



Management & IT Tips, Tricks & Resources





19 May—1 Jun 2008
Volume 8, Issue 11



“They fell, but o'er their glorious grave
Floats free the banner of the cause they died to save.”
Francis Marion Crawford

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

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Office Productivity

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*“The brave die never, though they sleep in dust:
Their courage nerves a thousand living men.”*
Minot J. Savage

Word:

Control where Word puts endnotes – “By default, Word puts your endnotes at the end of a document. But when you'd prefer to have them appear at the end of each section, this simple technique will do the trick.” <http://blogs.techrepublic.com.com/msoffice/?p=529&tag=nl.e056>

Use the new Excel 2007 WordArt feature for your Word documents – “Office 2007 comes with a snazzy new version of WordArt. Unfortunately, only Excel and PowerPoint include it -- Word is stuck with the old version. The news isn't all bad, though: You can still bring your WordArt 2007 objects into your Word documents.” <http://blogs.techrepublic.com.com/msoffice/?p=512&tag=nl.e056>

Eliminate unwanted blank Word pages with pagination formatting – “You just sent your Word document to a colleague in another office. When she prints out the document on her computer, the pages break at odd places; it even prints out a blank page in the middle of the document. When you print it out on your printer, however, it prints perfectly. What could have caused these pagination errors? Different printers paginate differently. You can avoid many of these pagination errors by eliminating manual page breaks in your document. Instead, use pagination formatting.” <http://blogs.techrepublic.com.com/msoffice/?p=469>

PowerPoint:

10 key enhancements in PowerPoint 2007 – “If you use Excel frequently, you probably run into tasks that slow you down. Here are some tips that will help you efficiently complete common chores, from entering data to calculating complex workbooks.” <http://downloads.techrepublic.com.com/abstract.aspx?docid=298371&tag=nl.e056>

10 things you should know about PowerPoint abuse – “Who hasn't sat through a badly constructed, poorly delivered presentation? This list of mistakes will help you avoid some of the most commonly made PowerPoint blunders.” <http://downloads.techrepublic.com.com/abstract.aspx?&q=presentation&docid=172133&tag=nl.e056>

How do I... Spice up a list in a Microsoft PowerPoint presentation? “Most of us use bullets or numbers to introduce specific ideas or points on a slide. There's nothing wrong with them, but they are rather ordinary. As Susan Harkins explains, you might sometimes want to go with something a bit more novel.” <http://blogs.techrepublic.com.com/msoffice/?p=545&tag=nl.e056>

Excel:

Deleting range names in Excel – “Even a simple worksheet can generate a lot of range names -- but you might want to get rid of the inactive ones. They crowd the list, and they can be confusing to people sharing the worksheet. Here's a quick look at how to clean up your list.” <http://blogs.techrepublic.com.com/msoffice/?p=531&tag=nl.e056>

Use Excel 2007's Top/Bottom rules for quick data analysis – “You can use Excel 2007's data visualization feature to keep tabs on when the data in a worksheet attain a certain value. For example, to discover which regions have achieved above-average sales this quarter, follow these steps:” <http://blogs.techrepublic.com.com/msoffice/?p=475>

Quick Reference guide – Excel 2003. <http://web.bsu.edu/ucspubs/pdf/quickguides/excel2003.pdf>

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



CyberSites

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“And I'm proud to be an American,
where at least I know I'm free.
And I won't forget the men who died,
who gave that right to me.”
Lee Greenwood

Web Surf & Search:

Make Your Own Personalized iGoogle Gadgets – “ My current web obsession (and productivity drainer) is [iGoogle](#). For those of you who don't know what this is all about, this is Google giving you a free personalised search page, instead of the standard “no-frills” search page that you are normally confronted with when you go to Google. By using iGoogle (the Artist Formerly Known As Google IG), you can give yourself some spiffing artistic headers as well as install some productive - as well as some not so productive - widgets on the page (or as Google likes to call them, “modules”).” <http://www.makeuseof.com/tag/make-your-own-personalised-igoogle-gadgets/>

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

Website Design:

10 Great Tips For Your Nonprofit Website – “Our work with clients to produce and integrate online video demands that we keep up with the latest and most effective web strategies. Here are just a few of our tips on making your website more effective:” http://www.imakenews.com/philanthropy/e_article001094473.cfm?x=bcF4lVq,b1pft4vP

Technical:

DTweak – Free. “Those looking to tweak Windows Vista should download this free program right away. DTweak Free offers an amazing number of tweaks the customizing how Vista works and looks, and for increasing Vista performance. You'll be able to change a remarkable number of features, such as hiding or cascading the Control Panel or hiding Favorites. You can also optimize how Vista works, by controlling how CPU cache and IO cache are used. And that's just the beginning.”

http://www.pcworld.com/downloads/file/fid,70950-order,1-page,1/description.html?tk=nl_ddxdwn

DeepBurner Free Portable - “Oone of the programs I never do an IT support gig without. If I need to burn off some data to CD/DVD before working on an infected or otherwise sketchy Windows system, all I do is insert the thumb drive I installed it to, click its icon, and I'm ready to burn. If you're not familiar with “portable” apps, they're portable because they don't rely on the Windows registry for storing settings. Instead they either forgo settings altogether, booting with the default settings each time, or (more likely) save the settings to whatever the directory the program is run from. Reliance on the registry for storing settings and registration info, which started with Windows 95 for maintenance and version control reasons, is why you must reinstall applications whenever you reinstall Windows. DeepBurner Free Portable burns data discs, as well as ISO images and has worked well for me over several months. It's a program every tech should have in their emergency kit.”

http://www.pcworld.com/downloads/file/fid,70945-order,1-page,1/description.html?tk=nl_ddxdwn

TeamViewer – “More than 6.000.000 Users spread over more than 50 countries already use TeamViewer. TeamViewer is ready to use, right after downloading! Download, execute, and get started! - Your first session will start in less than a minute.”

<http://www.teamviewer.com/download/index.aspx>

TechnoVolunteers – “NPower has a nice collection of resources to help organizations work with technical volunteers.”

http://ga0.org/ct/Ip1dV-M1qT_2/

The Best Free Software – From PC Magazine, “157 software tools. No fees. No expiration dates. No problems. Sometimes even no downloads. No kidding.” <http://www.pcmag.com/article2/0,2817,2260070,00.asp>



NPO Executive's Resources

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“Perform, then, this one act of remembrance before this Day passes - Remember there is an army of defense and advance that never dies and never surrenders, but is increasingly recruited from the eternal sources of the American spirit and from the generations of American youth.” W.J. Cameron

General Management:

A 10-Step Collaboration Strategy Work Plan – “Trying to develop an enterprise collaboration strategy can be an exercise in frustration. Issues like culture, politics, and inertia sometimes get in the way, thwarting even the most diligent efforts. But these problems can be minimized by breaking the strategy development process down into a set of clear work steps that start with defining and scoping collaboration and end with defining new processes and procedures to support new technologies. Taking a phased approach is a smart option for large organizations or in situations where the scope is very broad.”

<http://downloads.techrepublic.com.com/abstract.aspx?&tag=nl.e053&docid=140827&promo=100511>

State Insights – “Click on a State and you'll find a detailed profile, including: demographics, history, economic data, foreign trade numbers, tax information, news stories, lists of Fortune 1000 corporations with headquarters in the State, links to government offices, business events listings, and more. Anyone who wants to research a U.S. State should bookmark this page.” <http://gloaledge.msu.edu/stateInsights/>

A Mini-Management Library – “Newspapers aren't famous for their knowledge of management. But Jill Geisler, the management guru at the Poynter Institute, a news industry think tank and training ground, has put together a not-bad list of management books. For improving as a manager...”

<http://www.poynter.org/column.asp?id=34&aid=138473>

3 Secret Signals of Procrastination – “Like to organize your paper clips instead of work on that big project? That could signal you're intimidated by whatever you're avoiding. Here's how to interpret what your procrastination really means.” <http://webworkerdaily.com/2008/04/16/procrastination-can-be-your-ally/>

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

Nonprofit Management:

2008 eNonprofits Benchmarks Study – “The 2008 eNonprofits Benchmarks Study is out, covering the 2006 to 2007 time frame. I worry a bit about how benchmarks are used, but people really want to know how they are doing in the tactical mechanics of communication, in comparison to other organizations. The authors define their key 2008 findings as: (1) Email open rates, click-through rates and response rates have fallen from 2006 to 2007. (2) The average nonprofit in the study sent an average of just over 4 emails per subscriber per month. (3) The annual churn rate dropped from 21 percent to 19 percent. (4) The total amount raised online increased by 19 percent. (5) The average advocacy email response rate was 7.5 percent. (6) The average fundraising email response rate was 13 percent. (7) Although less than 1% in numbers, \$1,000+ gifts made up 20 percent of the amount raised online. (8) Almost 60 percent of subscribers did not take any online advocacy actions over the course of the year. (9) Subscribers taking 6 or more online actions in a year, made up just 5 percent of list size but accounted for 42 percent of organizations' total actions” <http://news.gilbert.org/clickthru/redir/6706/68007/rms>

2008 Nonprofit Technology Conference/ Communications Sessions – Conference session reports. “Sessions in the Communications Track focuses on strategies and technologies designed to help you build, retain, and mobilize your constituents for multiple purposes. From planning, to implementation, to research, these sessions will give you a framework for improving your current practices as well as ideas and inspiration for where to go next.” <http://tinyurl.com/yuw7uy>



NPO Manager's Resources

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“On thy grave the rain shall fall from the eyes of a mighty nation!”
Thomas William Parsons

Marketing & Resource Raising:

Good2gether – “Well, last week Cyber-Yenta Deborah Elizabeth Finn sat in on a web-based "sneak peek" at the functionality of Good2gether, and it made a convert out of her. At last, a Web 2.0 widget that *really* brings together mission-based organizations and potential donors/volunteers/stakeholders! And it's free to nonprofits. If you go to Good2gether's home page, it won't really give you an idea of what it's all about, so she suggests that you sign up for a sneak peek.” here:

<http://good2gether.com/g2g.php?pg=events>

Study Shows Targeted Ads Make Users Uneasy – “A while back I developed a little analytical tool called the HIMS Matrix, named after the four different experiences a stakeholder can have in regard to whether an organization is really listening to them: They can feel Heard, Ignored, Misunderstood, or Spied Upon. Targeted advertising (and I imagine similar nonprofit practices) can definitely lead to that last reaction, a conclusion backed up by a recent Harris Interactive survey. Results include the fact that 59 percent of Americans take exception to Microsoft, Google, and Yahoo tracking their online activities for marketing purposes and that the key to winning people (especially younger people) is transparency. How are you applying this to your stakeholder communication?”

<http://news.gilbert.org/clickthru/redirect/6678/68007/rms>

Program & Project Management:

5 Ways to Keep Your Team Intact – “Ask any room full of managers and they'll tell you the same tale: Good people are hard to find and even harder to keep. BNET's CC Holland finds five key strategies to retain top talent.”

<http://ct.bnet.com/clicks?t=49061503-cb61e44a51520a54cc6b34d45afab419-bf&brand=BNET&s=5>

10 ways to handle disagreements effectively – “Be reasonable. Do it my way. I laugh when I see a bumper sticker with this message. True, if everyone did do things my way, there would never be disagreements. But that wish doesn't reflect reality. In fact, you're in rare company if you've never had a disagreement at work. You might be tempted to view disagreements as undesirable. However, handled properly, disagreements often can lead to productive gains and unexpected solutions. Here are some tips to make sure disagreements stay under control.” <http://blogs.techrepublic.com.com/10things/?p=337>

Personal Productivity:

VTC – Online learning center with over 66,000 video tutorials, 12,500 + free. Covers most computer applications.”

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

Forvo - “All the words in the world, pronounced.” <http://www.forvo.com/>

Mutapic – “Mutapic is a simple to use tool that generates original artworks fast. Useful for designers, artists and craftsmen and can be used to create icons, patterns, illustrations, or just for fun.” <http://www.mutapic.com/>

PrintablePaper – “Hundreds of free paper templates that can be downloaded and printed for free. Templates include: graph paper, lined paper, financial paper, music paper, dot paper, etc.” <http://www.printablepaper.net/>

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