



Management & IT Tips, Tricks & Resources

5—18 Jan 2009
Volume 9, Issue 1

"You and I can never do a kindness too soon,
for we never know how soon it will be too late."
Ralph Waldo Emerson

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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"In the face of unjust criticism we can become bitter or better;
upset or understanding; hostile or humble; furious or forgiving."
William Arthur Ward

Word:

Make it STAND OUT. Change the Case – “A really handy feature I found in Word 2007 is the "Change Case" button. It is the “Aa” button located in the "Font" section of the Ribbon. To use it, highlight/select the sentence or word you wish to change and then click on the "Case" option you want. This is just GREAT for emphasizing titles, headings, and abstracts.”

Create blank lines in a printed Word form the easy way – “Creating printed forms can be a hassle if you can't get those blank lines to cooperate. Learn one of the easiest and most versatile ways to set up your form: using underlined tabs.” <http://blogs.techrepublic.com.com/msoffice/?p=780&tag=nl.e056>

Creating a Sheet of Identical Labels with Word 2007 – “One of the things Word 2007 does easily and reliably is to print a sheet of identical labels. To do so, just follow these steps: “
<http://tinyurl.com/79kd7o>

Quick Access to Shortcuts – “This new feature is one of my favorites. With older versions of Word, not everybody knew all the shortcuts or where to find them. If you press the ALT key in Microsoft Word 2007 it will display all commands on the Quick Access Toolbar. No more trying to figure it out. It's all there for you in Word.”

PowerPoint:

PowerPoint: Stop looking at the screen - “What is so darned interesting on the screen? That's what I was asking myself at a recent conference as I saw speaker after speaker looking at the screen repeatedly during their presentation. It's not like anything had changed on the screen - it wasn't that they had put up a new point or moved to a new slide. They just regularly looked at the screen. It was almost like they were wondering if the screen was still there or what was displayed had changed without them initiating it. I got to thinking why they would be doing this. I think it is because they needed to remind themselves what point they were discussing. If this is the case, let me suggest some better ways to go about making sure you cover what you need to for each topic in your presentation. First, position your laptop so that you can see it when you are facing the audience. If you need to sneak a peek at what is on the screen, look at your laptop instead of the big screen behind you. Trust that what is on the laptop is the same as what is on the screen - because 99+% of the time, it is. Second, build each slide point by point or make only one point per slide. This way, you only glance at the slide when the point comes up and don't need to look again because you know what you need to talk about. If you have multiple points on the slide all at once, you need to keep looking to see if you've covered all the points. Multiple points on the slide also makes it harder for the audience to connect what you are saying with which point on the slide. Use a presentation remote device to change points and slides so you don't need to keep looking at a multi-point slide to see where you are. Third, rehearse what you are going to present. Too often, presenters look repeatedly at the screen because they need to remind themselves of what they wanted to say. This is a sign of lack of proper preparation. If you have rehearsed your presentation multiple times, you will be familiar with the material and it will flow smoothly without having to look at the screen to remind yourself of what you wanted to say.” (Dave Paradi)

Excel:

Let Excel's Indirect function keep data at your fingertips – “Displaying key data on a sheet at the beginning of a workbook makes it easy to get a quick snapshot of essential information. See how simple it is to put this handy trick to work.”
<http://blogs.techrepublic.com.com/msoffice/?p=791&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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"In times of change the learners shall inherit the earth,
while the learned find themselves beautifully equipped
to deal with a world that no longer exists."

Eric Hoffer

Web Surf & Search:

Picasa's Incredible New Face-Finding Tool - "Picasa just added a new face-tagging tool that's similar to Facebook's, but wow is it powerful. It only works on my web albums right now, but I was able to tag over 300 people in 200 photos in less than ten minutes. Google wants to help you put a name to that face. With a face recognition feature set to launch at noon PDT Tuesday, Google's Picasa Web Albums will help users label their photos with the names of subjects. That and other changes to the photo-sharing site are joined by a new beta version of the accompanying Picasa 3.0 photo-editing software. The "name tag" feature presents users with collections of photos with what it judges to be the same person, then lets them click a button to affix a name. Once photographic subjects are named, users can browse an album of that individual on the fly."

http://news.cnet.com/8301-13580_3-10026577-39.html

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

Website Design:

How To Create A XML Sitemap In 4 Easy Steps - "To get your website properly indexed by Google and other search engines you will need a sitemap. A sitemap is a file on your website that shows the search engines exactly what files you have. There are two types of sitemaps - a HTML page or a XML file. A HTML sitemap is a single page that shows visitors all the pages on a website and usually has links to those pages. The XML type of sitemap is used by search engine crawlers to find out what pages are present and which have recently changed. A XML sitemap isn't meant to look pretty for the website visitor. XML-Sitemaps is a free sitemap generator. XML-Sitemaps will index your website and create a XML file that you can upload to the root directory of your website. There is nothing to download or install. Just use the XML-Sitemaps website and they will do all of the work." <http://www.xml-sitemaps.com/>

Technical:

Custom Desktop Logo - "Custom Desktop Logo puts a graphic of your choice anywhere on your desktop. This logo is always on top of the screen if you want (though it doesn't interfere with anything below it), and you can click that logo to quickly jump to a pre-set folder of your choice. This is useful as it allows businesses to brand their computers, while also allowing quick navigation between important folders that may be on different network drives."

http://www.pcworld.com/downloads/file/fid.73779/description.html?tk=nl_ddxdwn

XP one-stop tune-up tool - "With just a little effort, you can create your own hive of performance tools in Windows. Start by creating a folder that will hold your performance-tool shortcuts. If you want this folder to appear as a menu on the Start menu, right-click the Start button and choose Start, Open or Start, Open All Users. Navigate to the location you want for this folder, and then right-click a blank area and click New, Folder. Enter a name and press Enter. In this folder, you'll add shortcuts to tools that are the same as or equivalent to the utilities found in Vista's Performance Information and Tools window. In some cases, doing this is a simple matter of using the right-mouse button to drag icons from the Start menu, drop them into your new folder window, and choosing Create Shortcuts Here. In other cases, it's easier to create a shortcut from scratch. To do this, right-click a blank spot in your new folder window, and then click New, Shortcut. Enter a command line like *taskmgr.exe*. Click Next, enter a name for your shortcut, and click Finish. In a few cases, you'll need to download some freeware equivalents to provide features that aren't found in Windows. We've provided a table that shows the items that are found in Vista's Performance Information and Tools control panel and links to the equivalents that will create your new performance center."

<http://windowssecrets.com/comp/080110>



NPO Executive's Resources

5—18 Jan 2009
Volume 9, Issue 1

"Most of us tend to suffer from 'agenda anxiety',
the feeling that what we want to say to others
is more important than what we think they might want to say to us."
Nido Qubein

General Management:

10 flagrant grammar mistakes that make you look stupid – “Sending a less-than-perfect e-mail to a friend is one thing; mistakes aren't really a problem. But if you want to craft an error-free message that reflects your professionalism, be on the lookout for these common grammatical slip-ups.”

<http://blogs.techrepublic.com.com/10things/?p=320&tag=nl.e056>

How to Give a Killer Presentation – “It's hard to imagine your career going anywhere unless you can deliver an effective presentation. Unfortunately, most of us are born without the presentation gene. Here are ten rules for delivering a great pitch. by Steve Tobak”

<http://blogs.bnet.com/ceo/?p=1584&tag=nl.rSINGLE>

Innovating with Meaning: You Reap What You Sow – “We would like to briefly share key lessons from the bestselling book, *The Seeds of Innovation*. From our experience conducting research, teaching, practicing, and consulting in Innovation Management for over 20 years, we see that innovative thinking can be enhanced by improving core competencies (i.e., knowledge, skills, and attitude) in three key areas: Creative Thinking, Strategic Thinking, and Transformational Thinking. Outlined below is a quick overview of the 9 “seeds of innovation.” <http://tinyurl.com/65syc7>

8 paths to cutting-edge leadership – “High-performance leaders have learned how to take smart risks and create the opportunities that bring success, says IMD professor George Kohlrieser. Here are his suggestions for how to develop your leadership talents and build a productive organizational culture.”

<http://www.imd.ch/research/challenges/TC090-08.cfm?bhcp=1>

8 Things You Should Never Tell Your Co-Workers - “Regardless of the field, just about every employee appreciates a friendly work environment with cordial colleagues. Some people may even find themselves frequently heading to happy hour with co-workers or hanging out with work buddies on the weekend. And while there's nothing wrong with blurring the lines between personal life and business life, there are some tidbits of information that you might be better off keeping to yourself under certain circumstances — no matter how chummy you are with your co-workers. You may want to think twice before you reveal the following personal details to any of your fellow employees.”

<http://www.hrworld.com/features/never-tell-coworkers-092508/>

Better writing - “Critical ingredients to good writing are spelling, grammar, and correct use of words. Oxford Dictionaries' website AskOxford has a very valuable section dedicated to better writing.”

<http://www.askoxford.com/betterwriting/?view=uk>

Nonprofit Management:

Leadership & Communication - “This article explores how to address the many problems that occur in an organization resulting from people failing to communicate effectively.” <http://www.nwlink.com/~donclark/leader/leadcom.html>

Adaptive Leadership—”This article features the inventor of the phrase adaptive leadership explaining the concept and how it influences change and management in an organization.” <http://www.leader-values.com/Content/detail.asp?ContentDetailID=17>

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



NPO Manager's Resources

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“Freedom requires that we learn and put into practice the three R's -
Respect, Responsibility and Restraint.”
Fr. Brian Cavanaugh, TOR

Marketing & Resource Raising:

Deadly Online Fundraising Blunders to Avoid – “Too many non-profit websites are making blunders that discourage donors from browsing, donating, volunteering or referring others to the site. Here are four common blunders, and how to avoid them. The good news is that 62 percent of adults visit a non-profit's website before donating (according to a recent online survey conducted by Harris Interactive). That's also the bad news. For many non-profits, the quickest way they can scare away donors is to direct them to the organization's website. Too many non-profit websites are making blunders that discourage donors from browsing, donating, volunteering or referring others to the site. Here are four common blunders, and how to avoid them.”

http://www.imakenews.com/philanthropy/e_article001020720.cfm?x=bc9H4pR,b1pft4vP

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

Program & Project Management:

Define and Conquer - “There was an interesting experiment done by the American Pulpwood Association when they were looking to increase the productivity of loggers. Half of the loggers were given a specific, high goal to achieve. The other half were encouraged to do their best. The people who were assigned goals started bragging to one another as well as to family members as to their effectiveness as loggers. Productivity soared relative to those crews who were urged to do their best. Goal-setting instilled purpose, challenge, and meaning into what had been perceived previously as a tedious and physically tiresome task. A by-product of the goal intervention was that, within the week, employee attendance soared, relative to attendance in those crews who were randomly assigned to the condition where no goals were set. The article (Academy of management Executive 2004, Vol. 18, No.4 pg 126) lists four reasons that setting goals can help increase productivity: People with goals will divert more effort to the achievement of those goals. They are less likely to waste time on unproductive effort when they have something concrete that can be measured to pursue. Goals help energize people. It is more exciting to have something specific that you are trying to achieve. People with high goals tend to be more persistent. Just having something concrete to pursue can increase your endurance. Swimmers trying to set distance records in the fog do not last as long as swimmers who can see the land that is their goal. People with goals are more likely to seek out knowledge that will help them obtain their goals. All of these items can apply equally to setting goals for yourself. By defining your goals, you are creating a sort of competition where you can conquer and “win”. Just working hard and “doing your best” is good, but as humans, we respond with much more energy to a challenge—even if it is of our own making.” (Productivity 501)

Personal Productivity:

Goog - Here's a number worth putting in your cell phone, or your home phone speed dial: 1-800-goog411. This is an awesome service from Google, and it's free -- great when you are on the road. Don't waste your money on information calls and don't waste your time manually dialing the number. I am driving along in my car and I need to call the golf course and I don't know the number. I hit the speed dial for information that I have programmed. The voice at the other end says, 'City & State.' I say, 'Garland, Texas.' He says, 'Business, Name or Type of Service.' I say, 'Firewheel Golf Course.' He says, 'Connecting' and Firewheel answers the phone. How great is that? This is nationwide and it is absolutely free! Click on the link and watch the short clip for a quick demonstration. <http://www.google.com/goog411/>

HowCast – “An instructional video site that really stands out. Majority of the videos on Howcast are done by professionals and in most cases of really good quality.” <http://www.howcast.com/>