



## Management & IT Tips, Tricks & Resources

13— 26 Apr 2009  
Volume 9, Issue 8

“Great minds have purposes, others have wishes.  
Little minds are tamed and subdued by misfortune;  
but great minds rise above them.”  
Washington Irving

**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)

**Archived Issues:** Past issues are available at: <http://www.nonprofitam.org/newsletter.aspx>

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## Office Productivity

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“The greatest of faults, I should say,  
is to be conscious of none.”  
Thomas Carlyle, 1795 - 1881

### Word:

**Create an online form with a Word table** – “Tables provide a simple, effective structure for your online forms. Here's a look at how to use a table to set up blank lines that will stay put when users fill out your forms online.” <http://blogs.techrepublic.com.com/msoffice/?p=790&tag=nl.e056>

**Word scraps speed up data entry** – “See how to drag selected text from your Word documents onto your Desktop for quick and easy access.”  
<http://blogs.techrepublic.com.com/msoffice/?p=1050&tag=nl.e056>

**Use a single mailing list to send out two entirely different letters** - “Thanks to Word's mail merge fields, you can automate the process of producing different letters based on criteria you specify. This example shows how it works.” <http://blogs.techrepublic.com.com/msoffice/?p=654&tag=nl.e056>

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

### PowerPoint:

**Learn how to tailor your Microsoft PowerPoint presentation to your audience** – “Presentation expert Robert Lane explores a style of digital communication that helps presenters to easily customize visual displays in response to ongoing audience dynamics.” [http://office.microsoft.com/en-us/powerpoint/HA102326301033.aspx?ION\\_CL=1666](http://office.microsoft.com/en-us/powerpoint/HA102326301033.aspx?ION_CL=1666)

**Highlight your message with PowerPoint's animated charts** – “Keep your audience focused on the information you're discussing by animating charts to display one data series at a time.”  
<http://blogs.techrepublic.com.com/msoffice/?p=1012&tag=nl.e056>

### Excel:

**Using Built-in Add-In Programs in Excel 2007** – “Add-in programs are small modules that extend the power of Excel 2007 by giving you access to a wide array of features and calculating functions not otherwise offered in the application. Excel recognizes three different types of add-ins.”  
[http://www.dummies.com/how-to/content/using-builtin-addin-programs-in-excel-2007.html?cid=dn\\_article](http://www.dummies.com/how-to/content/using-builtin-addin-programs-in-excel-2007.html?cid=dn_article)

**Use Excel's Text To Columns command to separate first and last names** – “If you need to split a list of names into two columns, you don't have to do it manually. See how this Excel wizard can quickly knock out the task for you.”  
<http://blogs.techrepublic.com.com/msoffice/?p=866&tag=nl.e056>

### MS Office Suite:

**10+ Microsoft Office add-ins to simplify your work** – “The right add-in can provide helpful features and make existing Office capabilities easier to use. Susan Harkins has rounded up a selection of handy add-ins for various Office applications.”  
<http://downloads.techrepublic.com.com/abstract.aspx?docid=941117&tag=nl.e101>

**Macro Tutorial for Word and Excel** – “Here is an excellent one-page Word and Excel Macro Tutorial from Brown University. This will help you understand when to use and how to create macros for Word and Excel.”  
<https://wiki.brown.edu/confluence/pages/viewpage.action?pageId=4429>



CyberSites

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“We look forward to the time when the power to love will replace the love of power.  
Then will our world know the blessings of peace.”  
William Ewart Gladstone, 1809 - 1898

## Web Surf & Search:

**Omgili: Search engine for searching forums & discussion boards** – “When you search for a solution to problem online (how to fix a camera, where to download that driver etc.), most often you find the best answers on forums and discussion boards from other users like you. That’s where Omgili is so effective. It a search engine for searching forums, discussion boards mailing lists and any kind of user generated online boards in one place.” <http://www.omgili.com/>

**Google Power Searching Tips** – “With so much information on the web, it can be difficult to navigate Google and find exactly what you are looking for. These Google power searching tips are designed to eliminate this common difficulty and lead you to the relevant information you need.” <http://tinyurl.com/5ff4z2>

## Website Design:

**The five don'ts of nonprofit website design** – “Fixing these areas can boost your bottom line, and perhaps you'll be waving both arms next time someone asks if you're pleased with your site and its results.” <http://www.fundraising123.org/article/five-donts-nonprofit-website-design>

**The six "do's" of asking for donations on your website** – “A quick list which will help you manage your website and improve your online-donation potential.” <http://www.fundraising123.org/article/how-ask-donations-your-website>

**A Few Good Web Analytics Tools** - “Learn what to consider when choosing an analytics package, and discover free tools and robust applications that can help you better understand your site's visitors.” <http://ga0.org/ct/X71dV-M17EIn/>

**Website Templates**—”Experts show you where you can find templates for your Website.” <http://ga0.org/ct/S71dV-M10XCq/>

## Technical:

**24 Programs You Should Carry on Your Flash Drive** – “My flash drive works pretty hard, so I've spent a lot of time gathering a reliable, powerful set of portable tools that allow me to work hard and play hard, even if I can't do it on my own PC. Here are two dozen apps that I always have at the ready.” <http://www.downloadsquad.com/2008/09/02/24-killer-portable-apps-for-your-usb-flash-drive/>

**DaFont** – “The site does what its name implies: It collects the coolest, freshest fonts you'd ever need. DaFont features almost 7,500 fonts, all uploaded by various users worldwide. Site navigation is straightforward: Simply browse for fonts either by the categories listed at the top of each page, or by searching for a font name. Most of these free fonts are compatible with both Macs and PCs.” <http://www.dafont.com>

**File Shredder 2** - “Delete a file and it's gone from your PC, right? Wrong. Even after you delete a file and flush it from your Recycle Bin, special software can re-create it. Of course, in general, you'd like files to stay deleted when you throw them away. File Shredder 2 overwrites any file or folder with a random string of binary data--multiple times. You have a choice of five different shredding algorithms, and using the program is a breeze: Just choose your files, tell the program to shred them, and they'll be gone forever.” <http://www.pcworld.com/downloads/file/fid,65203-order,1-page,1/description.html>

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



## NPO Executive's Resources

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"As a manager, the important thing is not what happens when you are there,  
but what happens when you are not there."  
Ken Blanchard

### General Management:

**5 Ways Companies Breed Incompetence** – “If you’ve got incompetent employees the fault may not all lie with them; there are a handful of ways managers commonly breed incompetence in their teams.”  
<http://www.businesspundit.com/5-ways-companies-breed-incompetence/>

**3 ways to lead like Leno** – “Good leaders, like good comedians, “look at life from a different perspective,” writes John Baldoni. He thinks leaders in difficult times should follow the example Jay Leno set during a visit to hard-hit Detroit: Point out absurdity, lampoon hypocrisy and cut the high and mighty down a notch.” [http://blogs.harvardbusiness.org/baldoni/2009/04/what\\_you\\_can\\_learn\\_about\\_leade.html](http://blogs.harvardbusiness.org/baldoni/2009/04/what_you_can_learn_about_leade.html)

**References for Business** - “Includes Encyclopedia of Small Business, a comprehensive and easily accessible reference source for entrepreneurs that demand practical information that can be applied to their own business; Business Biographies, a superb tool for biographical information of industry leaders worldwide; Business Plans, composed of actual business plans written by entrepreneurs in North America who are seeking financing for their business; and Encyclopedia of American Industries, a comprehensive guide to industries in every realm of American business.” <http://www.referenceforbusiness.com/>

**10 Ways to Use Texting for Business** – “Text messaging has changed the way we live and the way we work. From scheduling meetings to confirming orders and deliveries to interacting with customers, here is a list of ways businesses are using SMS text messaging to operate more efficiently and communicate more effectively.” [http://www.inc.com/ss/ten-ways-use-texting-business?partner=newsletter\\_Technology](http://www.inc.com/ss/ten-ways-use-texting-business?partner=newsletter_Technology)

**27 Things To Do Before a Conference** – “It's a popular saying that the most important things that happen at conferences happen outside the sessions. Going even further, in terms of getting the most out of a conference personally, the most important things don't even happen at the conference at all. Chris Brogan's 27 Things To Do Before a Conference all make good strategic sense.”  
<http://www.chrisbrogan.com/27-things-to-do-before-a-conference/>

### Nonprofit Management:

**Nonprofit Budgets Have to Balance: False!** – “As nonprofits serving people and communities in these difficult financial times, we don't expect things to turn around for our communities in the near future. Many of us are wondering: how can we achieve a balanced budget in these times? When is it okay not to have a balanced budget?”  
<http://www.blueavocado.org/content/nonprofit-budgets-have-balance-false>

**Nonprofit Layoffs and Furloughs: Do Them Right** – “How people are laid off (or hear about pay cuts, etc.) makes a big difference in how the departing staff feel and how the remaining staff can move forward in a positive way. Here are some things to think about.” <http://www.blueavocado.org/content/nonprofit-layoffs-and-furloughs-do-them-right>

**The M Word: A Board Member's Guide to Nonprofit Mergers** – “How, Why, and Why Not to Merge Nonprofit Organizations by Alfredo Vergara-Lobo, Jan Masaoka, and Sabrina Smith. Published by CompassPoint Nonprofit Services. Free.”  
<http://www.blueavocado.org/content/m-word-board-members-guide-nonprofit-mergers>

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



# NPO Manager's Resources

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"Learn how to separate the majors and the minors.  
A lot of people don't do well simply because they major in minor things."  
Jim Rohn

## Marketing & Resource Raising:

**Using email marketing during a down economy** - "My organization sends out a monthly e-newsletter, but no one is reading or taking action. What do you suggest? It's all about baby steps. Rather than sending another "monthly update" (snooze!), consider sending an email once a week for a month. Each message will ask subscribers to take one small action that week, and the series culminates in a fundraising ask. Here are four more tips about how to use email marketing during a down economy."

<http://www.fundraising123.org/article/four-tips-how-use-email-marketing-during-down-economy-0>

**Create your own marketing materials with free templates** - "HP's free office templates make it easy for you to design and produce eye-catching business cards, letterheads, brochures, postcards, flyers, mailing materials and more using Microsoft Word or Microsoft Publisher."

[http://h30187.www3.hp.com/courses/overview/p/courseId/26169/Create\\_your\\_own\\_mark.htm](http://h30187.www3.hp.com/courses/overview/p/courseId/26169/Create_your_own_mark.htm)

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

## Program & Project Management:

**Diigo** - "Diigo enables effective collaborative research. You can easily share your findings, complete with your highlights and sticky notes, with friends and colleagues. A project team, a class, or a club can create a group on Diigo to pool relevant resources, findings and thoughts together." <http://www.diigo.com/>

## Personal Productivity:

**Statistical Abstract of the U.S.** - "Published since 1878, it is the authoritative and comprehensive summary of statistics on the social, political, and economic organization of the United States. Use the Abstract as a convenient volume for statistical reference, and as a guide to sources of more information both in print and on the Web." <http://www.census.gov/compendia/statab/>

**Free Printable Planners** - "More than 200 planner and organizer refill pages you can download and print. Seven different sizes are available to fit many popular organizers by Franklin Covey, Day-Timer, Day Runner, and more. Choose from daily, weekly, and monthly calendars, contact lists, "to do" lists, and others. Individual pages are available for free, or you can download the whole collection for any single planner size for only \$9." <http://www.printableplanners.net/>

**PrintablePaper** - "With PrintablePaper, you never have to worry about running out of "special" paper. As long as you have a printer, you can print graph paper, lined paper, and even Cornell paper. Download 400+ different papers, all for free." <http://www.printablepaper.net/>

**Speed Reading Successfully: A Starting Point** - "There are more books and other written works today than there have ever been before. Tomorrow will be a record-setting day, just as will be each day afterward. It's impossible to read everything ever written, but the number of words we're expected to take in keep going up just the same. That means that speed reading is a pretty good tool to have in your personal arsenal. Speed reading isn't just a matter of cranking up the speed at which your eyes cross a page, though: there are multiple methods for increasing your reading speed. It's also worth considering that different approaches to reading have both benefits and drawbacks. In general, the methods that allow a person to read faster don't always provide for the same level of comprehension that slower reading allows."

<http://www.lifhack.org/articles/lifhack/speed-reading-successfully-a-starting-point.html>