



Management & IT Tips, Tricks & Resources

25 Aug - 7 Sep 2008
Volume 8, Issue 17

"There is no chance, no destiny, no fate
that can circumvent or hinder or control the firm resolve
of a determined soul."
Ella Wheeler Wilcox

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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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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"The highest reward for a man's toil is not what he gets for it
but what he becomes by it."

John Ruskin

Word:

Adjust line spacing for more attractive borders - "If you build a little space between your borders and text, the results will be better looking and easier to read. Here's a quick way to fine-tune the spacing so it's just right." <http://blogs.techrepublic.com.com/msoffice/?p=638&tag=nl.e056>

10+ lesser-known shortcuts for formatting Word text - "Your users probably have a few favorite keyboard shortcuts for formatting text — like Ctrl + B for applying boldface, Ctrl + I for applying italics, Ctrl + U for underlining, and maybe Ctrl + L to left-align text. But Word provides buttons for those tasks on the Formatting toolbar, so any efficiency gains are kind of a toss-up. The real convenience lies in knowing some more obscure keyboard shortcuts — ones that have no default button equivalents and that can save users from having to scrounge around dialog boxes looking for the appropriate options. Here are some shortcuts that are especially good for users to have under their belt." <http://blogs.techrepublic.com.com/10things/?p=299>

Customizing the Word 2007 Status Bar - "Word 2007 may offer fewer chances to customize things than earlier versions of Word, but that doesn't mean that you utterly lack ways of modifying Word's appearance. One method of customizing the program to your needs is to make changes to the Word 2007 status bar and the settings displayed there." More . <http://tinyurl.com/6cpolm>

PowerPoint:

Create a Word Cloud - "For your next presentation, here's a simple way to make an interesting graphic of the topics you're going to talk about. Input the text of your talk into Wordle.com and you'll get what's known as a word cloud back in return; the biggest words in the cloud are the ones you mention most." <http://wordle.net/>

10 ways to get more mileage out of PowerPoint - "Microsoft Office users know that PowerPoint is a powerful presentation package, but some of them find it easier to write the content than to create and deliver the final show. The truth is that PowerPoint is just as easy to use as all the other Office applications, but a lot of users just aren't quite up to speed with it. Here are a few quick tips that will help your users get familiar with some of PowerPoint's most useful features." <http://blogs.techrepublic.com.com/10things/?p=289&tag=rbxccntr1>

10 keyboard shortcuts for working with PowerPoint slides - "Creating a PowerPoint presentation means juggling a lot of pieces — moving, formatting, and editing objects such as AutoShapes, pictures, text boxes, and the slides themselves. It's not always immediately apparent how to select one of these items or how to navigate within it. Here are a few indispensable keyboard shortcuts that will quickly become second nature, saving you and your users a significant amount of time." <http://blogs.techrepublic.com.com/10things/?p=301&tag=rbxccntr1>

Excel:

Open Web pages in Excel - "Don't manually re-enter data you find on the Web. Open Excel and transfer the data directly into a worksheet. If you glean data from the Web (and who doesn't these days), chances are that you print the Web page and then re-enter the data manually. Ouch! You should never re-enter data if you don't have to, and in this case, you don't have to. Instead, open the Web page right in Excel, as follows:" <http://blogs.techrepublic.com.com/msoffice/?p=639&tag=nl.e056>

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



CyberSites

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“Computers can figure out all kinds of problems,
except the things in the world that just don't add up..”
James Magary

Web Surf & Search:

SortFix - “Lets you type in a search query and compare the results from Google, Yahoo and the Open Directory Project. (Yes, maybe not the directory I would have chosen, but it'll work for proof of concept.) What is noteworthy, though, is in the search results screen. In addition to the usual Google (or Yahoo or ODP) results, there are three large colored boxes at the top of the search results page. (click here to see the search result for the search “biomass (energy OR power)”) If you don't see any text in the boxes, try again using Internet Explorer.) The left-most box shows “power words” – related words and concepts that frequently appeared in the search results. The middle box shows your current search words, with a Boolean OR indicated by a line connecting the two terms. The right-most box is for words you want to exclude from search results. What sets SortFix apart is that you can drag and drop words among these boxes. In my search for biomass energy, for example, my Power Words included “renewable” and “wind [and] solar”. I can drag either of those Power Words from the left box to the middle box, adding these words to my query. I can also NOT any word of phrase by moving it to the right box. Having these three boxes makes it very easy to construct complex Boolean searches without worrying about the search syntax. But that's not all... If you change your setting to “Expert”, you also have access to two more boxes in the search results page – Dictionary and Standby. The Dictionary box is as you might expect –drag a word into that box and a short definition of the word is displayed. But the feature that almost exploded my brain was the Standby box. This is brilliant – it is a holding pen where you can put words or phrases that you don't want to include in the current search but that you might want later. Wow. Can you imagine this function in any of the value-added online services such as Dialog, Factiva or LexisNexis? The Expert mode adds some other nice features as well. You can add phrases to your search query, and there are two additional buttons under the middle box – [Synonyms] and [OR]. Click any of your search terms and then click the [synonyms] button, and – assuming you are using SortFix on Google search results – it will add a tilde (~) in front of the word. As we Google nerds know, that generates a search for not only the specific word but for similar concepts. For example, a search for ~children will also include results with child, kids and childhood. (Click the “synonyms” link when looking at Yahoo or ODP search results doesn't do anything.) The default for adjacent words is a Boolean AND, but you can indicate any words you want OR'd together by highlighting the words and click the [OR] button. (Bates Information Services, www.BatesInfo.com/tip.html)”
<http://sortfix.com/>

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

Website Design:

SOAP Sonar - “Tests and analyzes web services - lets you see what is happening when your Web 2.0 technologies are interacting (analyzes problems). Semantic and syntax checking.” <http://www.crosschecknet.com>

Technical:

Google Grants—“Has awarded AdWords advertising to hundreds of non-profit groups. Special benefits are available to NTEN members – see : <http://www.nten.org/blog/2008/03/21/google-announces-special-benefit-for-nten-members>.



NPO Executive's Resources

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“Do not conceive that fine clothes make fine men, any more than fine feathers make fine birds. A plain, genteel dress is more admired, obtains more credit in the eyes of the judicious and sensible.”
George Washington, 1732 - 1799

General Management:

People Don't Hate Change, They Hate How You're Trying to Change Them – “From over 40 research studies on organizational change, we learn that the success rate of corporate change programs is 33%. In thousands of quietly frustrated conversations, the change agents are blaming people. If you are as tired as I am of how the conversation about change (particularly technological change) in organizations is framed, I recommend Michael Kanazawa's online pamphlet *People Don't Hate Change, They Hate How You're Trying to Change Them* (available as a 13 page PDF designed for the screen). One of his closing remarks captures the consulting philosophy I've followed for over twenty years: "If you believe that people thrive on change and that your job is to unleash it, you will tap into a limitless source of ingenuity, energy and drive that will allow you to consistently take your big ideas into big results."

<http://news.gilbert.org/clickthru/redir/6761/68007/rms>

Employee Benefits Research Institute - Free subject matter research reports from EBRI. Great help in developing and refining effective employee benefits programs. <http://www.ebri.com/>

Keep Employees - Excellent and insightful free material on their employee retention website.

<http://www.keepemployees.com/>

EmergingLeader - “A user driven site which serves both as a sounding board for fresh leadership ideas and a repository for lessons learned and experience gained. Articles archive and extensive links to leadership resources.” <http://www.emergingleader.com/>

Nonprofit Management:

Public Confidence in Nonprofit Groups Slides Back, New Survey Finds - “The results are discouraging. For example, the percentage of people saying that nonprofits do a "very good" job helping others has dropped by almost a third since 2006.”

<http://news.gilbert.org/clickthru/redir/6800/68007/rms>

Tips for Hiring IT Staff: Balancing Skills and Communication - “The consequences of a bad tech hire can haunt you for years. Find the IT staff that fits your organization – and your communication style – the best.”

<http://ga0.org/ct/xd1dV-MIRrLJ/>

A Theory of Social Change and Implications for Practice, Planning, Monitoring and Evaluation – “Much has been made in recent years about the notion of "theories of change" in the context of strategic planning and evaluation. Unfortunately, many theories of change are quick and dirty causal models that often lack a larger theoretical context. The larger context really matters and that thrown together model hides deep assumptions that would be better off revealed. You can help reveal them by reading Doug Reeler's *A Theory of Social Change and Implications for Practice, Planning, Monitoring and Evaluation* (35 page PDF). He examines three different views on how change happens: the Emergent Change model, which sees change as a result of day-to-day patterns of unfolding; the Transformative Change model, in which change comes about as a result of crisis and unlearning; and the Projectable Change model, in which change is a result of plans. His key contribution is his look at the relationships between these models and how they affect leadership, our ability to read change, planning & evaluation, and donor practice.” <http://news.gilbert.org/clickthru/redir/6765/68007/rms>

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



NPO Manager's Resources

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“Clothes make the man.
Naked people have little or no influence on society.
Mark Twain, 1835 – 1910

Marketing & Resource Raising:

7 Things to Remember When You're Marketing Online – “Build Anticipation - If you're providing great content, your friends will keep their eyes out for it and they'll start looking forward to your announcements. Keep them up to date, and let them know when something good is coming. Keep It Real - Part of social networking is adjusting to a less formal crowd. If you sound stale and out of touch, they'll detect it. Be approachable, creative, and even funny. Experiment With Your Audience - Get familiar with your own strengths and weaknesses on the web. Is this your audience? What sort of messages do they respond to? You can be a little more flexible with your strategy in the world of social networking so go for it.” More. <http://tinyurl.com/5wjcoz>

The Procrastinators' Guide to Online Fundraising – “Care2 has published The Procrastinators' Guide to Online Fundraising (PDF), a free step-by-step guide to launching a successful year-end online fundraising effort.” <http://ga0.org/ct/ep1dV-M1wT1m/>

Program & Project Management:

How does communication change if our new team leader was once our teammate? “The move from peer to leader is a challenging one for everyone involved. Self-perceptions and team-perceptions shift. The rules of the game are in question. A different dynamic is shaping. Successful teams meet the challenge with optimism and openness. As with many things that involve relationships, open communication is your most reliable tool. Take time to dialogue expectations, concerns, frustrations, hopes, aspirations, and disappointments. Recognize that people are complex and a single conversation is rarely enough. Address the topic openly before the transition and frequently throughout - especially in the early stages. Realize that the nature of the relationship is changing forevermore and that it is okay to mourn the passing of the old while embracing the promise of the new. Both team leader and team members alike are well on their way if they are open to joining a new peer group. Similar to the growth and change of the relationships we experience with our children over the decades, the relationships at work can be the same - for better or for worse. Keep the lines of communication open!” (Tero) <http://tero.com/ezinejun08.html>

Personal Productivity:

Quicken Beam - “Keep a track of your daily spending and bank accounts from mobile phone. Check bank account balance, setup payment due alerts, check and log transactions, create reminders etc.” Free. <http://tinyurl.com/6s7t6a>

I Did Work - “Create a detailed log of your work and keep a track of it. In case you are working with a team, I Did Work lets you connect with your team members and track their work logs too.” Free. <http://www.ididwork.com/>

Graphsy - “Online graph drawing tool. Create different shapes and connect them easily. Modification options like changing colors, text, adjusting shape properties, and deleting and splitting images on graphs.” Free. <http://www.graphsy.com/>

Edison - “A free, easy-to-use energy-monitoring application. Puts you in control of your PC energy usage. Lets you: Set your schedule - Tell Edison when you use your computer most. Save a little or a lot - Use the Edison efficiency slider to choose the level of energy savings you want to achieve. See your savings - Edison will calculate your estimated savings based on the setting you choose.” <http://www.verdiem.com/edison/>

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