



Management & IT Tips, Tricks & Resources

10-23 Nov 2008
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“Like an unchecked cancer, hate corrodes the personality and eats away its vital unity.
Hate destroys a man's sense of values and his objectivity.
It causes him to describe the beautiful as ugly and the ugly as beautiful,
and to confuse the true with the false and the false with the true.”
Martin Luther King Jr. (1929 - 1968)

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

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Office Productivity

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“Let every nation know, whether it wishes us well or ill, 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 F. Kennedy (1917 - 1963)

Word:

Before you share, use the Document Inspector – “Before you share your document with other people, use the Document Inspector to check the document for hidden metadata, personal information, or other hidden content. The Document Inspector can find and remove information such as comments, versions, tracked changes, ink annotations, document properties, document management server information, hidden text, custom XML data, and information in headers and footers.”

Insert tables with the new Ribbon feature – “I discovered that in Microsoft Word 2007, inserting tables has changed slightly from the previous version of Office. It really is a piece of cake with the new Ribbon. Once you have created a table, it is very simple to add a splash of color. If you click on the table you have just created you will notice a new set of tabs appears in the Ribbon. Click on the Table Styles selector and click on your favorite color scheme. The result is a very attractive, very simple table.”

Keep in line with the ruler, when you want it – “When you are typing and don't want the ruler on all the time, place your cursor on the grey line between the document and settings above, and the ruler will come on temporarily so you can see it and adjust if necessary.”

PowerPoint:

Add a popup window to a PowerPoint slide – “Sometimes you want to display additional information that's not a permanent element on a slide — similar to a popup window. In other words, the information is hidden until you want to display it. For instance, you might want to display quarterly bonuses to build excitement. Or you might want to share a contact phone number or e-mail address if asked. There's no built-in feature that does this, but you can still get PowerPoint to display a pseudo popup window by adding a trigger that displays a callout.” <http://blogs.techrepublic.com.com/msoffice/?p=717>

Excel:

Covering the Ten Commandments of Excel 2007 – “When working with Excel 2007, you discover certain do's and don'ts that, if followed religiously, can make using this program just heavenly. Lo and behold, the following Excel Ten Commandments contain just such precepts for eternal Excel bliss.”

<http://www.dummies.com/WileyCDA/DummiesArticle/Covering-the-Ten-Commandments-of-Excel-2007.id-4616.html>

Windows:

Create virtual multiple desktops in Windows – “Microsoft Windows does not have the inherent ability to take advantage of multiple desktops. But, thanks to Sysinternals and the utility Desktops, Vista can enjoy a Linux-like multiple desktop configuration.” <http://blogs.techrepublic.com.com/window-on-windows/?p=804&tag=nl.e064>

Video help for beginner to intermediate level Vista users - “A new series of Vista demo videos by the Windows Vista Product Management team at Microsoft. The videos are both informative and easy to listen to. There are four videos in the series so far: Instant Search; Live Icons; Previous Versions; and Snipping Tool.”

<http://video.msn.com/video.aspx?mkt=en-us&vid=b40752b7-7788-43b7-ad13-9ee29f5eebbb>

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



CyberSites

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“Whoever claims that economic competition represents 'survival of the fittest' in the sense of the law of the jungle, provides the clearest possible evidence of his lack of knowledge of economics.”

George Reisman

Web Surf & Search:

Free people search tools – “Have you Googled yourself lately? You might be surprised to see what turns up. But there are lots of other free people search tools online that can help you find college classmates, high school sweethearts, long lost relatives, even dig up facts about neighbors, potential tenants or job seekers. The Internet can be a great tool for background checking, public records access, or finding out if any of your neighbors are convicted felons. It also makes it much easier to find and connect with people from your past. Learn how to search by Name, Address and Phone Number, where to do genealogical research, how to use social media sites and other tricks to find people. Here are my [Bob Rankin’s] recommendations for the best free people and fee-based people finders as well.” http://askbobrankin.com/free_people_search.html

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

Website Design:

Enhance your website with free videos From YouTube to Your Site - “YouTube is more than just an entertainment site - it's free service now offers you the opportunity to add more personality to your website. By visiting the link below, you can learn how to add videos and playlists to your blog, webpage, or social networking page. Whatever presence you have on the Internet—a large website, a blog, a social network page, or pretty much anything else—there are many ways to integrate YouTube into it. From simple video embeds to full-powered APIs, you can integrate video at all levels of . . .”

<http://youtube.com/youtubeonoursite>

Web redesign is bad strategy – “Website redesign is nearly always a bad idea because it reflects a project-based management approach. The best websites are not managed simply as projects but rather as processes. A website redesign approach is usually embraced by organizations who are reacting to the fact that their websites have fallen into disrepair. Something is not working and the belief is that a nice redesign, some nice new graphics and colors, and perhaps the purchase of some fancy content management software, will solve it. This approach is papering over the cracks. The cracks are a lack of resources to professionally manage the website on a day-to-day basis. The cracks are a lack of genuine customer focus, and a lack of continuous testing and evolution. The cracks are a lack of a rigorous review process to ensure that only quality content remains on the website.

<http://www.gerrymcgovern.com/nt/2007/nt-2007-07-30-redesign.htm>

Technical:

How to Cost and Fund ICT (Information and Communications Technology) - “Marc Osten and Beth Kanter have recently completed a step by step guide on How to Cost and Fund ICT (76 page PDF). It's written for a British audience, but that makes very little difference as far as its utility goes to voluntary organizations outside of Britain. In essence, the guide uses a series of worksheets to help lead an organization through some basic logic model development in order to connect impacts with an ICT initiative. Although I think it would still be easy to end up with a technology driven project, this goes a long way toward helping an organization tie their ICT to their program objectives. It's as good a self-guided process for a challenge of this scope as I have ever seen and I hope it gets very wide circulation.” <http://news.gilbert.org/clickthru/redirect/6481/68007/rms>

Spam Prevention Toolkit - Spam can inflict a variety of problems on your organization, from lost time and correspondence to identity theft, viruses, and other forms of malware. This toolkit shows you ways to prevent and deal with spam.

<http://ga0.org/ct/I11dV-M164nE/>



NPO Executive's Resources

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**“It is not the strongest of the species that survives,
nor the most intelligent that survives.
It is the one that is the most adaptable to change.”**
Charles Darwin

General Management:

From Managing to Leading - “Don't assume that leadership just happens as you climb the managerial ladder. If you want to take your role as manager to the next level you need to learn to lead more and manage less. Find out how to create your own personal management style with these 5 easy steps.”

http://www.bnet.com/2422-13722_23-220957.html?promo=713&tag=nl.e713

Lessons in Effective Persuasion and “Social Proof” - “The Find: It's not news that popularity breeds popularity and people follow the herd, but social psychology research points out that this principle, known as “social proof,” can radically improve results and is often underutilized. The Source: An experiment on hotel guests towel recycling habits related in Yes!, the blog promoting “Yes! 50 Scientifically Proven Ways to Be Persuasive” by Noah J. Goldstein, Steve J. Martin, Robert B. Cialdini. The Takeaway:” http://blogs.bnet.com/bnet1/?p=455&loomia_si=t0:a3:g2:r1:c0.151444&tag=loomia

Become a More Effective Leader by Asking One Tough Question - “What prevents us from making the changes we know will make us more effective leaders?” <http://tinyurl.com/6hemg8>

How Will You Turn Top-Level Strategy into Unit-Level Action? - “A shift in corporate strategy should affect everyone in the company in some form. Near the top of the organizational chart, the impact often is dramatic. But as you go deeper into the organization, just how the new strategy should manifest itself can become unclear. The responsibility for creating clarity around what the strategy means at the unit, team, and individual levels—and for seeing that the strategy is carried out—is shared by managers throughout the ranks. To aid in this effort, we surveyed the experts to compile this three-point plan for converting corporate strategy into an actionable agenda:” <http://tinyurl.com/3st3su>

The Impact of Information Technology (IT) on Businesses and their Leaders - “Even Harvard Business is convinced that 140-character “tweets” could amount to a very powerful corporate tool.”

http://blog.hbs.edu/faculty/amcafee/index.php/faculty_amcafee_v3/the_twits_progress/

Bridging cultural divides in the workplace - “Cultural divides exist everywhere, from country to country, from region to region, even from workplace to workplace, but sooner or later you have to take responsibility for how you come across to the people who work around you.”

<http://blogs.techrepublic.com.com/career/?p=389>

Nonprofit Management:

New Report on Nebraska's Population Now Available - “The 2007 Nebraska Population Report, prepared by the Center for Public Affairs Research at the University of Nebraska at Omaha (UNO), is now available online. The report is a “one-stop shop” of recent information and statistics about Nebraska's population, said David Drozd, a research associate with the center. Among the information published in the report are the most recent estimates of state, county and city populations; historical state population counts and trends; county populations by race/ethnicity; as well as population changes by city size.”

<http://www.unomaha.edu/cpar/>

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



NPO Manager's Resources

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**“The reasonable man adapts himself to the world;
the unreasonable one persists in trying to adapt the world to himself.
Therefore all progress depends on the unreasonable man.”
George Bernard Shaw**

Marketing & Resource Raising:

Why Email for Fundraisers? (Part 3 of 6 Unique Online Fundraising Techniques for Your Non-profit - ” 1. Cost effective - Nonprofit organizations more than anyone realize the importance of maximizing the effectiveness of their resources. Traditional forms of marketing are becoming less justified as the costs associated continue to increase with little correlation to actual results. Email marketing presents one of the most cost efficient ways for nonprofits to reach their supporters. 2. Relationships - Personal relationships are absolutely the key to fundraising and email should be used as another channel to strengthen existing relationships. 3. Fundraising Awareness - No other marketing technique gives you the ability to notify hundreds or even thousands of targeted individuals in a matter of minutes. Emails can create awareness for fundraising campaigns and call people to action. Your emails must be compelling and avoid being unfairly labeled as spam to connect with supporters. 4. Community - One of the most important functions of email is to provide relevant articles and organization newsletters. Within the email, provide a link back to your websites' blog or forum page where they can comment on the article or newsletter. This will encourage personal involvement and community.”

http://www.imakenews.com/philanthropy/e_article001044885.cfm?x=bcklRMq,b1pft4vP

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

Program & Project Management:

Project2Manage : Manage Projects And Collaborate Easily - Project2Manage, as they mention is a “free hosted project management solution that virtually anyone can use”. It allows you to create and manage projects efficiently from a comprehensive dashboard which helps you monitor their progress. You can create to-do lists and set milestones for task. You'd also find features like Spot2Jot which help in collaboration. Further, you can assign different levels of permission to clients and users.

<http://www.project2manage.com/>

Managing in Tough Times - “How to survive -- even thrive -- in the face of budget cuts, layoffs, and sub-zero morale.”

http://www.bnet.com/2403-13059_23-208896.html?promo=713&tag=nl.e713

Personal Productivity:

Use Gist to Learn More about Your Contacts – “Gist basically does web searches on people you email with and highlights any new online information about them. Initially, contacts are ranked by how much correspondence you've had with them, though you can adjust the importance via a sliding scale from 1-100. Each contact's Gist page contains the list of recent new items about the contact as well as any documents you've emailed to them, and any links to pages that were exchanged.”

<http://www.gist.com/index.html>

Dimdim – “Cool web meeting and conferencing solution which comes with a decent free account option. Organize conference calls, take your colleagues through Powerpoint slides, discuss ideas on whiteboards, give online lectures etc.”

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

Tutorial Guide – “Offers a wide variety of links to tutorials on numerous subjects.” <http://www.tutorialguide.net/>

Open ClipArt Library - “An archive of user contributed clip art that can be freely used.” <http://www.openclipart.org/>