



# Management & IT Tips, Tricks & Resources

30 June—13 July 2008  
Volume 8, Issue 14



"Gentlemen may cry, peace, peace-but there is no peace. The war is actually begun! The next gale that sweeps from the north will bring to our ears the clash of resounding arms! Our brethren are already in the field! Why stand we here idle? What is it that gentlemen wish? What would they have? Is life so dear, or peace so sweet, as to be purchased at the price of chains and slavery? Forbid it, Almighty God! I know not what course others may take; but as for me, give me liberty, or give me death!" Patrick Henry

**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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## Office Productivity

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“You have to love a nation that celebrates its independence every July 4, not with a parade of guns, tanks, and soldiers who file by the White House in a show of strength and muscle, but with family picnics where kids throw Frisbees, the potato salad gets iffy, and the flies die from happiness. You may think you have overeaten, but it is patriotism.” Erma Bombeck

### Word:

**Enhance your Word documents with easy column formatting** – “Formatting a Word document with newspaper-style columns can improve the layout and make the text easier to read. Columns are simple to implement -- you can apply the desired format to any text with just two clicks. Here are the steps for adding columns in all versions of Word.” <http://tinyurl.com/6onwcy>

**Add a building block to a gallery** – “You can add your own reusable building blocks — for example, a custom header or footer — to any of the galleries that are available in Microsoft Office Word 2007.” <http://tinyurl.com/4879lh>

**Microsoft Word 2003 keyboard shortcuts** – “This handy, two-page table lists 80 keyboard shortcuts and their corresponding functions for Microsoft Word 2003. Download and print this time-saving document and post it near your keyboard for at-a-glance help when you need to format text, work with tables, print and preview documents, apply styles, and more.” <http://tinyurl.com/68t4wy>

### PowerPoint:

**Secrets of a Winning Presentation** – “Michael Moon, of the design firm best-known for its work in Al Gore's documentary "An Inconvenient Truth," shares his tips in this podcast for creating a killer presentation.” <http://tinyurl.com/5j2bfe>

**How to add descriptive text to a PowerPoint slide** – “Slides highlight or emphasize information that the presenter elaborates on during the actual presentation. After all, you can't put everything on slides. When you want to provide additional information, but you don't want to include it in the actual slide show, use notes. In Normal view, you can enter notes in the small section just below the slide where it says *Click to add notes.*” <http://blogs.techrepublic.com.com/msoffice/?p=536>

**PowerPoint guidelines at a click** – “PowerPoint guidelines help you measure distances between objects so you can position them in an orderly fashion on your slides, but there are only two by default. Learn how to get more.” <http://tinyurl.com/5lywv8>

**Creating Large Format Posters Using PowerPoint** – “You will be making just one slide (or page) in PowerPoint. One really big slide! From the File menu select "Page Setup". Under "Slides Sized for:" choose "Custom" and then set the page size to the same size that you want your poster to be. For example, if you want your poster to be 36" x 48", then set the page size in PowerPoint to 36" x 48". Next . . .” <http://tinyurl.com/4epjvn>

### Excel:

**Microsoft Excel 2007** – Quick reference guide. <http://www.customguide.com/pdf/excel-quick-reference-2007.pdf>

**Creating Interactive Web Pages in Excel** – “If you know that the users of your Web pages containing Excel data will be using Internet Explorer to view them, you can make it possible for them to manipulate the data and make modest modifications to the worksheet data when viewing the pages in their Web browser.” More. <http://tinyurl.com/3voq2c>

**How to add a drop-down list to an Excel cell** – “Drop-down lists can greatly facilitate data entry. Here's a look at how to use Excel's data validation feature to create handy lists within your worksheets.” <http://blogs.techrepublic.com.com/msoffice/?p=179&tag=nl.e056>

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



CyberSites

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“This nation will remain the land of the free only so long as it is the home of the brave.” Elmer Davis

## Web Surf & Search:

**World Time Engine** – “This site allows visitors to find the past, current and future times for any country, city, town, village, street, zip code and/or geographic coordinates in the world. It also provides the ability to compare up to 5 times in different locations for the purposes of arranging meetings, understanding the time differences at a glance and planning future events.”

<http://worldtimeengine.com/>

**ujiko** – “A search engine that mutates. UJIKO evolves with your expertise: The more you use it, the more functions it is able to offer. Basic principle: each time you visit a new site, you are gaining one point of expertise. With every 10 points, you move to the next level. Your search engine is mutating, new buttons appear giving you access to advanced features (search video, images, news, encyclopedia, advanced filters, animated skins, web archive, traffic details...)” <http://www.ujiko.com>

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

## Website Design:

**Roxer** – “An easy-to-use, free online tool that lets anyone create stunning web pages without programming. Roxer takes a new approach to making web pages, based on the idea that you should never have to bother with code. With Roxer anyone can make visually stunning and fully functional web pages online using only a web browser. Editing is even easier. To rearrange your content, just click and drag items where you want them. To change your text, just click and type. To move content from one page to another, just copy and paste. Best of all, you will be doing these things *to* your web *page from* your web page. It's that easy!”

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

## Technical:

**Search and Manage Your IT Infrastructure with Paglo** – “If you run a small or medium business, you know how challenging it can be to keep tabs on all the hardware and software in your organization. Paglo, which bills itself as “a search engine for IT,” offers inventory and network management, software auditing, remote monitoring, and alerts. Here’s what AppScout had to say about Paglo: ‘At its heart, Paglo is a search utility, and through the types of information you can obtain through targeted searches, IT staff can greatly minimize the time required to research and obtain information about their existing systems in order to diagnose issues, track changes, or proactively find problems.’ How does it work? In a nutshell, the system administrator downloads and installs the Paglo “crawler” program, which peruses the company network and collects information about installed hardware, software, etc. The admin can then view the results in a simple dashboard and run searches. Most amazing of all, Paglo is free (at least for now — it’s currently in the public beta stage). It’s definitely worth a look for anyone who needs IT-infrastructure management on the cheap.” <http://www.paglo.com/>

**TechNewsWorld** – “Billed as “All Tech, All the Time”, the TechNewsWorld is a good way to stay on top of the latest developments in the worlds of technology, computing, information technology management, and other related areas. On the homepage, visitors can take a look at some of their top stories and then move on over to the “Shortcuts” area. Here they will find a selection of podcasts, webcasts, and even a helpful WiFi hotspot locator. The podcasts include “Weekly Roundups”, which offer a digest of the week's news and the latest activities from various major technology companies. Visitors who wish to keep tabs on the site may wish to sign up for RSS feeds, email news updates, and their discussion boards via the “Reader Services” tab.”

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



## NPO Executive's Resources

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"Let every nation know, whether it wishes us well or ill, that we shall pay any price, bear any burden, meet any hardship, support any friend, oppose any foe, to assure the survival and success of liberty."

John Fitzgerald Kennedy

### General Management:

**Harnessing Social Dynamics and Building Your Leadership Talent Through Times of Cultural Change** – "This article examines the hidden dynamics under the surface of organizational culture change programs. It identifies six types of responses and goes on to suggest practical strategies to lead and motivate each type. The proposition is that most change theories focus too much on the strategies for implementing change programs, and too little on how to understand the different ways that people respond to them and how to lead these differences." <http://www.mbaworld.com/printblrarticle/1057/index.htm>

**25 Absolute Essentials for Networking Success** - "In business, it is often said that success is determined not by what you know but by who you know. Additionally, the level of your success is determined greatly by the quality of your relationships with others. While for some, networking is something that comes naturally and effortlessly, for others it is an area where significant improvements are needed. Small, consistent improvements over time will open up far more opportunities and resources to you. Whether you are a seasoned connector or someone who needs to jumpstart their relationship building, here are 25 essential tips to ensure your networking success." <http://www.dumblittleman.com/2008/06/25-absolute-essentials-for-networking.html>

**When to Coach, Not Manage** – "If you need to tell employees what to do, good managing is essential. But if you need them to make decisions independently, effective coaching is key. A manager must take up both roles, but exec coach Leila Bulling Towne explains why the latter will help make your job easier." [http://www.bnet.com/2422-13722\\_23-205462.html?promo=713&tag=nl.e713](http://www.bnet.com/2422-13722_23-205462.html?promo=713&tag=nl.e713)

### Nonprofit Management:

**Nonprofit Taglines: Small Words, Big Impact** – "Nancy Schwartz has been studying taglines (organizational and campaign slogans and the like) used by nonprofit organizations. In addition, she explores the three main benefits of good taglines and looks at several examples of the role of a good tagline in the effective branding and rebranding of an organization." <http://news.gilbert.org/clickthru/redirect/6736/68007/rms>

**Patterns for Sign Up and Ramp Up** – "An excellent library of Patterns for Sign Up and Ramp Up - web design elements that support new user registration and engagement of various sorts. They looked for patterns across twenty different applications (primarily commercial, but still relevant) and identified both trends and tactics. This guide is available as an online presentation and as a free 70 page PDF download." <http://news.gilbert.org/clickthru/redirect/6735/68007/rms>

**New Survey Looks at Tomorrow's Nonprofit Leaders** – "When the Baby Boomers begin to retire en masse from the nonprofit sector, will the next generation be ready to replace them? And more important, will they be willing? These crucial questions are addressed in a new survey, Ready to Lead, conducted by the Meyer Foundation in cooperation with CompassPoint, the Anne E. Casey Foundation, and Idealist.org." [http://www.guidestar.org/news/features/leadership\\_survey.jsp](http://www.guidestar.org/news/features/leadership_survey.jsp)

**Keep Out of Politics The IRS Political Activities Compliance Initiative** – "Don't take chances—learn the rules. The issue is a serious one: engaging in prohibited political activity can result in excise taxes or even loss of tax-exempt status." [http://www.guidestar.org/news/features/irs\\_update\\_jun08.jsp](http://www.guidestar.org/news/features/irs_update_jun08.jsp)

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



# NPO Manager's Resources

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"I am well aware of the toil and blood and treasure it will cost us to maintain this declaration, and support and defend these states. Yet through all the gloom I see the rays of ravishing light and glory. I can see that the end is worth all the means. This is our day of deliverance." John Adams

## Marketing & Resource Raising:

**Muckety: Interactive Map** – “Muckety is an interactive and user-customizable map that visually illustrates, by solid and dotted lines, the relationship between prominent people and institutions in business, politics, media, and other spheres of influence. Key in the name of a well-known person or institution, and you will quickly view a Java-created map that illustrates its connections with other people and institutions in Muckety’s database. And not only are the links displayed, but the map also tells what “type” of relationship each entity has to the other (e.g., subsidiary, founder, partner, spouse, and intern). Consider this site if you want to find connections between prominent and powerful businesses and institutions.” Free. <http://news.muckety.com/about-muckety>

**Using E-Newsletters and E-Mail to Promote Your Business** – Free, three module, on-line course from PC Magazine. “E-newsletters, e-mail promotion and other tools can give your business a powerful voice, reach potential new customers, and stay in touch with existing ones. There are several aspects to doing newsletter and e-mail promotions effectively and in recent years many of the rules have changed. The CAN-SPAM Act in the US and similar laws enacted around the world have changed what you may do with email. In this course we cover topics such as how to create effective distribution lists, managing lists, writing effective subject line and body copy, and much more.” <http://tinyurl.com/3sycrl>

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

## Program & Project Management:

**How to Manage Your Team in a Downturn (and Come Out on Top)** – “Layoffs have truncated staff; cost-cutting measures are threatening projects, and morale is in the toilet. From the manager’s perspective, getting the most out of employees in this kind of environment can seem like a Sisyphean task. In fact, it’s a perfect opportunity to rejigger processes and fix what’s broken — and managers are uniquely positioned to do just that. Here’s how being candid with your employees, rewarding them in creative ways, and enlisting them to help make hard decisions can not only keep your team motivated but pull your company out of its slump.” [http://www.bnet.com/2403-13059\\_23-208896.html?promo=713&tag=nl.e713](http://www.bnet.com/2403-13059_23-208896.html?promo=713&tag=nl.e713)

## Personal Productivity:

**Voo2d0** – “There's too much worth doing—choose wisely. advanced task and priority management for busy, ambitious individuals. Organize tasks by project; track time spent and remaining; add tasks by email ; publish task lists; as easy as paper, but on the web 24x7; supports software guru Joel Spolsky's Painless Software Scheduling method; improved personal productivity.” Free. <http://voo2do.com/>

**Spreader** – Free. Improve your reading speed. Enter a paragraph, set the words per minute you want to achieve, and the text will flash by you in a speedy slideshow. As you get better at processing this information, you can adjust the speed, the number of words you see at one time, and the size of the type.” <http://www.spreader.com/>

**FreeMind** – Free. “Make plans and easy-to-understand notes. FreeMind lets you take notes in a branching, tree-like "mind map." Psychologists say that mind maps are easier to follow than traditional outlines. You can add colors, images, text, and special formatting to any of the branches. FreeMind is free. ” <http://www.pcworld.com/downloads/file/fid.62767-page.1-c.office/description.html>