



Management & IT Tips, Tricks & Resources






7-20 April 2008
Volume 8, Issue 8

“Imagination was given man to compensate for what he is not,
and a sense of humor to console him for what he is.”

Anon

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

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

**This Newsletter Compliments
of the
Nonprofit Association of the Midlands
and the
The University of Nebraska at Omaha, College of Business Administration**

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:

©
Copyright 2008.
All rights reserved.

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

7-20 April 2008
Volume 8, Issue 8

“A person reveals his character by nothing so clearly as the joke he resents.”
Georg Christoph Lichtenberg

Word:

Using Styles and Templates in Microsoft Word XP – “This Word XP training tutorial introduces the concept of styles and templates in Word XP. It describes how to create and modify styles within standard templates. It also describes how to create and modify templates.”

<http://www.dur.ac.uk/resources/its/info/guides/164StylesXP.pdf>

Creating Tables and Using Tabs with Microsoft Word XP – “This training tutorial explains the use of tables and tab stops within Word to create particular layouts of text on the page.”

<http://www.dur.ac.uk/resources/its/info/guides/160TablesXP.pdf>

Using the Automatic Editing facilities of Microsoft Word XP – “This Word guide explains how you can improve the speed and accuracy of your work by taking advantage of the automatic editing facilities in Word XP.” <http://www.dur.ac.uk/resources/its/info/guides/162autocorrectXP.pdf>

Creating Long Documents using Microsoft Word XP – “This Word XP tutorial explores the facilities within Word that aid the production of long documents such as dissertations and theses. Knowledge of styles and templates in Word is assumed.”

<http://www.dur.ac.uk/resources/its/info/guides/165LongDocsXP.pdf>

PowerPoint:

Spell-Checking Your PowerPoint Presentation – “The PowerPoint spell checker works its way through your entire presentation, looking up every word in its massive list of correctly spelled words and bringing any misspelled words to your attention. It performs this task without giggling or snickering. As an added bonus, the spell checker even gives you the opportunity to tell it that you're right and it's wrong and that it should discern how to spell words the way you do. The following steps show you how to check the spelling for an entire PowerPoint presentation:”

<http://www.dummies.com/WileyCDA/DummiesArticle/Spell-Checking-Your-PowerPoint-Presentation.id-3791.html>

Turn Word Headings into PowerPoint Slides – “With PowerPoint 2007, you can turn headings in a Word document into PowerPoint slides. PowerPoint creates one new slide for each first-level heading in your Word document. The new slides are given the Title and Content slide layout, with each first-level heading from the Word document appearing in a slide title. In PowerPoint 2007, follow these steps to use Word document headings to create PowerPoint slides:”

<http://www.dummies.com/WileyCDA/DummiesTip/Turn-Word-Headings-into-PowerPoint-Slides.id-5206.html>

Excel:

Worksheet Basics - “Learn what Excel is used for, parts of Excel's window, Ribbon user interface, shortcut menus, dialog boxes and how to navigate Excel worksheets.” <http://www.brainbell.com/tutorials/Excel-2007/Worksheet-Basics/>

Formulas and Functions – “Formulas and worksheet functions are essential to manipulating data and obtaining useful information from the Excel workbooks. This tutorial present a wide variety of formula examples that uses many of Excel's functions.” <http://www.brainbell.com/tutorials/Excel-2007/Formulas-and-Functions/>

Excel Pivot Tables and charts - Step-by-step guide. <http://www.pcmag.com/article2/0,1895,2130255,00.asp>

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



7-20 April 2008
Volume 8, Issue 8

“True humor is fun - it does not put down, kid, or mock.
It makes people feel wonderful, not separate, different, and cut off.
True humor has beneath it the understanding that we are all in this together.”
Hugh Prather

Web Surf & Search:

Simply Google - “This is a great site for surfacing all of Google's features and sites, downloads, and blogs -- both official and unofficial. One column lists all the sites within Google, everything from setting up alerts to the Google Zeitgeist. The next column has search boxes that streamline all the Google search filters, including blogs, stock prices, patents and public source code. As a tip o' the hat to other search engines, there are also basic search boxes for Yahoo, MSN, Ask and several other web search tools. Also included are links to the official Google blog as well as over 20 other reputable blogs that focus on Google.” http://www.usabilityviews.com/simple_google.htm

Trexy – “A new search technology that enables you to remember your searches and the web pages you visit by creating search trails. Search trails are the paths you create while searching on your favourite search engines such as Google, Teoma and MSN. Working with over 3000 engines, Trexy allows you to save time and become a better searcher.” <http://trexy.com/>

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

Website Design:

Principles to Design By – “Even if you are not a designer, understanding some key design principles can help you better plan and evaluate design projects at your nonprofit. Whether you are revamping your Web site or putting together an annual report, here are some key ideas to keep in mind.” http://ga0.org/ct/0p1dV-M1wT_j/

Bustaname - Excellent tool to find domain names. Enter the keywords that best describe your future website and Bustaname will bring back all available domains using these keywords. Extend the search further by including synonyms, suffixes/prefixes, dropping vowels and more.” <http://www.bustaname.com/>

Web Style Guide – Good in-depth view of everything you need to put together an effective website. Detailed explanations of terms and process.” <http://webstyleguide.com>

Technical:

WeFi - “Download this program to see how wireless networking meets social networking. It's a great way not just to find hot spots and connect to them, but also to connect with existing friends and make new ones. Download the free software, and it will show you all the nearby hot spots to which you can connect, including whether it's an encrypted or open network, and its signal strength. Double click any to connect to it. In addition to seeing the hot spots in the client, you can also see all nearby hot spots on a map on a Web page.” Free.

http://www.pcworld.com/downloads/file/fid,69959-order,1-page,1/description.html?tk=nl_ddxdwn

8Start Launcher – “A skinnable, portable, innovative application launcher and tree notes. It's a whole new way of launching programs and files, making your desktop clean and accessing/sharing notes fast and easy. Starting programs from shortcuts on the desktop and start menu is an obsolete and cumbersome process. Now it is made precise with categorization and graphic options. All your favorite programs, folders, and documents can be easily identified from the groups and the icons displayed.” Free. <http://www.8start.com/>



NPO Executive's Resources

7-20 April 2008
Volume 8, Issue 8

“A sense of humor is part of the art of leadership, of getting along with people, of getting things done.”
Dwight D. Eisenhower (1890 - 1969)

General Management:

Staying Ahead of Rivals – “How to differentiate your company and make key competitors irrelevant.”
http://www.bnet.com/2439-13238_23-174989.html?tag=nl.e713

Gary Hamel on How to Inspire Innovation – “The management guru explains how companies like GM, Visa, and Toyota tackle problems and challenge conventional wisdom.”
http://www.bnet.com/2439-13502_23-174973.html?tag=nl.e713

Useful Commute Podcast: Think Like a Leader – “Exceptional leaders can take two opposing ideas and pull out the advantages from each. Roger Martin, author and dean of the Rotman School of Management at the University of Toronto, explains the process known as integrative thinking.”
<http://blogs.bnet.com/intercom/?p=1720&tag=nl.e713>

Social Explorer – “Social Explorer provides web-based tools so users can search and visually display demographic information of specified segments of the U.S., states, counties, and census tracts. Although you can generate demographic charts and graphs directly from the Bureau of the Census web site, Social Explorer is appealing because it is geared to provide historical data dating from 1940, it is very easy to use, and it can generate elegant thematic maps and charts customized by the user.” Free public version.
<http://www.socialexplorer.com/pub/home/home.aspx>

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

Nonprofit Management:

The Good, the Bad and the Ugly: How Passion, Relationships, and Expectations Affect Director Tenure – “ Executive director turnover is seen as a widespread problem, with 75% of those surveyed indicating that they plan to leave within five years and organizations regularly having to replace their key leaders. In " The Good, the Bad and the Ugly: How Passion, relationships, and Expectations Affect Director Tenure " a group of Syracuse University researchers summarize their discoveries about what contributes to this dynamic. The overall conclusion? Unmet expectations and underdeveloped relationships.”
<http://news.gilbert.org/clickthru/redirect/6674/68007/rms>

Alltop - More news at your fingertips relevant to the nonprofit world than you can possibly imagine.”
<http://nonprofit.alltop.com/>

The Myths and Realities of Board Members and Fundraising – “Despite what you may have heard, most board members are trained to greatness, not born to it. Where is our dream trustee who can solicit gifts with passion and energy? Unfortunately few board members fit this ideal. One of the biggest myths perpetuated in fundraising is that most board members are willing and able to raise money. The reality of the situation is that our board members have some very real challenges when they are confronted with fundraising. ...” http://www.guidestar.org/news/features/board_myths.jsp

Attention - The subject of attention is usually addressed from the perspective of organizations competing for the attention of their stakeholders. In his Guru's Handbook article on Attention, Asher Bey looks at the topic from the perspective of the teacher: As someone with something to offer others, how are you husbanding your most precious resource?
<http://www.guruhandbook.com/?p=84>



NPO Manager's Resources

7-20 April 2008
Volume 8, Issue 8

“Humor is a rubber sword - it allows you to make a point without drawing blood.”
Mary Hirsch

Marketing & Resource Raising:

Free Corporate Philanthropy Search Portal for Nonprofits Research – “The NonProfit Times is excited to announce a new online portal which gives nonprofits and other researchers free access to corporate donation data for fundraising research. The portal is powered by Internet search company NOZA, Inc., provider of the world's largest database of charitable gifts. The research portal will launch with over 4,300 searchable records of corporate donations valued at \$1 million or more to U.S. charities. The only free service of its kind, users can search, view and save information about the corporate donor, recipient organization, size of gift, and year of donation. Nonprofits can research current donors and create customized prospect lists to assist in solicitation planning. Access is available immediately at:”

<http://ga0.org/ct/37AxQ371wTSK/>

Wait, That Newsletter's Not Spam! “Following CAN-SPAM to a T when sending out your e-newsletter doesn't guarantee it won't be marked as spam. Learn how to keep your organization's newsletters from being filed in the digital trash can.” http://ga0.org/ct/E11dV-M1qT_b/

Program & Project Management:

Don't wait to address performance problems on a project – “Managing people is one of the core responsibilities of a project manager. It's also one that's uncomfortable for many. Dealing with problem people is one of the difficult aspects of managing team members.” <http://blogs.techrepublic.com.com/tech-manager/?p=453&tag=nl.e053>

Planner – “Open Source project management tool which includes Gantt chart construction.” <http://live.gnome.org/Planner>

Personal Productivity:

BadgeCreator – “Create custom ID cards, press passes, name tags and pretty much any kind of informal identification online. Make your own ID card, press pass, name tag, unofficial Flickr badge, or any other kind of identification. Print it out, laminate it, wear it with pride! Make any kind of identification* easily in just a few seconds.” Free. <http://bighugelabs.com/flickr/badge.php>

TimeMachiner – “Send messages and set them to be delivered at any desired in the future. It can be tomorrow or in 10 years, it's up to you.” Free. <http://www.timemachiner.com/>

OperaMini – “Free mobile web browser that works on just about any cell phone. It auto adjusts web pages to your phone's screen size. Whether you want to access your mail, RSS feeds or bank information, Opera Mini is a quick and secure way to get your data on the go.” Free. <http://www.operamini.com/>

ManyBooks – “Here is something for ebooks fans. ManyBooks is a directory website with over 20.000 free PDF ebooks for every possible device.” <http://manybooks.net/>

Sign Builder – “A simple online safety sign maker where you can create and customize your own printable safety signs. Choose sign type (Safety, ANSI, HAZMAT, Lockout signs) and use the provided sign builder to generate the sign. Once the sign is ready just save it to your hard drive and print it out.: Free. http://www.stclair.com/go/industrial_signage/sb2/html

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

“He who laughs, lasts.”
John Powell

Hi All -

Folk wisdom says, “Laughter is the best medicine.” Modern research, and probably our common experience, support the thesis. Life in our times provides both need for it and the opportunity to experience it . . . Or we’ll cry trying!

I enjoy and often try to employ humor. It makes me feel good to laugh and even better to share a laugh with others. Making others laugh satisfies an itch in my psyche, generating both a sense of accomplishment and feelings of kinship. Truly shared laughter is bonding.

It is important to recognize that humor is not comedy. Comedy is contrived, scripted, dependent upon timing, and too often achieved at the expense of others. On the other hand, humor is more subtle. At its best, humor depends on our commonalities rather than differences, is extemporaneous and ultimately is enlightening. If comedy is a kick in the butt, humor a gentle nudge forward. Where comedy looks for home runs, humor is satisfied to just get on base. Comedy demands a framework, humor a perspective.

For me, the attraction of humor is that it springs forth from and encourages seeing things from a new perspective. If you become humor addicted, you automatically view opportunities and challenges from multiple vantage points, reinterpreting the obvious in slightly skewed ways in order to find its implicit humor and often, its hidden lessons. While most often the new insights are not earth shattering, cumulatively, they help instill a reluctance to take anything at face value and a tendency to pose questions and demand answers. Qualities that make us more perceptive, hopefully rational, and which lead to better decision making.

There is a potential downside of course. Those we would share our humor with may not share our

sense of humor. Shared humor demands a shared fund of experiences, perceptions, and expectations upon which and from which skewed observations can build and flow. Humor depends on being no more than a step or two away from the mainstream. If you go too far, or if you’ve misjudged the extent to which you and your listeners share life in common, you’ll bomb if you’re lucky and perhaps offend if you are not.

Misplaced, misdirected or misunderstood humor is often likely in a cross-cultural setting. When you travel overseas, the opportunity for adverse consequences is obvious. Less obvious are the same consequences arising from ill-considered humor when the cross-culture is a domestic one of class, or region, or religion, or gender, or ethnicity or any of the other things that divide rather than unite us. For these reasons, it is important to recognize that while successful humor carries with it many benefits, it also entails significant risks.

It is not very humorous to have to do a mental cost-benefit analysis before offering a humorous observation, yet it is probably a good idea when in a new grouping where relationships are not yet matured. This doesn’t imply that your humor can’t remain spontaneous, just that you may not want to share it as it is generated. A shame I agree, because I know you would have appreciated my take on . . .

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](mailto:cbayer@mail.unomaha.edu)
for
publication
consideration.**