



February 17-23, 2003
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Newsletter

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Notices:

Executive MBA program and class information of interest.

All- ABC Breakfast, February 25, 2003: Jeff Corwin, Executive producer and host of Animal Planet wildlife adventure series. Holiday Inn Convention Center, 72nd & Grover. Breakfast buffet starts at 7AM, presentation at 7:40AM. Call Angela for tickets.

All - The Exec MBA area of the CBA (RH118, RH120, RH 123 and adjacent hallways) are now served

by a wireless hub. If your laptop has wireless capability, you should be able to access the Internet, Lotus Notes, and the RH120 printer sans wire. If your laptop was configured for hard-wire access to these facilities, no additional configuration for wireless access should be required.

Seniors - Countdown - 179 days to go for 2003 as of 2/17/03.



Did You Know?

- In 1963, baseball pitcher Gaylord Perry said: "They'll put a man on the moon before I hit a home run." Only a few hours after Neil Armstrong set foot on the moon on July 20, 1969, Perry hit the first and only home run of his career.

(<http://www.coolquiz.com/trivia/facts/index.asp>)

Productivity Tips:

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

Word: Align Shapes in Documents Using Gridlines - Microsoft Word features a drawing grid that you can use to align drawing objects, such as AutoShapes. By default, gridlines are not visible on the screen. To make them visible: 1. On the View menu, point to Toolbars, and click Drawing. 2. On the Drawing toolbar, click Draw, and then click Grid. 3. Select the Display gridlines on screen check box. 4. Choose the options you want, and then click OK. Now you are ready to add shapes to your document. To see all of the shapes available, such as filing cabinets, telephones, and computer monitors, click AutoShapes on the Drawing toolbar and then click More AutoShapes. Then make your selections from the Insert Clip Art task pane. (This tip comes from Diana Vázquez of San Juan, Puerto Rico)

Word: Hyperlink Management - "If you just want to remove the hyperlink property of the entry, select the document—[Ctrl]A—and unlink the field—[Ctrl][Shift][F9]. "If you want to remove all of the fields in the document, select the document by hitting [Ctrl]A, expose the fields with [Alt][F9], and use Edit | Replace to replace ^d [the hyperlink] with nothing [leave the field blank]."

PowerPoint: Add degrees of transparency to shapes such as arrows, so that the slide background shows through. Use the *Transparency* slider in the *Format AutoShapes* dialog box. The new transparency feature in PowerPoint 2002 lets you select a degree of transparency from 0% to 100% for shapes. To apply the transparency, right-click the shape and click *Format AutoShape* on the shortcut menu. On the dialog box's *Colors and Lines* tab, use the *Transparency* slider to

set a percentage. A *Preview* button at the bottom of the dialog box lets you see the effect.

Word: Space Wisely - "White space is an important design element in an document table or web page you produce. In a table, giving the data room to breathe makes the table more appealing. To adjust the space in your table, select the entire table (click the selector tag that appears in the top left corner of the table when you position the pointer over it) and then: 1. In the Format menu click Paragraph. The Paragraph dialog box will appear. You can then add consistent spacing to give some cushion between the text and the cell boundaries. 2. Under Spacing, in the Before box, type "4 pt." This will be easier on the eye and makes it more likely that your readers will stick around long enough to understand what you are trying to convey."

PowerPoint: Design the layout for your slides. For each new slide, select a layout from the *Slide Layout* task pane. By default, the new *Slide Layout* task pane is displayed whenever you click the *New Slide* button—so all the layouts are close at hand when you insert your slide. With your new slide selected, click the thumbnail for the layout you want. Apply a layout to a slide that already has content, too. **Cool tip:** The down-arrow on a thumbnail has more options, including one that inserts a new slide with the layout you've selected.

Windows: Annoyances.org - "The most complete collection of information assembled for and by actual users of Microsoft Windows." Shows you how to enable features you do want, turn off the annoying ones you don't, improve performance, troubleshoot, customize your display, icons, keyboard mapping, etc.

<http://www.annoyances.org/>

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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

Opportunities with Cox Communications

- Business Planning and Analyses Director, Largo, FL, \$71,400—\$119,420 [Learn More](#)
- Vice President Business Operations, Omaha, NE, Salary not announced. [Learn More](#)
- Community Relations Manager, Omaha, NE, \$52,800-&67,100 [Learn More](#)

- Sales Manager, Cox Business Services (Small Accounts), Omaha, NE, Salary not announced [Learn More](#)
- Business Manager, Cox Business Services, Omaha, NE, Salary not announced, [Learn More](#)

Resources

Creative Moonlighter—"Your ultimate resource for top freelance talent in graphic design, art, illustration, writing and editing. Free membership." <http://www.creativemoonlighter.com/>

Random Thoughts:

Wisdom and observations culled from many sources.

"Tell me not, in mournful numbers, Life is but an empty dream! For the soul is dead that slumbers, and things are not what they seem. Life is real! Life is earnest! And the grave is not its goal; Dust thou art; to dust returnest, Was not spoken of the soul."
Henry Wadsworth Longfellow, U.S. poet

"He who asks a question is a fool for five minutes; he who does not ask a question remains a fool forever."
Chinese Proverb

"We can easily become as much slaves to precaution as we can to fear. Although we can never rivet our fortune so tight as to make it impregnable, we may by our excessive prudence squeeze out of the life that we are guarding so anxiously all the adventurous quality that makes it worth living."

Randolph Bourne, *Youth and Life*

"In this age, which believes that there is a short cut to everything, the greatest lesson to be learned is that the most difficult way is, in the long run, the easiest."

Henry Miller, *The Books in My Life*

FYI:**Odds & Ends**

Clear Writing Tip—Many writers think of paragraphs as a collection of sentences framed by an indent and a carriage return, running perhaps 10 or 12 lines. Few have the language to describe what's good—or bad—about a paragraph. A paragraph is unified if each sentence is clearly related to the point, coherent if it is obvious how each sentence is linked to the point, and well developed if its sentences unfold in a way that makes the argument perfectly clear. To write more powerful paragraphs: - Make a point and unify a paragraph's sentences around that point. Use the traditional rhetorical devices to bind your sentences in a coherent pattern. Arrange those sentences to develop the strongest possible support for your point. Link your paragraphs by creating smooth transitions between them. Doing these four things will enliven your writing and make your arguments clear to your readers.
(*ClearTip*)

Does Business Attire Affect Productivity? If an employee wears khaki shorts and a polo shirt to work, does it mean he's a slacker? According to a national survey conducted by Leflein Associates, Inc., this may just be the case. The American Industry Dress Code Survey reports that executives believe a change in dress code would result in productivity gains. The senior level executives polled at more than two hundred companies nationwide say that the switch from strictly casual to a professional business dress code would result in an estimated 3.6 percent productivity gain. Also, more than seventeen percent of the respondents report that productivity would improve as much as forty

percent if there was a business dress code implemented in the workplace. Seven in ten senior execs agree that when employees wear suits, they project a much better image of their organization (70 percent) and are more likely to be noticed (68 percent).
(June Sandercock)

Principles of Delegation— View delegation as a learning process for individuals. Team up an experienced and inexperienced person to perform a difficult task. Don't assume that someone wants to do a task. An art major might not want to do the art work for your committee. Assigning responsibility to others does not lessen your responsibility. It gives you the capacity to handle greater responsibility. Never assign tasks to a member solely because this task is unpleasant to you. Delegate only if you have confidence that the member is capable of handling the task. When delegating, be sure to back up the member when his/her authority is called into question. Delegating entails allowing another to complete a task his/her way, not necessarily exactly as you would have done it. Delegating sometimes involves teaching someone how to complete a task. How else will your members know how to operate the group when you've graduated? Delegating can be a significant motivator in retaining members as it gives them a sense of accomplishment when a task is successfully completed. Delegation is most successful when someone expresses an interest in the task, when he/she has a specific skill which would suit the task, or when he/she would benefit from the responsibility.
(<http://www.unomaha.edu/~wwwsold/Vbrochures/!delegat.htm>)

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

Geode - "Use the GeoData Explorer (Geode) to view world maps based on population, transportation, natural resources, political boundaries, and more. Geographical relationships of data categories can be visualized with maps of countries of the world. Geographic data collected by the USGS and other government agencies are available for download from this site." <http://geode.usgs.gov/>

Small Business Economic Indicators for 2001 - A reference guide to the latest data on small business including state and industry data. <http://www.sba.gov/advo/stats/sbe01.pdf>

BusinessWire - A searchable database of the last seven days of press releases from hundreds of companies, as well as company profiles for some firms. <http://www.businesswire.com/search.shtml>

OFFSTATS - Official Statistics on the Web - A central source for links to official international statistics sites, from the University of Auckland Library, New Zealand. Global, regional, and national statistics are available in a wide range of topic areas including demographics, economics, finance, crime, and religion. Searchable. <http://www2.auckland.ac.nz/lbr/stats/offstats/OFFSTATSmain.htm>

Strategic Advantage - This section of the site, devoted to business strategy, allows visitors to input their industry's SIC code and instantly obtain benchmark comparison data. Among the types of benchmark data provided are: revenue growth, net income, percent R&D expenditures, average sales per employee, return on assets, return on equity, and several others. The data is available for over 540 industries. <http://www.strategy4u.com/>

How To Read the Future in Company Financial Reports - A background for reporters on decoding financial statements will be equally useful for investors. http://www.facsnet.org/tools/biz_econ/covering_biz/lev.php3

Search Systems - Now over 11771 free, searchable public record databases. <http://www.searchsystems.net>

Charity Navigator - "The only source in America that provides in-depth, objective analysis of the financial health of more than 1,700 of America's largest charities, for free." <http://www.charitynavigator.org>

IBIC Global Gateway - Directory of links on country information. Searchable. <http://www.t-bird.edu/ibic/links/default.asp?id=24&linkpath=>

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

Flags of the World - Over 18,000 pages of information about flags and over 32,000 images of flags. Look for different flags: by country; page title; date of last page update; and most interestingly, topic. Some of these topics include oil companies, pirates, signal flags, weather flags, and flags in movies. Each flag page includes info about the flag's history, the flag's symbology, and in some cases, different incarnations of the nation's flag. <http://flagspot.net/flags/>

Crossword Puzzles From HP - Sharpen your pencils and get ready for some crossword fun! These great puzzle challenges will give you hours of enjoyment, so download and enjoy a new one each day. http://www.homeandoffice.hp.com/hho/us/eng/crossword_puzzles.html

State Tax Forms - In addition to providing tax forms, individual state sites may provide direct online filing, news, a tax research library, etc. <http://www.taxadmin.org/fta/link/forms.html>

BusinessWeek Personal Finance Planning Tools - The calculators can help you with your retirement plan (including Roth IRAs), and with your plans to save for a car, education, or a home. Our learning guides cover the basics of income taxes, employee benefits, and estate planning. http://www.businessweek.com/investor/nonips_content/pf_planning.htm

Spybot Search & Destroy. Not only identifies and removes ad-surveying apps embedded on your PC, but also spots Trojan horses, dialers (apps that use Active X to dial expensive 976 telephone numbers), security leaks within Microsoft's Internet Explorer, and other malicious behavior on your PC. <http://www.zdnet.com/supercenter/stories/overview/0,12069,589624,00.html>

Rainbow Folders - Free. Rainbow Folders allows you to change the color of selected folder icons. You can use it to navigate your files more efficiently by setting specific colors for important folders, so they are easy to spot in Windows Explorer, open/save dialogs, and anywhere else in the file system. In addition, you can also set an extra warning to alert when someone is trying to delete colorized folder (please note this didn't work under XP Pro). The program works by modifying the desktop.ini file, so it does not have to be kept running all the time. <http://www.mywebattack.com/gnomeapp.php?id=105937>

WinDriversBackup - Free for personal use. It will identify all of your Windows driver files and save them to a secure location in two simple mouse clicks. Makes them available to you the next time you need to reinstall the driver or the whole operating system. <http://www.jermar.com/wdrvbk.htm>

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Archived newsletters are available at:

<http://emba.unomaha.edu/Archive/2003/archive2003.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: jholland@mail.unomaha.edu or (402) 554-3156
- 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 lpol@mail.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 Schedule (<http://cba.unomaha.edu/xmba/schedule/2003Sched.htm>)

LexAnn Swahn will marry **Mathew Steffens** on April 5th in Minneapolis, MN !!! Congratulations.

Dr. Morris BSAD 8590 classes (project presentations) on 25 & 26 July have been combined and rescheduled for 28 June, 2003. Please wear business attire to this session. The Class of 2003 photo will be taken the same day.

Class of 2004: Class Schedule (<http://cba.unomaha.edu/xmba/schedule/2004Sched.htm>)



Like a fine wine, delayed a wee, but better late than never!

