



## Management & IT Tips, Tricks & Resources

25 May—7 Jun 2009  
Volume 9, Issue 11

"There are two days in the week about which and upon which I never worry.  
Two carefree days, kept sacredly free from fear and apprehension.  
One of these days is Yesterday...  
And the other... is Tomorrow."  
Robert Jones Burdette

**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](mailto:curtbayer@cox.net)

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## Office Productivity

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“It is easy to sit up and take notice,  
What is difficult is getting up and taking action.”  
Honoré de Balzac, 1799 - 1850

### Word:

**10 obscure Word tricks that can expedite common chores** – “Buried within Word are lots of cool tricks that not too many users have discovered. These are small things—shortcuts that, in some cases, may not look much more efficient than pulling down a menu and heading for the dialog box you need. But if you perform a certain task a thousand times a week, being able to bypass some steps or automatically slap a change into a document without having to stop and think about it can be a welcome convenience. Depending on how you use Word, I’m betting you (or your users) will get addicted to one or two of these tricks.” <http://blogs.techrepublic.com.com/10things/?p=101&tag=nl.e056>

**Use the right mouse button to manipulate text** – “Most of us use the left mouse button to move text, but what happens if you use the right mouse button? You get more options!”  
<http://blogs.techrepublic.com.com/msoffice/?p=651&tag=nl.e056>

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

### PowerPoint:

**How to Add Video to a PowerPoint Presentation** – “Inserting digital video clips and animated GIFs into PowerPoint presentations is a breeze when you know how. This PowerPoint video shows you all you need to know to add video and animation to your PowerPoint presentations.” <http://tinyurl.com/okpaky>

**10 PowerPoint Tips for Preparing a Professional Presentation** – “Presentations - whether they are made with Powerpoint or other applications, are a great way to support a speech, visualize complicated concepts or focus attention on a subject. However, a bad presentation can achieve the opposite. Badly designed slides with too much text or bad graphics can distract or worse, irritate the audience. Here’s is a short guide that will help you create presentations with a professional look and concise content, avoiding the most common mistakes.” <http://tinyurl.com/ptb35f>

### Excel:

**Previewing Excel 2007 Formatting with Live Preview** – “Excel 2007 includes the Live Preview feature, which enables you to see how a new font, font size, table style, or cell style would look on your selected data before you actually apply it. This feature saves tons of time that would otherwise be wasted applying format after format until you finally select the right one. All you have to do to use Live Preview is mouse over the thumbnails in the drop-down menu or gallery to see how each of its styles will look on your actual data. When you see the formatting that fits your data to a tee, just click its thumbnail to immediately apply it to the selected cell range. For example, when working with a table in Excel 2007, the Design contextual tab enables you to use the Live Preview feature to see how your table data would appear in other table styles. Follow these steps to use Live Preview with the Cell Styles command on the Home tab:” <http://tinyurl.com/qtpet9>

### MS Office Suite:

**10 commands you may want to add to the Office 2007 Quick Access Toolbar** – “If the Office 2007 Ribbon has you pulling your hair out, a little customization may ease the pain. Susan Harkins explains how to put your frequently needed or hard to find items on the Quick Access Toolbar for, well, quick access.” <http://blogs.techrepublic.com.com/10things/?p=451>

**Free! New SmartArt graphics available** - Download new SmartArt graphics for use in the 2007 Microsoft Office programs.  
<http://office.microsoft.com/en-us/help/HA102117791033.aspx>



CyberSites

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"When everyone is looking for gold,  
it's a good time to be in the pick and shovel business."  
Mark Twain

## Web Surf & Search:

**Google Adds 'Search Options' to Search Results** – “Google just took the wraps off a kick-ass new addition to its bread-and-butter search engine: Search Options are tools that let you “slice and dice” your results to produce new, more targeted views. Watch and learn: To access Search Options, just click the eponymous link at the top of your search-result page. That opens a temporary ...”

<http://blogs.bnet.com/businessstips/?p=3672&tag=nl.rSINGLE>

**Google Experimental Search** - “Check out some of the more cutting-edge Google search ideas at Google Experimental Search, where you can sign up to use experimental features like alternate views for search results.” <http://www.google.com/experimental>

**Silobreaker** - “One of the most exciting search services around is Silobreaker, which compiles a full report on whatever search term you throw its way. A search on "Sarah Palin" returned top news stories and video clips, a chart showing the popularity of her name on the Web over the past 30 days, another chart connecting her to other search terms and people, a map of geographic hot spots connected to her, and a list of quotes. It's the slickest way we've seen to aggregate all the Web's info on a topic onto a single page.” <http://www.silobreaker.com>

## Technical:

**TechSoup Limited** - Want to check out even more products at TechSoup.org? Our catalog of products just got even bigger, which means more selection of solutions to help your organization! We are excited to bring you TechSoup Limited , a place where you can go to take advantage of new products and services that have been donated especially for TechSoup's nonprofit and library customers. <http://tinyurl.com/og2hre>

**Video: Protect company assets during employee departures** – “Whether it's massive layoffs or routine separations, IT should have standard security policies that detail the steps to take when an employee leaves the company. Bill Detwiler goes over four critical areas of employment transition security.” <http://blogs.techrepublic.com.com/itdojo/?p=619&tag=nl.e064>

**The industry's 10 best IT certifications** – “IT pros tend to have strong opinions when debating the value of professional certification -- and views become even more polarized when it comes down to a discussion of which certs are meaningful. Erik Eckel put together a list of the accreditations he believes currently hold value for IT pros.” <http://tinyurl.com/p3ff82>

**Video: Five prerequisites for successful IT projects** – “According to some estimates, 68 percent of IT projects fail. That's a sobering statistic, but there are ways to stack the deck in favor of IT project success. Here are five strategies to overcome common problems that plague many IT projects.” <http://blogs.techrepublic.com.com/hiner/?p=1592&tag=nl.e053>

**Documentation checklist: What the new IT guy needs to find out** – “TechRepublic member jdcllyde recently landed a job as the first in-house tech for a company that has always outsourced its IT needs. With no documentation or institutional knowledge to fall back on, he's had to map out the systems for himself. Here's the list that's helping him pull everything together.” <http://downloads.techrepublic.com.com/abstract.aspx?docid=974727&tag=nl.e101>

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



## NPO Executive's Resources

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"If you can keep your head when all around you are losing theirs and blaming it on you,  
then the world is yours and all that's in it."  
Rudyard Kipling

### General Management:

**Web 2.0 generation demands new-style leaders** – “Social networking is changing people's expectations of leaders and old-school executives will have to adapt to be effective, says Michael Hyatt, CEO of a publishing company. New-style leaders, he says, risk self-disclosure, change course easily and have "abundance mentality," he writes. "Leadership 2.0 represents a quantum leap forward in effectiveness," he says. "It enables leaders to connect with their followers in ways that Leadership 1.0 could never do." <http://michaelhyatt.com/2009/05/leadership-20.html>

**Group Problem Solving App** – “Solvr is an interesting group problem solving tool which lets you collaboratively discuss problems and ideas over the net. The application provides platform where you can enter thoughts or problems and then invite others to add ideas on how to solve them. Each suggested idea will be presented as a separate branch. Everyone can easily vote on suggested ideas and even add a new problems to some ideas.” <http://www.a.freshbrain.com/solvr/>

**How to Build and Drive Consensus** – “Three tips for bringing a diverse group of highly opinionated managers into alignment. And no, they don't teach this in business school.” <http://tinyurl.com/ot66hz>

**Reaching Your Potential** - “Ever compare your accomplishment to others and feel less than par? Harvard business professor Robert Kaplan suggests to quit buying into others' definition of success and focus on how you define success.” [http://www.bnet.com/2439-13242\\_23-210141.html?promo=713&tag=nl.e713](http://www.bnet.com/2439-13242_23-210141.html?promo=713&tag=nl.e713)

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

### Nonprofit Management:

**Trade Business Equipment and More with Freecycle** – “Getting rid of stuff you no longer need or want is increasingly a problem. Recently, Rick told us about nine ways to trade your old gadgets for cash, but his single-minded focus on cold, hard coin led him to miss an awesome recycle option that thrives on giving back to the community...” <http://blogs.bnet.com/businessstips/?p=2305&tag=nl.rSINGLE>

**Capitalizing on Volunteers' Skills: Volunteering by Occupation in America** – “The Corporation continues to put a strong emphasis on pro bono volunteering as a strategic and cost-effective way to tap into the skills of volunteers and reinvent the way they serve with nonprofits. Capitalizing on Volunteers' Skills looks at the prevalence of volunteering among people in various occupations and, for the first time, shows how often they use their occupational skills when they volunteer. The brief is designed to help broaden and deepen public and private sector partnerships, and allow nonprofits to take full advantage of the skills their volunteers have to offer.” [http://www.nationalservice.gov/pdf/08\\_0908\\_rpd\\_volunteer\\_occupation.pdf](http://www.nationalservice.gov/pdf/08_0908_rpd_volunteer_occupation.pdf)

**Risk Management: Are you prepared?** – “While even the most seasoned and savvy nonprofit leader won't be able to predict the future with absolute accuracy, that doesn't mean you can't take steps to prepare. Some nonprofits are ready to respond to future events effectively and gracefully while others stumble and fall. We invite you to examine this online guide and consider how it can inspire action steps to strengthen your nonprofit's risk-taking and risk management practices.” <http://nonprofitrisk.org/tools/hallmarks/intro.shtml>



## NPO Manager's Resources

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"You are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand."

Woodrow Wilson

### Marketing & Resource Raising:

**Key Facts on Corporate Foundations (2009 Edition)** – “Charitable giving by the nation’s nearly 2,500 corporate foundations remained virtually unchanged in 2008, according to the Foundation Center’s Key Facts on Corporate Foundations, an annual report on corporate foundation giving released today. Giving totaled an estimated \$4.4 billion last year. Corporate foundation giving will most certainly decline in 2009, with the banking and finance industries accounting for about one-quarter of corporate foundation support in recent years and corporate earnings down across the board. Slightly more than half (51 percent) of corporate foundations responding to the Center’s annual forecasting survey said they expect to reduce their giving this year, with three-quarters of these funders anticipating decreases of more than 10 percent.” [http://foundationcenter.org/gainknowledge/research/pdf/keyfacts\\_corp\\_2009.pdf](http://foundationcenter.org/gainknowledge/research/pdf/keyfacts_corp_2009.pdf)

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

### Program & Project Management:

**Five mistakes managers make most often** – “If you're a manager struggling to find out why your team is dysfunctional, take a look at the behaviors in this list and see if any of them look familiar.” <http://tinyurl.com/qmv2vk>

**FindMyShift: Web based Staff Scheduling Tool** – “A web based staff scheduling tool which allows you and your staff to manage and view your schedules from anywhere at anytime. Provides you with direct on-screen editing, allowing you to type anywhere on the schedule. You can drag and drop entries, text message your staff within the schedule and track your day-to-day costs with built-in reports. An option to download your schedule as Excel or HTML file.” <http://www.findmyshift.com/>

### Personal Productivity:

**JustOnceClubCard: Put Multiple Club Cards Onto A Single Card** – “If your wallet is thick with all the loyalty, discount and club cards you carry around, now you can put up to 8 of your favorite cards into a single card using a simple tool provided at JustOneClubCard. Currently it includes close to 200 big stores and retailers, with new ones being constantly added. If your store is not on the list, contact the site to get it listed.” <http://www.justoneclubcard.com/>

**MyAwardMaker: Free Custom Certificate Templates** – “MyAwardMaker is a web resource where you can find and download custom certificate templates for different occasions. You can browse templates by categories (school, sports, special occasion, business, blank and relationship) view most popular and latest ones. There is no registration and you can download as many certificates as you like.” <http://www.myawardmaker.com>

**TypingWeb: Learn Quick Typing Online** – “A free web service for those who want to learn quick typing. The site provides a variety of interactive typing tutorials for all levels (beginner, advanced, special). To begin simply select tutorial you want and start typing. There is no registration required, however registering on the site lets you track your progress.” <http://www.typingweb.com/>

**AcademicEarth** – “The site provides you with thousands of video lectures from world’s top educators that lecture in top universities like Berkeley, Harvard, MIT, Princeton, Stanford and Yale.” <http://academicearth.org/>