Course Name : O Level(B3 & B4-Ist sem.)   Subject : ITT&NB
Topic : Renaming, deleting, Undo, Redo and   Date   : 19-06-20
close Documents , Find and Replace option

Renaming and deleting files:

We can rename or delete files within the LibreOffice dialogs, just as we can in a file manager.

1) Select a file and then right click to open a context menu.
2) Select either **Delete** or **Rename**, as appropriate.

Undoing and redoing changes:

- To undo the most recent unsaved change in a document, use the keyboard shortcut **Ctrl+Z**, or click the **Undo** icon on the Standard toolbar, or go to **Edit > Undo** on the Menu bar. We can select multiple changes and undo them at the same time.
- After changes have been undone, we can **redo** changes. To redo a change use the keyboard shortcut **Ctrl+Y**, or click the **Redo** icon, or go to **Edit > Redo** on the Menu bar.
- To repeat the last command applied to our document, use the shortcut **Ctrl+Shift+Y**.

Closing a document:

- If only one document is open and we want to close that document, go to **File > Close** on the Menu bar or click on the **X** on the right or left end of the Menu bar.
- If more than one document is open and we want to close one of them, go to **File > Close** on the Menu bar or click on the **X** on the title bar of that document's window. The X may be located on either the right or left end of the title bar.
- If the document has not been saved since the last change, a message box is displayed. Choose whether to save or discard changes.

Closing LibreOffice:

- To close LibreOffice completely, go to **File > Exit** on the Menu bar in Windows and Linux operating systems.
- When we close the last document using the **X** on the title bar of the window, then LibreOffice will close completely.
- We can also use a keyboard shortcut **Ctrl+Q.**
- If any documents have not been saved since the last change, a message box is displayed. Choose whether to save or discard changes.

Help system:

- LibreOffice comes with an extensive Help system. This is the first line of support for using LibreOffice. Windows and Linux users can choose to download and install the offline Help (at the time of downloading LibreOffice setup) for use when not connected to the Internet.
- To display the Help system, press **F1** or select LibreOffice **Help > LibreOffice Help** from the **Help** menu.
- If we do not have the offline help installed on our computer and we are connected to the Internet, our default browser will open the online Help pages on the LibreOffice website. The Help menu includes links to other LibreOffice information and support facilities.

Selecting text

Selecting text in Writer is similar to selecting text in other applications. You can swipe the mouse cursor over text or use multiple clicks to select a word (double-click), sentence (triple-click), or paragraph (quadruple-click).

Selecting items that are not consecutive:

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

A puzzled grin overspread Passepartout's round face; clearly he had not comprehended his master.
"Monsieur is going to leave home?"
"Yes," returned Phileas Fogg. "We are going round the world."
Passepartout opened wide his eyes, raised his eyebrows, held up his hands, and seemed about to collapse, so overcome was he with stupefied astonishment.
"Round the world!" he murmured.
"In eighty days," responded Mr. Fogg. "So we haven't a moment to lose."
"But the trunks?" gasped Passepartout, unconsciously swaying his head from right to left.
"We'll have no trunks; only a carpet–bag, with two shirts and three pairs of stockings for me, and the same for you. We'll buy our clothes on the way. Bring down my mackintosh and traveling–cloak, and some stout shoes, though we shall do little walking. Make haste!"

Cutting, copying, and pasting text

- Cutting and copying text in Writer is similar to cutting and copying text in other applications.
- You can copy or move text within a document, or between documents, by dragging or by using menu selections, icons, or keyboard shortcuts.
- You 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; the cursor changes shape while dragging.
- 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.

Finding and replacing text

Writer has two ways to find text within a document: the **Find toolbar for fast searching and the Find & Replace dialog.**

Using the Find toolbar

- By default, the Find toolbar is shown docked at the bottom of the LibreOffice window (just above the Status Bar).
- You can display it by choosing View > Toolbars > Find from the Menu bar or by pressing Ctrl+F.

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, or click the Find & Replace button on the Find toolbar.
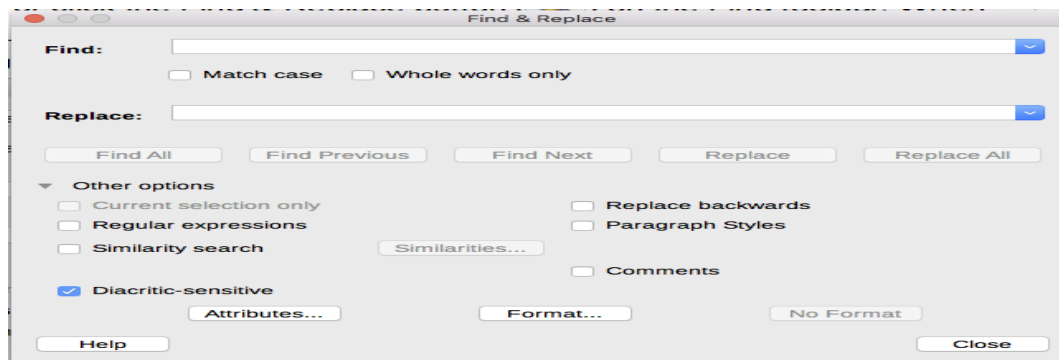
To use the Find & Replace dialog:
1) Type the text you want to find in the Find box.
2) To replace the text with different text, type the new text in the Replace box.
3) You can select various options, such as matching the case or matching whole words only.
4) When you have set up your search, click Find Next. As the document view moves to each found instance, replace the text by clicking Replace.
Note: If you click Find All, Writer selects all instances of the search text in the document. Similarly, if you click Replace All, Writer replaces all matches, without stopping for you to accept each instance.

Inserting special characters

A special character is one not found on a basic English keyboard.

To insert one or more special characters:
1) Place the cursor in the document where you want the characters to appear.
2) Click Insert > Special Character or click the Special Character icon in the main toolbar to open the Special Characters dialog
3) Double-click the characters (from any font or mixture of fonts) you wish to insert, in order; they appear in the document as you select them. The selected characters are also added to the Recent Characters list on the lower left of the dialog.

Exercise:

1. Write the steps to Undo, Redo, and Rename documents.
2. Write short notes on Find and Replace option.