



# Management & IT Tips, Tricks & Resources

4-17 Aug 2008  
Volume 8, Issue 16

“What counts is not necessarily the size of the dog in the fight -  
it's the size of the fight in the dog.”  
Dwight D. Eisenhower

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

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

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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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"Continuous effort - not strength or intelligence -  
is the key to unlocking our potential."  
Sir Winston Churchill

### Word:

**What to do when styles don't seem to match** - "Sometimes, there may be variations in the appearance of your text, even if it carries the same style. As Mary Ann Richardson explains, Word's Reveal Formatting feature can help you ferret out any discrepancies."

<http://blogs.techrepublic.com.com/msoffice/?p=620&tag=nl.e056>

**How to get the Office spell checker to ignore Internet addresses** - "Internet addresses fill our correspondence and documents, and those addresses confuse the spell check feature. If you don't want the spell checker to stop at each Internet address, tell it to stop -- permanently."

<http://blogs.techrepublic.com.com/msoffice/?p=618&tag=nl.e056>

**Write the footer in one page without appearing the same in all the pages, such as References** - "

Insert a SECTION BREAK (Insert > Section Break) and then on the Header/Footer Toolbar turn OFF the "Link To Previous" setting for your footer. This will allow you to create a different footer (or none at all) for this new section."

**Word: Easy Flash Tutorials** - Free. 60 video tutorials on key Word 2007 capabilities.

<http://www.officesessions.com/word.php>

### PowerPoint:

**Quickly move extra text onto its own slide in PowerPoint** - "Crowded slides are guaranteed to send your audience scrambling for the exits. Luckily, PowerPoint makes it easy to scoot excess text onto a new slide."

<http://blogs.techrepublic.com.com/msoffice/?p=628&tag=nl.e056>

**Seven keyboard shortcuts to help make your PowerPoint slide shows glitch-free** - "You don't need to get distracted by the mechanics of presenting a slide show. Learn just a few shortcuts and you can focus on your audience and your message instead." <http://blogs.techrepublic.com.com/msoffice/?p=611&tag=nl.e056>

### Excel:

**How to keep others from printing an Excel worksheet** - "Use a simple macro to inhibit printing in an Excel workbook."

<http://blogs.techrepublic.com.com/msoffice/?p=613&tag=nl.e056>

**When Excel's AVERAGE function doesn't give true results, try AVERAGEA** - "If your data includes text values, Excel's AVERAGE function won't give you an accurate picture. See how AVERAGEA can solve this problem."

<http://blogs.techrepublic.com.com/msoffice/?p=622&tag=nl.e056>

**Eight Handy Tools in Excel You Probably Don't Know About** - "If all you're doing with Excel is keeping simple spreadsheets, you might as well be using a ledger and a quill pen. Well, okay, the ledger won't calculate totals for you. But really, there are tons of valuable tools just below the surface that will help you with a wide variety of tasks. And for handy Word tools, see part one of this story. Check out these hot items." <http://www.pcmag.com/article2/0,2817,2324439,00.asp>

**Excel: Easy Flash Tutorials** - Free. 78 video tutorials on key Excel capabilities. <http://www.officesessions.com/excel.php>

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



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“Computers make it easier to do a lot of things,  
but most of the things they make it easier to do don't need to be done.  
Andrew A. Rooney

## Web Surf & Search:

**Research Beyond Google: 119 Authoritative, Invisible, and Comprehensive Resources** - “Do you think your local or university librarian uses Google? Sure, but certainly not exclusively. In order to start researching like a librarian, you'll need to explore more authoritative resources, many of which are invisible. Note: Although some of the following resources are visible and indexed, they have all been included here because of their authoritative nature.”

<http://oedb.org/library/college-basics/research-beyond-google>

**Cuil** - “The world's biggest search engine. Cuil searches more pages on the Web than anyone else—three times as many as Google and ten times as many as Microsoft. Rather than rely on superficial popularity metrics, Cuil searches for and ranks pages based on their content and relevance. When we find a page with your keywords, we stay on that page and analyze the rest of its content, its concepts, their inter-relationships and the page's coherency. Then we offer you helpful choices and suggestions until you find the page you want and that you know is out there.”

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

## Website Design:

**WebGraficMaker** - “Create custom backgrounds, lines and bullet points for your website. There are 23 separate flash-based generators on WebGraficMaker. All of them are fairly straightforward and simple to use.” <http://en.web-graphics-maker.com/>

**10 Principles Of Effective Web Design** – “There are hundreds of web design principles and tips out there online. I have even published a few myself. The recent 10 Principles Of Effective Web Design at Smashing Magazine stands out for several reasons: It's very relevant to the kinds of mistakes I see these days. It isn't afraid to contradict itself. It's very user centric. And it strongly advocates testing, something almost no nonprofit organizations bothers to do. Most of us could learn something from it. I know I could. Here are the principles in brief: (1) Don't make users think. (2) Don't squander users'; patience. (4) Strive for feature exposure. (5) Make use of effective writing. (6) Strive for simplicity. (7) Don't be afraid of the white space. (8) Communicate effectively. (9) Conventions are our friends. (10) Test early, test often.”

<http://news.gilbert.org/clickthru/redirect/6622/68007/rms>

## Technical:

**Advanced WindowsCare Personal** – Free. “Here's a quick and easy way to juice up system performance--and it's free as well. It has all the basic tools you'll need for speeding up your system, and is exceedingly easy to use. It even includes a one-click fix in which the program does an analysis and then fixes any problems it finds. Most useful are the startup manager, which shows you all the programs that run on startup, and lets you kill any you no longer want to start; a Registry fixer, that fixes invalid or incorrect Registry entries and values; and a system optimizer, which alters the way Windows runs, in order to improve performance. There are a slew of other tools as well, such as a spyware remover, junk file cleaner, and privacy sweeper. And there are also some very good tools for showing details about your hardware and software configuration.

[http://www.pcworld.com/downloads/file/fid,64954-order,1-page,1/description.html?tk=nl\\_ddxdwn](http://www.pcworld.com/downloads/file/fid,64954-order,1-page,1/description.html?tk=nl_ddxdwn)

**LogView**—“Lets you look at a server log real time.” <http://www.tucows.com/preview/504173>

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



## NPO Executive's Resources

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"It takes a lot of things to prove you are smart,  
but only one thing to prove you are ignorant."

Don Herold

### General Management:

**10 Reasons to Embrace Failure** - "Afraid to fall flat on your face? BNET's CC Holland culls inspiration from bright minds like Thomas Edison and Winston Churchill about why failing is a worthwhile endeavor." <http://blogs.bnet.com/teamwork/?p=320&tag=content;coll>

**21 Keys to Magnetic Likeability** - "Your true potential is enhanced by the sum of all the people who like you, and thus would go out of their way to assist you in a time of need. Unfortunately, there is no quick-fix guide for becoming extremely likeable. Likeability is tied deeply into some of your most stubborn, long-standing habits and behaviors. As with conquering any major personal change, it takes time and practice. Here's what you should practice:"  
<http://www.marcandangel.com/2008/06/30/21-keys-to-magnetic-likeability/>

**Stop Forgetting the Client's Name** - "Remembering someone's name is the easiest way to make them feel appreciated. Here are six easy ways to match a name to a face."  
<http://blogs.bnetau.com.au/aussierules/2008/07/01/omg-did-you-just-forget-the-clients-name/>

**Train Yourself to Stay Alert in Boring Meetings** - "Psychologists to the rescue: Researchers have discovered a method that allows people to train themselves to stay alert during boring tasks and seemingly endless meetings." <http://blogs.bnet.com/bnet1/?p=459&tag=nl.e713>

**Get More Out of Your Workday** - "All it takes is making a few demands, says this podcast. For starters, ban the use of the carbon-copy email." <http://blogs.bnet.com/intercom/?p=1787&tag=nl.e713>

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

### Nonprofit Management:

**Social Media in 50 Steps** - "This comprehensive list of 50 Steps to Establishing a Consistent Social Media Practice is full of good advice, day-to-day practice, and tools to streamline your processes." <http://blog.techsoup.org/node/445>

**10 Ways To Get Tech Buy-In** - "Getting buy-in for a great idea from everyone in your organization - constituents, board, even staff - is sometimes like trying to feed broccoli to a three-year-old. You know it's good for them. But they are too stubborn to try it, and by the time you finally convince them to go for it - it's cold. It's time to change tactics so that your ideas don't get trashed, according to Ann Crowley, membership director, and Dane Grams, online strategy director, for the Human Rights Campaign (HRC), at the recent Direct Marketing Association Nonprofit Federation's Leadership Summit. Open up, and devour these tips: " [http://www.nptimes.com/technobuzz/TB2008708\\_1.html](http://www.nptimes.com/technobuzz/TB2008708_1.html)

**Web 2.0 - Building, Growing and Sustaining a Vibrant Online Community : Shiny Objects Vs. Solid Investments** - "At this year's NTEN conference in New Orleans, I spoke to a packed room of a hundred or so nonprofit managers eager to harness the power of Web 2.0 for their organization. Web 2.0 refers to a new generation of web-based communities and hosted services such as social networking sites and blogs that facilitate sharing and collaboration between users. There's a lot of buzz about Web 2.0 tools and how they are revolutionizing the nonprofit industry, but are they just the latest shiny objects to have caught our attention? Or are they actually worth investing time and money into? The answer is yes, of course-in both cases. Allow me to explain." <http://www.charitydynamics.com>



# NPO Manager's Resources

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“What is outside yourself does not convey much worth;  
Clothes do not make the man, the saddle not the horse.”  
Angelus Silesius

## Marketing & Resource Raising:

**How to Set Up a Non-Profit Facebook Page** – “New features and other enhancements have been added to Facebook since Wild Apricot's Beginner's Guide to Facebook for Non-Profits, and nonprofits are learning more about making the best use of the popular social networking site. We've talked about setting up a Facebook account and Profile, and a bit about Groups. Take a look at Facebook Pages for nonprofits.”  
<http://tinyurl.com/6xw6xq>

**No-Ask Fundraising: Six High-Impact Jobs for Board Members** – “Board members can help nonprofits raise money without asking for a dime. How do we harness our board members' passion for the cause and channel it into productive fundraising activities? Here are practical, easy ways your board members can open the door, connect their friends to your organization, expand your organization's social networks, and help you find new friends and donors—without having to solicit. ...” Read more.  
[http://www.guidestar.org/news/features/no\\_ask\\_fundraising.jsp](http://www.guidestar.org/news/features/no_ask_fundraising.jsp)

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

## Program & Project Management:

**Basecamp Wiki** - “If you're looking for an online collaboration tool, Basecamp is the way to go. Use Basecamp wikis for coordinating almost any project, e.g., to collaborate on reports or manage several different small software projects.”  
<http://basecampHQ.com/>

**The Improvement Encyclopedia** - “This is a growing glossary / encyclopedia of improvement and quality knowledge, with particular focus on (and diagrams for) improvement tools.” [http://www.syque.com/improvement/a\\_encyclopedia.htm](http://www.syque.com/improvement/a_encyclopedia.htm)

**Quality Tools** - A site where you will find real and useful tools and articles about quality and quality improvement.  
[http://www.syque.com/quality\\_tools/index.htm](http://www.syque.com/quality_tools/index.htm)

## Personal Productivity:

**PlanningWiz: Plan and Decorate your Room Online** - “Nice website for planning the scatch of a room or an apartment. There are plenty of useful options making the room planner very flexible. Draw floor plans, edit and measure floor dimensions, add different floor textures, customize rooms by furnishing them with different furniture, resize and rotate furniture objects, color objects, and more.” <http://v3.planningwiz.com/>

**QuickMaps : Create Maps With Directions** - “With QuickMaps you can easily draw lines and label locations on a google map using only your mouse cursor. Quite handy if you need to add directions to a map and afterwards share it with others. Maps can be embedded on other web pages as well.” <http://www.quikmaps.com>

**IdentiFont : Identify Font Type** - “Saw a font but can't find out what font it is or where to get it? Wondering what font type does apple or iPhone use? Try IdentiFont - this tool asks you simple questions about a font that you want to identify and then tells you which one it is. Lets you identify fonts by appearance, name and similarity.” <http://www.identifont.com/identify.html>

**Pill Identifier** - “Search extensive database and get information about pretty much any pill based on its appearance, color, imprint, number or name.” [http://www.drugs.com/pill\\_identification.html](http://www.drugs.com/pill_identification.html)