



Management & IT Tips, Tricks & Resources

6–19 October 2008
Volume 8, Issue 20

"Realize that true happiness lies within you.

Waste no time and effort searching for peace and contentment and joy in the world outside.

Remember that there is no happiness in having or in getting, but only in giving.

Reach out. Share. Smile. Hug.

Happiness is a perfume you cannot pour on others without getting a few drops on yourself."

Og Mandino

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: cbayer@mail.unomaha.edu

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Office Productivity

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"What we do for ourselves dies with us.
What we do for others and the world remains and is immortal."
Albert Pine

Word:

Formatting a Paragraph in Word 2007 - "Paragraphs are goodly sized chunks of text in a document. A paragraph has left and right margins, a top and a bottom, a before and an after, plus space in the middle. Word provides ample tools for formatting paragraphs of text. There's a simple way, for example, to automatically indent the first line of a paragraph. You can format a paragraph in Word several ways:" <http://tinyurl.com/3ws8jf>

Copy Excel Cells into Word - "You might want to plop the content of Excel cells into a Word table. Don't break a sweat over it . . . here's how to do it." <http://tinyurl.com/489leh>

Positioning a Word Table - "As long as a table doesn't fill the page, you can place it against the left or right margin or put it squarely between the margins. You can even make text wrap around the table. Follow these steps to do so:" <http://www.dummies.com/WileyCDA/DummiesTip/id-4386.html>

Work with your files without leaving Word - "Word's Open dialog box is full of functionality that lets you perform all sorts of file tasks. See how to take advantage of this convenient -- and sometimes essential -- approach to file management." <http://blogs.techrepublic.com.com/msoffice/?p=692&tag=nl.e056>

PowerPoint:

Podcast: A Slideshow Like Al's - "Secrets for more successful presentations from Nicole Duarte of the Silicon Valley Design firm that created Al Gore's winning "Inconvenient Truth" slides." <http://blogs.bnet.com/intercom/?p=1862&tag=nl.e713>

Break PowerPoint bad habits and build truly useful presentations - "Communications expert Cliff Atkinson integrates learning theory with PowerPoint 2007 nuts-and-bolts in his book Beyond Bullet Points: Using Microsoft Office PowerPoint 2007 to Create Presentations That Inform, Motivate, and Inspire. This sample chapter debunks some of our standard assumptions about presentation design and explains how to build a slide show so that your audience can easily grasp and retain the information you deliver." <http://downloads.techrepublic.com.com/abstract.aspx?docid=386791&tag=nl.e056>

Keep supporting details handy for your PowerPoint presentations - "When someone raises a question during your presentation, you can try to wing it — or you can smoothly bring up an ancillary slide that clarifies the issue. Having a few extra slides up your sleeve can make all the difference in the success of your delivery." <http://blogs.techrepublic.com.com/msoffice/?p=664>

Excel:

Business Functions - "Free. Looking to use Excel to run your business? Then you'll want this free add-in, which has 500 new functions to help with just about any business analysis, budgeting, or tracking you need. Need functions specifically for real estate, such as a variety of functions having to do with rent? It's there. So are functions for other specific industries, as well as hundreds of general-purpose Excel functions as well. There's no need to run Business Functions separately from Excel; it integrates directly within it, and is available as menu options. No matter what you need for your business, there's probably something for you, including a nifty time chart creator, and much more." http://www.pcworld.com/downloads/file/fid,48072-order,1-page,1/description.html?tk=nl_ddxdwn

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



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MS Office Suite:

10 Office features you need to know about - "Some things we just can't do without in life: love, friendship, a bathroom door that locks. With Office, the same is true: Some features should not be overlooked. <http://office.microsoft.com/en-us/help/HA012226371033.aspx>

Keyboard shortcuts for Microsoft® Office - "See the complete list of keyboard shortcuts, then learn how to use them in menus, in toolbars, and in the document itself." <http://office.microsoft.com/en-us/help/HA011407361033.aspx>

How to save a PDF from Office - "There are plenty of ways to make an Adobe Acrobat PDF files from Microsoft Office programs. PDF files retain most of the look in your original document and a small file size. Free viewers are available for most computers and devices. In this article we'll look at some of the options - mostly free to turn an Office document into a PDF file. Most of these options are software 'printers' which convert the print output from any program into a PDF; this is a simple option to install but has some limitations as we've detailed in our feature Making a PDF file - Save or Print? Here's a quick guide to some of the options including free downloads." <http://tinyurl.com/53helt>

Get quick Office tips - Visit the newly redesigned Tips & Tricks site today and register for upcoming live webcasts, or view one on-demand. <http://www.microsoft.com/office/greattips/default.msp>

Internet Explorer:

Turbocharge Internet Explorer with IE7Pro - "Internet Explorer users, envy Firefox no more: IE7Pro is a free utility that adds a wealth of features and customization options to Internet Explorer 7. For example, it can perform screen grabs of entire Web pages (not just what's currently in view) and save the results in.." <http://www.ie7pro.com/index.php>.

Change Privacy Settings - "By default, the privacy level in Internet Explorer 7 is set to Medium. This means that Internet Explorer places some restrictions on the use of cookies. For example, it will automatically block certain third-party cookies. You can customize the privacy level to suit your needs using the following steps: 1. Open Internet Explorer. 2. Click Tools and select Internet Options from the menu. 3. Click the Privacy tab. 4. Move the slider up or down to change the privacy level. You should proceed with some level of caution when you are customizing the privacy level. If you move the slider to block all cookies you may not be able to view some Web sites or take advantage of personalized features." (Diana Huggins) <http://www.lockergnome.com/windows/2008/04/17/change-privacy-settings-in-ie-7/>

Windows:

Program Your Own Keyboard Shortcuts - "We'll show you how to save time, keystrokes, and clicks by making your own customized shortcuts." <http://www.pcmag.com/article2/0,2817,2328732,00.asp>

MISupid - Tips and video tutorials for MS Windows. <http://mistupid.com/tutorials/windows/index.htm>

Adjust these performance options to speed up Windows XP - "Scott Lowe explains how several time-tested adjustments can greatly increase the performance of Microsoft Windows XP." <http://tinyurl.com/4ec5z4>

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



CyberSites

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"The charity that is a trifle to us can be precious to others."
Homer

Web Surf & Search:

Whonu. –“ Whonu is arguably one of the very first semantic Web search engines available. It offers over 300 search sources and a smart interface that contextualizes what you enter. For example, enter a US ZIP code and whonu presents a set of links to geocode tools including maps, weather maps, and even public events in Google Calendar. There are so many features that the demo screencast video is 26 minutes long. Information is double partitioned by file type and source. The variety of options might be a bit intimidating, but for power research, whonu looks like one of the most promising search tools available, with an effort made to present structured meaning. Killer feature — saved query history using a row of dots.” <http://www.whonu.com/>

Leveraging Blogs, RSS, News Alerts and Different Search Engines to Expand Your Research - “Sabrina I. Pacifici outlines the techniques of a successful strategy and identifies a range of reliable resources that will contribute to the task of customizing your research objectives and maximizing results and services.” <http://www.llrx.com/features/expandresearch.pdf>

Data-Sheet – Specialized search engine. “Find and download all kind of PDF files, reports, public papers, data sheets, e-books and so on.” <http://www.data-sheet.net/>

Website Design:

Mashups – “The focus of this article is on website mashups, created by clever programmers who use a variety of techniques to create useful new services that are derived from existing ones. These sites typically feature a high level of interactivity, user input, social networking, and sometimes even encourage people to use them as the basis for derivative works. The most common mashups involve maps, but there are also video mashups, photo mashups, search and shopping mashups, and news mashups. Website developers can use data feeds and application programming interfaces (APIs) provided by established sites such as Google, Yahoo, Microsoft, Amazon, Ebay and others, which are created specifically to encourage mashups. In other cases, mashup creators will use unauthorized tools such as screen scraping to “borrow” content for their sites. Below you'll find some examples of mashups in various categories, and a bit of discussion about the legal and ethical challenges involved in creating mashups.” http://askbobrankin.com/what_is_a_mashup.html

Technical:

Visual PageRank - Shows outbound links from any given website in Google IBM Unstructured Information Modeler: Lets you analyze completely unstructured data sets, create and classifies categories automatically, and you can use it up to 10,000 records). Basically an AI clusterer. http://www.iwebtool.com/visual_pagerank

Evolved - Text editor that adapts to a large number of programming languages (highlighting basic elements, content tags, etc.) <http://www.home.no/evolved>

Perl Express - This lets you do PERL programming much easier - free and open source integrated development environment. <http://www.perl-express.com>

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



NPO Executive's Resources

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"It is one of the most beautiful compensations of life,
that no man can sincerely try to help another without helping himself."
Ralph Waldo Emerson

General Management:

10+ tips for keeping your writing sharp and professional - "Writing abilities are among the most important business skills for a CIO, senior IT manager, or any IT person seeking a promotion. Yet the rules of good writing are often elusive. This list covers some of the critical areas you should keep in mind when writing anything from a lengthy business report to a memo, letter, or e-mail. Our follow-up post offers some additional tips. You can also download the complete checklist in PDF format for quick reference." <http://blogs.techrepublic.com.com/10things/?p=110>

Another 10+ tips for keeping your writing sharp and professional - "Your job focus may be technical, but you can't completely escape the burden of writing tasks: e-mails, status reports, performance evaluations, RFPs, and system documentation, to name just a few possibilities. If your writing experience has been limited, you could probably stand to brush up on those skills — especially if you're a manager or aspiring to become one. In a previous installment, we reviewed some of the fundamental rules of good business writing. Here are a few more." <http://blogs.techrepublic.com.com/10things/?p=201>

Six grammar and punctuation mistakes you might not know you're making - "How you speak and write matters a lot, especially in your career. Here are some grammatical and punctuation mistakes that you might not even know you're committing."
<http://blogs.techrepublic.com.com/career/?p=395&tag=rbxccnbt1>

Mastering failure - "No one likes to fail but it is part of being human. While people who become superstars may seem immune to failure, my research shows that they take the same amount of wrong turns as everyone else. What distinguishes them is that they don't let their failures interfere with their pursuit of success. They accept failure, objectively assess their options, and take constructive action."
<http://www.management-issues.com/2008/8/11/opinion/mastering-failure.asp>

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

Nonprofit Management:

Permissible Nonpartisan 501(c)(3) and Partisan Campaign Contact on Voter Engagement/Protection Efforts - "Just in time for the closing weeks of the (rather horrific, in my opinion) U.S. Presidential campaign, the Alliance for Justice has released their excellent cheat sheet on Permissible Nonpartisan 501(c)(3) and Partisan Campaign Contact on Voter Engagement/Protection Efforts (3 page PDF). Most organizations don't know just how much they can do. I hope you find a way to enroll your organization at this critical juncture in the history of American civil society."
<http://news.gilbert.org/clickthru/redirect/6835/68007/rms>

Nonprofits Must Gear for Tough Economy - "In Nonprofits Must Gear for Tough Economy, Todd Cohen makes some well-informed, conservative predictions about the impact of the recession (or whatever government propagandists are calling it right now) on nonprofit funding. His insights, which don't touch much on social change organizations, include: (1) Art funding may be harder hit than social services, (2) Foundations are likely to try to keep giving stable, (3) Government funding could go more than one way, and (4) Demand for many services may increase. As I see it, his overarching recommendation is to focus on organizational capacity building in order to maximize flexibility in the face of the crisis and opportunity ahead."
<http://news.gilbert.org/clickthru/redirect/6837/68007/rms>



NPO Manager's Resources

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Marketing & Resource Raising:

GrantCraft Guide on Grants to Individuals – “GrantCraft has produced another excellent guide for grantmakers, this time on the topic of Grants to Individuals. Their download process has become more cumbersome than I recall, but the steps are almost always well worth it. The guide offers five case studies, as well as advice on designing, managing, and evaluating programs that make direct grants to individuals.” <http://www.grantcraft.org/index.cfm?fuseaction=page.viewpage&pageid=1015>

Four Steps to Take Board Members from Fear of Fundraising to Enthusiasm – “Help your board members understand: it's not fundraising, it's friend raising. If you want to get your board members fully active in fundraising, you need to approach them from a new perspective. You have to change their mindset about fundraising and redefine it from an entirely new point of view. Board members don't understand how powerful the act of raising money can be—it's an effort to make the world a better place.” http://ga3.org/ct/np_wKKM1hErC/fear2enthusiasm

Internet Prospector- “A service to prospect researchers.” <http://www.internet-prospecter.org/>

Program & Project Management:

Why Work Sucks (and How to Fix It) - “Ten things you can do right now to kick the habit of old-fashioned, time-based management and get your team focusing on results instead.” http://www.bnet.com/2403-13059_23-237220.html?promo=713&tag=nl.e713

What Is a Results-Only Work Environment? - “Ask any manager to describe the best way to evaluate direct reports and she's likely to mention results — that is, how well employees perform tasks and accomplish goals. According to Cali Ressler and Jody Thompson, few managers actually evaluate on that basis. Instead, most managers reward employees based on how much time they log at the office or how well they navigate office politics. To correct this common problem, Ressler and Thompson developed the Results-Only Work Environment (ROWE) at Best Buy.” http://www.bnet.com/2403-13059_23-237128.html

Personal Productivity:

PhotoWipe - “Have you taken what you thought was the perfect photograph, only to find that something partially obstructed your subject? Now you can “erase” objects or obstructions from digital photos merely by “painting” over the object, and letting the program recreate the lost detail. PhotoWipe is essentially a front-end to a complex set of formulas that perform what's known as image regularization. One of the fringe benefits is that a program like PhotoWipe can use some of these formulae to make an educated guess as to the color of pixels next to areas you specify in a photo. You just use a tool like one of Photoshop's brush tools to color in the portion of the image you want to remove from view, and the program's algorithms do the rest.” http://www.pcworld.com/downloads/file/fid.72919-order,1-page,1/description.html?tk=nl_ddxdwn

TravelMapGenerator: Highlight Countries & Create Shareable Maps - “TravelMapGenerator lets you select countries of your choice and generate a world map with selected countries highlighted. The map can be further shared with anyone you want. Customize: water color, visited country color, default country color.” <http://www.29travels.com/travelmap/index.php>

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