

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Working with text

Date: 23-04-20

Libreoffice [Writer]

Working with text:-Selecting, copying, pasting, or moving text in Writer is similar to working with text in other programs. LibreOffice also has some convenient ways to select items that are not next to each other, select a vertical block of text, and paste unformatted text.

Selecting items that are not consecutive :-To select nonconsecutive items using the mouse:

- Select the first piece of text.
- Hold down the Ctrl key and use the mouse to select the next piece of text.
- Repeat as often as needed.

To select nonconsecutive items using the keyboard:

- Select the first piece of text.
- Press Shift+F8. This puts Writer in “Adding selection” mode.
- Use the arrow keys to move to the start of the next piece of text to be selected. Hold down the Shift key and select the next piece of text.
- Repeat as often as required.

Now we can work with the selected text (copy it, delete it, change the style, and so on). Press Esc to exit from this mode.

Selecting a vertical block of text:- We can select a vertical block or “column” of text that is separated by spaces or tabs using LibreOffice’s block selection mode. To change to block selection mode, use Edit > Selection Mode > Block Area, or press Ctrl+F8, or click on the Selection icon in the Status Bar and select Block selection from the list.

Cutting, copying, and moving text:- Cutting and copying text in Writer is similar to cutting and copying text in other applications. We can use the mouse or the keyboard for these operations. You can copy or move text within a document, or between documents, by dragging or by using menu selections, toolbar buttons, or keyboard shortcuts. We can also copy text from other sources such as Web pages and paste it into a Writer document. To move (drag and drop) selected text using the mouse, drag it to the new location and release it. To copy selected text, hold down the Ctrl key while dragging. The text retains the formatting it had before dragging. To move (cut and paste) selected text, use Ctrl+X to cut the text, insert the cursor at the paste-in point and use Ctrl+V to paste. Alternatively, use the buttons on the Standard toolbar.

Pasting text:- When we paste text, the result depends on the source of the text and how we paste it. If we click on the Paste button on the Standard toolbar or Ctrl+V, any formatting the text has (such as bold or italics) is retained. Text pasted from Web sites and other sources may also be placed into frames or tables. To make the pasted text inherit the paragraph style at the insertion point:

- Choose Edit > Paste Special, or
- Click the arrow button of the combination Paste button, or
- Click the Paste button without releasing the left mouse button.

Then select Unformatted text from the resulting menu. Unformatted text can also be pasted with Shift+Ctrl+Alt+V.

The range of choices on the Paste Special menu or Ctrl+Shift+V varies depending on the origin and formatting of the text (or other object) to be pasted.

Finding and replacing text and formatting:- Writer has two ways to find text and formatting within a document: the Find toolbar for fast searching and the Find & Replace dialog. In the dialog, we can:

- Find and replace words and phrases
- Use wildcards and regular expressions to fine-tune a search
- Find and replace specific attributes or formatting
- Find and replace paragraph styles

Using the Find & Replace dialog:-

To display the Find & Replace dialog, use the keyboard shortcut Ctrl+H or choose Edit > Find & Replace from the Menu bar. If the Find toolbar is open, click the Find & Replace button () to the right of it. When the dialog is open, optionally click Other Options to expand it. Click the button again to reduce the dialog options.



To use the Find & Replace dialog:

- 1) Type the text you want to find in the Find box.
- 2) To replace the text with different text, type the new text in the Replace box.
- 3) We can select various options such as matching the case, matching whole words only, or doing a search for similar words.
- 4) When you have set up your search, click Find Next. To replace the found text, click Replace.

Assignment:-

- 1-Explain selection cut copy move and paste of text of writer in LibreOffice.
- 2-Explain find and replace property of writer in LibreOffice.