



Management & IT Tips, Tricks & Resources






21 April—4 May 2008
Volume 8, Issue 9

“The avoidance of taxes is the only intellectual pursuit that carries any reward.”
John Maynard Keynes (1883 - 1946)

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 five 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.
-  **Ruminations:** My chance AND your chance to offer observations on life, work and whatever.

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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UNO College of Business Administration
6001 Dodge Street, RH120
Omaha, NE 68182-0424
Phone: (402) 554-2448
Fax: (402) 554-2298
Web: <http://cba.unomaha.edu>

To contact us:

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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>



Office Productivity

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“If Thomas Jefferson thought taxation without representation was bad,
he should see how it is with representation.”
Rush Limbaugh

Word:

Microsoft Word Tip: Turn Off Unnecessary Buttons and Toolbars – “Calling all Word 2003 (and earlier) users: The more toolbars you’ve got stacked up, the less space you have for viewing your actual document. So, rid the word processor of the ones you seldom use. Here’s how: Right-click anywhere on any toolbar. Left-click any toolbar that has a checkmark next to it. It’ll immediately disappear from the screen. (You can restore a toolbar using the same method.) Complicated, huh? For the record, many users need only the Standard and Formatting toolbars. Want to remove unnecessary buttons from an individual toolbar? Right-click anywhere on it and then click Customize. Then right-click any unwanted button and choose Delete. Don’t worry: You can still access the functions from the pull-down menus if need be.” (BNET)

Password-Protect a Document – “If you have some particularly sensitive documents on your PC, it makes sense to password-protect them. Microsoft Word makes this easier than you might think. Here’s how: Click File > Save As. Click the Tools button, then Security Options (or General Options if you’re using Word 2007). Enter a password that will be required to open the document (or a password to modify it, if you want to make it a read-only document). Make sure it’s a password you can remember! If you have a bad memory for that kind of thing, write the password down somewhere. Click OK and you’re done!” (BNET)

PowerPoint:

10 tricks for working more effectively in PowerPoint – “PowerPoint is a powerful presentation package, but most of us don’t use it often enough to learn its many timesaving tricks. The good news is that you don’t have to be an expert to get more mileage out of PowerPoint features. Here’s a look at some of the shortcuts and tricks you can use to put PowerPoint to work for you.” <http://downloads.techrepublic.com/download.aspx?&q=powerpoint&docid=327346&tag=nl.e056>

The Top Ten Things You Can Do To Improve Your Next PowerPoint Presentation – “Decide on the Goal of the Presentation. Most business presentations are either informative – trying to inform the audience of some information – or persuasive – trying to persuade the audience to take some action. Decide what the audience should know or do at the end of the presentation. Use a Presentation Structure. Once you have a goal, you need to determine where the audience is right now and have a plan to move them from where they are at the start of your presentation to where you want them to be at the end of the presentation. This will include analysis of the knowledge level and bias of the audience as well as the level of credibility you have with them.” More. http://www.thinkoutsidetheslide.com/articles/top_ten_things_improve_ppt_presn.htm

Excel:

Turn Excel Data and Charts into JPEGs – “Got lots of Excel data you’d like to share? There’s an easy way to change it all into small, easy-to-copy pictures.” <http://www.pcmag.com/article2/0,2817,2269778,00.asp>

Multiple Cell Annoyance – “To paste multiple lines into one Excel cell – that is, to avoid having paragraph breaks split the text among cells, possibly deleting existing cell info below – just press F2 before pasting, and all the text will remain together.” (PCMagazine)

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 art of taxation consists in so plucking the goose
as to obtain the largest amount of feathers with the least possible amount of hissing.”
J. B. Colbert

Web Surf & Search:

Everything You Need To Know About Search Engines – “Learn to search effectively. Even in this age of glitzy, high-concept Web sites with videos, sound files, animations, and all the other bells and whistles, there's still a place for the simple, no-nonsense presentation. Phil Bradley's Finding Information: Search Engines is about as plain a Web site as you can find, but it's full of useful information. Phil has a list with links to dozens of search engines, along with his description and evaluation of each one. What's great about this site is that Phil has written it in simple, non-geeky language. One side of the page says, "What do you need to find, and what do you already know?", while the other side gives Phil's choice of the best search engine for your needs. Scroll down this page and you'll find a search engine for every possible purpose (and probably some you didn't know about). <http://www.philb.com/whichengine.htm>

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

Website Design:

MoFuse – “If you ever wanted to create a mobile version of your site, MoFuse is exactly what you’ve been looking for. Using MoFuse’s grow page, you can easily create a mobile version of any web site in a matter of seconds. And I mean literally seconds. MoFuse works by mobilizing your feeds. They’ve included all kinds of features including an SMS widget, an automatic redirect script, automatic image resizing, fully compliant .mobi sites hosted entirely on MoFuse’s servers, and even the ability to brand your mobile site with your own logo. Even if you don’t have feeds (but who doesn’t these days) MoFuse has provided a way... just create an account and add your static mobile content.” Free. <http://mofuse.com/>

Technical:

SystemRescueCD – “Free . How does a full Linux system on a bootable CD-ROM help Windows users? By providing access to all sorts of systems and drives (even network drives) when your computer won't start. It may provide the best (and only) access you can get after a fatal disk catastrophe.” <http://www.sysresccd.org>

FreeCommander – “A free, easy-to-use alternative to the standard windows file manager. The program helps you with daily work in Windows. Here you can find all the necessary functions to manage your data stock. You can take FreeCommander anywhere - just copy the installation directory on a CD, USB-Stick or even a floppy disk - and you can even work with this program on a foreign computer.” <http://www.freecommander.com/>

Twenty-One Popular Nonprofit Mashup Projects – “Readers of the NetSquared blogs have voted and Twenty-One Popular Nonprofit Mashup Projects have been chosen for participation in the upcoming NetSquared Conference. There is a lot of great stuff there, but I'll draw your attention to one in particular: Peter Dietz's amazing aggregation of 29 peer-to-peer social action platforms” <http://news.gilbert.org/clickthru/redirect/6672/68007/rms>

Where to Find Free Images and Visuals – “Free image banks are popping up all over the Web, offering a great assortment of quality pictures. We'll show you some sites and search engines you can use to find them.”
<http://ga0.org/ct/w71dV-M1NLS6/>



NPO Executive's Resources

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“What is the difference between a taxidermist and a tax collector?
The taxidermist takes only your skin.”
Mark Twain

General Management:

Is There Room for Emotions in the Workplace? “Professional women face a common double standard: how the display of emotion can be perceived as an indicator of the incapacity for leadership; don't show emotion and be rejected as unfeminine. Communication and organization experts at Emory University and its Goizueta Business School explore the role of women and emotion in the workplace and note that for future generations, many of the stereotypes may no longer be a factor.”
<http://knowledge.emory.edu/article.cfm?articleid=1124>

Finding Your Organization's Critical Success Factors—“Finding an organization's CSFs is relatively simple step, and is the focus of this article. Learn the process that can be run in-house without the assistance of complex methodologies that only a "brain surgeon" can operate.” <http://shortless.com/551/>

Understanding The Cycle of Change, And How People React To It—“Managers often make the mistake of assuming that once a change is started, that employees will see that it is going to take place, and get on side. This is rarely the case. Because change causes fear, a sense of loss of the familiar, etc., it takes some time for employees to a) understand the meaning of the change and b) commit to the change in a meaningful way. It is important to understand that people tend to go through stages in their attempts to cope with change. Understanding that there are normal progressions helps change leaders avoid under-managing change or over-reacting to resistance.” <http://www.work911.com/articles/changecycle.htm>

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

Nonprofit Management:

Carrots or Karats: Rethinking Benefits for Nonprofit Employees – ““Benefits” means insurance and paid vacation, right? Often it does, but it can also mean much more. Benefits are a key factor when job seekers evaluate job opportunities. Even though budget constraints often dictate a ceiling on nonprofit salaries, a competitive and robust benefits package can be an effective way to attract talent and retain employees. This article suggests a few ways that organizations can rethink the benefits they extend to their employees. ...” http://www.guidestar.org/news/features/npo_benefits.jsp

Creating Online Surveys – “Nonprofits do a lot of surveys, but most of them are close to meaningless. There are no doubt many causes for this, among them the fact that our high school science classes seem to fail at teaching people basic experimental design. Arthur Prokosch's primer on Creating Online Surveys at Third Sector New England provides useful tips on how to design questions that will give meaningful results.” <http://news.gilbert.org/clickthru/redirect/6564/68007/rms>

More than a helping hand for charities: Groups tapping volunteers' skills – “Bill Nichols is a volunteer for the Appalachian Mountain Club, but he doesn't clear trails or haul food to overnight shelters. With a team of other professionals, Nichols, a marketing strategy consultant, is helping the outdoor group develop a plan to increase visitors to its Maine and New Hampshire sites while also reducing its carbon emissions. Unlike the traditional image of volunteer work, the project requires business expertise and marketing savvy, not just time, sweat, and muscle. In the contemporary parlance of volunteerism, this type of public service has a name: skills-based volunteering. And in the corporate and nonprofit sectors nationwide, it is attracting growing attention.” More.

http://www.boston.com/news/local/articles/2008/04/12/more_than_a_helping_hand_for_charities/?page=1



NPO Manager's Resources

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“A fine is a tax for breaking the law;
a tax is a fine for obeying the law.”
J. H. Goldfuss

Marketing & Resource Raising:

Index of National Fundraising Performance Findings Shows Declining Growth – “Blackbaud's Index of National Fundraising Performance Findings shows declines across almost all dimensions in 2007. Revenue growth is slowing, and has been for a while, as are a great many other fundraising growth metrics.” <http://news.gilbert.org/clickthru/redir/6681/68007/rms>

Online Donors Seen Wanting Ease, Emotional Link - “Most wealthy U.S. donors give online but non-profits often miss opportunities to connect with donors, a new study says. Eight in 10 wealthy donors who give an average of almost \$11,000 a year to charity make some of their donations online, says the report by Convio, Sea Change Strategies and Edge Research. And more than half prefer giving online to more traditional fundraising methods, says "The Wired Wealthy: Using the Internet to Connect with Your Middle and Major Donors," which analyzed the online behaviors and preferences of 3,000 donors to 23 large nonprofits. But an Internet communication gap exists, the study says, with many donors leaving websites feeling less than inspired.” <http://my.convio.com/?elqPURLPage=104>

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

Program & Project Management:

Don't Waste Part of Your Team—“You want to give the same information to all your team so they work at peak efficiency. As your team gets bigger and is located in different places, this becomes harder. Here is how you can keep from wasting the talents of the team members who aren't kept in the loop.” <http://shortless.com/546/>

Managing Multi-cultural Teams—“Managing Multi-cultural Teams tells you what you need to know and how to manage multi-cultural Teams.” http://management.about.com/od/theory/a/multicultural_t.htm

Twelve Tips for Team Building: How to Build Successful Work Teams—“People in every workplace talk about building the team, working as a team, and my team, but few understand how to create the experience of team work or how to develop an effective team.” <http://shortless.com/547/>

Personal Productivity:

Adobe Photoshop Express – Free Web-based service for storing (2 GB) , sharing and editing photos. Wall Street Journal rates it best of the free on-line photo editors. <https://www.photoshop.com/express/landing.html>

TripIt - Simplifies everything in your travel plans by keeping track of this information for you. Whenever you receive a travel confirmation e-mail, all you need to do is e-mail it to TripIt and the service will automatically combine everything into a master itinerary for each specific trip. Not only does TripIt keep you organized, but it can also give you additional information from other online services about your destinations and let you know when your travel plans overlap with those of your contacts. While you're traveling, you can also easily use your mobile device to get all of the details about your itinerary if you don't have paper printouts with you.” Free. <http://www.tripit.com/>

Pbwiki – Educators and NPOs, “Your own ad-free, safe on-line wiki in 30 seconds. Stop waiting for IT to make an easy-to-update web space! Create a no-hassle way to showcase content. No IT required.” <http://pbwiki.com/education.wiki>

“Next to being shot at and missed,
nothing is quite as satisfying as an income tax refund.”
F. J. Raymond

Hi All -

Last week I joined the millions of taxpayers who put off preparing their returns until the last possible minute. Once again, while the process took longer than expected, thanks to Alternative Tax calculations, I got them done and submitted on time.

Yeh, I know. It is not smart to wait until the last minute. But if I'm going to owe rather than collect a refund, it makes financial sense to let Uncle Sam carry the load a while longer, rather than me. Uncle is more than glad to earn interest on my money when I've a refund coming.

We are going to hear more and more about taxes as the election season rolls on, whether we want to or not. This will be the thirteenth presidential election I will vote in since attaining my majority. And you know, what to do about the country's inequitable tax system has been a major topic in each and every one of those elections. Of course, the definition of inequitable changed depending which party was in power, as did the cures being proposed. You would think with all the attention given tax issues over the years that the inequities would have long ago been resolved. Obviously though, they have not.

The fundamental problem is that a tax inequity exists when it is my pocket being picked, but not when it is your pocket being dipped into. Thus, any solution that makes me happy is likely to make you cry foul. The fact of the matter is that we all expect certain services from government and those services cost money, lots of it. Unless we agree to reduce or forego services, somebody has to ante up the cash to pay for them. Taxes are one method of raising those revenues.

Now it would make solution finding much nicer if we could all agree on what services the government should offer and how much money it should allo-

cate to insure their provision. Alas, there too, there is wide disagreement. I've always been taught that in the face of complex, seemingly intractable problems like this, break the problem into smaller parts and seek their solutions. In this case, the subordinate tax equity issue I find most needing resolution is who should pay how much.

Let me start by noting that we are all consumers of government services. On that basis alone, I believe we should all be responsible for funding those services, ideally at the same level of pain. However, given that as a society we have traditionally supported (and funded) the notion that there is some basic level of existence (food, shelter, clothing, medical care, etc) that everyone should have access to as residents of this country, we need to identify and exclude income levels below which no tax liability will exist because to tax at that level would force people below the acceptable minimum living standard. That done, everybody else should be subject to a two part income tax. First, a percentage flat tax based on gross income in excess of the living standard minimum. This insures that everyone able to pay does so. Second, a sliding scale tax on net income that increases the burden on those most able to pay. This presumes that those who benefit most from our society must assume the greatest responsibility for underwriting it, and that a simpler, more consistent and rational tax code can be crafted to eliminate special, as opposed to general interest deductions.

Is it any wonder that April Fools Day and Tax Day are so close on the calendar?

Cheers,
Cart

**Ruminations:
My chance
AND your
chance to
offer rants,
raves and
observations
on life, work
and whatever.**

**Send your
ruminations to
cbayer@mail.unomaha.edu
for
publication
consideration.**

