Spoken Tutorial LibreOffice Writer
Find, Replace and AutoCorrect

Script and Narration by

DesiCrew Solutions Pvt.Ltd.

Talk to a Teacher Project

http://spoken-tutorial.org

National Mission on Education through ICT

http://www.sakshat.ac.in

6 Oct 2011

Learning Objectives

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1. **Find and Replace.**

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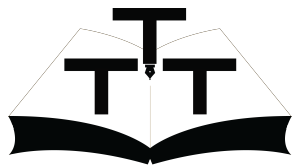
1. **Find and Replace.**
2. **Spellcheck.**



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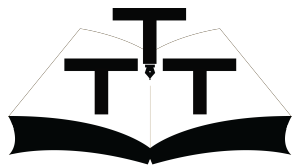
3. **AutoCorrect.**



OS and versions

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Here we are using:

- **Ubuntu Linux 10.04 as our operating system and**

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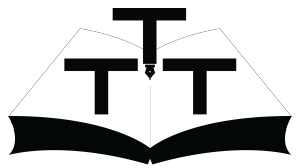
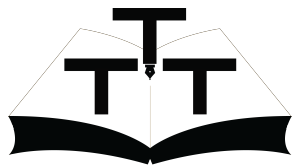
- **Ubuntu Linux 10.04 as our operating system and**
- **LibreOffice Suite version 3.3.4**



Find and Replace

Find and Replace

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

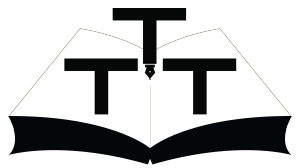


Spellcheck

Spellcheck

Spellcheck is used for checking the spelling mistakes in

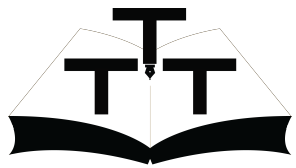
- **the entire document or**



Spellcheck

Spellcheck is used for checking the spelling mistakes in

- **the entire document or**
- **the selected portion of text.**



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

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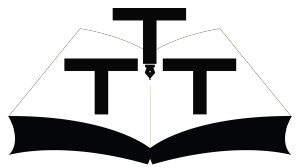
The Spellcheck

- **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.**

Spellcheck

Spellcheck

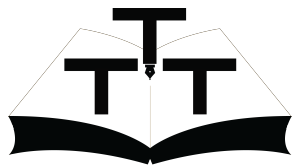
- Looks for spelling mistakes in words and



Spellcheck

Spellcheck

- Looks for spelling mistakes in words and
- Gives you the option of adding an unknown word to a user dictionary.



Summary

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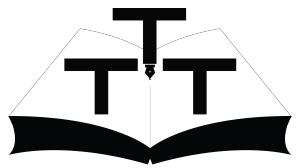
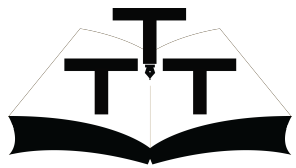


Comprehensive Assignment

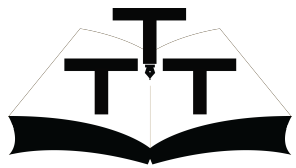
Comprehensive Assignment

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



Comprehensive Assignment

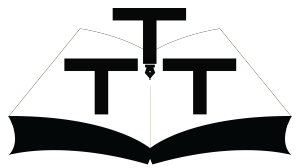
1. **Type the text in Writer**
   - **This is a new document".**
   - **The document deals with find and replace.**



Comprehensive Assignment

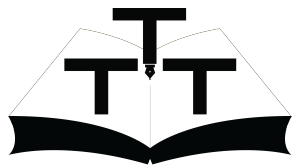
2. Now Find and Replace

- **The word document in your text**



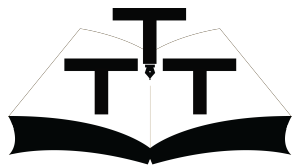
Comprehensive Assignment

2. **Now Find and Replace**
   - **The word document in your text**
   - **with the word file.**



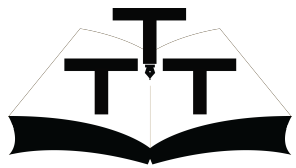
Comprehensive Assignment

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



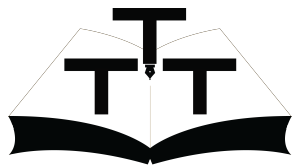
Comprehensive Assignment

- 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.



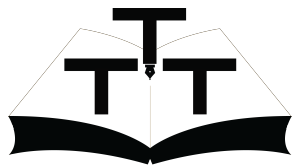
Comprehensive Assignment

- 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.



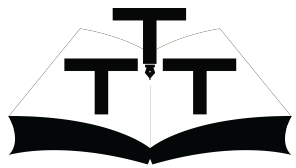
Comprehensive Assignment

6. **Using the AutoCorrect feature,**
   - **Create an abbreviation for the text This is LibreOffice Writer as TLW.**

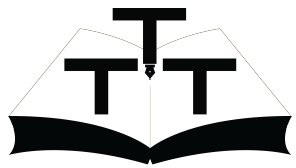


Comprehensive Assignment

6. **Using the AutoCorrect feature,**
   - **Create an abbreviation for the text This is LibreOffice Writer as TLW.**
   - **See its implementation.**



About the Spoken Tutorial Project



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**

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Talk To A Teacher

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

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**

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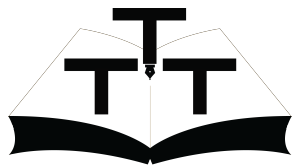
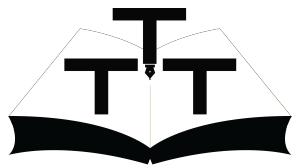
Talk To A Teacher

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



About the contributor

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