



Alumni Newsletter

May 2003
Volume 4, Issue 5

Inside this issue:

FYI: Odds & ends of interest	2
Career Center: Tips, Jobs Wanted & Available	2
Random Thoughts: Wisdom & observations	2
CyberResources: Web sites you can use	3
CyberTools: Useful downloads, usually free	3
Class Notes: Who's doing what	4

Resources:

Alumni Roster - Who graduated with the Class of 2002? Who is in the Class of 2004? Who they work for and what they do? Click on the Alumni button at: <http://cba.unomaha.edu/xmba/students.htm> to access to contact information on EMBA students, faculty, staff, and alumni. Log in as **Alumni** and with **emba** as your PASSWORD.

The **Robert Bosch Foundation** offers nine month (Sep 04 - May 05) work/study fellowships to 20 outstanding American professionals to acquire a high-level, in-depth understanding of the political, economic, and cultural environment of Germany and the European Union. More info and apply at <http://www.cdsintl.org/rbfpintro.html>.

Recruiting Season! The UNOmaha Executive MBA Class of 2005 is forming. We need your help to identify and urge the next generation of top managers to apply for this unique opportunity to grow and advance their careers. Provide the name and address of potential candidates to cbayer@mail.unomaha.edu and we'll do the rest. Thanks!

Did You Know?

- Thomas Edison held more than 1,300 U.S. and foreign patents.
- Thomas Jefferson invented the dumbwaiter.
- When commercial telephone service was introduced between New York and London in 1927, the first three minutes of a call cost \$75.00.

Productivity Tips:

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

Word: Add Foreign Punctuation - For acute accents, press <ctrl>-' (apostrophe) and then the letter you want accented, such as á in "no más." For grave or left-leaning accents, press <ctrl>-` (the left single-quotation mark on the key located above the <Tab> key on most keyboards). You can generate letters with a tilde by pressing <ctrl>-<Shift>-_, letters with circumflex accent by entering <ctrl>-<Shift>-^ (the ^ mark is on the 6 key), and letters with an umlaut by typing <ctrl>-<Shift>-:. To see all such keyboard shortcuts, go to Word Help, type in foreign pronunciation in the index box.

PowerPoint: Using Guides to Measure - Make the Guides visible by using View/Guides. Then, hold down the SHIFT key while you click-and-hold a guide; the tooltip for the guide will display 0:00. As you move the guide, the distance the guide covers from the beginning of the drag will be displayed in the units of your ruler. In this way you can measure distances between objects, place guides at specific places, etc. If you like using guides, but wish there were more, you can create additional Guides by simply holding down the CTRL key while dragging on an existing Guide. This will create a new guide. To get rid of guides, just drag them off the edge of the slide.

Internet Explorer: Finding Content in your Browser - Although you use a search engine to locate information on the Internet, you may often find that you're faced with many pages of text that you must read through to locate the information that you need. Instead of plodding

through all that text, just press Ctrl + F and type in the word or phrase that you need to locate. Press Enter to start the page search. This works in Microsoft Internet Explorer 6, Netscape 6/7, and Opera 6.
Sue Whitehouse

Windows: Statistical Calculations - Start Calculator by clicking Start, Programs, Accessories, and Calculator. Choose View, Scientific. Enter the first number. Click the Sta button to display the Statistics Box. This step activates the Ave, Sum, s, and Dat buttons. Click the Dat button. Do the following for each remaining data item: Enter the data. Click Dat. The new data appears in the Statistics Box each time you click the Dat button. After you've entered all the data, click the RET button in the Statistics Box to return to Calculator. Click the button for the Statistics function you want to use: Ave calculates the mean of the values. Sum totals the values. s calculates standard deviation.

Microsoft Office: Spelling By Sound - If you're unsure of a word's spelling, but you know how to pronounce it, try using the Find dialog box's Sounds Like feature. Just press [Ctrl]F to open the Find dialog box, and if the More button is visible, click it. Then, select the Sounds Like check box. Now, in the Find What text box, enter the word that Word couldn't find earlier and click OK. This time, Word will do a "fuzzy" search, stopping on each word that appears to sound like the word you entered. To get a feel for the kinds of matches you'll get, just open any existing document and search for terms such as "az" or "urd."

Inside this issue:

Notices : EMBA program & class info of interest	1
Productivity Tips: Tips for computer productivity	1
CyberResources: Web sites you can use	3
CyberTools: Useful downloads, usually free	3
Class Notes: Who's doing what	4

Career Center:

Recruit employees; find a job; learn Internet job market resources and protocols. For free posting, send job or employee wanted ads to us at: cbayer@mail.unomaha.edu

Resources

BusinessWeek: Company Research - Before you take that job get a little more information. What do the employees really think of the place? Will it work you to death? Does it keep its promises? And how is its stock doing? We've assembled some of the information you need from Business Week and other valuable sources on the Net on more than 4,000 companies. <http://bwnt.businessweek.com/company/search.asp>

Federal Jobs Digest Online - "America's Federal employment newspaper since 1977." 14,560 job openings currently listed. Search by occupation or by state. Currently 1039 Nebraska listings. Site has full range of job hunt services. Worth checking. <http://www.jobsfed.com/>

Directory of Job Resources-There are lot of resources out there that have to do with job listings, but Job-Hunt.org has more to do with all the other aspects of finding a job. Over 8,100 links. Also online job hunt articles, "site of the week, recommended readings. <http://www.job-hunt.org/>

FYI:**Odds & Ends of Interest—****Why Computers Crash by Dr. Seuss -**

"If a packet hits a pocket on a socket on a port,
and the bus is interrupted at a very last resort,
and the access of the memory makes your floppy disk abort,
then the socket packet pocket has an error to report.

If your cursor finds a menu item followed by a dash,
and the double-clicking icon puts your window in the trash,
and your data is corrupted 'cause the index doesn't hash,
then your situation's hopeless and your system's gonna crash!

If the label on the cable on the table at your house
says the network is connected to the button on your mouse,
but your packets want to tunnel to another protocol,
that's repeatedly rejected by the printer down the hall,
and your screen is all distorted by the side-effects of gauss,
so your icons in the window are as wavy as a souse,
then you may as well reboot the thing and go out with a bang,
'cause sure as I'm a poet, the sucker's gonna hang!

When the copy of your floppy's getting sloppy in the disk,
and the macro code instructions cause unnecessary risk,

then you'll have to flash the memory and you'll want to RAM your ROM
then quickly turn off the computer and be sure to tell your Mom!"

(This poem is from the collection at <http://www.usaone.net/jokenet>)

Do You Have A SPINE? - "How would you rate your networking skills? If they are in need of improvement, you may want to follow the advice of Marisa D'Vari, president of Deg.com Communication, and author of the book "Presentation Magic: Dazzle and Deliver Talks with Confidence". D'Vari offers five tips for effective networking, which she captures in the acronym "SPINE".

- **Strategize.** Decide in advance on the objective you want to achieve for your networking activities.
- **Partner.** Search out networking events. They are great places to find like-minded partners with whom you can target specific industries or act as sources or referrals.
- **Image.** Remember people judge you by your appearance so always look your best in networking situations.
- **Network.** Force yourself to strike up conversations with strangers.
- **Exit.** End conversations at about six minutes so you can both go on and meet others." *June Sandercock*

Random Thoughts:**Bits of wisdom and observations culled from many sources.**

"I've learned....That one should keep his words both soft and tender,
tomorrow he may have to eat them." **Andy Rooney**

"One of the greatest pieces of economic wisdom is to know what you do not know." **John Kenneth Galbraith**

"The further back you can look, the further forward you are likely to see." **Winston Churchill**

"He is most free from danger, who, even when safe, is on his guard." **Publilius Syrus**

Every little quit hurts." **Anon**

"It's not the load that breaks you down, it's the way you carry it." **Lena Horne**, singer

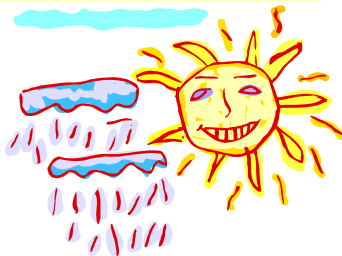
"I am the inferior of any man whose rights I trample under foot. Men are not superior by reason of the accidents of race or color. They are superior who have the best heart - the best brain." **Daniel Webster**

"When I hear someone sigh, "Life is hard," I am always tempted to ask, 'Compared to what?'" **Sydney Harris**, author

"The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy." **Martin Luther King Jr.**, Nobel laureate

Inside this issue:

Notices : EMBA program & class info of interest	1
Productivity Tips : Tips for computer productivity	1
FYI : Info of interest, support needs, etc.	2
Career Center : Tips, Jobs Wanted & Available	2
Random Thoughts : Wisdom and observations	2
Class Notes : Who's doing what	4

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

ePrompter - "Free e-mail notification program that automatically checks up to sixteen password-protected e-mail accounts simultaneously. Features a primary message screen with a unique rotating tray icon, and the choice of four screensavers that let you know the number of new messages in each account. Gives you the ability to read and/or delete each message online or offline with the click of an icon. Audio prompt alerts you to new messages. <http://download.com.com/3000-2369-8986018.html?tag=lst-0-1>

Memoware - Collection of thousands of free databases and database templates, literature, maps, technical references, etc. formatted for PDAs. <http://www.memoware.com>

Google Viewer - "Displays the pages found in a Google search as a continuous scrolling slide show. View your search results without using your keyboard or mouse and you can adjust the speed

with which the images move across your screen. Each image of a page's contents is accompanied by a short "snippet" describing that page. No download required. <http://labs.google.com/gviewer.html>.

Noah Lite English Dictionary - For Palm PDAs. "A favorite because it's so handy to be able to look up words wherever you are." Free. <http://downloads-zdnet.com.com/3000-2360-2305527.html>

List Organizer - "Offers a simple solution to life's perplexing problems by providing 100 lists to help you better organize. Tasks such as cleaning the house, planning a menu, handling money, planning a trip, and more." <http://www.listorganizer.com/lists.htm>.

HP Office Templates - Free templates and forms for everything from presentations and business cards to stationary and direct marketing. <http://www.hp.com/sbs/productivity/office/index.html>

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

Customs, Tariffs, Import Duties - This site has links to customs information for hundreds of countries worldwide. Here you'll find information on documentation, customs clearance time, taxes, fees charges, import and export restrictions, contacts, and lots more useful information for countries all over the world. http://my.tdctrade.com/webdir/directory_header.asp?catid=16

ExcelTip.com - "The Web site name tells it all. ExcelTip.com provides Excel tips and tricks. Excel users can search for tips, submit tips, talk Excel, receive tips and Excel add-ins via e-mail, and bookmark tips without registering. What about Excel versions? Click on the Tips by Version tab and pick your version to get tips. The site is well organized and usable. Considering there are many tips available, the tips are organized into tabs for easy browsing with categories of Tip of the Hour, Recommended Tips, Most Viewed Tips, and Tip Categories." <http://www.exceltip.com/>

BenefitsCheckUp - "Helps thousands every day to find programs for people ages 55 and over that may pay for some of their costs of prescription drugs, health care, utilities, and other essential items or services. Please fill out our simple questionnaire to find programs that can assist you or your loved ones." <http://benefitscheckup.org>

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/>

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>

Top Internet Sites for Business Research - This site provides a selective list of annotated links to Web sites valuable to those conducting competitive intelligence. Categories listed include: search engines; corporate information; federal government sites; state government sites; international information by country/region; industry sites; and more. <http://makeashorterlink.com/?K499329A>

Searchenginez - Rather than just compiling pages of links, the aim of this site is to provide the best search engines for each category, re-designed to make them easy to use - with a special focus on serious research. <http://searchenginez.com/>

The Beige Book - The Beige Book is a report from the U.S. Federal Reserve providing an up-to-date commentary of economic conditions and a commentary on economic trends for 12 selected regions around the country. The Book is updated eight times per year and an archive of earlier reports is available back to 1996. <http://www.federalreserve.gov/FOMC/BeigeBook/2002/>

Lefile - Lefile.com provides advice and analysis of best Practices on corporate Web sites. <http://lefile.com>

Inside this issue:

Notices : EMBA program & class info of interest	1
Productivity Tips : Tips for computer productivity	1
FYI : Info of interest, support needs, etc.	2
Career Center : Tips, Jobs Wanted & Available	2
Random Thoughts : Wisdom & observations	2
CyberResources : Web sites you can use	3
CyberTools : Useful downloads, usually free	3

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 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 news items to cbayer@mail.unomaha.edu for posting in the Alumni Class Notes. Trying to find an Executive MBA Alum? Check our EMBA Alum database (access from the Alumni button at <http://emba.unomaha.edu>). Don't forget to send us updates on your info so we can keep the database current.

Class of:

1978

1979

1981

1983

1985

Class Agents: Gerald Krause and Roger Sorenson

1987

Class Agent: Dan Evans

1989

1991

Class Agents: Bill Swanson and Maryanne Rouse

1992

1993

1994

Mike Dingwell has been promoted to Senior Vice President at HDR. Mike is Controller for HDR Engineering.

Class Agents: David Hartman and Curt Bayer

1995

Class Agent: Larry Ciecior

1996

Class Agent: David Ried

1997

Brian Ahlers has been promoted to Senior Vice President at HDR. Brian is Controller for HDR Architecture.

1998

1999

Class Agents: Jean Haiar and Jim Cook

2000

2001

Class Agents: Cheri Savoie and Vaughn Studer

2002

Class Agents: Ross Ridenoure and John Smith

Note: New additions to **Class Notes** have the alumni's name in **bold**.

FYI: Dean Stan Hille has announced that he will step down as Dean of the College of Business Administration at the start of the fall semester. After a well earned sabbatical, he will return to the classroom as a professor. Dr. Hille, our Dean for the past seven years, served as Dean at three other colleges before coming to UNOmaha. We'll miss his leadership.

