



Newsletter

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Notices:

Executive MBA program and class information of interest.

All- ABC Breakfast, 02/25/03: Jeff Corwin, Executive producer and host of Animal Planet wildlife adventure series. "The Jeff Corwin Experience." Holiday Inn Convention Center, 72nd & Grover. Breakfast buffet starts at 7AM, presentation at 7:40AM. Call Angela for tickets.



Did You Know?

- **puerile** (PYOOR iyl), *adjective*; Childish; silly; immature; trivial.
- **ersatz** (er ZAHTS), *noun, adjective*; Substitute or synthetic: the word usually suggests inferior quality.
- **Appraise vs. Apprise.** "Appraise means to 'estimate value or determine worth.' Apprise means to 'inform or notify.'" (Communication Briefings, July 2002)

Productivity Tips:

Tips designed to help make your time on the computer easier and more productive.

Word: Copying Styles - Word 2000 makes it easy to create a custom named style. But what if you want to make that custom style available in all new documents? To do so, you must open the document that contains the custom style and use the Organizer tool to copy the style to Normal.dot. There are a couple of ways to get to the Organizer: Go to Format | Style and click the Organizer button. Go to Tools | Templates And Add-Ins and click the Organizer button. When you reach the Organizer dialog box, click the Styles tab and you'll see the word "In" followed by the name of the current document. Scroll down the list until you locate the style you want to copy and click to select it. Then click the Copy button, and Word will copy that style to the Normal.dot template. Click Close to save this change. The next time you create a new document based on the Normal.dot template, the style you copied will appear in the list of styles.

Word: Recover a Document if Word Crashes - Go to the Tools menu, then select Options and click the File Locations tab. Empty space next to AutoRecover files means your data is lost. If there is a location, go there and open the document.

PowerPoint: Create Photo Albums in a Snap - "You've always wanted to be able to point to a directory of pictures or scanned photographs and say, "Put a picture on every slide in my presentation; I'll take it from there." We listened, and now you can, with the Photo Album add-in program for PowerPoint® 2000. This feature makes it easy and fast to get pictures from your hard disk drive, digital camera, or

scanner into a presentation. Special designs for photo albums and the PowerPoint Save as Web Page feature can help you share images of a wedding, family reunion, company picnic, or other special occasion across the Internet or an intranet. You can view photo albums in Slide Show view or print your album as well." <http://office.microsoft.com/Downloads/2000/album.aspx>

PowerPoint: Presentations Are Paintings - "If a presentation were a painting, then it's background would be a canvas. As any painter worth their palettes will tell you, a lot of thought goes into the selection and curing of a blank canvas. And that's even before the first streak of charcoal or a load of paint touches the very medium. Presentations are similar - a well designed background can lend immense value to the final product. Choosing a proper background is a significant job - it can set the ambience for your presentation. Colors, textures and images play an important psychological role that may enhance the creativity and suitability of a story or theme. Backgrounds need to be elegant and subdued - it's purpose is to never distract your audience from an actual event. Simplicity is of paramount value. Learn more at: <http://www.indezine.com/products/powerpoint/ppback.html>

Internet Explorer: Turning Off Cookies - "Although Internet Explorer lets any site create a cookie, if you don't like the concept of cookies, you may turn it off: Click on Internet Options from Internet Explorer's Tools menu and click on the Security Tab. Click on the Globe icon and click on the Custom Level button. From there, you can Disable cookies, Enable them, or make a site ask you for permission before creating a cookie." (Andy Rathbone)

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Career Center:

Recruit employees; find a job; learn Internet job market resources and protocols. Send job or employee wanted ads to :cbayer@mail.unomaha.edu

Job Available

VP, Info Technology, Cox Communications, B.S. in Computer Science, M.S. preferred. 5+ years IT experience in subscription or transaction-based industry. Contact HR Spec Kevin Clark at (402) 934-0416 or Kevin.Clark@cox.com Job Description available at: <http://www.cox.com/CoxCareer/searchResults.asp>

Resources

JobHuntersBible - The Net Guide, a carefully-selected collection of information and resources to guide you in doing part of your job-hunt here on the Internet. (2) The Parachute Library, an extensive Library of articles.

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

Headhunter - "America's Employment System is broken. Everything you know about job hunting and hiring is wrong. Throw away your resume or job description and Ask The Headhunter."

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

Random Thoughts:

Wisdom and observations culled from many sources.

"What this country needs are colleges that teach everything the students think they already know." **Anon**

"No job is too hard as long as you are smart enough to find someone else to do it for you." **Kemmons Wilson**

"Efficient management without effective leadership is, as one individual phrased it. 'like straightening deck chairs on the *Titanic*.'" **Steven R. Covey**

"What lies behind us and what lies before us are tiny matters compared to what lies within us." **Oliver Wendell Holmes**

FYI:**Odds & Ends**

Help more people see it your way. "Here's how to convince hard-to-persuade people that your suggestions are worth taking: 1. *Replace 'should' with 'if/then.'* Say 'If we do this, then we will gain ...' Appealing to other's interests works better than telling them what they should or shouldn't do. 2. *Connect their words to your proposals.* Use phrases such as 'What you said earlier reminds me ...' or 'You hit on something important when you said ...' 3. *Assert your confidence gently.* Say 'I think this will work' rather than 'I know this will work.' Proclaiming your certainty can turn some people cold. After stating what you 'think,' ask 'What do you think?' 4. *Let them elaborate on their objections.* Say 'Tell me more' or 'Give me a better sense of why you object to this.' Listening builds trust and helps you gain influence ... and it's smarter than jumping in to emphasize why you're right." (*Communication Briefings*, June 2002)

Discard the 4 myths of promotion - The rules for earning promotions have changed. The days of waiting patiently for years at a single employer until someone retired or left are over. Now, you need to operate by new guidelines. Don't fall prey to these four promotion myths: 1. 'People are only promoted because they earned it.'

"He that falls in love with himself will have no rivals."

Benjamin Franklin

"'Tis easy enough to be pleasant,/ When life flows along like a song;/ But the man worth while is the one who will smile/ When everything goes dead wrong." **Ella Wheeler Wilcox**, US writer, poet, & journalist

"Bad officials are elected by good citizens who do not vote."

George Jean Nathan

"The critical ingredient is getting off your butt and doing something. It's as simple as that. A lot of people have ideas, but there are few who decide to do something about them now. Not tomorrow. Not next week. But today. The true entrepreneur is a doer, not a dreamer."

Nolan Bushnel, Founder of Atari

Reality: Timing also plays a role. *Example:* Someone may win a promotion if she or she can relocate. *What to do:* Show your boss that, when the timing is right, you're the person for the job. Volunteer to take on new responsibilities or head a project team. 2. 'People who have skills best suited for the position will win the promotion.' *Reality:* Many jobs are created or tailored to fit the person. *What to do:* Determine what additional jobs your company needs to reach its goals. If you're qualified, suggest that you create and fill a position. 3. 'People who have excellent performance reviews are the ones who win promotions.' *Reality:* Employers also promote based on their instincts and others' opinions. *What to do:* Show the boss - and others - that you can change your performance based on their feedback. 4. 'People who are promoted share the same principles.' *Reality:* Displaying a strong work ethic and the ability to complete the job are important. But politics - your communication style and business savvy - are also important. *What to do:* Make sure your organization's decision-makers know about your successes." (*Communication Briefings*, September 2002)

Avoid sending incomplete e-mail messages by typing the address last, after you've written the message itself. (Adapted from *Interface Tech News*, Interface Media Group)

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CyberResources:**Web resources worth a look.**

PR Web - Providing free online press release distribution since 1997, their "mission is to ensure that every organization has access to the media, regardless of size. That is accomplish this through a free, member supported, online press release distribution service. The quality of this service must rival that of similar fee-based services, delivering quality press releases to members of the press and to our subscribers at large through the efficient use of technology." <http://www.prweb.com/>

Garbl's Writing Center - "This writer's guide has a style manual, an annotated directory of Web resources, a concise writing guide, a *Grammar Grappler* (where the site author will answer questions about grammar), and a forum. By Gary B. Larson, a "writer, editor, media planner and communications specialist in Seattle, Washington." <http://home.attbi.com/~garbl/>

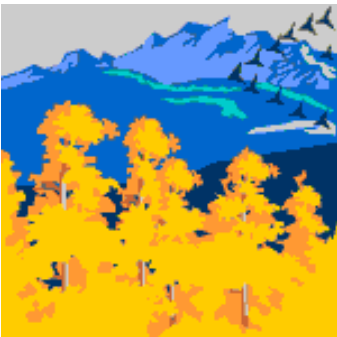
The Chamber of the Americas - "A not-for-profit organization with a simple, profoundly important goal: To help you make the most of your business opportunity in the Americas. Stated more formally, the Chamber's mission is to facilitate commerce and understanding between the businesses and governments of the Western Hemisphere. Through trade missions,

educational classes and other initiatives, The Chamber facilitates your business contacts, promotes international networking and encourages cultural understanding. We connect you to the people, governments and companies that drive current and emerging cross-border opportunities in the Americas."

<http://www.chamberoftheamericas.com/index2.php>

Net Impact - "A network of emerging business leaders committed to using the power of business to create a better world. It is also the most progressive and influential network of MBAs in existence today. Originally founded as Students for Responsible Business in 1993, Net Impact has developed from a great idea shared by a few business students into a mission-driven network of 5,000 new leaders for better business. Through our central office and 50 local chapters, we offer a portfolio of programs to help members broaden their business education, refine their leadership skills, and pursue their professional goals, while building their network. Includes job postings." <http://www.net-impact.org/>

Internet Public Library - A public service organization and learning/teaching environment at the University of Michigan School of Information. <http://www.ipl.org/>

**CyberTools:****Tools & things, usually free, worth checking**

Flow LT - "A resource for business diagramming needs. Quickly create charts and diagrams for powerful visual communication. Geared to meet the demands of serious business diagramming, Flow is designed for corporate users, managers, and departments. With a robust drawing toolset and powerful layout features, every diagram need is met for your everyday communication needs. Flow offers 25 predefined drag-and-drop symbols, a familiar Microsoft interface, automatic symbol-connect, row/column alignment, and rectangle and circle drawing tools.

<http://in.tech.yahoo.com/010721/94/11qi9.html>

OpenOffice - "Free. Open-source multiplatform office productivity suite. It includes desktop applications such as a word processor, spreadsheet, presentation manager, and drawing program, with a user interface and feature set similar to that of other office suites. Works transparently with a variety of file formats, including those of Microsoft Office."

<http://downloads-zdnet.com.com/3000-2064-10108484.html>

Kartoo—"it's useful, effective, and most of all, FUN. What kartoo does is present your search results visually, as part of a map that shows the relationships between the different results. You type in your search term, click "ok", and then wait a few seconds while a

funny little genie comes on the screen and stares at you. When the results appear they are shown as gold balls on a map, bigger for more relevant sites, and smaller for less relevant ones. The lines connecting the balls show the relationships between sites. When you place your cursor over each gold ball a description of the site comes onscreen. On a conventional search engine most people only look at the first few results -- with kartoo, you can see more results, and pick up on sites you might have otherwise missed. There are lots of other features I haven't space to go into. <http://www.kartoo.com>

Dnoter - "This small program allows users to post reminders on their desktop in the fashion of Post-it® Notes. An installer is included, along with a rich text editor, and some samples of how users might set up their notes. Other options include making notes transparent, resizing notes, assigning them different colors, and hiding them. This footprint program will be helpful to those wanting to prioritize their activities." <http://www.ruinedsoft.com/dnoter/index.html>

FreshAddress - Alert your correspondents to your new e-mail address. The free service informs anyone who e-mails you at your old address of your new one. <http://www.freshaddress.com>

PrivacyBird - Free app that checks websites' privacy policies against standards you establish and notifies you if they meet or fail to meet those standards. <http://find.pcworld.com/31022>

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Archived newsletters are available at:

<http://emba.unomaha.edu/Archive/2002/archive2002.htm>

Did You Know?

- The College of Business Administration has many highly qualified and motivated **students seeking internships**. If your company is interested, contact Dr. Jonna Holland at 554-3156 or Jonna_Holland@unomaha.edu.
- Many of our **professors are available for summer internships**. They can bring their expertise to the projects or problems of concern to your firm. Contact Dr. Lou Pol at 554-2596 or Louis_Pol@unomaha.edu for more information.

Class Notes:

Email your student news items for posting in **Class Notes** to: cbayer@mail.unomaha.edu.

Trying to find an Executive MBA Alum? Check our **EMBA Alum database** on the **EMBA Student site**.

Class of 2003:

Class of 2004:



Isn't Fall grand!

