



Management & IT Tips, Tricks & Resources

11—24 May 2009
Volume 9, Issue 10

"Now is the only time there is.
Make your now wow, your minutes miracles, and your days pay.
Your life will have been magnificently lived and invested,
and when you die you will have made a difference."
Mark Victor Hansen

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>

This Newsletter Compliments
of the
[Nonprofit Association of the Midlands](http://www.nonprofitam.org)

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>

©
Copyright 2009.
All rights reserved.



Office Productivity

11—24 May 2009
Volume 9, Issue 10

“The rung of a ladder was never meant to rest upon,
but only to hold a man's foot long enough
to enable him to put the other somewhat higher.”
Thomas Henry Huxley, 1825 - 1895

Word:

How to Protect Your Word 2007 Document – “In Word 2007, you can protect your documents from being modified, or changed, by others. The easiest way to protect your document is to use the Protect Document command button.” <http://tinyurl.com/qqfcu3>

Lightning-quick mouse tricks for accessing Word formatting options – “There are shortcuts... and then there are shortcuts. These tricks may be the absolute fastest way to open the dialog boxes you need for certain Word tasks.” <http://blogs.techrepublic.com.com/msoffice/?p=813&tag=nl.e056>

Use Word to make professional labels – “It's easy — just go to Tools > Letters & Mailings > Envelopes and Labels, and you can be sure that your outgoing mail will look professional.”

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

PowerPoint:

Enhance your training with online interactive slide shows – “Let your users watch instructional presentations at their own pace. Using PowerPoint's slide show setup options, you can easily make a presentation viewable online.” <http://blogs.techrepublic.com.com/msoffice/?p=859&tag=nl.e056>

Free background templates for PowerPoint 2007 – “You can create memorable and attractive PowerPoint 2007 presentations with the professionally-designed slides in this free template. Use the picture, shape, and graphic effects in these slides to add colorful, elegant, or playful backgrounds to your presentation.” <http://office.microsoft.com/en-us/powerpoint/HA102855901033.aspx?pid=CH103504611033>

Excel:

Excel Tutorials and Tips – “Covers many topics that will help make you a professional at Excel. A good place to explore and learn the basics and also some advanced features of Microsoft Excel.” <http://excel.tips.net/>

Conditional Formatting 101: Add Awesome Visual Effects to Your Data in Excel – “Your spreadsheets don't have to be dry, soul-killing pages of numbers. With Excel 2007's conditional formatting, you can add all sorts of eye-catching visuals to your data. Conditional formatting makes your spreadsheets more meaningful and easier to interpret.” <http://blogs.bnet.com/businessstips/?p=3567&tag=nl.rSINGLE>

MS Office Suite:

Create Great Looking Excel & PowerPoint Charts – “In a presentation it can often be difficult to visualize your data for the benefit of your audience. If you are working with numeric data, your data can be displayed in a number of different charts but there are so many to choose from. Chart Chooser from Juice Analytics is an innovative tool that allows you choose what characteristics you wish to highlight in your data; Comparison, Distribution, Composition, Trend, Relationship and/or Table, and it will filter the selections highlighting the possible charts for your needs.” <http://www.juiceanalytics.com/chartchooser>

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>



CyberSites

11—24 May 2009
Volume 9, Issue 10

"It's not what you look at that matters,
it's what you see."
Henry David Thoreau

Web Surf & Search:

Wikimedia Commons – “A repository of ‘4,127,824 freely usable media files’ (audio, music, image, and video files) arranged by topic, location, type, author, by license and by source.”

http://commons.wikimedia.org/wiki/Main_Page

Wikibooks – “An accumulation of free e-book resources comprising of textbooks, language courses, manuals, and public domain books. The English version alone has nearly 28,000 modules from over 3,000 developing books. Subjects cover the gamut of Natural Sciences, Social Sciences, Computers and Humanities.” <http://en.wikibooks.org/>

Wikiquote – “A free online compendium of sourced quotations from notable people and creative works in every language, translations of non-English quotes, and links to Wikipedia for further information.” http://en.wikiquote.org/wiki/Main_Page

Look.fo - “This little app makes sharing links to Google Search results easy. Get a pretty and short link to Google search results for any keyword. Quite handy for sharing links in emails, sms or chat messages.” <http://look.fo/>

Technical:

Five Free Ways to Recover Lost Data – “Whether it's a Word file that goes missing, a corrupted memory card, or a hard drive that's suddenly starting to generate read errors, data loss can be a nightmare. (That's why we strongly advocate making regular backups.) Fortunately, like the Oceanic 6, lost data doesn't have to...”

<http://lifelifehacker.com/5237503/five-best-free-data-recovery-tools>

Transaction Guard - “This freebie from Trend Micro is actually two pieces of security software in one -a spyware detector and eradicator that monitors your system in real-time for spyware and kills any it finds. Second, it introduces a “secret keyboard” to ensure that passwords and other sensitive information aren't stolen over the Internet. When you visit a site that asks for a password, instead of typing in the password, you enter it on the secret keyboard, which copies the password to the clipboard, from which it gets pasted directly into a Web form.” <http://tinyurl.com/3xy4tl>

Comodo Firewall Pro - “ZoneAlarm is extremely popular, but that doesn't automatically make it the best free firewall you can find. One formidable contender is Comodo Firewall Pro, which independent testing site Matousec rated as the top firewall. Matousec found that Comodo offered the highest level of antileak protection, one measure of a firewall's effectiveness. Comodo offers true two-way firewall protection, is highly configurable, and (unlike most other firewalls) provides a great view of your system and your Internet connection.” <http://www.pcworld.com/downloads/file/fid.63762-order.1-page.1/description.html>

PC Inspector Smart Recovery - “PC Inspector Smart Recovery can restore your lost photos or videos from a number of different storage drive and file types. It works on flash cards, SmartMedia, Sony Memory Sticks, IBM Micro Drives, MultiMediaCards, Secure Digital cards, and any other common data storage devices for digital cameras. Supported photo file types include .jpg, .tif, .bmp, .gif, Canon .crw, Fuji .raf, Olympus .orf (E-XX), Olympus .orf (C5050), Kodak .dcr, Minolta .mrw, Nikon .nef (D1H/D1X), Nikon .nef (E5000/E5700), and Sigma-Foveon .x3f. Supported video files include .avi and QuickTime .mov.” http://www.pcinspector.de/smart_media_recovery/uk/welcome.htm

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



NPO Executive's Resources

11—24 May 2009
Volume 9, Issue 10

“The hardest thing to learn in life
is which bridge to cross and which to burn”
David Russell

General Management:

10 Ways to Improve E-Mail Before Clicking Send – “Most of us employ a mental filter when we speak: We choose our words carefully and don't say anything and everything that comes to mind. But when it comes to e-mail, it's all too easy for that filter to fail, resulting in lengthy, sloppy, inappropriate, and, worst of all, unread...” <http://blogs.harvardbusiness.org/silverman/2009/04/how-to-revise-an-email-so-that.html>

Write More Effective E-mails -- In Reverse – “Sometimes it's the little things that increase your productivity. Don't get a new word processor, for example -- just learn to use the keyboard shortcuts on the program you already own. In that same spirit, Every Joe offers some unexpected advice for improving your productivity by reversing the way you...” <http://tinyurl.com/d5jnbn>

Three Tools to Manage Uncertainty – “A detailed look at three techniques to help navigate short- and long-term uncertainty.” http://www.bnet.com/2403-13056_23-295091.html?promo=713&tag=nl.e713

How to Make Smart Decisions in Uncertain Times – “Five steps to help managers prepare their teams and their businesses to respond more effectively to surprises.” <http://tinyurl.com/da7o72>

Nonprofit Management:

What's the Point of a Nonprofit Board, Anyway? – “I have long been concerned that the corporate structure of most nonprofit organizations, entrenched as a result of the tax code in the U.S. and other countries, does more harm than good. Witness the incredible number of consultants who earn a good living (as I once did) addressing issues that arise from board-staff relations. Given my point of view, it's really great to see someone like Jan Masaoka offer a positive alternative in her latest piece at Blue Avocado: What's the Point of a Nonprofit Board, Anyway?” <http://www.blueavocado.org/node/359>

The Most Important Part of Your Strategic Plan – “The current issues of the GuideStar Newsletter has an article by Larry Checco on The Most Important Part of Your Strategic Plan. What excites me about this article is that it reflects a growing understanding that the relational power of trust is a nonprofit's greatest asset. That building trust is a strategic decision, not just something we pay lip service to, or worse, that we exploit and deplete.” http://www.guidestar.org/news/features/strategic_plan_and_trust.jsp

Succeeding With - or Maybe in Spite of - Evidence-Based Practices – “We understand the reasoning that allows funding only for proven, evidence-based practices. But too often this requirement has become a club battering community nonprofits. Evaluator Clare Nolan explains how to “tweak” evidence-based practices to your own populations:” <http://www.blueavocado.org/node/265>

Nonprofit Workforce Action Agenda – “The Nonprofit Listening Post Project's Workforce Roundtable followed up on the project's 2007 survey focused on the recruitment and retention of professional and support workers at nonprofit organizations. This Sounding demonstrated that overwhelming majorities of nonprofit human service, arts, and community development organizations are facing real challenges recruiting and retaining quality workers; but it also found that most organizations were able to overcome these challenges and attract the qualified workers on which they rely to fulfill their missions.” <http://www.councilofnonprofits.org/?q=node/523>

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



NPO Manager's Resources

11—24 May 2009
Volume 9, Issue 10

"There is no chance, no destiny, no fate that can circumvent or hinder or control the firm resolve of a determined soul."

Ella Wheeler Wilcox

Marketing & Resource Raising:

GRANTnet - "GRANTnet, a straightforward FREE-to-use service from GRANTfinder, can help small businesses, charitable and community groups like yours to find suitable funding." U.K. based, but much good info and tips. <http://www.grantnet.com/>

GuideStar Survey: Hard Times for Charitable Organizations – "Last November, when we reported on the results of our annual nonprofit economic survey, we warned, "Fasten Your Seatbelts: It's Going to Be a Bumpy Giving Season." As 2008 ended and 2009 began, we saw a deluge of news reports about the economy's impact, including its effect on nonprofits. Given the severity of the downturn and the number of stories about organizations adversely affected by it, we decided to do a follow-up nonprofit economic survey. ..." <http://tinyurl.com/debgfq>

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

Program & Project Management:

Five Clues That Your Project is Headed for Trouble – "Are you worried about funding drying up for the work you do? Fortunately, budget cuts are not as random as they appear and there are plenty of early warning signs. Writing in Computer World, with lessons that apply universally to any project, Paul Glen offers Five Clues That Your Project is Headed for Trouble: (1) Management direction is inconsistent or missing. (2) Project management and business management seem disconnected. (3) The team lacks a commitment to clearly articulated and commonly understood goals. (4) Team members don't listen to one another. (5) The team is in a state of discord." <http://news.gilbert.org/clickThru/redirect/7015/68007/rms>

Personal Productivity:

QuotePad – "When you grab a chunk of text from a web page, QuotePad not only copies the text you've selected; it also keeps track of the URL of that page. Now you don't have to get bogged down with the process—find the page, grab the text, remember to note the address—you can just keep looking, and QuotePad does the dirty work for you. And it's not limited to just snatching text from web pages: it also timestamps your notes, lets you set reminders, and more. QuotePad is a free download. It's a Windows application, and runs under versions from Windows 2000 through Vista." <http://tinyurl.com/os956o>

Easy2DIY: Home Repair Tutorials & Tips – "During hard economic times, you can save money by doing most of the home repair tasks yourself instead of paying someone else. To get help with all the home repair and improvement projects, check out Easy2DIY, which offers practical home repair tutorials and tips. Most of the tutorials are well explained with step-by-step illustrations. You can browse site by category (windows, plumbing, furniture, electrical), by place in your house (attic, basement, yard, kitchen) or by a specific task (cleaning, painting, wiring, mowing etc.)" <http://www.easy2diy.com/>

Trackle - "Trackle is a new service that tracks all of your personalized information on the Web, all in one place. Offering the industry's most comprehensive index of popularly tracked categories, Trackle keeps tabs on everything in your life, from local, to social to shopping. The service is built with advanced algorithms that provide a layer of intelligence to the tracking process - ensuring timely and relevant results. Users get automatically notified over the Web, email or SMS whenever Trackle finds a match. Trackle is built on top of a robust tracking platform, designed to offer a wide range of tracking services. The service is completely free, secure and privacy compliant." <http://www.trackle.com/>