

Students: How to survive in a digital world

Part 2
Useful tools

Contents

- 1) Great websites to get useful and concrete skills
- 2) Create polls, surveys, forms
- 3) Create your personal webpage (without HTML code)
- 4) Be faster with Word thanks to these 10 tips
- 5) Do screen capture
- 6) Convert a webpage into a PDF file

1) Great websites to get skills

Spend time on these websites:

**=> you get skills and knowledge useful for your career
and daily life**

And the most important:

=> it gives desire to get more and keep learning

1) Great websites to get skills

coursera

<https://www.coursera.org>

All topics

instructables

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

All topics

DataCamp

<https://www.datacamp.com/courses>

Programming, statistical

codecademy

<https://www.codecademy.com/>

Programming

Digital-Photography-School

<http://digital-photography-school.com/tips>

Tutorials and tips to help you improve your photography

Project Gutenberg

<http://www.gutenberg.org>

50,000 free ebooks

Canva

<https://www.canva.com/#design-stream>

Online graphic design platform

TED-Ed

<http://ed.ted.com/about>

Library of lessons, extension of TED

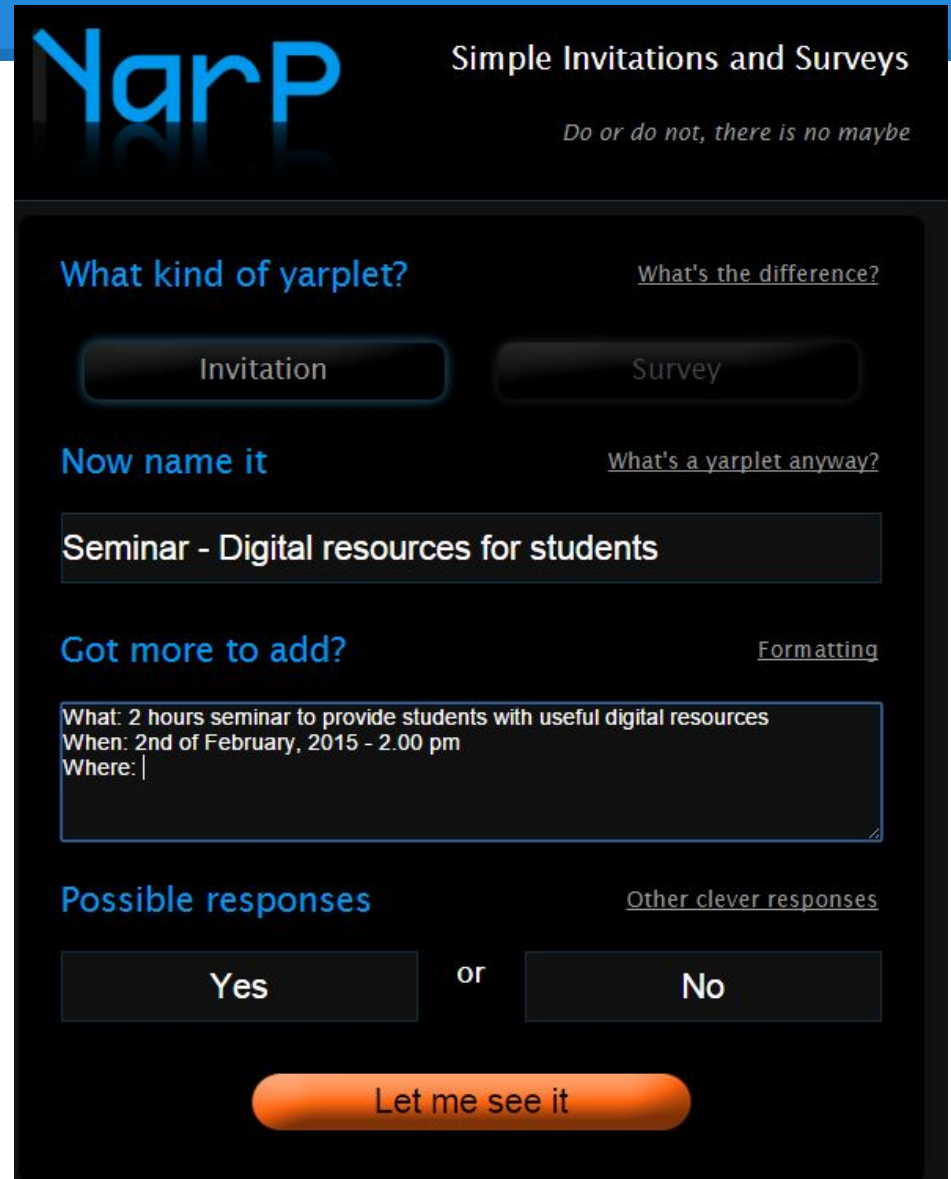
2) Create surveys, polls and forms

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Yarp

Create and share simple invitations and surveys

<http://yarp.com/>



The screenshot shows the Yarp website interface. At the top left is the 'Yarp' logo. To the right of the logo is the text 'Simple Invitations and Surveys' and a tagline 'Do or do not, there is no maybe'. Below this is a form with several sections:

- What kind of yarplet?** with a link 'What's the difference?'. Two buttons are present: 'Invitation' and 'Survey'.
- Now name it** with a link 'What's a yarplet anyway?'. A text input field contains 'Seminar - Digital resources for students'.
- Got more to add?** with a link 'Formatting'. A text area contains: 'What: 2 hours seminar to provide students with useful digital resources', 'When: 2nd of February, 2015 - 2.00 pm', and 'Where: |'.
- Possible responses** with a link 'Other clever responses'. Two buttons are present: 'Yes' and 'No', with the word 'or' between them.

At the bottom center is a large orange button labeled 'Let me see it'.

2) Create surveys, polls and forms

Flisti

Create online polls

<http://flisti.com/>

FLISTI Create Online Polls – Free & Easy

Your question:

How effective was the teaching within your major at this university?

Answers:

Extremely effective

Very effective

Moderately effective

Slightly effective

Not at all effective

Multiple choice + Add Answer

Create New Poll

[Latest Polls](#) [Top Polls](#) [Feedback](#)

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2) Create surveys, polls and forms

Google Forms

13 minutes video introducing Google Forms features:

<https://www.youtube.com/watch?v=wwf72lwPLVY>

Full guide for Google Forms:

<http://www.educatorstechnology.com/2013/08/google-forms-for-teachers-must-read.html>

Google Forms:

What are the basic features?

- create a new form
- add collaborators (readers and/or contributors)
- edit description
- edit question details: title, statement, help, optional or mandatory
- add possible answers

Google Forms: 9 ways to enter answer

- simple textfield (one row)
- textarea (several rows)
- checkboxes (multiple choices)
- radio buttons (single choice)
- single-choice list
- single-choice scale
- grid
- date (day/month/year)
- hour (hours/minutes/secondes)

Google Forms: going further

Here are advanced features:

- insert images
- edit sections and page breaks
- select or customize graphic theme
- set what happens when user submits form
- set where are stored form data
- select people to send form
- preview answers
- preview synthesis of answers via table and/or chart
- option to be notified when user submits form

3) Create your personal web page

How to create your personal webpage (1)

No need to do coding

<http://about.me>

Enables to:

- 1) enter your text content
- 2) customize formatting (colors, fonts)

Then it creates your webpage



Nicolas Casel
Engineering, consulting and training for digital solutions

👍 + ➡ Email Me

 => Provide highly valuable design and achievement for digital solutions (web and e-Learning)
=> Promote and customize technologies to make learning more efficient

Business sectors

- Engineering, **consulting** and training
- Private (banking, web agency, IT services)
- **Research** and **education** (universities, Higher Education Institutes, research labs)

Skills

- Educational technology, **e-learning**, serious gaming
- IT **programming**, servers administration, databases management
- Knowledge Management, **curation**
- Guidance and **training**
- HCI, **usability** and ergonomics

State of mind

- International, I like interacting with other cultures
- Curious, I look for learning everytime
- Positive calls for positive: "win-to-win"
- Quality is my priority: "less is more"

📍 Brussels (Belgium)
Contact Info -

🏷️ web e-learning international digital curation edtech consulting research training programming

How to create your personal webpage (2)

If you have some knowledge about HTML / CSS / jQuery,

here is an easy and useful tutorial:

<http://www.hongkiat.com/blog/jquery-sliding-navigation/>

Create your personal web page on Google Site (SEO is guaranteed!):

<http://www.labnol.org/internet/host-website-on-google-drive/28178/>

Lorem Ipsum Dolor

Consectetur adipiscing elit. Etiam viverra dolor id enim venenatis hendrerit. Donec faucibus urna vitae lorem viverra rutrum. Fusce vehicula est at velit scelerisque commodo. Mauris eleifend vehicula nisi at gravida. Quisque viverra quam nec lorem congue commodo. Pellentesque lorem ligula, aliquam ut placerat ut, placerat at enim. Donec tincidunt faucibus ultrices.

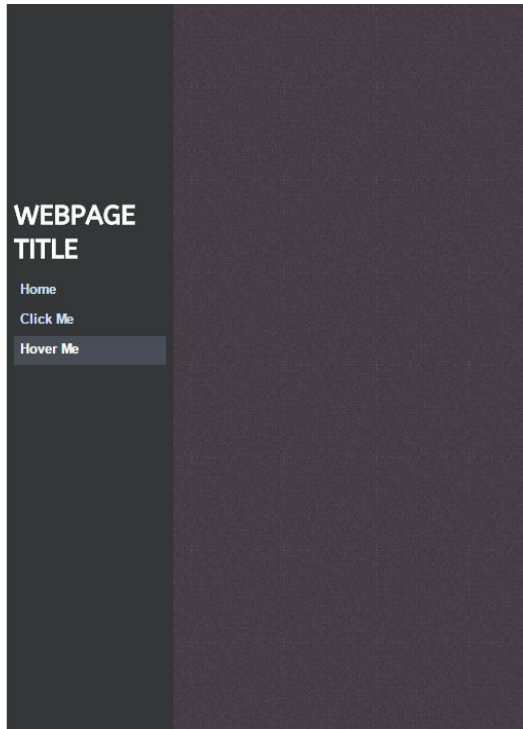
In viverra, velit sit amet luctus dignissim, turpis ipsum venenatis erat, vel commodo sapien mauris eget elit. Phasellus arcu nibh, gravida non luctus sit amet, dictum vitae elit. Mauris ultrices mauris pellentesque odio vulputate vel tempor justo condimentum. Nullam facilisis adipiscing lectus, dictum malesuada quam auctor id. Aliquam erat volutpat.

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Donec fermentum neque eu risus interdum id cursus elit mollis. Nam imperdiet est eget tortor fringilla mattis. Nullam luctus enim id dui commodo a venenatis orci varius. Vivamus gravida lorem fringilla turpis porta ut lacinia justo tempus. Phasellus nulla magna, commodo vitae venenatis eget, sodales vitae turpis.

Pellentesque turpis arcu, dictum et feugiat sed, blandit a magna. Nulla sem eros, blandit ac cursus vitae, facilisis ut risus.

Close Me



4) Be faster with Word thanks to these 10 tips

Source :

<http://www.labnol.org/software/word-tips-tricks/28267/>

1) Three ways to select text quickly

- 1) Do a **"triple-click"** (click 3 times in a row quickly) anywhere within a paragraph to select it entirely
- 2) Press on *CTRL* and **click anywhere within the sentence** to select it entirely
- 3) **Hold down** the *ALT* key and select text with your mouse, similar to the marquee tool in design software

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.

Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada a fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In non porttitor. Donec laoreet nonummy augue. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa.

2) The extended clipboard

In a document, it is possible “to cut” and “**to keep in memory**” texts and images from different locations, in order then to paste them at **a single location in one click**

- 1) select a first text block, image or any other object
- 2) press *CTRL + F3* to keep this object in memory (in the clipboard)
- 3) select another text block or object
- 4) press *CTRL + F3* to keep this second object in memory (still in the clipboard)
- 3) press *CTRL + Shift + F3* all content from the clipboard (i.e. the 2 objects) anywhere in the document

3) To move quickly in a long document

Using *Shift + F5* has two benefits:

1) to move directly towards recently modified locations

2) to reach the location that you were working on when the document was last closed

4) Change text case (lower / uppercase)

1) select some text

2) press *Shift* + *F3* to change case

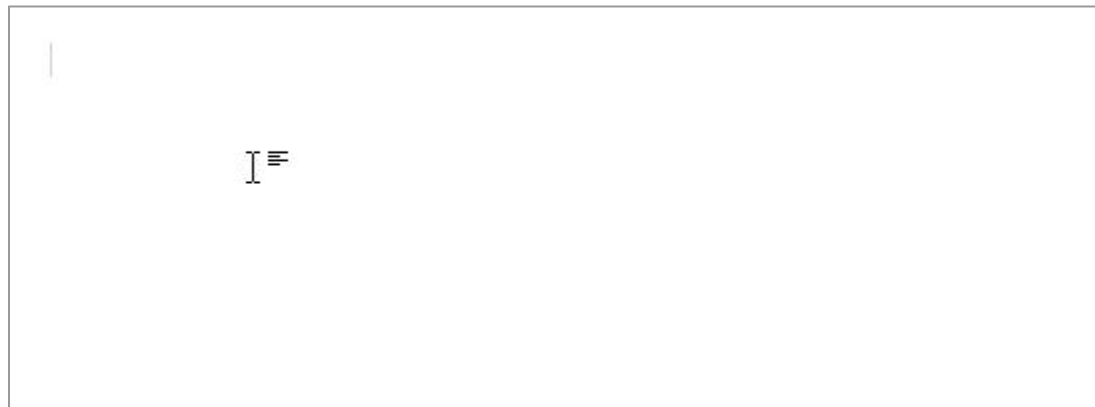
=> by pressing alternatively, you get:

- everything in lowercase
- then only the first letter of each word in uppercase
- then everything in uppercase

5) Write anywhere on a page

This is possible to use a Word document as a “whiteboard” and so **to write some text anywhere on the page**

=> **Just double-click** wherever you want to type your text and start writing



6) Convert to plain text (no formatting)

To copy-paste from a webpage to a Word document **implies to keep its original formatting** (font size, color and family)

To remove text formatting that you want to paste in Word:

1) select text block

2) press *Ctrl + space bar*

7) Move text without using copy-paste

- select a text block
- press *F2*
- place cursor where you want to move text
- press *Entrée*

8) Insert special characters via their keyboard code

For every upper letter with accent, like: **À, É, Ç**
or for special character, like:

- quotation marks « »
- copyright symbol ©

It is faster to press *Alt + code*
(than to do "Menu / Insert / Special characters")

For example, to write "À"
=> Press *Alt + 0192*

Very useful: the list of special characters and their code:

http://alexandre.alapetite.fr/doc-alex/alx_special.html

9) Add quickly fake text

Word has a "Lorem Ipsum" text generator

Anywhere in the document, write this "formula" :

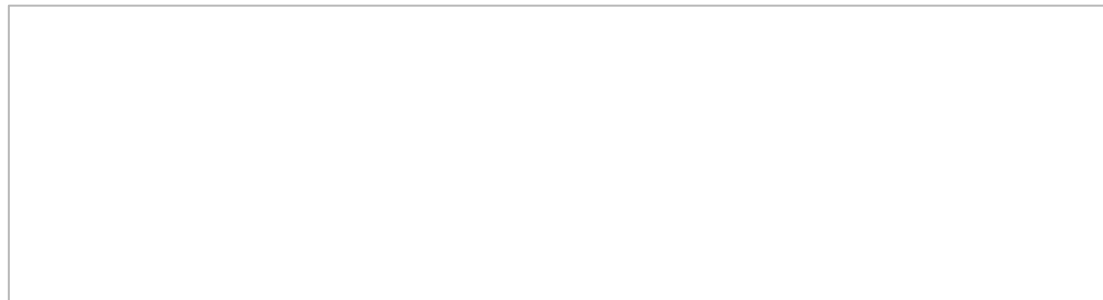
```
=lorem(p,l)
```

and press enter

(*p* and *l* are the number of paragraphs and rows you want)

For example, if you want 2 paragraphs with 8 rows :

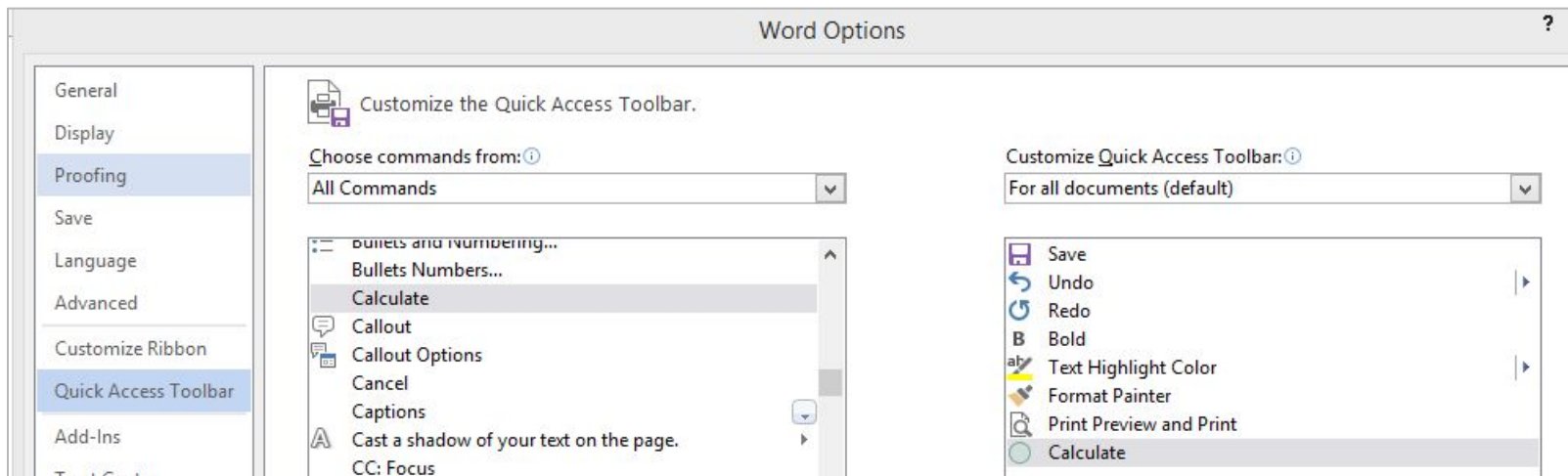
```
=lorem(2,8)
```



10) The "Calculate" command

To display the "Calculate" command, go to:

- Options -> Quick Access Toolbar -> All commands
- Add the "Calculate" command to the Quick Access Toolbar



Then:

- 1) write a Math expression
- 2) highlight it
- 3) click the "Calculate" icon

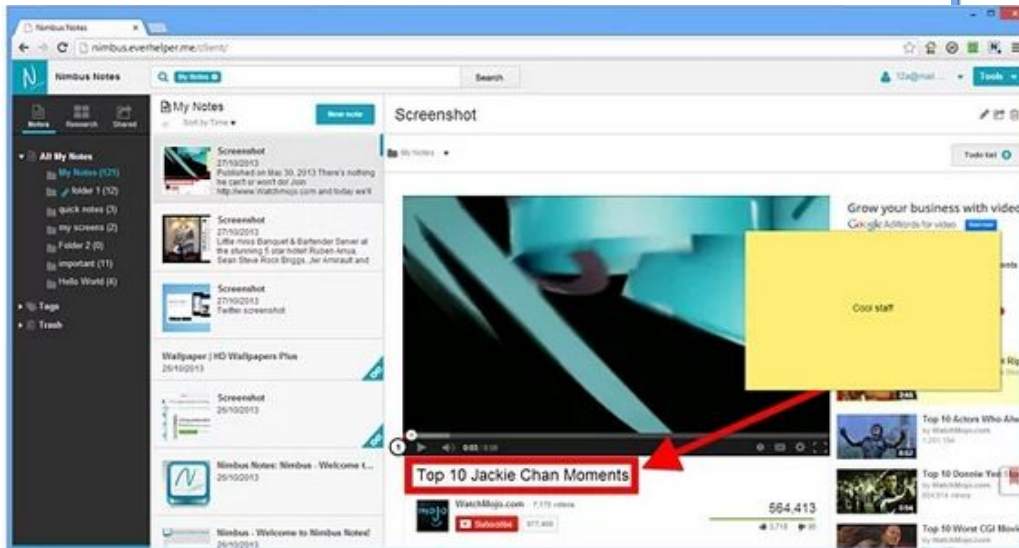
5) Do screen capture

Extensions for Google Chrome

Nimbus Screenshot



Webpage Screenshot

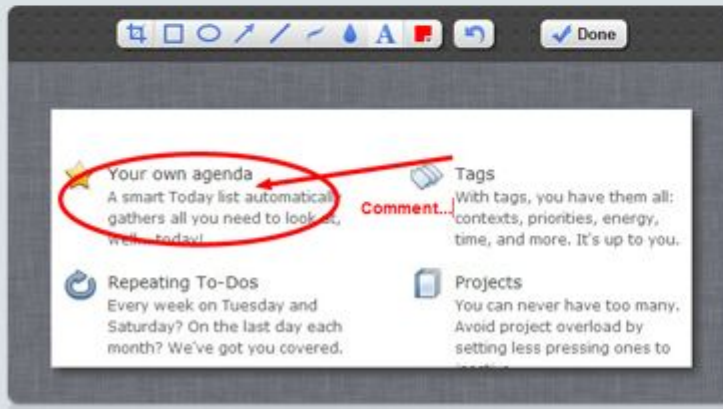
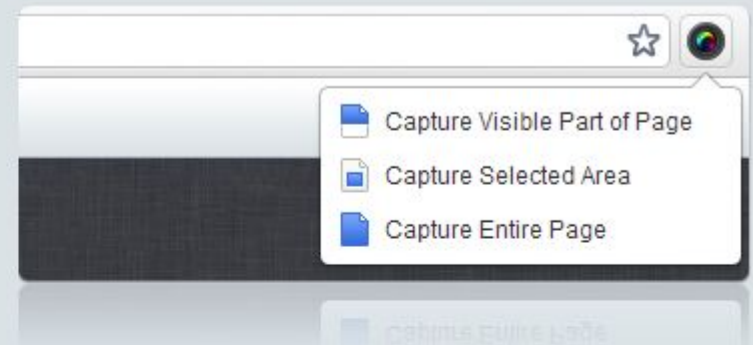


Extension for Mozilla Firefox

Awesome Screenshot

Capture

- Capture visible part
- Capture any region
- Capture the whole page
- Crop any portion and show crop dimension



Annotate

- Annotate it with rectangles, circles, arrows, lines and text
- Erase the sensitive information with blur tool

6) Convert webpage into PDF

<http://www.web2pdfconvert.com/>



The screenshot shows the Web2PDF website interface. At the top, there is a navigation bar with the Web2PDF logo, social media sharing buttons (Like, Tweet, +1), and a Login link. Below the navigation bar, there are four main service buttons: Web to PDF, PDF Button, PDF by E-mail, and Membership. The main heading is "Convert Web Page to PDF". A text input field contains the URL "http://www.inc.com/neil-patel/try-these-3-neuromarketing-tips-you-ll-be-amazed-by-the-results.html", which is highlighted with a red box. To the right of the input field are "Convert to PDF" and "options" buttons. Below the input field, there is a tip: "Tip: Convert PDF by e-mail. Send URL to submit@web2pdfconvert.com with subject Convert and get PDF back. [More...](#)". The main content area shows a success message: "PDF successfully created". Below this message, there is a PDF icon, the address "http://www.inc.com/neil-patel/try-these-...", and the size "150.96 KB". At the bottom of the success area, there are "Download PDF" and "Save to Google Docs" buttons. At the very bottom of the page, there is a footer message: "Please support Web2PDF service, get membership, more features and remove ads!".

Enter the
webpage URL

Feel free to send me your suggestions and questions

nicolas.casel@aromate.org

<http://nicocasel.net>

http://twitter.com/nico_case1

<https://www.linkedin.com/in/nicocasel>

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<https://plus.google.com/communities/108310688891549202389>