



Management & IT Tips, Tricks & Resources

14-Jul—3 Aug 2008
Volume 8, Issue 15

“Destiny is no matter of chance.
It is a matter of choice:
It is not a thing to be waited for,
it is a thing to be achieved.”
William Jennings Bryan

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

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

This Newsletter Compliments
of the
[Nonprofit Association of the Midlands](http://www.nonprofitam.org)
and the
[The University of Nebraska at Omaha, College of Business Administration](http://www.unomaha.edu)

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

14-Jul—3 Aug 2008
Volume 8, Issue 15

"All the great things are simple, and many can be expressed in a single word:
freedom; justice; honor; duty; mercy; hope."
Sir Winston Churchill

Word:

60 indispensable Microsoft Word tips – “No matter how long you've been using Microsoft Word, you can always learn new techniques to help you work faster and smarter. Here are some of TechRepublic's favorite tips and tricks for Word 97, 2000, 2002(XP), 2003, and 2007, organized into four sections: The Basics, Advanced Tips, Things You Don't Have to Do, and New to Word 2007.”

http://i.i.com.com/cnwk.1d/i/tr/downloads/home/60_word_tips.pdf

Printing Booklets in Word 2003 – “Word 2003 enables you to create booklets from pages you fold in half and staple in the middle. If you've ever assembled a booklet like that, you know that you can't just print the pages in order. Instead, the first sheet of paper must have the first and last page on one side and the second and next-to-last page on the other. Each additional sheet has to have pages that alternate from the front of the booklet to the back of the booklet. The only sheet that has two consecutive pages side-by-side is the sheet that goes in the middle.” <http://tinyurl.com/5hmp7m>

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

PowerPoint:

10 things you can do to give your PowerPoint presentations a heartbeat – “Imagine this: You've just returned to your seat for this afternoon's training seminar. The morning session was pretty interesting, providing information about the design and development of your company's newest product. Lunch was great — a big catered affair — and now you're settling in for this afternoon's topic: Technical specifications. The presenter begins in a tired, flat voice. You watch as slide after slide of monochrome bullet points appear on the screen. You lean back in your chair. Your eyes glaze... you stifle a yawn and begin to imagine yourself in your backyard hammock. Wait! Come back. It's only an example. Your presentations always influence others to take some kind of action. The action might be to listen carefully and learn new information or it might be to drift off toward Dreamworld. The way in which your presentation delivers information has everything to do with how well it will be received. Here are some quick ideas for livening up your presentations to keep the after-lunch crowd awake in their seats.”

<http://blogs.techrepublic.com.com/msoffice/?p=197&tag=btxcsm>

Easily change PowerPoint's default bullets – “Bullets are easy to insert in all Office applications, but the default bullet might not make the right impression in a PowerPoint presentation. Change bullets quickly and easily.”

<http://blogs.techrepublic.com.com/msoffice/?p=601&tag=nl.e056>

Excel:

Using Columns and Bars to Compare Items in Excel Charts – “In Excel charts, using columns and bars is a great way to compare items side-by-side. Column and Bar charts also handle multiple data series — a key point when considering which Excel chart type to use. Column and Bar charts are effectively the same. The difference is that Column charts display vertical columns and Bar charts display horizontal bars. On a Column chart, the values are on the vertical (y) axis, while on a Bar chart, the values are on the horizontal (x) axis. They each process data the same way.” <http://tinyurl.com/6zprbb>

Prevent embedded charts from printing in Excel – “You may not always want to print Excel charts that are embedded in a worksheet. Luckily, you don't have to selectively print your data to keep it from happening. See how to disable chart printing in Excel 2002/2003.” <http://blogs.techrepublic.com.com/msoffice/?p=515&tag=nl.e056>



CyberSites

14-Jul—3 Aug 2008
Volume 8, Issue 15

"Freedom is not worth having if it does not include the freedom to make mistakes."
Mahatma Gandhi

Web Surf & Search:

Searchme Displays Results in Cover Flow View – “Web search engine Searchme displays search results using the three-dimensional Cover Flow interface you've come to know and love in iTunes and on your iPod for web pages. Searchme also guesses related categories for popular searches. For example, a search for "new york" might be related to baseball or business news, restaurant information, and architecture, and Searchme will give you search results within the selected category.”
<http://lifehacker.com/398060/searchme-displays-results-in-cover-flow-view>

20 Google Tips and Tricks - “Here are Google's top shortcuts for getting the most out of Google Search as well as Google Maps and Google Earth.”
<http://www.pcmag.com/article2/0,2817,2321878,00.asp>

Website Design:

10 ways to make your Web site design project go smoothly – “Politics, lack of planning, overlooked details, and poor prioritizing can compromise your Web design or redesign effort. Justin James offers a simple roadmap to lead your project to a successful conclusion.” <http://blogs.techrepublic.com.com/10things/?p=377&tag=nl.e056>

Seo-Browser : Find out How Search Engines See your Site – “Want to find out how Google and other search bots see your website? Check out Seo-Browser, a little tool that can show you how search engines see your website. Find out what parts of the website appear more important, what elements are excluded, how long it takes for the website to load and some other factors. No sign-up required, simply enter your URL and it will present you with the info search bots see when they crawl your website. There are a number of ways you can benefit from Seo-Browser. For instance, it can help you find out whether your current blog theme or website template is in SEO friendly format. There is also an advanced mode that analyzes even more factors, such as meta tags, page size and load times, text to page weight ratio and so on.” <http://www.seo-browser.com/>

Technical:

Enso – “Having to change programs to perform simple tasks—for example, making a quick calculation, or looking up a definition—breaks your concentration, takes you away from the task at hand, and wastes your valuable time. Enso lets you do common computing tasks easier and faster than ever before. You get a huge productivity boost and a simpler digital life. And now that Enso is free, it won't cost you a penny.” <http://www.humanized.com/>

Windows Fonts Explorer - “A powerful font manager for Windows with an intuitive, easy-to-use interface and multi-lingual support. It helps you to see how many and what fonts are installed on your system and test them. It supports a complete view for all font types: TrueType, TrueType Collections, OpenType, Postscript Type 1, Raster, and Vector Fonts.” Free.”
http://www.download.com/Windows-Fonts-Explorer/3000-2316_4-10535863.html

afreeDLL – “Hunting for a DLL (Dynamic-Link Library) file? afreeDLL makes finding, downloading, and restoring .dll files a breeze, and all of the downloads are free. You can browse the site's most popular files or search alphabetically, and the site includes explanations and tutorials to walk you through the download and installation process.” <http://afreedll.com>

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



NPO Executive's Resources

14-Jul—3 Aug 2008
Volume 8, Issue 15

“If liberty and equality, as is thought by some, are chiefly to be found in democracy, they will be best attained when all persons alike share in the government to the utmost.”
Aristotle, 384 - 322 BC

General Management:

How to Get What You Want from Almost Anyone – “Giving a reason -- even an inane reason -- for what you want makes all the difference.” <http://blogs.bnet.com/bnet1/?p=478&tag=nl.e713>

Five Ways to Promote Ethics in Your Organization: Tips for putting ethics front and center – “As a professional who consults with organizations on how to raise the visibility and value of their brands, I'm always stressing with my clients that a brand is not a cosmetic you apply to make your organization look pretty. Rather, a brand is nothing less than your DNA. ...” Read more. <http://tinyurl.com/6llpbu>

Where Ethics and HR Collide – “Most companies can't afford a full-time ethicist to deal with conflicts of interest and other moral dilemmas. Most turn to their Human Resources departments. A study by The Society for Human Resource Management (SHRM) and The Ethics Resource Center surveyed some 3,000 SHRM members (all HR pros) to get their takes on such topics as organizational ethics, the role of HR in ethics, the ethical behavior of top management and the pressure to compromise ethical standards.” <http://blogs.bnet.com/ethics/?p=183&tag=nl.rSINGLE>

The Power of the Humble Checklist – “Creating and abiding by a simple checklist can keep you from making costly -- or embarrassing -- mistakes.” <http://blogs.bnet.com/harvard/?p=358&tag=nl.e713>

Networking – “It's not only who you know, but what those people know about you. Networking can be stressful, but by learning the 5 steps in Leila's Rapport Handshake, you can maximize your networking efforts.” http://www.bnet.com/2422-13722_23-205599.html?promo=713&tag=nl.e713

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

Nonprofit Management:

Tax-Exempt Organizations: Political Activity Restrictions and Disclosure Requirements (Congressional Research Service) - “Recently, significant attention has been paid to the political activities of tax-exempt organizations. In particular, the activities of IRC 501(c)(3) charitable organizations, 501(c)(4) social welfare organizations, 501(c)(5) labor unions, 501(c)(6) trade associations, and 527 political organizations have been scrutinized. This report examines the limitations that the Internal Revenue Code places on political activity, including lobbying and campaign intervention, by tax-exempt organizations. It focuses on the above organizations, but also discusses the restrictions on the other types of tax-exempt organizations. The report also looks at the administrative procedures recently unveiled by the IRS that provide for expedited review of possible tax laws violations by IRC 501(c)(3) organizations that conduct political activities. In addition, the report contains a summary of the information that tax-exempt organizations must report to the Internal Revenue Service about their political activities and whether the information must be made publicly available. <http://openocrs.cdt.org/document/RL33377>

Using Your Web Site to Support Strategic Goals – “Make sure your Web site truly supports your organization's goals. Every nonprofit organization has goals, and these goals can change over time. Some organizations set out to raise money for research and then begin to provide education. Some set out simply to educate but then move toward advocacy. And still others serve to meet the ever-changing needs of their members. As new goals get added and old ones go by the wayside, nonprofits need to adjust their communications and fundraising efforts accordingly.” http://www.guidestar.org/news/features/web_and_goals.jsp



NPO Manager's Resources

14-Jul—3 Aug 2008
Volume 8, Issue 15

"To dream anything that you want to dream, that is the beauty of the human mind.
To do anything that you want to do, that is the strength of the human will.
To trust yourself, to test your limits, that is the courage to succeed."
Bernard Edmonds

Marketing & Resource Raising:

The State of Fundraising On-line: Results of a Giving USA Survey – “Melissa Brown has prepared an excellent summary of those results of the Giving USA Survey that relate most to The State of Fundraising On-line. If you find it useful to compare your organization to others, you'll find this very handy.”
<http://news.gilbert.org/clickthru/redirect/6758/68007/rms>

ChipIn – “A neat and free web app that allows you to raise money online easily and quickly - without a lot of complicated coding or hassles. Signing up is easy - just start filling in the boxes, tell them what you are raising money for, how much, how soon you need it, and your PayPal email address. It is important to note that if you use PayPal, you may be subject to their fees. The widgets are created with Flash and easily customizable. It is up to you whether or not you want to set a specified fundraising amount or not, and you can choose from several colors as well as many different size widgets, so you can get the perfect size and color combination that will fit into your blog's theme or website's design. As there are several different widgets to choose from, each displaying different levels of information including your fundraising goal, the amount raised to date, the end date, the number of participants and more, you can rest assured that you get enough information to those who want to donate to your cause.” <http://www.chipin.com/>

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

Program & Project Management:

Negotiation Challenges – “A number of things can occur in a negotiation that can be especially challenging. Anticipating challenges and developing strategies to deal with them can be helpful when they happen. Below are some common negotiation challenges and strategies for handling them. By being able to recognize them, you will be in a better position to handle them effectively. By being conscious of them, you will be less likely to inadvertently use one yourself.”
<http://www.tero.com/negotiationchallenges.html>

10 things you can do to motivate your team – “To get things done these days, working in teams is almost imperative. But how can you motivate a team to accomplish your objectives? How do you avoid common mistakes that can kill performance and morale? Calvin Sun suggests some strategies for keeping your team focused and on track.”
<http://blogs.techrepublic.com.com/10things/?p=358&tag=nl.e056>

Personal Productivity:

ePrintableCalendars - Create your own free printable monthly and yearly calendars. Also has free planners, checklists, games, etc. <http://www.eprintablecalendars.com/>

Magnigraph – “Create magnigraphs of your signature, a sketch, even a photograph. Scale it for printing on T-shirts, mugs, or posters. Makes a great gift! There are two ways to create your magnigraphs. Upload an image from your computer, or point us at an image on the web. Low resolution, high contrast images work best.” <http://www.magnigraph.com/>

280Slides – “Create beautiful presentations, access them from anywhere, and share them with the world. With 280 Slides, there's no software to download and nothing to pay for – and when you're done building your presentation you can share it any way you like.” <http://280slides.com/>