



Management & IT Tips, Tricks & Resources

8— 21 Jun 2009
Volume 9, Issue 12

"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

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

Word:

34 timesaving mouse tricks for Word users – “Some users sneer at the mouse and consider it clumsy compared to the keyboard for executing quick actions. But like any tool, the mouse can expedite your work if you know how to use it effectively. The techniques listed here are lightning-fast and easy to remember.” <http://blogs.techrepublic.com.com/msoffice/?p=160&tag=nl.e056>

Shrink document by one page – “A document whose last page is mostly blank is a waste of printer paper, especially if you have to make a lot of copies. Your letters and mailings will also look more professional if they fill the pages nicely. If Print Preview reveals a skimpy last page, click the Shrink to Fit (Word 2003) or Shrink One Page button (Word 2007). Word will tweak the fonts in the document to make it a page smaller. Don't like the results? Just press Ctrl-Z to Undo.” (PC Magazine, Oct 08)

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

PowerPoint:

How to publish a PowerPoint presentation to the Web – “Putting a presentation on your Web site isn't terribly complicated -- but browser differences can pose a big gotcha. Here's a look at the publication process and the hurdles you may encounter.” <http://blogs.techrepublic.com.com/msoffice/?p=1380&tag=nl.e101>

5 Ways to Shrink PowerPoint Decks Down To Size – “The average PowerPoint deck can get crazy insane big--megabytes of images, video, and other rich media can make your presentation too large to e-mail, and even bog down a slugging network connection.? I found some useful tips at ghacks for making your PowerPoint presentation as thin as a ...” <http://www.ghacks.net/2009/05/18/5-tips-to-reduce-the-size-of-microsoft-powerpoint-presentations/>

Excel:

An Overview of Excel 2007's Database Functions – “Excel 2007's database functions can calculate statistics like the average, maximum, and minimum in a particular field of a table when the criteria that you specify are met. For example, you could use the DSUM function in an Employee database to compute the sum of all the salaries for employees who were hired after January 1, 2000. More” http://www.dummies.com/how-to/content/an-overview-of-excel-2007s-database-functions.html?cid=dn_article

Excel Tutorial Videos – “Here are several good Excel Tutorial Videos at free-training-tutorial.com that will help you master using important Excel features, such as editing cells, rows, and columns; using the sum, average, countif, and VLOOKUP functions; using Excel formulas; creating charts and graphs; and working with filters and pivot tables. They give you step-by-step and easy-to-follow directions for managing and presenting your data with Excel. Each of the links below contain several Excel video training tutorials.” <http://www.free-training-tutorial.com/>

MS Office Suite:

Quickly access the Office folders you use most often – “Don't struggle through the folder hierarchy to open the files you need most often. Here are two tricks for getting speedy access to your favorite folders.” <http://blogs.techrepublic.com.com/msoffice/?p=789&tag=nl.e056>

Microsoft Office: International Character Toolbar – “Add this toolbar to Office to gain one-click access to a palette of the most common special characters used in the foreign languages of your choosing.” <http://find.pcworld.com/59897>



CyberSites

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“The art of progress is to preserve order amid change
and to preserve change amid order.”
Alfred North Whitehead, 1861 - 1947

Web Surf & Search:

Wolfram Alpha – “Surely by now you’ve heard about Wolfram Alpha, a revolutionary search engine that doesn’t just aggregate Web sites which appear to keyword match your input, but instead uses expert systems to actually answer the question you ask.”

<http://blogs.bnet.com/businesstips/?p=3853&tag=nl.rSINGLE>

Kosmix – “A new player in the alternative search engines market and although it’s currently in alpha, it already looks appealing. It doesn’t strive to deliver you the best or the most appropriate result for a particular search term. Instead, when you search for a specific term, it’ll pull up every information related to that term, be it the Wikipedia page or Google search results or images from Flickr or documents/presentations from Scribd or even friendfeed discussion on that term, all of them organized in different blocks on a single search results page, which of course could be explored further.”

<http://www.kosmix.com/>

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

Websites:

Free Ways To Promote Your Website – “You have a website, now what? You do a search for your website but it does not appear in any search engine. It is not in Google, Yahoo! or any other directory. There are a lot of services that can help but they cost money. Social networking is a good way to promote your site but you do not have the time for that. What can be done to help promote your website without spending a whole lot of time and money? And I know you are wanting free, fast and easy.”

<http://www.makeuseof.com/tag/5-free-ways-to-promote-your-website/>

Technical:

A Practical Guide To Implementing Web 2.0 In Your Organization – “It’s been too long since I linked to Dave Pollard, but his recent Practical Guide To Implementing Web 2.0 In Your Organization reminds me why I like his work. He pulls no punches. His reasoning is firmly based in the realities of human communication. And he is clear and thorough in his presentations. The focus here is on specific tools (which in another author’s hands would worry me, because we get obsessed by tools and forget their purpose). He presents his eight favorites: real-time conversation, virtual presence, mindmapping, blogs (and newsletters), canvassing tools, simulations and planning, affinity detectors, and facilitation.”

<http://blogs.salon.com/0002007/2009/05/29.html#a2386>

10 free security tools that actually work – “Plenty of solid products are available to help you protect your system -- and some of them don’t cost a dime. Here’s a list of some of the most popular and effective free tools for defending yourself against a variety of threats.” <http://downloads.techrepublic.com.com/abstract.aspx?docid=949271&tag=nl.e101>

Google Online Mapping Tools: Planning Advanced Mapping – “While Google Maps and Google Earth offer powerful, built-in capabilities that don’t require advanced technical skill or programming ability, the type of map your nonprofit is envisioning may require advanced, customized functionality. In this article, we’ll introduce you to two related toolsets Google has designed for programmers to accomplish just that.” <http://www.techsoup.org/learningcenter/internet/page11764.cfm>



NPO Executive's Resources

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“Competing pressures tempt one to believe that an issue deferred is a problem avoided; more often it is a crisis invited.”

Henry Kissinger

General Management:

What Leaders Must Do Next – “It’s going to be a long, grueling road ahead for CEOs and senior executives -- even if the economy turns the corner. Here’s how leaders can manage the many challenges they’ll face.” <http://gmj.gallup.com/content/120791/Leaders-Next.aspx?CSTS=newsletter&CSTP=html>

What to Do When Your Plan Isn't Working – “It happens all the time: your plan isn't working out. Maybe it's a business plan, a product strategy, an ad campaign, or an incentive plan. It could be anything. How do you know if you should intervene or stay the course?”

<http://blogs.bnet.com/ceo/?p=2333&tag=nl.rSINGLE>

10 things you can do to turn useless meetings into productive ones – “We've all had to sit through meetings that were nothing but a waste of time. Here are some tactics you can use to salvage something productive from the ones that drag on forever or go completely off the rails.”

<http://downloads.techrepublic.com.com/abstract.aspx?docid=172566&tag=nl.e101>

Save or Delete? Best Practices for E-mail Storage – “As much as 90 percent of all business correspondence is conducted through e-mail these days, and a substantial portion of the information contained in these messages could be classified as business records. Despite this fact, many small businesses have no formal e-mail retention policies. Here's how to decide what you need to save, and what you can delete forever.” http://technology.inc.com/security/articles/200811/storage.html?partner=newsletter_Technology

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

Nonprofit Management:

Low-Wage Workers and Nonprofits: A Must-Read Article by Jan Masaoka – “We don't talk much about how many low-wage workers there are in the nonprofit sector. (The reasons are no doubt complicated, but I wonder if we're ashamed or defensive.) Writing in Blue Avocado, Jan Masaoka doesn't shy away from the topic. In Low-Wage Workers and Nonprofits, she looks at the problem head-on, admits that the path toward "just paying people more" is far from obvious, and offers short, medium, and long term approaches, including flex time, paycheck options, employee assistance, cafeteria plans, and so on, as well as discussions and advocacy that can be pursued by consultants, board members, and managers. There are plenty of articles I will recommend as valuable, where reading them is a good idea - reading this one is a responsibility. Make sure everyone you work with has seen it.” <http://www.blueavocado.org/node/376>

Ethics and Nonprofits – “Deborah Rhode and Amanda Packel, writing on Ethics and Nonprofits, are smart contributors to a conversation that is crucial for the protection of the assets of civil society. The authors explore the types of ethical breaches, their causes, and steps we can take to address them. To me, the most interesting ideas are related to building an ethical culture, because that same culture will contribute to innovation, job satisfaction, and effectiveness.”

http://www.ssireview.org/articles/entry/ethics_and_nonprofits/

New UNO Report on Nebraska's Population – “The 2008 Nebraska Population Report is now available online. The CPAR publication compiles state, county, and city population estimates as well as the components of population change such as births, deaths, and migration. Historical figures and trends and current sex and age pyramids by race and ethnicity show the dynamics among Nebraska's population.” <http://www.unomaha.edu/cpar/>



NPO Manager's Resources

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"Quality is never an accident;
it is always the result of high intention, sincere effort, intelligent direction and skillful execution;
it represents the wise choice of many alternatives."
Willa A. Foster

Marketing & Resource Raising:

Practical Ideas for Using Web 2.0 to Create Passive Revenue for Your Organization – “There has never been a better time to explore alternate fundraising opportunities. The exciting thing is that there are a lot out there, including Web 2.0 strategies, and the possibilities are only limited by your imagination—not your resources. ...” <http://tinyurl.com/oqckhp>

How do you ask for a "major" gift? – “For most people, asking for money is one of the most difficult tasks they will ever face. To answer this question we turn to an article by Kim Klein, The Fine Art of Asking for the Gift, which first appeared in the Grassroots Fundraising Journal, Volume 2, No. 3. Many people have discovered that doing face-to-face fundraising reminds them of the true depth of their commitment to the organization. They remember why they became involved in the first place and why they think the work is important. Occasionally, people discover that their commitment is not that strong and they would be happier in another organization.” <http://tinyurl.com/ctwrz6>

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

Program & Project Management:

5 Warning Signs of a Project In Danger – “Georgina Laidlaw has a nice little piece on the 5 Warning Signs of a Project In Danger at *WebWorkerDaily*. The great thing about this article is that it's from the perspective of a consultant, who might not have much of an inside view as to what is going on with a project politically at any given time. The warning signs she lists are a little vaguely titled, but the gist of each of them is quite useful: Moving Away from the Agreed Plan, Unprecedented Behavior, Silence, Fast Talking, and General Unease.” <http://webworkerdaily.com/2009/04/22/5-warning-signs-of-a-project-in-danger/>

Personal Productivity:

Create, Collaborate on Stylish Slideshows with Acrobat Presentations – Free. “Building PowerPoint-style presentations in your browser is nothing new, but that hasn't stopped Adobe from throwing its hat into the ring: Acrobat Presentations lets you create and collaborate on slideshows. And unlike most Adobe products, this one's free (for now, anyway).” <https://labs1.acrobat.com/#1>

FreeBusinessFormsAndTemplates: Collection Of Free Business Forms And Templates – “Here is another website with an inventory of over 500 business forms and templates available in Word and Excel formats. All template are free and can be downloaded without any limits. To find a form or template you can search or browse site by categories, check out most popular and newly added forms.” <http://www.freebusinessformsandtemplates.com/>

Thrive – “Helps you organize your budget, get personalized advice and plan ahead with your financial goals. It also brings all your accounts (credit cards, checking, investment, savings and retirement accounts) into one place and lets you see at a glance what you have, what you owe, how much you need to save and how to reduce your spending to stay financially healthy in the long term. Read more: Thrive: Organize Your Budget & Plan Ahead.” <http://www.justthrive.com/>

BusinessCardStar – “Here is another free online business card designer that lets you make your own business cards online and then print them out. The site provides an easy to use card editor and lots of different layouts to choose from. Read more: BusinessCardStar - Online Business Card Designer .” <http://businesscardstar.com/>