Using Search, Replace and Autocorrect

Spoken Tutorial Project
National Mission on Education through ICT
http://spoken-tutorial.org

Tutorial by
DesiCrew Solutions Pvt. Ltd.
Video Production by
Spoken Tutorial Team, IIT Bombay

desicrew

16 September 2014

Learning Objectives

Learning Objectives

1. **Find and Replace.**

Learning Objectives

1. **Find and Replace.**

2. **Spellcheck.**

Learning Objectives

1. **Find and Replace.**

2. **Spellcheck.**

3. **AutoCorrect.**

OS and versions

Here we are using:

- **GNU/Linux**

OS and versions

Here we are using:

- ▶ **GNU/Linux**
- ▶ **LibreOffice Suite version 3.3.4**

Find and Replace

Find and Replace

It searches for text and/or replaces text in the entire document.

Spellcheck

Spellcheck is used for checking the spelling mistakes in

Spellcheck

Spellcheck is used for checking the spelling mistakes in

- **the entire document or**

Spellcheck

Spellcheck is used for checking the spelling mistakes in

- ▶ **the entire document or**

- ▶ **the selected portion of text.**

Spellcheck

The Spellcheck

- ▶ **starts at the current cursor position and**

Spellcheck

The Spellcheck

- **starts at the current cursor position and**

- **advances to the end of the document or selection.**

Spellcheck

The Spellcheck

- ► **starts at the current cursor position and**

- ► **advances to the end of the document or selection.**

- ► **You can choose to continue the spellcheck from the beginning of the document.**

desicrew

Spellcheck

Spellcheck

▶ **Looks for spelling mistakes in words and**

Spellcheck

Spellcheck

- ▶ **Looks for spelling mistakes in words and**

- ▶ **Gives you the option of adding an unknown word to a user dictionary.**

Summary

1. **Find and Replace.**

2. **Spellcheck.**

3. **AutoCorrect.**

Comprehensive Assignment

Comprehensive Assignment

1. **Type the text in Writer**
   - **This is a new document".**

Comprehensive Assignment

1. **Type the text in Writer**

   - **This is a new document".**

   - **The document deals with find and replace.**

Comprehensive Assignment

2. **Now Find and Replace**

   ▶ **The word document in your text**

Comprehensive Assignment

2. **Now Find and Replace**

   ▶ **The word document in your text**

   ▶ **with the word file.**

Comprehensive Assignment

- **3. Replace the word text in your document with the spelling t x t.**

Comprehensive Assignment

- **3. Replace the word text in your document with the spelling t x t.**

- **4. Use the Spellcheck feature to correct the spelling to text.**

desicrew

Comprehensive Assignment

- 3. Replace the word **text** in your document with the spelling **t x t**.

- 4. Use the Spellcheck feature to correct the spelling to **text**.

- 5. Use **English(USA)** as your default language.

Comprehensive Assignment

6. Using the AutoCorrect feature,

- ▶ **Create an abbreviation for the text This is LibreOffice Writer as TLW.**

Comprehensive Assignment

6. **Using the AutoCorrect feature,**

   ▶ **Create an abbreviation for the text This is LibreOffice Writer as TLW.**

   ▶ **See its implementation.**

desicrew

About the Spoken Tutorial Project

- Watch the video available at
  http://spoken-tutorial.org /What is a Spoken Tutorial

- It summarises the Spoken Tutorial project

desicrew

About the Spoken Tutorial Project

- ▶ Watch the video available at
  **http://spoken-tutorial.org
  /What_is_a_Spoken_Tutorial**

- ▶ It summarises the Spoken Tutorial project

- ▶ If you do not have good bandwidth, you
  can download and watch it

desicrew

Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ **Conducts workshops using spoken tutorials**

- ▶ **Gives certificates to those who pass an online test**

- ▶ **For more details, please write to contact@spoken-tutorial.org**

Acknowledgements

- **Spoken Tutorial Project is a part of the Talk to a Teacher project**

- **It is supported by the National Mission on Education through ICT, MHRD, Government of India**

- **More information on this Mission is available at http://spoken-tutorial.org /NMEICT-Intro**

desicrew

About the contributor

- **This tutorial has been contributed by Dem DesiCrew Solutions Pvt.Ltd.**

- **www.desicrew.in**

- **Thanks for joining**