







# Management & IT Tips, Tricks & Resources

2-15 June 2008  
Volume 8, Issue 12

“There will come a time when you believe everything is finished.  
That will be the beginning.”  
Louis L'Amour

**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 five 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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## Office Productivity

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“The first step, my son, which one makes in the world,  
is the one on which depends the rest of our days.”  
Voltaire

### Word:

**Create Office Word 2007 documents faster!** – “Discover the new building blocks feature in Microsoft Office Word 2007. Assemble your document from galleries of predesigned parts, add your information, and save the building blocks to use again and again.”

<http://office.microsoft.com/en-us/word/HA102445941033.aspx>

**Add hyperlinks that open in a new window** – “Hyperlinks in a Word document offer a convenient way to jump out to the Web. Make them even handier and set them up to open in a separate window.”

<http://blogs.techrepublic.com.com/msoffice/?p=520&tag=nl.e056>

**How to create columns in the middle of a Word document** – “Columns, or specifically, newspaper-style columns, are common in newsletters and reports. The good news is that they’re easy to implement and you don’t have to apply the column format to your entire document; you can *columnize* any text with just two clicks.” <http://blogs.techrepublic.com.com/msoffice/?p=506>

**10+ tips for working faster with Word tables** – “This set of reliable timesavers is aimed at users who need to perform basic table tasks without getting bogged down in feature subtleties.”

<http://blogs.techrepublic.com.com/10things/?p=240&tag=nl.e056>

### PowerPoint:

**How to prevent PowerPoint file corruption** – “There are a number of ways to help prevent your PowerPoint files from becoming corrupt: Never work from removable media; Turn off Allow fast saves; Save often and save well; Make backups; Practice good hard drive maintenance; and Zip files before sending though e-mail.” More.

<http://office.microsoft.com/en-us/powerpoint/HA011168771033.aspx?pid=CH010036301033>

**Export Google Presentations to PowerPoint Format** – “The Google Presentations app (part of Google Docs) has long been able to import PowerPoint files, but its export options were limited to PDF. But now you can save your presentations in PPT format for offline viewing in PowerPoint, OpenOffice, or any other app that supports it. Just click the File menu and you’ll see the newly added Save as PPT option.(BNET)

**Add Actions to PowerPoint** – “Ready to shake up your PowerPoint presentations? Consider Actions. Actions let you add interactive elements to your slide shows. You can use them to navigate around a presentation, and you can use them to move to a hidden slide in a presentation and then return to where you left off. Actions can be grouped and placed on master slides to create a custom navigation system for a presentation. Using them, you can add Next and Previous buttons as well as Home and End buttons that, when clicked, move you around a presentation.” <http://www.pcmag.com/article2/0,2817,2256490,00.asp>

### Excel:

**What’s so great about Office Excel PivotTable reports?** – “PivotTable® organizes, summarizes, and analyzes your data to reveal its meanings.” <http://office.microsoft.com/training/training.aspx?AssetID=RC010136191033>

**Quickly add text to your Excel 2002/2003 charts** – “When you need to add text to your Excel charts, you can save a little time. This trick will let you skip the step of creating a text box.” <http://blogs.techrepublic.com.com/msoffice/>

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



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“Begin somewhere;  
you cannot build a reputation on what you intend to do.”  
Liz Smith

## Web Surf & Search:

**KwMap**- “KwMap touts itself as "a keyword map for the whole Internet". Type in a keyword or phrase, and an unusual interface appears. At right is an alphabetical list of related keyphrases. At left is a visual component showing two axes that resemble an insect's antennae, dotted with nodes representing related terms. Clicking on a term's node takes you to another layer of loosely-related terms. This is a new search paradigm, but it offers the opportunity to explore related concepts in small leaps. Thus, a search for the word "tree" could lead you to "tea tree oil" or to a study of ancestor worship (via "family tree"). Hyperlinking mimics hyper-thought.”

<http://www.kwmap.net/google.html?dom=google.com>

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

## Website Design:

**Cool Tool Alert: Google Translate** - “Create multi-language Web pages. While Google Translate isn't perfect, the service does a pretty good job of converting your original content to the language you want. (But just keep in mind that, like all of these online translation tools, the content produced should be reviewed by someone knowledgeable before you actually put it on your site.)” [http://translate.google.com/translate\\_t](http://translate.google.com/translate_t)

**Back to Basics: The New Web Site Essentials** – “Navigation, page length, and site organization still matter in our Web 2.0 age. Almost every organization today, from the small one-person nonprofit to the private-sector independent contractor, has a Web site. A Web presence is essential and has been for years. And just like anything that has been around for a while, every now and then things need to be revamped and reevaluated. ... Read more.” [http://www.guidestar.org/news/features/web\\_essentials.jsp](http://www.guidestar.org/news/features/web_essentials.jsp)

## Technical:

**Blender** – Free. “When it comes to 3D modeling and animation, there aren't very many open source/free alternatives that are as powerful as their commercial counterparts. That's where Blender is the exception. Blender is a very feature-full 3D animation program that can be used for a variety of uses, such as modeling, simulation, animation, and pretty much anything else that can be done on commercial software. What's also great about this software is its small installation size and ability to run on Windows, Linux, and OS X.” <http://www.blender.org/>

**Forget Vista, Make Your XP System Faster**- “In just minutes, discover how you can improve the performance of your computer without the expense of adding new hardware. PC Pitstop's FREE Optimize Scan is easy to run and will automatically diagnose problems with your PC. Receive a FREE custom report detailing issues that are hurting your PC's performance.” <http://pcpitstop.com/tinylink.asp?id=232753>

**Vista Transformation Pack** – “Free . Are you jealous of friends who get to compute all day in good-looking Vista while you toil in ancient XP? This pack does all it can to make sure the older OS gets the visual perks of the newer. From the boot screen to the smart icons, even the control panels are Vista-ized.” <http://www.windowxlive.net>

**Get a Free Small-Business Web Site from Microsoft** – “If you're starting a new small business or just looking for nicer Web digs for your existing business, Microsoft has a pretty sweet deal: Microsoft Office Live Small Business, which offers free site design and hosting, a custom domain, contact and document managers, and loads of...” <http://smallbusiness.officelive.com/>



## NPO Executive's Resources

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“Imagination is the beginning of creation.  
You imagine what you desire,  
you will what you imagine  
and at last you create what you will.”  
George Bernard Shaw (1856 - 1950)

### General Management:

**How to Maintain a Top Talent Pool** – “A bad employee review system lets unproductive employees slide and top performers go unrewarded. The result? A dysfunctional organization. A slew of articles from our business library offer concrete tips for fixing a broken review process.”

[http://www.bnet.com/2403-13059\\_23-201251.html?tag=nl.e713](http://www.bnet.com/2403-13059_23-201251.html?tag=nl.e713)

**Leadership Run Amok** – “A leader's hunger to achieve--to continually be the best--is a major source of strength for any organization. It fuels innovation, productivity, and growth: companies would be lost without it. But taken to an extreme, the drive to achieve can damage an enterprise. To meet ambitious goals--a revenue aim, a sales target--overachievers command and coerce employees rather than coach and collaborate with them. Many also cut corners, neglect to communicate crucial information, and ignore others' concerns. Result? Overachievers stifle others' drive and development--ultimately eroding organizational performance, demolishing trust, and undermining morale. How to guard against achievement overdrive? As Spreier, Fontaine, and Malloy suggest . . .”

[http://www.bnet.com/2439-13058\\_23-174982.html](http://www.bnet.com/2439-13058_23-174982.html)

**Conquer the Curse of Multitasking** – “How to quit squandering your most valuable resource -- your time. BNET's Sean Silverthorne finds solutions for how to quit multitasking and start spending your time the right way.” <http://blogs.bnet.com/harvard/?p=307&tag=nl.e713>

**6 Steps to an Ethical Business Culture** – “An ethical workplace environment offers less risk, less fraud, less litigation, and happier employees. Here's how to build one.”

<http://blogs.bnet.com/ethics/?p=145&tag=nl.e713>

### Nonprofit Management:

**The Hauser Center for Nonprofit Organizations** - “The Hauser Center for Nonprofit Organization "pursues dispassionate research and education, promoting critical thinking about the importance, roles and performance of civic organizations." This website complements their contextual work by offering information about their staff, publications, research programs, and educational programs. The "Publications" area is one that will be of most interest to visitors, as they can peruse their working paper series, look over their newsletters, and also learn about recent books written by Hauser Center authors. The working paper series contains over 40 titles, including "Comparative Advantage in Disaster Response" and "What Matters to Whom? Managing Trust Across Multiple Stakeholder Groups". Finally, visitors can also sign up to receive the Center's e-newsletter.”

<http://www.hks.harvard.edu/hauser/>

**A Few Good Case Management Tools** – “A good case management tool will track the information you need to work with a client, such as their age, address, job history, medical history, and child care situation. It will also track all the contacts between your staff and the client, the individualized plan for your client, and the progress towards the plan. And it will allow you to report on all the information you've collected. But it's not easy to select the right case management application for your needs. While we can't look at them all, in this article we round up some of the more affordable tools that are broadly applicable across a number of human service sectors.” [http://www.idealware.org/articles/fgt\\_case\\_mgt.php](http://www.idealware.org/articles/fgt_case_mgt.php)

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



## NPO Manager's Resources

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“First comes thought; then organization of that thought, into ideas and plans; then transformation of those plans into reality.

The beginning, as you will observe, is in your imagination.”

Napoleon Hill

### Marketing & Resource Raising:

#### **GrantGopher.com Launches Free Available Grant Database to Connect Nonprofits with Funding Resources**

– “In a world filled with grant scam websites and outdated, static research databases, GrantGopher.com proudly announces the launch of its free grant search database. The information is updated daily, with newly announced grant programs entered and expired announcements removed. Users can create a free account which includes a customizable home page, grant writing and fundraising information, in addition to the database. This service is offered to anyone interested in finding grant funding. While there are fewer grants available for individuals or small businesses, GrantGopher.com does incorporate them in the database. Grant awards range from \$300 into the millions, and are included from every source available, including community, family, and corporate foundations, as well as departments of local, county, state and federal government agencies.” <http://www.grantgopher.com/>

**Five Steps for a Widely Successful Online Raffle** – “Online raffle events present great possibilities to raise substantial funds for your organization. It is possible to sell an astounding number of high priced raffle tickets for a high value item, or reach many small groups interested in unique, diversely priced, raffle items and bundles. In addition to the great proceed generating opportunities of online raffles, you can also greatly to expand your email list by diligently gathering new participant information.”

[http://www.imakenews.com/ep philanthropy/e\\_article001106790.cfm?x=bcJLDWV,b1pft4vP](http://www.imakenews.com/ep philanthropy/e_article001106790.cfm?x=bcJLDWV,b1pft4vP)

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

### Program & Project Management:

**Be prepared for the hindsight critics** – “Something happens to people when they hear the words, “Take a look and give me your feedback.” An invitation to criticize is like catnip to some people. Folks who had no input going into a project suddenly whip out the white gloves and develop an attention to detail that would put a rice painter to shame. Learn how to avoid this kind of feedback on your project after the fact.”

<http://ct.techrepublic.com.com/clicks?t=48123128-cb61e44a51520a54cc6b34d45afab419-bf&brand=TECHREPUBLIC&s=5>

**8 Ways to Make Meetings Useful** – “Nobody likes meetings. Know why? Because they tend to be a waste of time. The Good Life on a Budget blog offers 8 tips for making meetings productive, including: Tip #1: Set an agenda prior to the meeting with brief bullet points and send it out ahead of time.” <http://goodlifebudget.com/event-planning/how-to-hold-a-useful-meeting/>

### Personal Productivity:

**Dia** – Free Microsoft Visio replacement. “Dia can be used to draw many different kinds of diagrams. It currently has special objects to help draw entity relationship diagrams, UML diagrams, flow charts, network diagrams, and simple circuits. It is also possible to add support for new shapes by writing simple XML files, using a subset of SVG to draw the shape. It can load and save diagrams to a variety of formats.” <http://live.gnome.org/Dia/Download>

**Business Templates & Images** – “Create your own marketing materials. Free image library. Sets of templates with a coordinated design including letterhead, envelopes, business cards, brochures, etc.” <http://www.hp.com/sbso/productivity/office/>

**Sullr** - Reverse look up with a map! Enter a phone number and find out the name and address of who it belongs to. Not only that, look at a map and see where that address is located.” <http://www.sullr.com/>