

Using Find, Replace and Autocorrect

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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Learning Objectives

In this tutorial, we will learn to use:



Learning Objectives

In this tutorial, we will learn to use:

▶ **Find and Replace**



Learning Objectives

In this tutorial, we will learn to use:

- ▶ Find **and** Replace
- ▶ Spell check



Learning Objectives

In this tutorial, we will learn to use:

- ▶ Find **and** Replace
- ▶ Spell check
- ▶ Autocorrect **features**



System Requirements

This tutorial is recorded using



System Requirements

This tutorial is recorded using

▶ Ubuntu Linux OS version 18.04



System Requirements

This tutorial is recorded using

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



Find and Replace



Find and Replace

- ▶ **With this feature, we can search for a particular text and/or replace it in the entire document**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Please download and extract the file**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Please download and extract the file**
- ▶ **Make a copy and then use it for practising**



Summary

In this tutorial, we learnt how to use:

- ▶ Find **and** Replace
- ▶ Spell check
- ▶ Auto Correct **features**



Assignment

- ▶ **Type the following text in a new Writer document:**

"This is a new document. This document deals with the Find and Replace feature of Writer. Here is a sample text."



Assignment

- ▶ **Now** find **and** replace **the** word document **in** your text **with** the word file
- ▶ **Replace** the word text **with** txt



Assignment

- ▶ **Use the Spell Check feature to correct the spelling to text**
- ▶ **Use "English(India)" as your default language**



Assignment

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



About the Spoken Tutorial Project

- ▶ Watch the video available at https://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



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



Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

You will have to register to ask questions



Acknowledgements

- ▶ **Spoken Tutorial project is funded by MHRD, Govt. of India**



Thank you

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ www.desicrew.in
- ▶ Thanks for joining

