



Management & IT Tips, Tricks & Resources

8—21 Dec 2008
Volume 8, Issue 24

“By three methods we may learn wisdom:
First, by reflection, which is noblest;
Second, by imitation, which is easiest; and
Third, by experience, which is the bitterest.”
Confucius

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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Office Productivity

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"There are two types of people:
Those who come into a room and say "Well, here I am,"
and those who come and say "Ah, there you are."
Frederick Collins, novelist

Word:

Practical tips for working with Word 2007 documents - "Once you get past the initial learning curve, you can hone your Word 2007 skills for more power and efficiency. This sample chapter from Tricks of the Microsoft Office 2007 Gurus introduces a range of time-saving techniques, from easier ways to save and protect documents to macros that calculate billable time and create a document workspace." <http://tinyurl.com/6cu3gc>

Understanding Layers in Word - "If you're inserting more than one object on the same page in a Word 2000 document, chances are that the objects will overlap. And when objects are placed next to text, do you want the text to appear in front of the objects, or do you want the objects to cover up the text? To determine how the objects overlap with one another and with text, you need to know about layers, also known as drawing layers:" <http://tinyurl.com/6otr7>

Set your own default file locations in Word 2007 - "Out of the box, Word 2007 is set to save documents to My Documents in Windows XP and to your Documents folder in Windows Vista. User templates are stored by default in C:\Documents And Settings\\Application Data\Microsoft\Templates in XP and in C:\Users\\AppData\Roaming\Microsoft\Word in Vista. If these locations work for you, you're all set. But if you'd prefer to keep documents and/or user templates in a folder of your choosing you'll need to tweak these defaults." <http://tinyurl.com/56797d>

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

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://blogs.techrepublic.com.com/10things/?p=267&tag=nl.e056>

How to Use a Clip-Art Image in a PowerPoint 2007 Slide Background - "PowerPoint comes with numerous clip-art images. As long as they are pale or transparent, clip-art makes fine PowerPoint slide backgrounds, especially on PowerPoint title slides. To add a clip-art image as a slide background, follow these steps." <http://tinyurl.com/63jc43>

PowerPoint FAQ - "It is created and maintained by Steve Rindsberg, one of the Microsoft PowerPoint MVPs. If you are having a problem with PowerPoint or are wondering how to do something specific, chances are Steve or one of the other MVPs who contribute have already written an article on it." <http://www.rdpslides.com/pptfaq/index.html>

Excel:

10+ keyboard shortcuts for speeding your work with Excel data - "Shortcuts can save you a considerable amount of time when you're entering or modifying data in a worksheet — but only if you can remember them. This list offers a quick reminder of some old standbys, along with a few shortcuts that are less well known but equally useful." <http://blogs.techrepublic.com.com/10things/?p=243&tag=nl.e056>

Return the last item in an Excel column - "Use this Excel formula to easily return the last item from any list." <http://blogs.techrepublic.com.com/msoffice/?p=732&tag=nl.e056>



CyberSites

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"Honesty in the workplace can't be regulated.
It has to be encouraged by leaders who themselves are honest and willing to admit their failures."
Carol Hymowitz

Web Surf & Search:

Tweak Your Daily Searching With These Browser Bookmarklets – “A bookmarklet is a small piece of JavaScript code saved as bookmarks in your browser. Every time you open such a bookmark it executes its function. A bookmarklet can be a good alternative to a Firefox addon as it is easier to organize and backup (as a usual bookmark), faster to install (all you need is just grab a link and drag it into your bookmarks toolbar) and usually compatible with multiple browsers. As one who searches daily (and I'd even say constantly), I am mostly interested in various ways to customize my searching and using search bookmarklets is one such way. Examples:”

<http://www.makeuseof.com/tag/tweak-your-daily-searching-with-these-browser-bookmarklets/>

MSE360 - An impressive new search engine. <http://mse360.com/>

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

Website Design:

Nonprofit Web Sites on the Cheap – “We know all too well — from being on the poor end of the nonprofit spectrum in the past — that "basics" like having a brochure Web site and a tool to help send out email blasts to lists can be hard to come by when you've got no money, no training, and no technical staff in your sometimes-all-volunteer organization. With that in mind, here are a few highlights from a presentation on building Web sites without money.” <http://blog.techsoup.org/node/581>

PIXresizer – “A free photo-resizing program for quickly generating screen-friendly versions of your images with dramatically reduced file sizes. The reduced files are saved in a different directory so your original pictures are not changed.”

<http://bluefive.pair.com/downloads.htm>

Technical:

Protect Your System with Comodo Firewall Pro – “Comodo Firewall Pro has earned a place in the pantheon of must-have security tools for small businesses, independent contractors, and notebook-toting professionals. This free utility promises to protect your PC from outside attacks and prevent it from transmitting information should it somehow get compromised from within. It also defends against malware by monitoring various system activities for suspicious ...”

<http://www.personalfirewall.comodo.com/>

Slideshare - “An easy way to share your slides and you can add voice overs. Others include Scribd (supports keyword searching), SplashCast (good for image and music heavy PPTs), Zoho Show (can edit slide show online), and SlideAware (good stats).” <http://www.slideshare.net>

The Freelancer's Toolset: 100 Web Apps for Everything You Will Possibly Need—“These categories are covered here: Organization; Calendars & To-Do Lists; Your Money; Storage; Project Management & Productivity; Writing & Design Tools; Security & Privacy; Mobility & Contact; Marketing & Networking; Business & Legal; Client Contact & Feedback; Website Tools; Printing & Packaging; Tools to Give & Take; and Miscellaneous.” <http://tinyurl.com/2dztm8>

FileHamster, - Free. “Monitors files and folders you designate, automatically makes backups, and lets you annotate them. It's available from its makers at the Mogware Web site.” <http://www.mogware.com/FileHamster/>



NPO Executive's Resources

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**“Men make history, and not the other way around.
In periods where there is no leadership, society stands still.
Progress occurs when courageous, skillful leaders seize the opportunity to change things for the better.”**
Harry S Truman, 1884 - 1972

General Management:

Five Critical Negotiation Skills You Won't Learn Anywhere Else – “Are you a good negotiator? Well, so are the folks across the table. And the only thing that matters is whether you're better than them or not. Here are five critical negotiation skills you won't learn anywhere else.” <http://tinyurl.com/5r55sh>

Managing in Tough Times: Seven Steps – “There are steps you can take to help your organization weather the current economic storm. Tough times force hard choices. And these are rapidly becoming the toughest times most of us have ever seen. Even for nonprofit leaders who are accustomed to "making much of little," the repercussions of the unfolding economic downturn are likely to pose unprecedented challenges. ... Read more.” <http://tinyurl.com/6kmm89>

A Simple Gesture to Boost Morale – “Your organization feels the economic misery. Your team knows that you have to make cuts. You want to keep spirits up, but budgets are tight and getting even tighter. Now is the time for a magnanimous but totally basic gesture. It is simple and free, and will lift your spirits too. It is so simple that as a "sophisticated" Harvard Business School expert, I am almost reluctant to mention it. But it works.” <http://tinyurl.com/5wov2p>

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

Nonprofit Management:

Indicators of True Acceptance of Volunteers – “It's a continuous challenge to assure that volunteers are fully integrated into an organization and recognized as indispensable members of the service delivery team. There are many indicators by which to measure the degree of acceptance of volunteers, but it's important to differentiate between superficial and essential indicators. Superficial indicators are important, but can simply demonstrate an understanding of what's "politically correct" when it comes to volunteers. So when you analyze whether the following sorts of things are happening at all in your organization, you need to take it one more step and ask: "How genuine is this? Is it lip service without much substance?" For example, here are three indicators: There's an annual event to thank volunteers. The executive director and/or the chair of the board make a presentation at the event. Volunteers are mentioned in agency newsletters and annual reports. The follow-up analysis might pay attention to such vital issues as: What's the budget for the recognition event? Which "important" people do and don't attend? Is it just a party or also a time for discussion of what impact volunteers made? Does the CEO or Chair write his/her own speech to present? Stay for the whole length of the event? Mingle and talk with volunteers informally? What's actually said about volunteers beyond a head count or report of total hours served? Are they mentioned as something of an afterthought, as in "we also benefited from the contributions of X number of volunteers" or are volunteer efforts described more specifically in relation to various actual activities? So a superficial indicator can become an essential one, either to demonstrate the depth of acceptance of volunteers or to highlight its shallow nature. Here's a collection of essential indicators. Have you ever considered these and what your answers to each may mean? Are volunteers *truly* valued in your organization? Do employees' job descriptions clearly state that working with volunteers is one of the person's responsibilities? Is that question asked during candidate interviews? Is any training offered to do it properly? How often does the *board of directors* discuss volunteer engagement as a formal agenda item? Where is the volunteer program manager placed on the organizational chart? How possible is it to communicate with the highest levels of management, when needed? In agency strategic planning sessions, does the discussion include how volunteers can help with or will be affected by any new project? Are substantive reports on volunteer activities and accomplishments – beyond "hours served" – produced regularly, *read and acted upon*? Are there consequences if an employee is not effective in working with volunteers, and are there rewards for those employees who are great at it? (Susan's Tip of the Month: Energizeinc.com)



NPO Manager's Resources

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“Blessed are those who can give without remembering
and take without forgetting.”
Elizabeth Asquith Bibesco, British author-poet, 1897-1945

Marketing & Resource Raising:

fResource - “fResource is a unique online community for researchers and fundraisers from around the world to come together and share their knowledge about all things research related. Our aim is to help develop fundraising research as a discipline in it's own right as well as ensuring the vast array of information and resources can be accessed by everyone in the search for funding.” <http://www.fresource.info/>

Spock – Prepare for the big ask. This site looks for a person's school, work, and social affiliations, then displays photos, links to social network pages, Web sites, videos, and blogs about that person.” <http://www.spock.com/>

Mailer Mailer 2008 Email Marketing Metrics Report – “Mailer's Report is worth it. I think there's some enlightening stuff in here. For example, did you know that people are opening their email sooner, most likely as a result of mobile access? Or that open rates are stabilizing after a period of decline?” <http://news.gilbert.org/clickthru/redir/6911/68007/rms>

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

Program & Project Management:

Developing Winning Teams – “These days, it's nearly impossible to find companies -- even itty-bitty ones -- that don't use some kind of formal teamwork to get projects done. Trouble is, many companies trip teams up by giving them a one-sheet game plan, sending them on their merry way, and somehow expecting victory. If that sounds familiar, here's a little advice: No matter how talented and creative their individual players may be, teams can't succeed without firm goals and ways to achieve them. Winning teams thrive on structure that's created from the bottom up, yet guided by strong, confident leadership from the top of the organization. Use this collection of articles to help you hire and educate team players who can make your company a winner.” http://www.inc.com/guides/leadership_strat/20694.html

Personal Productivity:

A Few Good Online Survey Tools – “A very cost-effective way for delivering surveys, collecting results, and then analyzing them. There are a number of these tools available. In this article we walk through the online survey tools that have worked for others, and might work for you as well.” <http://www.techsoup.org/learningcenter/software/page10744.cfm>

ePrintableCalendars: Free Printable Calendars, Charts, Lists, Games... - “Lets you create your own printable calendars. It also offers you a bunch of useful printable templates such as Charts, Games, To-do lists, Planners and more. Just choose templates you need, save it to your computer as PDF or print out directly.” <http://www.eprintablecalendars.com/>

Quotations Book - “It's almost certainly the best quotation site in the world. We have 40,000+ quotes by 7,000+ people with hundreds added each day!” <http://www.quotationsbook.com/>

Vocabtest - “It's a good choice if you really want to improve your vocabulary. The tests are divided by grade, up to AP Senior, which is the level you'll probably want to select. Then you simply work through the units as they become progressively more difficult. You'll be retested on words you get wrong and receive a score sheet at the end.” Free. <http://www.vocabtest.com/>