

# Students: How to survive in a digital world

Part 2  
Useful tools

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- 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
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# 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

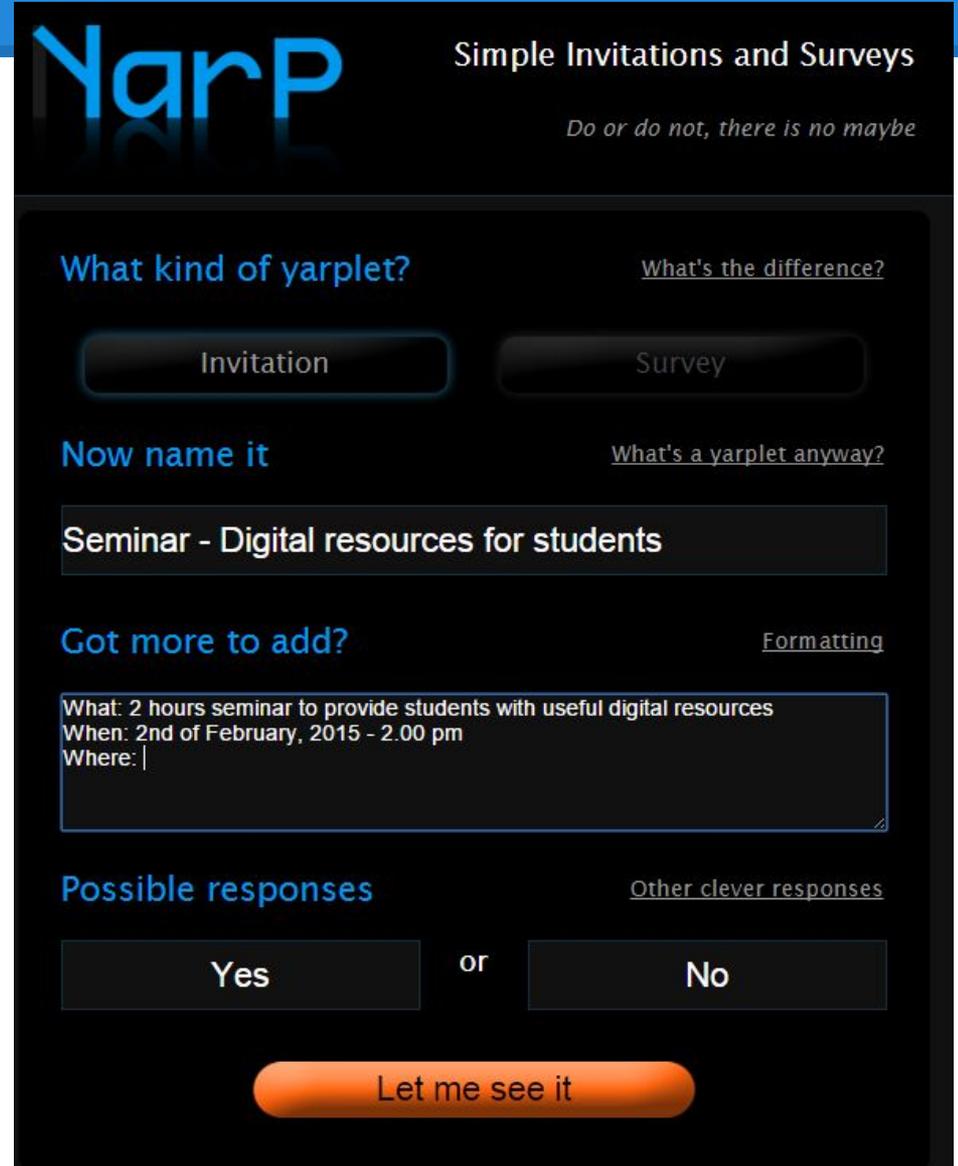
## 2) Create surveys, polls and forms

# 2) Create surveys, polls and forms

Yarp

Create and share simple invitations and surveys

<http://yarp.com/>



The screenshot shows the Yarp website interface. At the top, the logo "Yarp" is displayed in a stylized blue font, with the tagline "Simple Invitations and Surveys" and the motto "Do or do not, there is no maybe" below it. The main content area is a form with several sections:

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

At the bottom of the form 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

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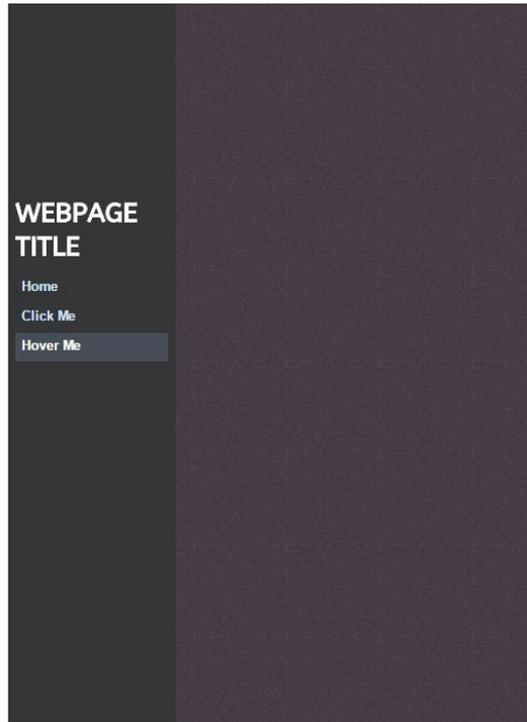
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Pellentesque turpis arcu, dictum et feugiat sed, blandit a magna. Nulla sem eros, blandit ac cursus vitae, facilisis ut risus.

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.

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## 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

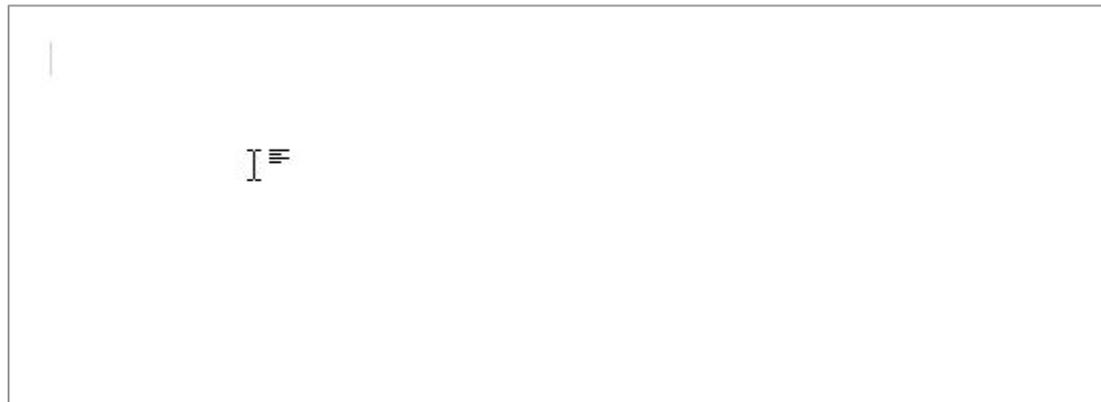
=> by pressing alternatively, you get:

- 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](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" :

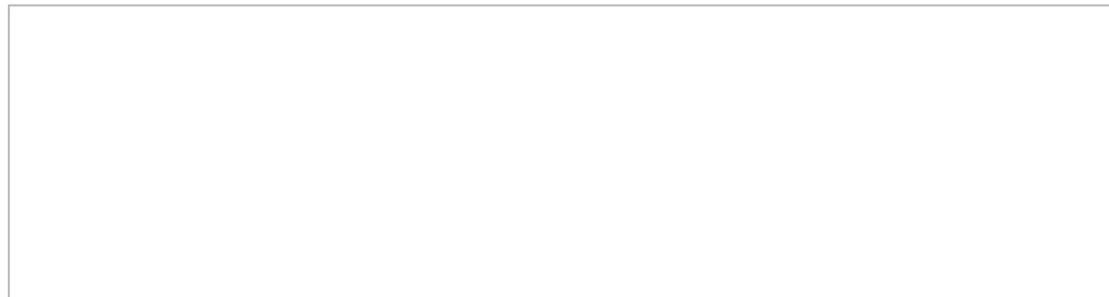
```
=lorem(p,l)
```

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 :

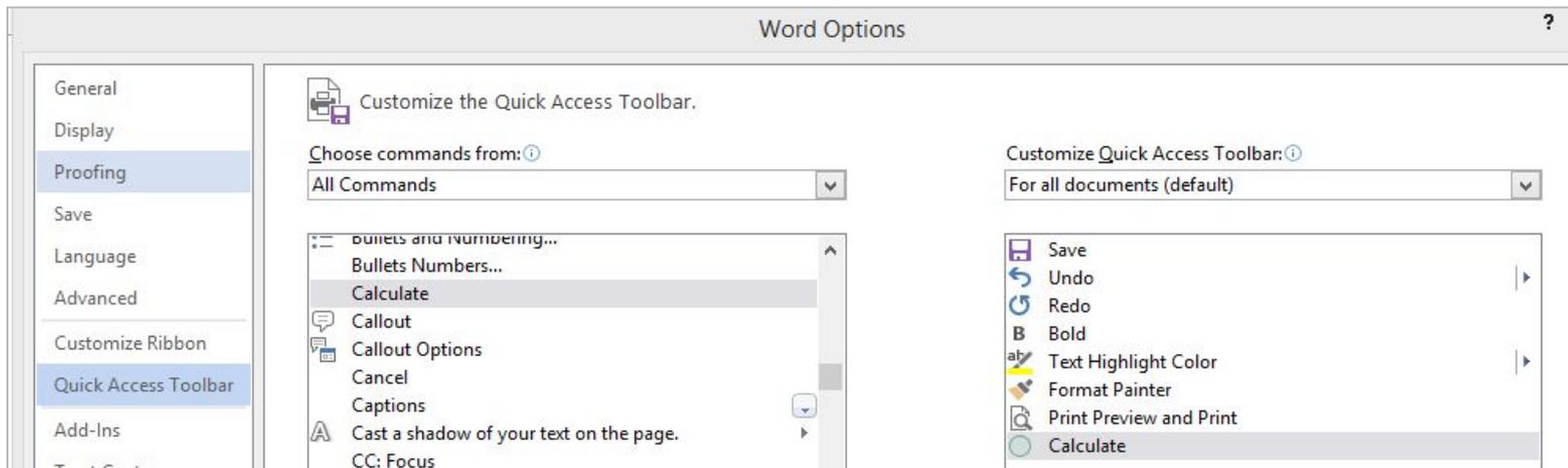
```
=lorem(2,8)
```



# 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

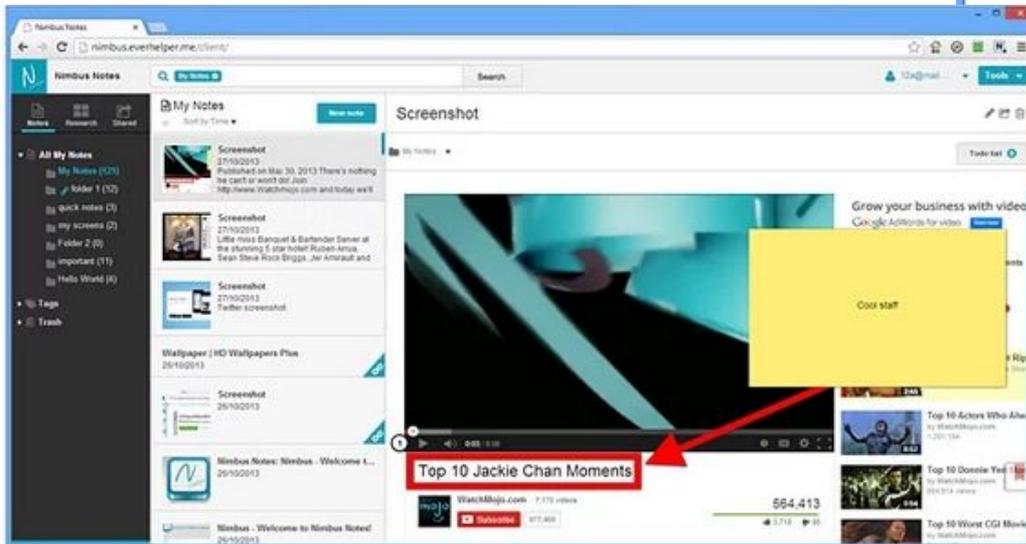
## 5) Do screen capture

# Extensions for Google Chrome

Nimbus Screenshot



Webpage Screenshot

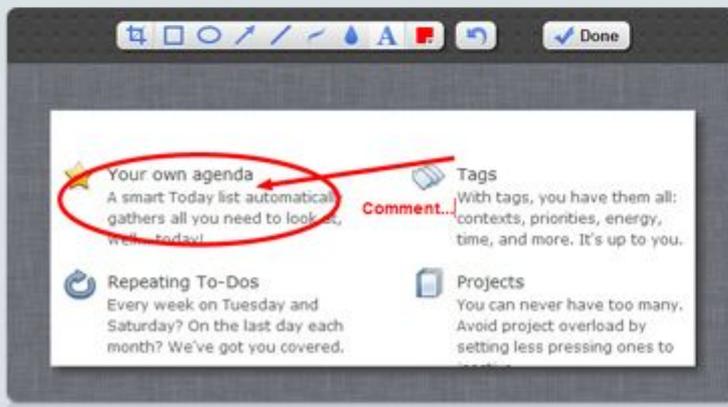
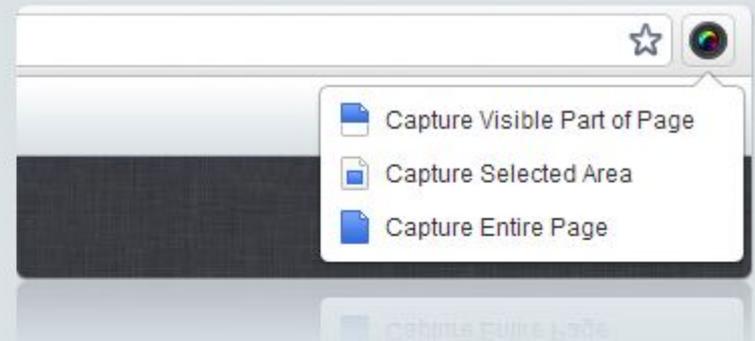


# Extension for Mozilla Firefox

## 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 displays the Web2PDF website interface. At the top, there is a navigation bar with the Web2PDF logo, social media sharing buttons (Facebook Like, Twitter Tweet, Google+), 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 content area is titled "Convert Web Page to PDF" and features a text input field containing the URL "http://www.inc.com/neil-patel/try-these-3-neuromarketing-tips-you-ll-be-amazed-by-the-results.html". To the right of the input field is a red "Convert to PDF" button and a smaller "options" button. Below the input field, a tip suggests converting PDF by e-mail. The central part of the page shows a success message: "PDF successfully created" with a PDF icon, the address "http://www.inc.com/neil-patel/try-these-...", and the size "150.96 KB". At the bottom of this section are two buttons: "Download PDF" and "Save to Google Docs". A footer message at the very bottom encourages users to support the service, get membership, and remove ads.

Enter the  
webpage URL

# Feel free to send me your suggestions and questions

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<http://nicocasel.net>

[http://twitter.com/nico\\_casel](http://twitter.com/nico_casel)

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

For more digital resources, join the DigiTools community:

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