



Management & IT Tips, Tricks & Resources

22 Dec—4 Jan 2009
Volume 8, Issue 25

“Life is not a journey to the grave with the intention of arriving safely in a pretty and well preserved body, but rather to skid in broadside, thoroughly used up, totally worn out, and loudly proclaiming, 'Wow, What a Ride!'”
Hunter S. Thompson, 1937 – 2005

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

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

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“Some cause happiness wherever they go;
others whenever they go.”
Oscar Wilde, 1854 - 1900

Word:

Calculate in tables – “Sure, you can embed an Excel worksheet in a Word document, but if you just need a few simple calculations, you can use Word’s own math skills. Select a cell at the bottom of a column and click Formula on the Table Tools Layout ribbon (Word 2007), or select Formula from the Table menu (Word 2003). Word will suggest =SUM(ABOVE), but you can select among over a dozen functions. Besides choosing ABOVE, BELOW, LEFT, or RIGHT to work with all cells in the specified direction, you can reference individual cells and ranges as you do in Excel—for example, =AVERAGE(A1:C3).” (PC Magazine, Oct 08)

Document inspector – “Your Word 2007 documents may contain a lot more information than you realize—tracked changes, comments, hidden text, private properties, and more. Distributing a document with this kind of data present can be embarrassing. To make sure you’re not revealing too much in a Word 2007 document, click the Office button at the top left, point to Prepare, and click Inspect Document in the resulting menu. Word 2003 has no precise equivalent, but you can get some benefit using the Security tab of the Options dialog. Check the boxes “Remove personal information from file properties on save” and “Warn before printing, saving, or sending a file that contains tracked changes or comments.” (PC Magazine, Oct 08)

Built-in translator – “The Research panel in both Word 2007 and Word 2003 includes an option to translate the selected text or the entire document between various languages. It’s more useful when you’re trying to puzzle out what a foreign-language document means than when you want to communicate your own thoughts with those who don’t speak English. To see why, translate a few sentences from English to another language and then back to English.” (PC Magazine, Oct 08)

PowerPoint:

Organize list items with PowerPoint 2007’s new column feature – “With just a click or two, you can make your bulleted lists more attractive and easier to read -- and save on slide real estate, to boot.” <http://blogs.techrepublic.com.com/msoffice/?p=785&tag=nl.e056>

Add a looping introduction to a PowerPoint presentation – “You can set up your slide shows to include a little preview presentation that will help prime your audience for the main event. Susan Harkins shows this simple but highly effective technique.” <http://blogs.techrepublic.com.com/msoffice/?p=783&tag=nl.e056>

The New Universal Language - “There is a new universal language. It crept in sometime between the advent of the first fax machine and the death of the pager that we wore on our belts. Bill Gates may go down in history for his riches and for eliminating malaria, but his real contribution will be the creation of PowerPoint as the universal language. It is even being used as a social medium.” <http://blog.slideshare.net/2008/08/12/slide-tips-the-new-universal-language-rich-moran/?from=newsletter08sept>

Excel:

Using Logical Functions in Excel 2007 Formulas – “Excel 2007 uses seven logical functions — AND, FALSE, IF, IFERROR, NOT, OR, and TRUE — which appear on the Logical command button’s drop-down menu on the Formulas tab of the Ribbon. All the logical functions return either the logical TRUE or logical FALSE when their functions are evaluated.” http://www.dummies.com/how-to/content/using-logical-functions-in-excel-2007-formulas.html?cid=dn_article

Let Excel build functions for you - “Know a function exists but can’t remember its name? Know the function, but need help with its arguments? Don’t waste time guessing. Let Excel help.” <http://blogs.techrepublic.com.com/msoffice/?p=795&tag=nl.e056>

MIStupid - Tips and video tutorials for Excel spreadsheets. <http://mistupid.com/tutorials/excel/index.htm>

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 bitterest tears shed over graves
are for words left unsaid and deeds left undone.”
Harriet Beecher Stowe, 1811 - 1896

Web Surf & Search:

Learn Google Search Tips From the Pros – “Sure, you know how to use Google, but do you know how to really use Google? The venerable search engine is far more powerful than you might think, and you can tap into that power by learning some advanced search tips.”

<http://blogs.bnet.com/businessstips/?p=2175&tag=nl.rSINGLE>

KeyBoardr – “Plain search engine with a cool twist. Apart from bringing you the results from multiple sources including Google, Youtube, Google Images and Wikipedia, it lets you quickly navigate through search results using keyboard keys. Read more: Keyboardr - Navigate Search Results Using Keyboard.”

<http://keyboardr.com/>

Website Design:

A Few Good Online Auction Tools - “An online charity auction can be a good way to raise money and rally support for your cause. Discover tools you can use – and steps you can take - to help make your next auction a success.” <http://ga0.org/ct/Od1dV-M164nO/>

Jakob Nielsen's - “Dedicated to website usability, by this renowned expert on the subject. The site includes statistics, reports, guidance and trends. Excellent for all levels of expertise in this field.” <http://www.useit.com/>

Seven Web Development Pitfalls - “Avoiding a few common mistakes during the development stages of your Web site can help save you time and money down the road, and will lay the foundation for a successful site that grows with your organization..”

<http://ga0.org/ct/811dV-M1iSnr/>

Technical:

Cutting costs and maximizing value in today's economy – “There's no doubt that today's economy calls for changes in managing IT spending. It is imperative to find a careful balance between cutting costs and optimizing value. This calls for a new approach to managing procurement, contract negotiation, operation cost management and equipment retirement. Find out more in our Gartner Research report, Cost Cutting in IT . This complimentary, informative report provides a blueprint for realizing maximum business value from IT.”

<http://www.gartnerinsight.com/gar32/default.asp>

Reduce Tech-Support Requests with Cheat Sheets - “When human resources are stretched thin but the pile of tech-support requests is thick, job aids (also called cheat sheets, how-to guides, or quick-reference guides) can come to your rescue. Here, professionals offer 15 tips for creating your own effective documentation.” <http://ga0.org/ct/Op1dV-M164nI/>

Two Open-Source Applications Custom Built for Nonprofits - “Nonprofits around the globe are creating free, open-source applications to suit their own needs - and are releasing them out to the community for anyone to use. Learn about two projects that are changing the way organizations work.” <http://ga0.org/ct/Xp1dV-M1sYnT/>

Securing Your Computers for a Public Computing Environment - “If you run a public computer lab, you probably face a variety of security challenges, from preventing the theft of your equipment to protecting your computers from malware and unwanted system changes. We'll show you tools and strategies for keeping your lab safe and running strong.” <http://ga0.org/ct/X11dV-M1sYnQ/>

Document Converter eXpress - Free. Convert files to PDF without the need of installing special software.” <http://convert.neevia.com/#>

How to Record, Edit, and Promote a Podcast - “ We'll walk you through the process.” <http://ga0.org/ct/X11dV-M17E1y/>

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



NPO Executive's Resources

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"The most important thing I have learned over the years is the difference between taking one's work seriously and taking one's self seriously. The first is imperative, and the second disastrous."
Margaret Fontey

General Management:

Five HR Tips for 2009 – “The New Year will bring serious challenges for every business. Here's how smart workforce management will help yours pull through.” <http://www.workforce.com/section/01/feature/26/03/67/index.html>

What's the Better Motivator: Cash or Kudos? “Derek Irvine, who writes about employee recognition, challenged an assertion I made that offering more money to employees can be both a motivator and a welcome reward for hard work. Derek writes,” <http://blogs.bnet.com/teamwork/?p=519&tag=nl.e713>

Be a Better Listener - “Use body language more effectively to show that you're engaged in conversation.” http://www.bnet.com/2422-13722_23-245611.html?promo=713&tag=nl.e713

Changing Behavior - “How to get someone to do something differently without making them defensive.” http://www.bnet.com/2422-13731_23-216310.html?promo=713&tag=nl.e713

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

Nonprofit Management:

What is the Role of an Attorney on the Board? – ““We should have an attorney on the board.” It's conventional wisdom we've all heard. We expect that an attorney would bring legal expertise (so we wouldn't have to pay a lawyer), and that she'd have a skill set, personality, and community stature that would benefit our organization. Attorney Mark J. Goldstein of Milwaukee shares some thoughts ... Not all attorneys are wise, expert, facilitative, financially generous and well regarded. (You knew that!) With more than one million lawyers and 196 law schools in the United States, it may be hard to find the Abraham Lincolns and Atticus Finches of the profession. As a result, and because a board's success depends upon its gestalt as much as the traits of its individual members, boards should think a bit about the contributions an attorney might make: Advantages of having an attorney on the board - 1. Professionalism, conscientiousness, attention to detail. Notwithstanding all the lawyer jokes, attorneys are learned professionals. They are typically detail-oriented, conscientious, and risk-averse. Many are citizens and activists committed to doing the right thing (admittedly a fluid concept). Such an attorney is an asset to any board. 2. Legal knowledge and skills. Attorneys are trained in law school to take in legal and factual information, to analyze that information, and to make recommendations based upon fact, law, financial risk, and other factors. There are many instances where – short of serving as the organization's attorney – this point of view can be very helpful. Disadvantages of having an attorney on the board - 1. The wrong specialty. The constantly increasing rules and regulations mean that the law is far more specialized than ever before. How helpful will an intellectual property attorney be with respect to nonprofit lobbying rules? What might a real estate attorney contribute to a discussion on responding to allegations of harassment? The attorney herself may not know what she doesn't know. 2. The "smartest guy in the room" phenomenon. The good traits of attorneys (such as the ability to form a convincing argument) may compel other board members to give unreasonable weight to the attorney's point of view, and other board members may even feel that to disagree is to risk legal exposure. The attorney himself may feel a need to be the expert, or to imply that his way is the only legal way. A good attorney board member will acknowledge the boundaries of her expertise and defer to outside counsel on issues beyond her own areas of knowledge. 3. Serving two masters and over-legalizing issues. More common than some might think, an attorney might encourage the organization to hire his firm or push for a position that benefits his firm, such as taking a stance that leads to costly litigation as opposed to working creatively to avoid litigation. In other cases an attorney may insist on (paid) legal review of documents for which such review is unnecessary. Such actions can be done with the best of intentions, but the attorney may have prompted the organization to take a position that is justifiable in a strictly legal sense but not in the organization's financial or other best interest. Three tips on how best to work with attorneys on your board - 1. Do reference checks with boards on which the attorney has served before. Does the attorney bring the best of the profession to the board room? 2. When recruiting attorneys as board members, consider which types of issues your organization regularly confronts, and seek an attorney with expertise in that area. 3. Give the attorney (and the board chair) a copy of this article! No doubt, a good lawyer on the board is an invaluable resource. But one that doesn't know her limitations, or takes a combative, overly-legalistic approach to the deliberative process, can be demoralizing to other board members and can lead a board to poor decisions. Make sure you get a good one. (Mark J. Goldstein is an attorney practicing in Milwaukee, Wisconsin. In addition to helping his clients (and their boards) resolve business and employment issues, he serves as Vice President of his local School Board. He can be reached at (414) 446-8800 and Goldstein@mjglegal.com.) (BoardCafe, Feb08)



NPO Manager's Resources

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"A man who wants to lead the orchestra
must turn his back on the crowd."
James Crook

Marketing & Resource Raising:

American Community Survey – “This site provides data set results from a 2007 survey conducted by the U.S. Bureau of the Census on geographic areas of 65,000 or more. This data is very timely, and it was just recently released by the Census. You can find charts and tables on key characteristics of geographic regions on subjects ranging from aging, children, and disability to education, employment, housing, poverty, transportation, and more. Consider this site if you are researching the nature and characteristics of populations in certain geographic areas and want authoritative and timely data.” Free.

http://factfinder.census.gov/servlet/DatasetMainPageServlet?_program=ACS

Effective On-line Donation Pages: Five Short Tips – “Make sure you're getting the most out of your site's donation page. On-line fundraising has become a growing source of income for many nonprofits over the past 10 years. But while organizations typically spend lots of time developing clever, creative, and inspirational on-line content, they often overlook more mundane aspects of on-line appeals that can make a big difference in converting advocates, subscribers, and other supporters into donors. ... Read more.”

http://www.guidestar.org/news/features/donation_page.jsp?source=dec08nwsltr

Program & Project Management:

Change Management Tools for Senior Leaders – “As a leader, you know that leading change can be extremely difficult and time-consuming. It's quite possible to see lots of futile effort, wasted money, and dashed opportunities. As a senior leader, people look to you. They listen to what you say – and they pay attention to what you do. They want to know if you are a champion of this new initiative. If not, they aren't going to waste their time. And you'll find yourself working harder and harder and accomplishing less and less. As one executive told me, "All I got was malicious compliance." Here are some resources that can help you lead change more effectively – and without so many headaches.” Much free. http://www.beyondresistance.com/change_management_leaders.htm

Personal Productivity:

Create and Share Flow Charts with LucidChart – “A fantastic online diagram tool that's like Microsoft Visio in your browser, only free. Lets you whip up flow charts in a flash.” <http://www.lucidchart.com/>

10+ ways to find out someone's e-mail address – “It would be nice if you could just pull out a directory and look up the e-mail address of anyone you wanted to contact. Unfortunately, a bit more resourcefulness is required. Here's an assortment of strategies to try when you can't seem to run down an e-mail address you need.” <http://downloads.techrepublic.com.com/abstract.aspx?docid=395601&tag=nl.e101>

Emurse – “This online resume creator allows you to create very detailed and well-organized (and more traditional-looking) resumes.” <http://www.emurse.com/>

PDFtk: One App to Collate, Split, Rotate and Watermark PDFs - Free. “While looking for some portable apps to add to my USB drive I came across really cool utility for working with PDF files. The app is called PDFTK Builder. It's a standalone program (so you can carry it around on your USB driver) that allows you to: Merge multiple PDF files into one; Insert certain pages from one PDF into another; Rearrange, delete pages, rotate pages within the PDF; Split single PDF document into multiple files; Password protect PDF document; Disable Printing functionality and more.” <http://www.angusj.com/pdftkb/#pdftkbuilder>

Autofill PDF Labels: Print Labels and Business Cards Online - “Autofill PDF Labels is a resource where you can find good variety of free, downloadable and printable PDF label templates for business cards, name badges, CD labels, shipping labels, file folder labels and more.” <http://www.worldlabel.com/Pages/autofillpdf-labels.htm>

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