

# The Info Guy's Technology Tools and Resources for Training and Presentations

## Introduction

In today's workplace, technology can enhance one's professional development skills, as well as help in the preparation of presentations and training sessions. This handout provides some representative examples of such technology tools and resources. This information is not meant to be all-inclusive, but rather act as a starting point to assist the use of tools and resources for trainers and presenters.

### 1. COMMUNICATION AND COLLABORATION TOOLS

#### Yahoo Messenger

<http://messenger.yahoo.com/>

#### Skype (Free Voice Over Internet Messages)

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

#### Meet with Approval – Web Conferencing Tool

<http://meetwithapproval.com/>

#### QuickTopic Instant Discussion Space

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

#### Basecamp Project Management Tool

<http://www.basecampHQ.com/index.php>

#### Create Your Own Poll

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

#### WikiMatrix Comparison

<http://www.wikimatrix.org/index.php>

#### Wikispaces for Everyone

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

#### Twiki – An Enterprise Collaboration Platform

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

#### PB Wiki – Peanut Butter Wiki

<http://pbwiki.com/>

#### Yahoo Groups

<http://groups.yahoo.com/>

#### Topica Discussion Listserv

<http://lists.topica.com>

#### Online Surveys

<http://www.bravenet.com>

#### Survey Monkey (Free and Paid Survey Tool)

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

### 2. INFORMATION AND RESEARCH TOOLS

#### Wikipedia – The Free Online Encyclopedia that Anyone can Edit

[http://en.wikipedia.org/wiki/Main\\_Page](http://en.wikipedia.org/wiki/Main_Page)

#### Google NewsAlerts

<http://www.google.com/alerts>

#### DogPile Meta-search Engine

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

#### Pink Flamingo Resources for Educators

<http://www.ibritt.com/resources/>

#### Blogs:

Internet sites for creating blogs include:

#### Blogger

<http://www.blogger.com/start>

#### eBloggy

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

#### Examples of Blogs include:

#### The Information Guy's Technology and Career Blog

<http://www.cyberheaven.blogspot.com>

#### ZapitUp Training Blog

<http://www.zapitup.blogspot.com/>

#### Bold Career Blog

<http://www.boldcareer.com/blog/>

#### Will at Work Learning blog (Will Thalheimer's research-based commentary on learning, performance, and the industry thereof)

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

#### RSS – A Quick Start Guide for Educators

<http://static.hcrhs.k12.nj.us/gems/edtech/RSSQuickstartGuideForEducato.pdf>

### 3. PRODUCTIVITY SOFTWARE TOOLS AND RESOURCES

#### Microsoft Office Online

<http://office.microsoft.com/en-us/default.aspx>

#### OpenOffice (Open Source – freeware)

<http://www.openoffice.org/index.html>

#### ThinkFree Online Office Applications

<http://www.thinkfree.com/common/main.tfo>

#### GOffice Word-processing on the Web

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

#### Open Source Software - Good Quality Software

<http://www.usewisdom.com/computer/windows/oss.html>

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**Pricelessware.org Freeware**  
<http://www.pricelessware.org/thelist/index.htm>

**NoNags.com Freeware**  
<http://www.nonags.com/>

**Training Documentation Tools:**

**20/20 Open source/freeware program (View, capture, and annotate images)**  
[http://www.pcworld.com/downloads/file/5216-order\\_0-page\\_1-c.tools/description.html](http://www.pcworld.com/downloads/file/5216-order_0-page_1-c.tools/description.html)

**Snag-It Program (Screen capture and image editing retail program)**  
<http://www.snagit.com>

**MW Snap (Freeware version of screen capture program)**  
<http://www.mirekw.com/winfreeware/mwsnap.html>

**!QuickScreen capture**  
<http://www.etrusoft.com/>

**Screen Hunter (it's free)**  
[http://www.wisdom-soft.com/products/screenhunter\\_free.htm](http://www.wisdom-soft.com/products/screenhunter_free.htm)

**Adobe Acrobat product list, including Camtasia, Captivate, Authorware and RoboHelp**  
<http://www.adobe.com/products/#product-category-8>

**Microsoft Reference Guides:**

**Woody's Office Portal (free newsletter)**  
<http://www.wopr.com>

**Allen Wyatt's site (Excel and Word newsletters)**  
<http://www.vitalnews.com>

**One on One Computer Training (Office application newsletters, quick reference guides)**  
<http://www.oootraining.com/>

**Eli Journals (Microsoft Office training materials, reference guides, and free tips)**  
<http://www.elijournals.com/tips.asp>

**Microsoft Word tips and reference guides**  
<http://www.microsoft.com/tipstricks.php>

**Microsoft Office reference guides**  
<http://www.resourcenetwork.com>

**More Microsoft Office reference guides**  
<http://www.softwarecharts.com>

**Payne Consulting (Free Office add-ins and Word tips)**  
<http://www.payneconsulting.com>

## **4. PROFESSIONAL DEVELOPMENT TOOLS AND RESOURCES**

### **E-Networking:**

**Linked In**  
<https://www.linkedin.com/home>

**Ryze Business Networking**  
<http://www.ryze.com/networks.php>

### **On-line Graphics, Video, and Audio File-Sharing Management Systems:**

**Flickr**  
<http://www.flickr.com/>

**Snapfish Online Photosharing**  
<http://www.snapfish.com/>

**Ourmedia.org**  
<http://www.ourmedia.org/>

### **Free Website Creation and Hosting:**

**Bravenet.com**  
<http://www.bravenet.com/>

**Yahoo Geocities!**  
<http://geocities.yahoo.com/>

## **5. E-LEARNING TOOLS AND RESOURCES**

**Theory and Practice of Online Learning (Free e-Book)**  
[http://cde.athabascau.ca/online\\_book/](http://cde.athabascau.ca/online_book/)

**Conference Board of Canada – eLearning for the Workplace**  
[http://www.conferenceboard.ca/education/pdf/e-learning\\_for\\_the\\_workplace.pdf](http://www.conferenceboard.ca/education/pdf/e-learning_for_the_workplace.pdf)

**Canadian Association for Distance Education**  
<http://www.cade-aced.ca/>

**KnowPlace/Capilano College eLearning Site**  
<http://www.knowplace.ca/moodle/index.php>

**Web-Based Training Information Center (WBTIC).**  
A free information resource for developing and delivering online learning.  
<http://www.wbtic.com/default.aspx>

**Moodle (free learning management system)**  
<http://moodle.com/>

**UniversitySite Learning Management System**  
<http://www.supportsite.com/>

**ASTD's (American Society for Training and Development) online magazine**  
<http://www.learningcircuits.org/>

**One-stop shop for e-training tools**  
<http://www.techsmith.com/>