages, you'll be able to quickly and easily create a complete image backup of your Windows XP hard disk just like you can in Windows Vista.” <http://blogs.techrepublic.com.com/window-on-windows/?p=508&tag=nl.e064>

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



NPO Executive's Resources

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"It isn't the people you fire who make your life miserable,
it's the people you don't."
Harvey Mackay

General Management:

Tips for Fearing Public Speaking Less Than Death – “Recently, I took a management course in which the instructor said the number one skill holding people back from advancement at work is poor communications. If your fear of speaking in public is holding you back, check out these 7 little tricks to speak in public without fear. ...”

<http://www.lifehack.org/articles/communication/7-little-tricks-to-speak-in-public-with-no-fear.html>

Get More Done With Better To-Do Lists – “Productivity gurus agree: Break down tasks into detailed, actionable components and your accomplishments will rise.”

http://conversationstarter.hbsp.com/2009/01/how_to_write_todo_lists_that_w.html

What Darwin Can Teach Business Leaders – “Sure, survival of the fittest is business as usual -- but Darwin's power of patient observation is the real takeaway for managers.”

<http://www.ft.com/cms/s/0/3e1fe172-dcdd-11dd-a2a9-000077b07658.html>

10 memory aids to help prevent misused words – “Do you have trouble remembering which word to use in certain situations? Plenty of words are similar and easy to confuse -- and that can make you sound stupid even if what you've written is brilliant. Here are some tricks for choosing the right word.”

<http://downloads.techrepublic.com.com/abstract.aspx?docid=901673&tag=nl.e072>

4 low-cost ways to boost morale – “A cash bonus is always nice, but if that's not in the budget, now might be the time to rekindle the employee-recognition program. Companies are also boosting disclosure and encouraging employees to contribute their ideas, both because the ideas may be valuable and because it alleviates the sense of uncertainty. “

<http://www.hrworld.com/blog/20090107/four-ways-to-keep-morale-productivity-up/>

How not to break bad news – “There's an art to telling workers about budget cutbacks, uncertainty and layoffs. Don't try to soft-pedal it with alleged good news that doesn't measure up. Be honest, be quick and be specific about what employees can do to help. Your ability to keep morale from plummeting may turn on well-executed small gestures.”

http://www.ft.com/cms/s/0/72872970-db48-11dd-be53-000077b07658.html?nclick_check=1

Nonprofit Management:

Next Generation Leaders Inspire Entire Board – “Next generation board members often display strong passions that inspire other members, have a drive to produce results, open doors to new networks and donors, and provide a fresh perspective on old problems, according to a new BoardSource report based on interviews with 50 nonprofit chief executives and senior staff leaders. The report, part of BoardSource's Next Generation and Governance project, is designed help nonprofit leaders explore the benefits of and strategies for including members of Generations X (born 1965-1979) and Y (born 1980-2000) in nonprofit governance.” <http://www.boardsource.org/UserFiles/nextgeneration.pdf>

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



NPO Manager's Resources

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"I kept six honest serving men. They taught me all I knew.
Their names are What and Why and When and How and Where and Who."
Rudyard Kipling

Marketing & Resource Raising:

More to Give: Tapping the Talents of the Baby Boomer, Silent and Greatest Generations – “Tens of millions of Baby Boomers and members of the Silent Generation, while not as civically active as the Greatest Generation in their younger years, are healthier, living longer and appear ready to increase their civic participation. In an effort to better understand the civic behaviors and attitudes of Americans and to help ground the research in the stories and perspectives of the Boomer and Silent Generations, AARP commissioned a series of focus groups and a nationally representative survey of Americans ages 44-79 (“Experienced Americans”).” <http://www.aarp.org/research/family/volunteering/moretogive.html>

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

Program & Project Management:

Give a Better Performance Review – “Every year managers struggle with the same administrative task: annual reviews. Here are three best practices for making these meetings more effective and less anxiety-inducing.” http://www.bnet.com/2422-13722_23-245618.html?promo=713&tag=nl.e713

What Is Appreciative Inquiry? - “When a company needs to fine-tune its strategy or troubleshoot organizational issues, the best problem-solving solution may have little to do with the problem itself. A host of organizations, including British Airways, Verizon, and NASA, have embraced Appreciative Inquiry (AI), a strategy based on the idea that focusing on what’s working is a better way to fix what’s wrong. Despite the esoteric-sounding name, AI is gaining real traction at companies that need to make big or complex organizational changes. Popularized by Dr. David Cooperrider, a management professor at Case Western Reserve University, AI consists of a series of discussions and brainstorming sessions designed to tap into the existing strengths of an organization and to figure out how to perpetuate them. More importantly, AI proponents claim that the positive approach is the antidote to one of the most vexing problems that nearly every organization faces: resistance to change.” http://www.bnet.com/2403-13059_23-216764.html?promo=713&tag=nl.e713

Personal Productivity:

GTD - In an effort to bring David Allen's "Getting Thing's Done" methodology online, we created Vitalist. It implements every step of David Allen's GTD methodology so you don't have to keep track of it yourself. No more painstaking updates of documents, spreadsheets, or paper to-do-lists. With Vitalist, your lists are online, in GTD format, and ready to be accessed or updated from anywhere.” Free. <http://www.vitalist.com/>

GetJar: Thousands of Free Mobile Phone Applications – “GetJar is not another good looking web 2.0 style website, but once you visit it you will agree that the site has pretty extensive database with thousands of free mobile phone applications. The site allows you to search and download any applications or game you want. The best feature is their quick download option. Simply point your cell phone browser to wap.getjar.com and enter the quick download code for the application you want to download. The download starts immediately.” <http://www.getjar.com/software>

Thumbtack – “A Web clipping tool that lets you store and arrange your notes online. Copy any part of a Web page and paste it into Thumbtack, where you get a thumbnail version of your content. Of course, you can double click an item to see it at full size, and all the links are still active. You can create multiple collections, and drag and drop clips among them.” <http://thumbtack.livelabs.com/>