



Management & IT Tips, Tricks & Resources

2—15 Mar 2009
Volume 9, Issue 5

"You can do very little with faith,
but you can do nothing without it."
Samuel Butler

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 new 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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“Patience is the greatest of all shock absorbers.
The only thing you can get in a hurry is trouble.”
Thomas R. Dewar (1864-1930)

Word:

Use Word to type on a printed form without a typewriter – “There's no need to manually scrawl your way through a paper form. Convert the form to an online image you can fill out using Word.”
<http://blogs.techrepublic.com.com/msoffice/?p=996&tag=nl.e056>

Free Microsoft Office 2007 Classes – “Here are 4 Free Word 2007 Classes, from HP's Learning Center, which offers free 24/7 online computer and software classes covering many areas. These Word classes are located in this site's Microsoft Office and Adobe course section. They include Word 2007:Advanced,; Tour of Special Features; Tour of the Ribbon; Use the Track Changes Feature.”
http://h30187.www3.hp.com/campus/p/campusId/10480/Microsoft_Office_and_Adobe.htm

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

PowerPoint:

Why Bad Presentations Happen to Good Causes - “Andy Goodman, noted communications expert, offers this free e-book that offers a research-based (and humorous) take on how to improve storytelling within the context of speeches and presentations.” http://www.agoodmanonline.com/publications/how_bad_presentations_happen/index.htm

4 Multimedia Learning Principles that will Improve Your Slides - “I’ve just hosted a passionate debate on my blog about the importance of design in a PowerPoint presentation. Some bloggers were adamant that design was a luxury that businesses could not afford. Others couldn’t understand why businesses didn’t accord the same design budget to PowerPoint presentations as they did to their annual reports and brochures. Here’s my take on it.”
<http://blog.slideshare.net/2009/02/03/4-multimedia-learning-principles-that-will-improve-your-slides/>

Excel:

Keep Microsoft Excel column names in sight when you scroll – “Learn how to keep column names in sight, no matter how far you scroll down, by freezing the names in place.”
http://office.microsoft.com/en-us/excel/HA012001021033.aspx?ION_CL=1662

Free Microsoft Office 2007 Classes – “Here are 6 Free Excel 2007 Classes, from HP's Learning Center, which offers free 24/7 online computer and software classes covering many areas. These Excel classes are located in this site's Microsoft Office and Adobe course section. They include Excel 2007: Extreme; Filter Data; Link and Unlink Content between two Workbooks; Record a Simple Macro and Edit it in VBA; Tour the Interface and Learn Basic Skills; and Create a Pivot Table.”
http://h30187.www3.hp.com/campus/p/campusId/10480/Microsoft_Office_and_Adobe.htm

Windows:

Keyboard shortcuts for moving faster in Windows Vista – “Navigating without a mouse is a forgotten skill among many users and even some IT pros. But when the mouse is ill or absent, the keyboard can be your only option. The keyboard can also be faster. Bill Detwiler shows you some of the best keyboard shortcuts for Windows Vista.”
<http://blogs.techrepublic.com.com/itdojo/?p=280&tag=nl.e101>

Organize Icons On Your Desktop with Fences – “Fences lets you create organized groups of icons on your desktop, and quickly show or hide them at will. Free.” <http://www.stardock.com/products/fences/index.asp>



CyberSites

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"Success is simply a matter of luck.
Ask any failure."
Denis Waitley

Web Surf & Search:

100 useful tools for searching the deep web – “Ever heard of the Deep Web? It's a term for the part of the Internet that doesn't get indexed by the major search engines like Google and Yahoo. Some experts estimate that only one percent of the information on the Internet is picked up by these search engines. The rest of it is contained in specialized search engines, and there are lots of them. In fact, you can see a comprehensive list of them at 100 Useful Tips And Tools To Research The Deep Web (<http://www.online-college-blog.com/index.php/features/100-useful-tips-and-tools-to-research-the-deep-web/>). Here you'll find links to search engines, databases, tutorials, networks, and tips that will help you find that elusive information you've been seeking.” <http://tinyurl.com/crx3ow>

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

Website Design:

Ensure Your Web Site Is Accessible - “Making your Web site accessible to everyone who visits it can help you extend your organization's online reach, giving you the opportunity to attract more volunteers, donors, and members. Use this downloadable worksheet to test your Web site for a number of common, high-level accessibility problems.” <http://ga0.org/ct/bd1dV-M1qY8C/>

Technical:

PoMMO (Post-Modern Mailing Management) - “An open-source mailing list manager with an attractive and easy-to-understand interface. It uses templates to control the look and feel of subscription forms, so you can match them to the look of your Web site. While Mailman is designed for sending standardized messages to a list, PoMMO offers handy personalization capabilities that make it easy to customize outgoing messages, such as adding a customer name. You can collect information about list members in customizable data fields. Then you can use these fields to set up list groups. You can send a different message to each group, useful if you have product lines that appeal to widely varying customer interests. Free.”
http://pommo.org/Main_Page

Magical Jelly Bean Keyfinder – “Free. Magical Jelly Bean's Keyfinder quickly and efficiently finds the product keys for installed programs, then lets you print them for safekeeping. It's compatible with all versions of Windows and can dig up the keys for your operating system, Office apps, and various other programs.” <http://tinyurl.com/c7d5o5>

8 Spring-Cleaning Tips for Your PC – “Okay, it's not quite spring yet as evidenced by the relentless cold and snow up here in Michigan, but that hasn't stopped Web Worker Daily from compiling a list of 8 ways to give your laptop a spring cleaning.”
<http://webworkerdaily.com/2009/02/21/spring-cleaning-my-laptop/>

Creating a Technology Advisory Committee at Your Nonprofit – “Have you ever tackled a big project on your own only to find yourself confused and flailing, wishing you had someone to turn to for advice? If so, you know firsthand the importance of an advisory committee. This article will help you learn to build and manage a tech team at your organization. “
<http://www.techsoup.org/learningcenter/techplan/page11356.cfm>

Six Ways to Make Web 2.0 Work – “McKinsey Quarterly, a publication of the consultancy, just released their findings on Web 2.0 adoption and usage in the corporate sector, and some tips on what they believe would make an organization better harness these technologies.” <http://blog.techsoup.org/node/698>



NPO Executive's Resources

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“Admitting Error clears the Score;
And proves you Wiser than before.”
Arthur Guiterman

General Management:

Reducing Options to Improve Decisions – “Do your employees have difficulty breaking past behaviors? Or accepting new ones? Here’s the problem. Most of us prefer the process we know rather than the productivity-enhancing one we don’t. We might like it if we tried it; we just don’t want to try it, thank you very much. And no amount of cajoling, short of firing, is going to change our minds. One thing you might try to help your staff make the right choice is restrict the options for them, writes Peter Bregman on Harvard Business Publishing.” <http://blogs.bnet.com/harvard/?p=842&tag=nl.e713>

5 Tips for Getting Anywhere on Time – “Seize control of your inner clock.”
<http://blogs.bnet.com/teamwork/?p=679&tag=nl.e713>

Four Red Flags to Avoid Bad Decisions – “Don't fall prey to these missteps that can trip up even good managers.” <http://blogs.bnet.com/bnet1/?p=1168&tag=nl.e713>

How to Rise Above Office Politics - “Tips for surviving the wannabe Machiavellis of the workplace.”
<http://www.slackermanager.com/2006/04/how-to-avoid-office-politics.html>

Basic Tech Tips that Everyone Should Know (But Doesn't) - “Over at the New York Times, tech columnist David Pogue has made a name for himself by distilling complex topics into language that everyone can understand. In a recent blog post, Pogue decided to list some basic tips that most people know most of but almost no one knows all...”
<http://pogue.blogs.nytimes.com/2008/10/02/tech-tips-for-the-basic-computer-user/?em>

Nonprofit Management:

Nonprofit Economic Vitality Center – “In tough economic times, people turn to their local nonprofits for help in meeting basic human needs. But the increased demands for help hit nonprofits at the same time that their own revenues decline because of the economy. The National Council of Nonprofits developed this ever-evolving resource to help nonprofits and our allies better understand the situation and have ready access to strategies to help you navigate the economy so nonprofits can serve their communities more efficiently. If you have a resource that would help to others, please contact us so we can share it.”
<http://www.councilofnonprofits.org/economy>

M&A wave strikes charities – “The recession is inhibiting corporate M&A but inspiring a new wave of consolidations in the nonprofit world. A recent survey of nonprofits found that 20% expect a merger will feature in their survival strategy. "If you can figure out a way to preserve people's missions and their brand, there's really efficiencies in coming together," says Fred Chaffee, CEO of the Arizona's Children Association, which has absorbed six other organizations.”
http://money.cnn.com/2009/02/20/magazines/fortune/nonprofit_merger.fortune/index.htm?postversion=2009022013

Volunteers are very valuable in a recession – “February 2009 is an important time to review how you recruit and manage volunteers. In 1995, 48.8% of the US population volunteered (93 million people) and gave a total of 20.3 billion hours. Management techniques that promote a positive atmosphere for volunteers are even more important in tough economic times.”
<http://www.pointsoflight.org/downloads/pdf/resources/research/FriendlyAtmosphere.pdf>

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



NPO Manager's Resources

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“Diversity may be the hardest thing for a society to live with,
and perhaps the most dangerous thing for a society to be without.”
Reverend William Sloane Coffin

Marketing & Resource Raising:

Five Questions Nonprofits Should Answer With Stories – “New donors, volunteers and other potential supporters have questions that they want answered before taking the next step with your organization. These five simple but universal questions that people will have about your organization are best answered not with statistics or wonky program statements, but with stories. Your website is the perfect place to answer these questions.” <http://tinyurl.com/bbfggt>

How Twitter is transform ing philanthropy – “Savvy nonprofits are tapping social networking groups to raise funds, deploying techniques that helped President Barack Obama win the White House. Last month some 10,000 people participated in Twestival, a fundraiser organized on Twitter that raised more than \$250,000 for clean water in Africa and India. “When you leverage a social network, you can launch smaller, employ the best practices, and gain trust,” says Beth Kanter, a new-media consultant.”
<http://features.csmonitor.com/innovation/2009/03/01/and-now-twitter-philanthropy/>

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

Program & Project Management:

Motivating Your Team after Layoffs – “Layoffs can leave the surviving members of your team feeling unmotivated and afraid. Tanya Goodwin-Maslach, Executive Coach at Elevati Inc., suggests having an informal meeting to discuss the things employees are personally concerned about aside from the business. If you approach the meeting with a positive mindset, you can go a long way towards alleviating their fears.” http://www.bnet.com/2422-13722_23-256583.html?promo=713&tag=nl.e713

Personal Productivity:

StuffSafe – Online – “StuffSafe is a completely free and online solution to storing and tracking every asset in every room of your home or workplace. You can separate all of these items by room, track many different items of your purchase, along with attaching photos of receipts, or the actual product. Once you have all of your items entered, there are also advanced reporting options, to Excel, HTML or PDF.” Free. <http://www.stuffsafe.com/> **KnowYourStuff - Offline**

KnowYourStuff – “Has many of the same features as StuffSafe, but is offline, which keeps it away from possible snoops in the cloud. It includes a room-by-room inventory as well, with item descriptions, photos and cost. It does not however include any reporting option like StuffSafe. KnowYourStuff also includes a nice search tool, for sifting through the dozens of items in your database.” Free. <http://www.knowyourstuff.org/>

Autofill PDF Labels: Free Printable PDF Label Templates – “Autofill PDF Labels is a resource where you can get lots of free, downloadable and printable PDF label templates for business cards, CD labels, name badges, shipping labels, file folder labels and more.” <http://www.worldlabel.com/Pages/autofillpdf-labels.htm>

Dicts.info: All-In-One Dictionary Resource – “If you ever need a dictionary be it universal, bilingual, mobile or simply for download check out Dicts.info. It is all-in-one dictionary and language resource that offers so much content not only by itself but also providing a lot of useful links where to find almost anything related to the subject. At first look Dicts.info is minimalist and somewhat simple, nevertheless, once you get inside the list of things to see and do is countless. With comprehensive list of 67 available language dictionaries and their combinations it ends up being an exhaustive dictionary resource for language-related issues.” <http://dicts.info>