Common Edit Functions

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

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Learning Objectives

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- **Print**

System Requirements

- **Ubuntu Linux 14.04 OS**

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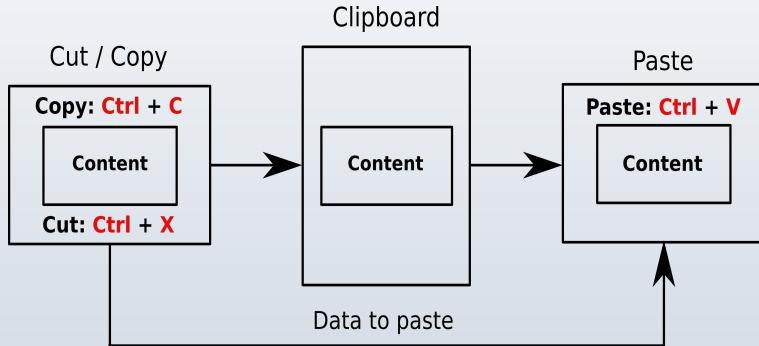
- **Ubuntu Linux 14.04 OS**
- **gedit 3.10**

Pre-requisites

- **Working knowledge of any operating system**

Clipboard

Undo

Undo

- **gedit Text editor allows to Undo any changes that are made in the file**

Undo

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- **It erases the last change done to the document**

Undo

- **Useful when you have made a mistake and want to Undo it**

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- The keyboard shortcut for Undo is Ctrl + Z

Redo

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- **The opposite of Undo is Redo**
- **The Redo command reverses the Undo action**
- **The keyboard shortcut for Redo is Shift + Ctrl + Z**

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Search

- It's difficult to search for a particular word in a file, that has hundred lines of text.
- Search function allows to search for one or all instances of the word, in the entire document

Summary

In this tutorial we learnt about

- **Cut, Copy, Paste**
- **Undo and Redo**
- **Search and Replace text**
- **Print options**

Assignment

1. Open the **School.txt** in gedit Text editor

2. Copy the first paragraph and paste it in a new document

3. Save the new document as **SchoolNew.txt**

4. Type the heading as "About School" in the first line

5. Undo the changes
6. Note the changes in the content of the file

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

Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- **Conducts workshops using spoken tutorials**
- **Gives certificates on passing online test**
- **For more details, please write to contact@spoken-tutorial.org**

Forum for specific questions

- Do you have questions in THIS Spoken Tutorial?
- Please visit
  http://forums.spoken-tutorial.org
- Choose the minute and second where you have the question
- Explain your question briefly
- Someone from our team will answer them

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**