



Management & IT Tips, Tricks & Resources

16-29 Mar 2009
Volume 9, Issue 6

“Happiness is a butterfly,
which, when pursued, is always just beyond your grasp,
but which, if you will sit down quietly,
may alight upon you.”
Nathaniel Hawthorne, 1804 - 1864

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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To contact us:

Nonprofit Association of the Midlands
5002 South 24th Street, Suite 201
Omaha, NE 68107
Phone: 402.557-5800
Fax: 402.577-5803
Web: <http://www.nonprofitam.org>

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Office Productivity

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"You can make more friends in two months by becoming interested in other people than you can in two years by trying to get other people interested in you."

Dale Carnegie

Word:

The Essentials of Creating and Using Styles in Word 2007 – “Create styles that you can use to customize your Word 2007 documents by having a look at these essential steps in the customization process. In addition to customizing your documents, you can modify styles to change the look and feel of your entire document.” <http://tinyurl.com/c33vpg>

How To Make Use Of Research Feature in Microsoft Word 2007 – “Most of us fire up Microsoft Word for our run of the mill document needs. Most of us don’t peek under the hood to see and use the other ready at hand tools that are just a few clicks away. Simply put, the research options button provides one click access to particular reference books and research sites that the Microsoft Office 2007 suite provides as information resources. For example, the Research services to choose from include dictionaries, thesauruses, and various Internet research Web sites in several languages. The Research pane also includes a very useful translation service.” More. <http://tinyurl.com/dc8gx9>

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

PowerPoint:

Convert a PowerPoint Presentation to Video – “So you've just delivered a killer PowerPoint presentation to the marketing team, and, as you bask in the glory of a job well done, someone approaches you and says, "Hey, Tim, I'd love for the folks in Dublin to see this. Can you please convert this to video, add some . . .”

<http://tiplet.com/tip/how-to-convert-powerpoint-to-video-to-post-to-youtube/>

Create a dynamic summary slide – “Need to review your key points at the end of a presentation? Create a summary slide that hyperlinks back to each of your main slides.” <http://blogs.techrepublic.com.com/msoffice/?p=1019&tag=nl.e056>

Slidecasting 101 – “Slides + Podcast = Slidecast!”

<http://www.slideshare.net/jboutelle/slidecasting-101?from=email&type=newsletterfeb-a-09>

Excel:

Use Excel's built-in features to simplify data entry – “Entering data into a worksheet can be time-consuming, and mistakes often find their way in -- but with the right tools, both speed and accuracy can be improved. Here's a look at several Excel features that facilitate data entry.” <http://blogs.techrepublic.com.com/msoffice/?p=999&tag=nl.e056>

Freezing Panes in an Excel 2007 Worksheet – “The Freeze Panes command in Excel 2007 enables you to freeze portions of a worksheet, typically column and row headings, so that you can view distant parts of the worksheet while the headings remain in place. Freezing panes only affects the current worksheet. If you want to freeze other worksheets, you must select them individually and freeze them.” <http://tinyurl.com/c78gon>

Windows:

Create virtual multiple desktops in Windows – “Microsoft Windows does not have the inherent ability to take advantage of multiple desktops. But, thanks to Sysinternals and the utility Desktops, Vista can enjoy a Linux-like multiple desktop configuration.” <http://blogs.techrepublic.com.com/window-on-windows/?p=804&tag=nl.e064>



CyberSites

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“The saddest aspect of life right now
is that science gathers knowledge faster
than society gathers wisdom.”
Isaac Asimov, 1920 - 1992

Web Surf & Search:

Translate between 41 languages with Google Translate – “Google Translate recently added Turkish, Thai, Hungarian, Estonian, Albanian, Maltese, and Galician to the mix. The rollout of these seven additional languages marks a new milestone: automatic translations between 41 languages (1,640 language pairs!). This means we can now translate between languages read by 98% of Internet users.” <http://googleblog.blogspot.com/2009/02/translate-between-41-languages-with.html>

ZabaSearch – “A people search engine that lets you find people in US by name, address or phone number. Their advanced search feature that lets you further narrow down your search by City, State, Birth Year and person’s Middle name.” <http://www.zabasearch.com/>

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

Website Design:

FreeFind – “FreeFind is a fast and easy way to add search functionality to your Web site. Use it to track visitors' searches, automate lists, and monitor content.” <http://www.techsoup.org/learningcenter/downloads/internet/page7753.cfm>

Technical:

Spiceworks – “Free IT Desktop (system management and IT management software), geared towards organizations with less than 250 devices on their network. A full featured program that can run on any PC with admin rights, and includes a reporting and monitoring module, as well as help desk functions. A useful tool for small to medium sized non-profits as well.” <http://www.techsoup.org/learningcenter/downloads/techstructure/page7925.cfm>

Five Mistakes to Avoid When Acquiring Software —“Join technology consultant Zac Mutrux and TechSoup Global's Kami Griffiths to learn what to watch out for when obtaining computer software. If you play a role in software procurement at your nonprofit organization, whether that is picking out the software to be ordered, approving software expenses, or placing orders for software, you won't want to miss this informative presentation. An easy-to-read chart will be included which compares options for obtaining discounted or donated software for your nonprofit. Know what mistakes to avoid and get more for your money, preserving your organization's limited IT budget.” <https://cc.readytalk.com/cc/schedule/display.do?udc=bn6fbshwn0hv>

ScreenToaster – “Free Online Screen Recorder. Register & use it anywhere, anytime. No download. Compatible with Windows, Mac OS X, Linux. Capture videos of onscreen action in one click. Record screencasts, tutorials, demos, training, lectures and more. Share and stream videos online in Flash. Embed them on blogs and webpages or send them by email.” <http://www.screentoaster.com/>

How To Make Printer Ink & Toner Last Longer – “Printer ink and toner are precious because, well, printing isn't free and resources have a tendency to run out when you least need that to happen. If you're concerned with wasting material and spending too much money on ink and toner, you will certainly learn a thing or two from this article. However, if your main problem is not having a replacement ready when you need it you're out of luck here. The only advice I can give you is to shop for backup material in time. You can save ink or toner on many different levels and it actually starts with the type of printer and ink you purchase. But let's assume it's too late for these decisions and move on to what you can do right now.” <http://www.makeuseof.com/tag/how-to-make-printer-ink-and-toner-last-longer/>



NPO Executive's Resources

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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

General Management:

Managing by Commitments, not Hierarchies – “London Business School's Donald Sull on a different -- and more efficient -- way to manage people in a tough economy.”
<http://blogs.bnet.com/mba/?p=419&tag=nl.e713>

The Wall Street ExecutiveLibrary - “The Web's Best Business Sites! Over 1000 content rich resources for an informed, intelligent, perspective.” <http://www.executivelibrary.com/>

Write Powerful Emails – “Corporate emails can often be painfully long, or short to the point of sounding curt. Here's how to get your message across more effectively.”
<http://blogs.harvardbusiness.org/silverman/2009/03/4-tips-for-better-business-wri.html>

8 Tips for Managing Staff Through Hard Times – “In a recession, managing every aspect of a business can be difficult. But no aspect is as complicated and emotional as managing your employees.”
http://www.inc.com/ss/8-tips-managing-staff-through-hard-times?partner=newsletter_LEAD

How-to-Guide on Leadership – “To help you learn more about what you can do to improve leadership in your company (both your own and the leadership skills of those around you), we've compiled Inc.com's best resources on the topic.”
http://www.inc.com/guides/leadership_strat/23034.html?partner=newsletter_LEAD

Logging into and navigating voice mail - “You have to check your voice mail; but there are some things you can do to keep it from interrupting your day. Personally, I find that navigating voicemail menus is a huge waste of time. I have set my voice mail system to send me an email with the message attached as a .wav file whenever someone leaves me a message. This centralizes all my messages to the same place (my email box) and doesn't require that I navigate using the phone keypad.” (Productivity501)

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

Nonprofit Management:

Ten Nonprofit Funding Models – “One of the things consultants do is make up new words for things. Sometimes this is useful. Most of the time it is an annoying strategy for putting the consultant's mark on something. The Ten Nonprofit Funding Models developed by Foster, Kim, & Christiansen of Bridgespan may prove to be one of the useful exceptions. Using three parameters - the source of funds, the types of decision makers, the motivations of the decision makers - they propose ten canonical "nonprofit business models". Their ten models are: Heartfelt Connector, Beneficiary Builder, Member Motivator, Big Bettor, Public Provider, Policy Innovator, Beneficiary Broke, Resource Recycler, Market Maker, and Local Nationalizer. I would rather see our funding models derive from our models for making change, but there is no getting away from the reality of resource needs.”
http://www.ssireview.org/articles/entry/ten_nonprofit_funding_models/

The Dance of the Four Veils – “Are your communications obfuscatory and tedious? For the most part, nonprofit communications are boring. Not on purpose, mind you. Still, they are almost always uninteresting, my vast exposure to them suggests. And why? Because they swaddle themselves in one or more of the following interest-draining veils. ...”
http://www.guidestar.org/news/features/four_veils.jsp?source=mar09nwsltr



NPO Manager's Resources

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"To put the world in order, we must first put the nation in order;
to put the nation in order, we must put the family in order;
to put the family in order, we must cultivate our personal life;
and to cultivate our personal life, we must first set our hearts right." Confucius

Marketing & Resource Raising:

Fundraising in Tough Times – “Mal Warwick offers nine tips in Fundraising in Tough Times: (1) Reassess the Whole Ball of Wax: Fundraising, Marketing, and Communications. (2) Strengthen Your Case for Giving. (3) Stick with What Works. (4) Cut Costs with a Scalpel, Not an Ax. (5) Fish Where the Big Fish Are. (6) Be Attentive to Your Donors. (7) Do Due Diligence. (8) Step Up Your Efforts Online. (9) Break Down the Silos.” http://www.ssireview.org/articles/entry/fundraising_in_tough_times

Institute of Fundraising Conference Session Recordings – “The U.K. Institute of Fundraising makes recordings of conference sessions available on their website. Topics include: Working with Volunteers for Community Fundraising Success, Global Perspectives on Major Donor Fundraising, Fundraising and Campaigning, Direct Marketing, and more.” <http://news.gilbert.org/clickThru/redir/6952/68007/rms>

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

Program & Project Management:

Free Microsoft Project 2007 Class – “Here is HP's Free Microsoft Project 2007 Class, which will give you a good introduction to Project management using Microsoft Project. This online course, available 24/7, will help you to sharpen and demonstrate your project management skills. You'll learn the basics of project management and how to manage a project's scope, deadlines, costs and resources using Project 2007. You can enroll for free at any time.”

http://h30187.www3.hp.com/courses/overview/p/courseId/8646/Microsoft_Project_2007_introduction.htm

Setting SMART Goals for Your Team – “SMART goals -- specific, measurable, attainable, relevant, and time-based -- are the key to boosting employees productivity.” http://www.bnet.com/2422-13731_23-262557.html?promo=713&tag=nl.e713

Personal Productivity:

Eyercize: Learn To Read Quicker Online – “Want to learn read quicker than you can now? if yes, check out Eyercize.com. It is free online speed reading tool that can help you become an accomplished speed reader. There is no download or registration needed, just drag & drop provided bookmark to your browser and you are ready to go.” <http://www.eyercize.com/>

How To Use Google Docs As A Slick Survey Tool – “Add this one to the list of “cool Google features I really should have already known about.” Google Docs (free), in addition to being a stellar way to write, store and manage your documents and slideshows, is also a fantastically useful way to collect survey data. Basically, you send out a form, people fill it in, and Google reports the documents back to you in an incredibly simple and easy-to-understand fashion. To get started . . .”

<http://www.makeuseof.com/tag/how-to-use-google-docs-as-a-slick-survey-tool/>

OwnerIQ: Free User Manuals For Thousands Of Products - “If you can not find user manual for one of your household or office items head to OwnerIQ.net. It is free user manuals download website where you can search for manuals and installation instructions of thousands consumer products. You can search site database by product name or browse by category such as audio, auto, baby care, cameras, car audio, kitchen, office... etc. The site also provides you with an account so you can keep track of all your products and their manuals in one place online. If you can't find particular manual, the site lets you set alerts and be notified when it becomes available.” <http://owneriq.net/>