



Management & IT Tips, Tricks & Resources

22 Sep—5 Oct 2008
Volume 8, Issue 19

“There is a tide in the affairs of men,
Which, taken at the flood, leads on to fortune;
Omitted, all the voyage of their life
Is bound in shallows and in miseries.”
William Shakespeare, 1564 - 1616

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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“Nothing does reason more right, than the coolness of those that offer it:
For Truth often suffers more by the heat of its defenders,
than from the arguments of its opposers.”
William Penn, 1621 - 1670

Word:

Easily add a subitem to a bulleted or numbered list - “Entering a subitem or list to a bulleted or numbered item can create more work than necessary, if you don't know the right buttons to push. This simple trick will streamline the task.”

<http://blogs.techrepublic.com.com/msoffice/?p=679&tag=nl.e056>

What to do when you can't change the tabs from Word's ruler - “If you're trying to format a selection of paragraphs that have different indents, Word won't let you set tabs for all of them using the handy ruler shortcut. Here's a trick for getting around this limitation.”

<http://blogs.techrepublic.com.com/msoffice/?p=689&tag=nl.e056>

Use Word bookmarks to make addressing envelopes a snap - “Word offers special bookmarks that let you automate the process of addressing your envelopes. Mary Ann Richardson explains this handy feature.” <http://blogs.techrepublic.com.com/msoffice/?p=671&tag=nl.e056>

Easy parallel columns in Word - “Newspaper columns are easy to create in Word, but parallel columns can be troublesome. The solution? Use Word tables to create your parallel columns.”

<http://blogs.techrepublic.com.com/msoffice/?p=669&tag=nl.e056>

PowerPoint:

Empty Space and Slide Design - “There are no panaceas leading to effective presentation visuals, and there are no quick fixes. But when it comes to creating more effective slides that complement the spoken words of a presenter, there is one graphic design principle that can make a huge difference if applied properly: the principle of empty space.”

<http://blog.slideshare.net/2008/03/12/slide-design/?from=newsletter08sept>

5 Steps to Slide Design for Non-Designers - “Your presentations are important, especially if you are representing your organization to potential clients, the press, or the public. For a high-stakes presentation, a professional designer is usually worth the money. If you pay a professional to design your Web site and printed materials, why not do the same for a PowerPoint presentation? However, many presentations are less critical. You may not have the money. Or you may need to get the presentation out tonight. For whatever the reason, you may find yourself designing your own presentation. Yet you want it to look good and communicate effectively. How does a non-designer accomplish this task?”

<http://blog.slideshare.net/2008/05/21/5-steps-to-slide-design-for-non-designers-by-ellen-finkelstein/>

Excel:

How to combine text and dates in the same cell - “If you want to display both text and date data in one cell, you'll need to include an extra formatting step. See how to use the TEXT function to get the desired results.”

<http://blogs.techrepublic.com.com/msoffice/?p=690&tag=nl.e056#comments>

Convert Excel calculations to literal values - “Copying Excel data to a different location can send your calculations into a tailspin. Avoid problems by using Paste Special to copy values rather than formulas.”

<http://blogs.techrepublic.com.com/msoffice/?p=659&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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“Stop rationalizing, stop stewing.
Get up out of your chair and start doing.”
Denis Waitley

Web Surf & Search:

Quintura - “A visual search method rather than a textual one, Quintura uses an evolving tag cloud to let you drill down to the specific topic you're searching for. It's not the easiest method, however; your browser's back and forward buttons are rendered useless by the AJAX-y interface, for one thing. But it's a fun, visual way to browse all the online info on a subject.” <http://www.quintura.com>

PicApp - “PicApp can make a world of difference on your blog or Web site. It's a free stock-photo service that lets you quickly and easily grab photos of whatever subject you need for use on your blog. PicApp has quite a large image catalog, and photos range from run-of-the-mill stock photos to celebrity pics.” <http://www.picapp.com>

Viewzi - “Aggregates search results from Google, Yahoo!, YouTube, and more, and lets you pick how you want them presented. Do you want just the text from the Web pages? Just the photos? Video previews (shown here)? Searching with Viewzi is fun and, depending on your search term, can actually be more convenient than a simple Google search.” <http://www.viewzi.com>

RhymeZone - “Type in a word to find rhyming words, synonyms, definitions, Shakespeare references and more.” <http://www.rhymezone.com/>

Website Design:

IETester: Test Your Site In Multiple Versions of Internet Explorer - “If you're in web development or web design, you probably know how hard it is to get sites to work correctly in all the different browsers. IE Tester is essentially a Windows-only web browser which emulates the rendering and JavaScript engines of Internet Explorer versions 5.5, 6, 7, and 8 Beta 1. You can browse websites just like you would in any other web browser, with an option for each tab you open to render as one of the four versions. Although it doesn't have all the features that an actual web browser would have, it's great when you need to test websites, or if a particular site requires Internet Explorer but doesn't work with the version you have.” <http://www.my-debugbar.com/wiki/IETester/HomePage>

Technical:

Wink - “Those who need to create tutorials for how to use software now have an easy way to create them--with Wink. This program makes it quite easy to capture screenshots and mouse movements, then add explanatory boxes, buttons, and titles, and package it together as a presentation in a variety of formats, including Flash, PDF, Postscript, a standalone .exe file, and more. Capturing screens is literally as easy as pressing a button on your keyboard, and adding explanations and annotations is nearly as simple. You can also easily record and add an audio narration. And you can easily preview and edit presentations.” http://www.pcworld.com/downloads/file/fid,27122-order,1-page,1/description.html?tk=nl_ddxdwn

Video: Five ethical dilemmas IT leaders must confront - “Professions such as law and medicine have long-established ethical guidelines to govern behavior. But in the IT field there isn't always a consensus about what's right. This episode of Sanity Savers for IT executives highlights five of the ethical concerns that IT leaders must confront.” <http://blogs.techrepublic.com.com/hiner/?p=821&tag=nl.e101>

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



NPO Executive's Resources

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"It's a strange thing, you have said it thousands of times I am sure...
you will never know what you can do until you try.
However the sad truth is, that most people never try anything until they know they can do it."
Bob Proctor

General Management:

Don't Sabotage Your Career - "Here are three ways women can be their own worst enemies at work. If work is a battlefield, some of the worst landmines we plant for ourselves. But it doesn't have to be that way. Recognize the three behavioral patterns that can wreck your career:"

http://pinkmagazine.com/resources/career/career_sabotage.html

Tuckman's Model: Fight Right - "Conflict isn't necessarily a bad thing, in fact, it can create highly performing teams. Bruce Tuckman's theory of team development suggests that all groups progress through various stages of performance: from forming to storming, then norming, and finally performing. By learning to fight about the right things--goals, roles, and strategies—teams can reach the final stage more quickly." http://www.bnet.com/2422-13731_23-220824.html?promo=713&tag=nl.e713

Five Tips for Negotiating with a New Hire - "How to handle the trickiest part of the hiring process. You've sorted resumes, screened candidates and interviewed the finalists. Now you've chosen the best of the bunch — all that's left is to make the offers and have your promising new employee start work. But this process doesn't always go so smoothly. Negotiating with a job candidate can be tricky. And if it's not handled well, it can lead to a disgruntled employee rather than an enthusiastic one — or even to a rejected offer. To keep negotiations from falling apart, it's important to understand all the factors that can become roadblocks to a successful deal."

<http://www.hrworld.com/features/negotiate-effectively-candidates-090808/>

Nonprofit 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

Can we call a truce? 10 tips for negotiating workplace conflicts - "Whether two employees are fighting or a disgruntled client is on the verge of leaving, you — yes, you — can step in and help solve the problem. Veteran mediator Jeffrey Krivis offers some tricks of the trade." <http://blogs.techrepublic.com.com/10things/?p=393>

Learning to Delegate - "Feel guilty about delegating? Don't. Delegation doesn't mean simply pawning your work off on other people who are already as busy as you are. Rather, it's a vital aspect of leadership. And remember, you're not the only person capable of doing the task if you've surrounded yourself with smart people. Here's how to delegate to maximize your time and empower your employees:" <http://pinkmagazine.com/resources/business/delegation.html>

The Personal Touch: Four Ways to Enhance Your Listening Skills - "By sharpening our listening skills, we can better pinpoint our customers' concerns—and find solutions that address their real problems."

http://www.managesmarter.com/msg/content_display/management/e3i602b52c6d164943a19a212d4045e787e

Is ageism a thriving prejudice? - "Employers are ultra sensitive to issues surrounding race or gender in the workplace, but the prevailing sentiment seems to be that being ageist is no big deal." <http://blogs.techrepublic.com.com/career/?p=388>

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



NPO Manager's Resources

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“I dread success. To have succeeded is to have finished one's business on earth, like the male spider, who is killed by the female the moment he has succeeded in his courtship. I like a state of continual becoming, with a goal in front and not behind.”
George Bernard Shaw, 1856 - 1950

Marketing & Resource Raising:

An Empathy-Helping Perspective on Consumers' Responses to Fundraising Appeals - “Fisher, Vandenbosch, and Antia report on their findings on research on more than 4000 appeals done by a public television station over a two year period. Given the transparent self-interest and frequent happy-talk that infects so much fundraising, their results are interesting. The most effective fundraising appeals communicated the benefits to others rather than to the self, and they evoke negative rather than positive emotions.”

<http://tinyurl.com/3munt6>

How to Set Up a Non-Profit Facebook Page – “New features and other enhancements have been added to Facebook since Wild Apricot's Beginner's Guide to Facebook for Non-Profits, and nonprofits are learning more about making the best use of the popular social networking site. We've talked about setting up a Facebook account and Profile, and a bit about Groups. Let's take a quick look now at Facebook Pages for nonprofits.” <http://tinyurl.com/6xw6xq>

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

Program & Project Management:

Project Management Tips: How to be a good Project Manager - “Is project management an art or a science? How do I deal with problem employees? How can I improve employee morale and boost productivity? What skills can I develop that will ensure that my projects will run smoothly and to a successful finish. This essay tries to answer these questions, drawing from lessons I have learned on the job. While the examples I provide are from a software company perspective, most of the article applies to any kind of domain. Being a Project Manager, I have found, calls upon 5 different sets of skills: A. Organizational skills; B. Communication skills; C. Problem-solving skills; D. Leadership skills; E. Team-building skills.”

<http://www.anandnatrajan.com/FAQs/ram/PM/>

Personal Productivity:

Resnooze - “Helps you remember stuff that needs to be done on a regular basis i.e daily, weekly or monthly.” Read more. <http://www.resnooze.com/>

PrettyMay for Skype - “PrettyMay Call Recorder Basic for Skype--as the name might lead you to believe--records your Skype calls (audio only). It also doubles as an answering machine, politely communicating your absence and taking messages while you're away from your machine--though the basic version only offers up a stock "the person you are trying to reach is unavailable..." greeting.” Free. http://www.pcworld.com/downloads/file/fid,72468-order,1-page,1/description.html?tk=nl_ddxdwn

35+ Ways to Find and Plan Events Online – “No matter what events you're trying to track down or plan, there are hundreds of tools to do just that. We've rounded up 35 of them: “ <http://mashable.com/2007/09/12/events-toolbox/>

WalletPop.com - “Last week, AOL launched an offshoot of its Money & Finance channel, dubbed WalletPop.com. This personal finance site offers 25 categories of information, from banking and debt to food and recalls. Read the latest financial news from trusted sources such as Forbes and Consumer Reports, and check out the daily blog, written by a team of financial experts. To save money on the items you really need, the Deals section is perfect for finding daily deals and freebies.”

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