



## Management & IT Tips, Tricks & Resources

21 Oct—3 Nov 2008  
Volume 8, Issue 21

"One important key to success is self-confidence.  
An important key to self-confidence is preparation."  
Arthur Ashe

**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>

This Newsletter Compliments  
of the  
[Nonprofit Association of the Midlands](http://www.nonprofitam.org)

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## Office Productivity

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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

### Word:

**Drawing a Box around Text in Microsoft Word** - “Microsoft Word offers a dazzling array of options for dressing up your Word documents. One of the most popular is the Borders and Shading feature. It's versatile, useful, and, best of all, easy to use. If all you want to do is draw a simple box around some text in your Word document, just follow these steps. More:” <http://tiny.cc/QBgLo>

**Eight Handy Tools in Microsoft Word You Probably Don't Know About** - “Microsoft Word is full of tools that can help you work faster and smarter. Here's a list to remind you of just what Word can do for you.” <http://www.pcmag.com/article2/0,2817,2314059,00.asp>

**Change case in your Word documents with easy toggle shortcuts** - “One of the most common word processing chores is changing the case of text in a document. You can greatly streamline the process if you learn a couple of Word's most useful keyboard shortcuts. Do you find yourself continually pressing the Caps Lock key to change from uppercase to lowercase, and vice versa, as you type? While the Caps Lock key is better than having to search for the Change Case commands with the mouse, you can't use it to change the case of text that has already been typed. Word does provide a couple of toggle key combinations you can use to change the case of selected text without retyping. For example . . . : <http://blogs.techrepublic.com.com/msoffice/?p=697&tag=nl.e056>

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

### PowerPoint:

**Create your own AutoContent templates for building presentations** - “PowerPoint's AutoContent wizard gives you a head start on setting up a presentation based on various prefab templates. But you can also plug your own presentations into the wizard, making it easy to reuse their design, structure, and content.” <http://blogs.techrepublic.com.com/msoffice/?p=703&tag=nl.e056>

**ZoomIt** - “Free. Imagine you are giving a PowerPoint presentation to a roomful of people. Perhaps you need to get your point across with a chart but the guy on the fourth row can't make it out. With a click of a mouse you can now zoom in and focus on that part of the screen with the important information and then zoom back out. You save your audience the pain of squinting. ZoomIt gives you three tools to play around with: Zoom (zoom in on any area of your screen); Draw (draw on your screen, whether zoomed or not); and Break Timer (to countdown till a break is up).” <http://technet.microsoft.com/en-us/sysinternals/bb897434.aspx>

### Excel:

**The Spreadsheet Page** - “This site contains information about books and Excel-related products, plus lots of free tips, downloads, and other stuff for Excel mavens.” <http://spreadsheetpage.com/>

**Using Add-Ins in Excel 2007** - “Add-in programs extend Excel's power by giving you access to an array of features and calculating functions not otherwise offered in Excel. There are three different types of Excel add-ins: Built-in add-ins available when you install Excel 2007; Add-ins that you can download for Excel 2007 from Microsoft; Add-ins developed by third-party vendors for Excel 2007 that often must be purchased. When you first install Excel 2007, the built-in add-in programs included with Excel are not loaded and therefore are not yet ready to use. To load any or all of these built-in add-in programs, you follow these steps:” <http://www.dummies.com/WileyCDA/DummiesArticle/Using-Add-Ins-in-Excel-2007.id-4934.html>



**CyberSites**

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“During my eighty-seven years I have witnessed a whole succession of technological revolutions. But none of them has done away with the need for character in the individual or the ability to think.”  
Bernard Baruch, 1870 - 1965

## Web Surf & Search:

**Infomine** - “Scholarly Internet research resources.” <http://infomine.ucr.edu/?view=reference>

**CompletePlanet** - “Discover over 70,000+ searchable databases and specialty search engines.” <http://aip.completeplanet.com/>

**Hittery** - “Your custom search dashboard. Create a personal search dashboard with your favorite search engines. Add, remove, drag and drop search boxes. Choose from over 130 search engines.” <http://www.hittery.com/index.php?cc=yes>

**SortFix: Easily Refine Your Search Results** - “Search engines like Google have variety of search operators in place which let you zero in to the exact search results you are looking for. However, average internet users cannot be expected to learn and use those search operators. And consequently they end up spending more time on searching and finding the right things. Sortfix is a website which aims to help such users by adding visual refining tools to their search, which can be easily understood and implemented. Just type in a search term and it shows the corresponding Google or Yahoo results along with the power terms in the search. Drag and drop to exclude or include the search terms and hence easily refine your results.” <http://www.sortfix.com/>

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

## Website Design:

**ConveyThis** - “Add translation button to your site and enable users to translate any page to their language of choice with a single click.” <http://www.conveythis.com/>

**Smushit** - “Optimize images for the web and reduce the size without compromising on visual quality. This site is like an online version of “Save for Web” feature in PhotoShop used to optimize photos for online sharing. Read more:” <http://smushit.com/>

## Technical:

**Four new Web 2.0 offerings for those new to the wiki game** - “What if about the only thing you know about wikis is how to spell the word? Fear not. Here are some free - and fantastic - offerings to help you get your wiki feet wet without installing software on a computer.” <http://www.itbusiness.ca/it/client/en/Home/News.asp?id=49693>

**Sketchcast** - This tool lets you draw and your digital drawings pair up with a voice file for a "cast." This reminded me of the Common Craft "Plain English" videos. <http://www.sketchcast.com>

**AutoHotkey** - “Can automate almost anything by sending keystrokes and mouse clicks. You can write macros by hand or use the macro recorder. You can also create hotkeys for keyboard, mouse, joystick, and handheld remote controls. Virtually any key, button, or combination can become a hotkey. Similarly, you can define abbreviations that expand as you type them. For example, typing “btw” can automatically produce “by the way.” Finally, you can create custom data entry forms, user interfaces, and menu bars.” Free. <http://www.autohotkey.com/>



## NPO Executive's Resources

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“Hard work spotlights the character of people:  
some turn up their sleeves, some turn up their noses,  
and some don't turn up at all.”

Sam Ewing

### General Management:

**What You Need to Know About Branding** - “Branding strategy enables your company to measure and change perception that affects buying decisions, employee morale, and investor confidence. Here are five things every manager needs to know about branding strategy. by Steve Tobak.”

<http://blogs.bnet.com/ceo/?p=1416&tag=nl.rSINGLE>

**Women: an untapped talent** - “In recent years much has been written about the war for talent and the problems of retaining top talent. Despite this concern with talent, organizations often fail to fully capitalize on an important source of talent, namely the women they already employ.”

<http://www.management-issues.com/2008/9/10/opinion/women-an-untapped-talent.asp>

**The Interviewing Cheat Sheet: 100 Resources for Interviewers and Candidates** - “There's no doubt that the interviewing process can be stressful, not only for the person applying for the job but for those doing the hiring as well. There are ways, however, to make job interviews a more rewarding and successful experience for both parties. With a little preparation and research, you can make interviewing a positive experience; read on to find useful articles and resources that will get you on the fast track to interviewing success.” <http://www.hrworld.com/features/interviewing-cheat-sheet-092507/>

**30 Interview Questions You Can't Ask and 30 Sneaky, Legal Alternatives to Get the Same Info** - “In every job interview, the goal is to obtain important information while building a friendly rapport with the candidate. But some questions are just a little too friendly. Protect yourself and your company from legal trouble and embarrassment by avoiding the wrong questions while still getting to the root of the concern behind the question. Read on for 30 ways to turn litigious questions into harmless, legal alternatives.”

<http://www.hrworld.com/features/30-interview-questions-111507/>

**Survive office politics** - “Friction, deceit, gossip, rivalry, power plays. Strategies for steering clear of issues that can unravel company culture.” <http://tiny.cc/DQgx2>

### Nonprofit Management:

**Networking Begins with Listening** - “A lot of organizations seem to think that they will get more mileage in their work by talking rather than by listening - that they will raise more money and engage more stakeholders if they push messages out to people, rather than paying attention to those people. This point of view neglects both the risks of failing to respect a community and the considerable influence that listening itself can have. In Networking Begins with Listening, Dennis Stevenson frames this strategic insight as “How can I make someone else better?” <http://news.gilbert.org/clickthru/redirect/6856/68007/rms>

**A Triumph of Trust: Five Principles of Nonprofit Social Media Strategy** - “Twenty five years ago, in the context of lobbying for environmental and consumer organizations, I had my first significant experiences with a press corps. I didn't have the power to influence the press by controlling access and I didn't have the experience to apply standard public relations formulae. So, I did the one thing I knew how to do: I treated the press corps like human beings. It turns out that the lessons I learned from that experience translate into some pretty powerful strategies for the emerging challenge of social media. I write about that in a new feature article entitled A Triumph of Trust: Five Principles of Nonprofit Social Media Strategy.”

<http://news.gilbert.org/TriumphOfTrust>

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



# NPO Manager's Resources

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"How far you go in life depends on you being tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and the strong. Because someday in life you will have been all of these."  
George Washington Carver

## Marketing & Resource Raising:

**Recession and Charities: The Paradox of Charitable Opportunity?** - "Charities exist to help in times of need, but unlike government programs with Keynesian spending, they may find themselves in as much need as their stakeholders. In *Recession and Charities: The Paradox of Charitable Opportunity?* (4 page PDF), Jenny Harrow and Cathy Pharoah explore several aspects of this issue, including the contradictory advice to which nonprofits are subject, the risks to their reputation that they face, and how difficult times may call for bold actions." <http://news.gilbert.org/clickthru/redir/6853/68007/rms>

**Foundation Center** - "Established in 1956, the Foundation Center is the nation's leading authority on philanthropy, connecting nonprofits and the grantmakers supporting them to tools they can use and information they can trust. The Center maintains the most comprehensive database on U.S. grantmakers and their grants — a robust, accessible knowledge bank for the sector. It also operates research, education, and training programs designed to advance philanthropy at every level. The Center's web site receives more than 47,000 visits each day, and thousands of people gain access to free resources in its five regional library/learning centers and its national network of more than 340 Cooperating Collections." <http://www.foundationcenter.org>

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

## Program & Project Management:

**7 Ways to Motivate Your Team** - "Employees not living up to their potential? These motivational approaches will generate engagement and productivity." <http://tiny.cc/8Uzzx>

**Overhaul Your Meeting Manners** - "Keep your behavior in check and make meetings more productive with these five simple rules." <http://blogs.bnet.com/teamwork/?p=415&tag=nl.e713>

## Personal Productivity:

**NationalAtlas.gov -Free.** Maps of America are what you'll find and make on [nationalatlas.gov](http://nationalatlas.gov)<sup>TM</sup>. Maps of innovation and vision that illustrate our changing Nation. Maps that capture and depict the patterns, conditions, and trends of American life. Maps that supplement interesting articles. Maps that tell their own stories. Maps that cover all of the United States or just your area of interest. Maps that are accurate and reliable from more than 20 Federal organizations. Maps about America's people, heritage, and resources. Maps that will help you, your children, your colleagues, and your friends understand the United States and its place in the world. This is [nationalatlas.gov](http://nationalatlas.gov)<sup>TM</sup>, and it shows us where we are. It allows you to use your imagination and, by probing and questioning, to choose the facts that fit your needs as you explore the American story." <http://nationalatlas.gov/>

**Image\*After** - "A large online free photo collection. You can download and use any image or texture from the site and use it in your own work, either personal or commercial." <http://www.imageafter.com/>

**iBerry** - "Publicly available courseware (lecture notes and videos, slides, podcasts, exam questions, software, demonstrations, etc) from the universities and colleges of the world." <http://iberry.com/>

**The Phrase Finder** - "Phrases, sayings and idioms." <http://www.phrases.org.uk/>