



# Management & IT Tips, Tricks & Resources






24 Mar—6 Apr 2008  
Volume 8, Issue 7

“On the whole we must repeat the often repeated saying,  
that it is unworthy of a religious man to view an irreligious one either with alarm or aversion;  
or with any other feeling than regret, and hope, and brotherly commiseration.”  
Thomas Carlyle

**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.
-  **Ruminations:** My chance AND your chance to offer observations on life, work and whatever.

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)

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## Office Productivity

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“This is my simple religion. There is no need for temples; no need for complicated philosophy. Our own brain, our own heart is our temple; the philosophy is kindness.”  
Dalai Lama

### Word:

**Redact Text in Word** – Like the federal government, you can blackout sections of documents that you do not wish others to have access to. You can read your own redacted text; but when you export the documents in redacted form, the marked portions can not be read (or edited if you so choose).”

<http://find.pcworld.com/59889>

**Stop fumbling with the mouse and let Word position your tables for you** – “You’ve just created a table at the end of the first page of your Word document, but would like the table to appear in the middle of your page instead. Your first instinct might be to click and drag the table into position, but no matter how many times you move the mouse to adjust the table’s position it never seems quite right — either the table is not exactly where you want it, or the text runs up against the table borders. If you try reformatting the text on the page, the table moves out of its central position. Don’t use the mouse, just tell Word to position it for you. Do this:” <http://blogs.techrepublic.com.com/msoffice/?p=438>

**Make A Document Read Only** – “If you have word documents that you want others to be able to view, but not change, you can make those particular documents read-only. Word 2003 makes this very simple to do. 1. Open the document that you want to mark as read-only. 2. From the File menu, click Save as. 3. Within the Save As dialog box, click Security Options from the Tools menu. 4. The Password to Modify window will appear. Enter a password to secure the document. 5. Re-enter the password when prompted. 6. Click OK. 7. Click Save.” (Diana Higgins) “

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

### PowerPoint:

**Converting PowerPoint to Word** – “Converting PowerPoint presentations to Microsoft Word documents is easy, and here are a couple of reasons to do so: To combine the presentation with more detailed content from elsewhere and create a report; and to create training materials in Word from existing PowerPoint content.”

<http://www.dummies.com/WileyCDA/DummiesTip/Converting-PowerPoint-to-Word.id-4911.html?cid=articleFeature>

**PowerPoint Presentation Disasters: Conference Style** - How to avoid presentation disasters when using PowerPoint for large audiences. <http://www.onppt.com/ppt/article1036.html>

**How to Merge Presentations From Multiple PowerPoint Versions** - This tutorial provides steps on how to not get trapped by mistakes when merging multiple PowerPoint presentations. <http://www.onppt.com/ppt/article1038.html>

### Excel:

**Calculate a conditional running total in Excel**—“Running totals are used to update totals within a series in Microsoft Excel. Usually, a simple expression that adds the previous total to the latest value does the trick. Susan Harkins shows you what to do when a business rule throws a monkey wrench into the works, requiring the use of conditional running totals.”

<http://blogs.techrepublic.com.com/howdoi/?p=188>

**Illustrate data tables using Excel charts** – “Charts are an easy way for people to easily assess your data, but you may run into trouble including data tables in your Excel form. Here's how to illustrate data tables using Excel charts.”

<http://blogs.techrepublic.com.com/msoffice/?p=226&tag=nl.e056>



**CyberSites**

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“Destiny is but a phrase of the weak human heart - the dark apology for every error.  
The strong and virtuous admit no destiny. On earth conscience guides; in heaven God watches.  
And destiny is but the phantom we invoke to silence the one and dethrone the other.”  
G. K. Chesterton

## Web Surf & Search:

**Awesome Highlighter: Highlight and Share Webpages** – “The Awesome Highlighter makes it easy to highlight certain parts of the webpage and save it for later reference or to share it with others. Simply select the text using the mouse cursor, press save and get back the new URL with selected highlights. Post it in an email, forum or blog.” <http://www.awesomehighlighter.com/>

**Gigablast** – “Patent-pending "publication date detection" algorithms estimate the date that a particular page was first published or most recently edited or modified. The algorithms ignore webpage clocks or date counters. Also, minimal changes to web page content are weighted less than substantive changes to content. This allows you to search for "new" pages within the last day, or last week, or last month, and makes it very easy to stay current with the ever-changing web.”

<http://beta.gigablast.com/>

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

## Website Design:

**IzzyMenu** – “Build professional CSS menus for your website. Create stylish navigation menus for your Website in a matter of minutes. IzzyMenu is a CSS menu builder where you can create professional looking menus for your website without writing a single line of code. Although you still need to be familiar with CSS in order to successfully integrate the generated menu into your website.” <http://www.izzymenu.com/>

**EzyPage** – “A true what you see is what you get HTML page(s) designer tool that allows you to create up to 600 pages all at the same time, simply by dragging and dropping each object onto the page layout using a number of scale measurements. All pages can be exported to HTML, PDF, BMP, GIF, JPEG, PNG, and to e-mail format. Free. <http://www.ezyware.com/ezypage.htm>

## Technical:

**TechSoup's Mini Guide to Microsoft Project** – “See how Project helps you to successfully keep track of tasks from fundraising drives to weekly newsletters. “ <http://ga0.org/ct/171dV-M1ALAF/>

**QTTabBar** – “Adds a tabbed interface to Windows Explorer. Free <http://qttabbar.wikidot.com>

**Taskbar Shuffle** – Taskbar customizer. Free. <http://www.freeweb.com/nerdcave/taskbarshuffle.htm>

**VirtuaWin** – “Virtual desktops give you access to multiple workspace ‘screens’ even if you have only one monitor. VirtuaWin adds up to 9 such desktops, accessible through an icon in the system tray. Free.” <http://virtuawin.sourceforge.net>

**DriverMax** – “Use to backup your hardware drivers. Reinstalls the drivers in less than 10 minutes after you do a fresh Windows install.” Free. <http://www.innovative-sol.com/drivermax>

**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...” <http://smallbusiness.officelive.com/LearnMore>



## NPO Executive's Resources

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“We must respect the other fellow's religion,  
but only in the sense that we respect his theory that his wife is beautiful and his children smart.”  
H. L. Mencken

### General Management:

**How to Manage Your Online Reputation** – “Worried about your company getting flogged in the blogosphere?? Hey, it happens -- look no further than consumer-watchdog site The Consumerist for some chilling examples of companies taking a serious reputation-beating. Marketing guru (and book author) Andy Beal offers 10 tactics for saving (and improving) and your company's online reputation.”

<http://mashable.com/2008/03/11/online-reputation/>

**3 Rules for Getting Good Press** – “In terms of PR advice for business leaders, Woody Allen wasn't far off the mark when he said, "80 percent of life is just showing up." <http://blogs.bnet.com/pr/?p=181>

**Speak in Media-Friendly Messages** – “Here's how to upgrade your soundbites so that the media will actually use them.” <http://blogs.bnet.com/pr/?p=160>

**The art of nimble networking** – “When you are clear why you are networking then you are more likely to do it well.” <http://www.management-issues.com/2008/2/27/blog/the-art-of-nimble-networking.asp>

**How Well Does Your Company Learn?** “Every organization must learn or die -- learn about itself, the competition, the market, the world. BNET's Sean Silverthorne has the details on a new Harvard Business Review article that tackles the subject.” <http://blogs.bnet.com/harvard/?p=238>

### Nonprofit Management:

**Nonprofits are from Mars, Designers/Techies are from Venus** – “Ever wonder why there seems to be such a big gap between non-profits and technology? Ayça Akin at Core 77 recently took a more personal look into the phenomenon and suggests that “differences in how designers, technologists, and nonprofits see each other (and themselves) is at the heart of the problem.” Akin held interviews with over thirty “designers, geeks, nonprofits, in order to identify the source of these communication breakdowns” and highlights the answers in the article Good For Nothing? Why Nonprofits, Designers, and Techies Can't Talk to Each Other.” <http://www.alldaybuffet.org/2008/02/24/nonprofits-are-from-mars-designerstechies-are-from-venus/>

**Flickr for Good** – “A photo gives us the ability to see what goes on in the world, but can also move us to care, or motivate us to help. Many individuals and organizations use Flickr to share their mission to make the world better, and this is just a sample of what's going on on Flickr. We've partnered with TechSoup, a US-based non-profit technology training service, to donate 10,000 1-year Flickr pro accounts for good causes. TechSoup and its international partners will distribute these to qualifying non-profit organizations.” <http://www.flickr.com/good>

**IRS Updates, March 2008** – “From the debut of Form 990-N to workshops for charitable organizations, a lot is happening at the IRS. The Exempt Organizations Division of the Internal Revenue Service was busy in February. It posted information on governance and related topics for 501(c)(3) organizations; announced that registration is open for one-day workshops for small and mid-sized 501(c)(3) organizations; released Form 990-N; posted a database of Form 990-N information; and released fact sheets on the complaint, examination, and compliance processes. Read on for details. ... Read more.”

[http://www.guidestar.org/news/features/irs\\_updates\\_mar08.jsp](http://www.guidestar.org/news/features/irs_updates_mar08.jsp)

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



## NPO Manager's Resources

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“Eskimo: "If I did not know about God and sin, would I go to hell?"  
Priest: "No, not if you did not know."  
Eskimo: "Then why did you tell me?"“  
Annie Dillard

### Marketing & Resource Raising:

**6 Unique Online Fundraising Techniques for Your Nonprofit** – “One of the most effective online fundraising tools you can use today is the online auction. In 2006 alone, more than 16 billion dollars was raised through charitable auctions in the U.S. Furthermore, auctions give nonprofit organizations the unique ability to tap into "household spending" dollars which compose 66% of the GNP compared to the only 2% allocated to "charitable giving" The use of an online auction in your nonprofit will reduce the amount of resources required to host the auction while maximizing the potential profits.”

[http://www.imakenews.com/philanthropy/e\\_article001030794.cfm?x=bcfj8wb.b1pft4vP](http://www.imakenews.com/philanthropy/e_article001030794.cfm?x=bcfj8wb.b1pft4vP)

**The Effective Exit: Managing the End of a Funding Relationship** – “Grant Craft has published yet another wonderful guide for grant makers, this one on The Effective Exit: Managing the End of a Funding Relationship. The best thing about this guide is the way it normalizes the exit process. Recommendations include: Provide some context. Get everyone on the same page. Be consistent yourself. Explain the prospects for future funding. Talk about exiting early and often. Get ahead of the anxiety.”

<http://news.gilbert.org/clickthru/redirect/6609/68007/rms>

### Program Management:

**The You in Team: A Manifesto on Team Unity** – “As a team leader, one of your toughest challenges is to rally your team around a common goal, to stoke excitement and pride in their work. Everyone agrees this is a key to productivity and satisfaction, but how to grasp that grail is a discussion often mired in aspiration and...” <http://blogs.bnet.com/teamwork/>

**Change Management Tools for Managers** – “It is very hard to lead change from the middle of an organization. But it's not impossible. See 5 things that can help.” Much free. [http://www.beyondresistance.com/change\\_management\\_managers.htm](http://www.beyondresistance.com/change_management_managers.htm)

### Personal Productivity:

**10 tax goofs many of us keep making** – “See if you are committing some of these mistakes on your return.”

<http://articles.moneycentral.msn.com/Taxes/PreparationTips/10TaxGoofsManyOfUsKeepMaking.aspx>

**Start Me Up!** “Formerly known as "personal portals," start pages are a customizable way to get a snapshot of the info you need when you log onto the Web each day. Here are 4 top "starts.”” <http://www.pcmag.com/article2/0,2704,2276749,00.asp>

**Basket Note Pads** – “Multi-purpose note-taking application helps you to: Easily take all sort of notes; Collect research results and share them; Centralize your project data and reuse it; Quickly organize your thoughts in idea boxes; Keep track of your information in a smart way; Make intelligent To Do lists; And a lot more...” Free. <http://basket.kde.org/>

**The Phrase Finder** – “A handy thesaurus for phrases.” <http://www.phrases.org.uk/>

**Money Manager Ex** – “Money Manager Ex is an easy to use, money management application. It is a personal finance manager. It can be used to track your net worth, income vs expenses etc.” Free.

<http://www.pcworld.com/downloads/file/fid.70265-order.1-page.1-c.accountingfinance/description.html>

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



## Ruminations

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“I love you when you bow in your mosque, kneel in your temple, pray in your church.  
For you and I are sons of one religion, and it is the spirit.”  
Kahlil Gibran

### Hi All -

Last week, many of the world's religions found cause to celebrate and commemorate events in their history that provide cause for reflection today.

**Islam** celebrated **Mawlid an-Nabī**, the birth of the Prophet Muhammad, on Thursday, 20 March.

**Christians** celebrated **Good Friday** and commemorate the crucifixion of Jesus Christ on Friday, March 21.

Practitioners of the **Baha'i** faith, Perisans and **Zoroastrians** celebrated **Naw Ruz**, the Baha'I and Iranian New Year, on Friday, 21.

**Buddhists** celebrated **Magha Puja**, the four auspicious occasions (Jaturongkasannibath), on Friday, 21 March.

Many **Hindus** celebrated **Holi**, 'The Spring Festival or Festival of Colors' on Saturday, 22 March.

**Jews** celebrated **Purim**, 'The Holiday of Joy' commemorating the escape of the Jews of Persia 2300 years ago, on Saturday and Sunday, March 21-22.

**Christians** celebrated **Easter** and the resurrection of their Savior on Sunday, March 22.

I'm not sure what it is about this time of year that seems to have engendered devotion worthy events in so many, diverse religions in so many geographically and culturally diverse societies. It would be nice to think that it reflects some common link among humankind, the manifestation a shared yearning perhaps. Nice, but unlikely.

Perhaps the real significance of this confluence of religious practice is for all to realize that a very large part of the world's population shares a fundamental belief that they are not the captains of their fate. That they commonly ascribe to the notion

that some being, power, force, influence outside themselves impacts their lives and fortunes for good or for ill. While they likely disagree on the questions of who, what, why, when and how, they commonly agree that their actions, beliefs and thoughts can influence the relationship and its ultimate outcome. In that respect, and to that degree, humankind shares a bond that has untapped potential to transcend all that now separates us.

It would be easy and convenient to conclude that the organized religions of the world have the responsibility for exploiting the potentials of what they share in common. The hard truth is that over thousands of years they have failed to do so. Ultimately, it is up to you and I to find the common ground between ourselves and those we come in contact with. One pair of people at a time, growing to realize their common humanity; exploring, accepting, and finally celebrating their differences, and then sharing their revelations with others is how I expect mankind will eventually recover from the self inflicted wounds that have been suffered over the millennia of religious mania, demonizing and exclusion. Each of us can be / are important players in that process.

Arthur C. Clarke died last week. He was an internationally acclaimed science fiction writer and a fierce atheist. Despite or because of that, Clarke urged dialog on the subject of religious beliefs, often in provocative ways as when he opined, "I don't believe in God but I'm very interested in her." That strikes me as an irresistible invitation to spirited, yet thoughtful, open discourse about our beliefs and our place in the universe.

Cheers,  
*Cart*

**Ruminations:**  
My chance  
AND your  
chance to  
offer rants,  
raves and  
observations  
on life, work  
and whatever.

Send your  
ruminations to  
[cbayer@mail.unomaha.edu](mailto:cbayer@mail.unomaha.edu)  
for  
publication  
consideration.

