

Course Name: O Level (1<sup>st</sup> Sem)

Subject: ITTNB

Topic: Word Processing: Writer (Part 6)

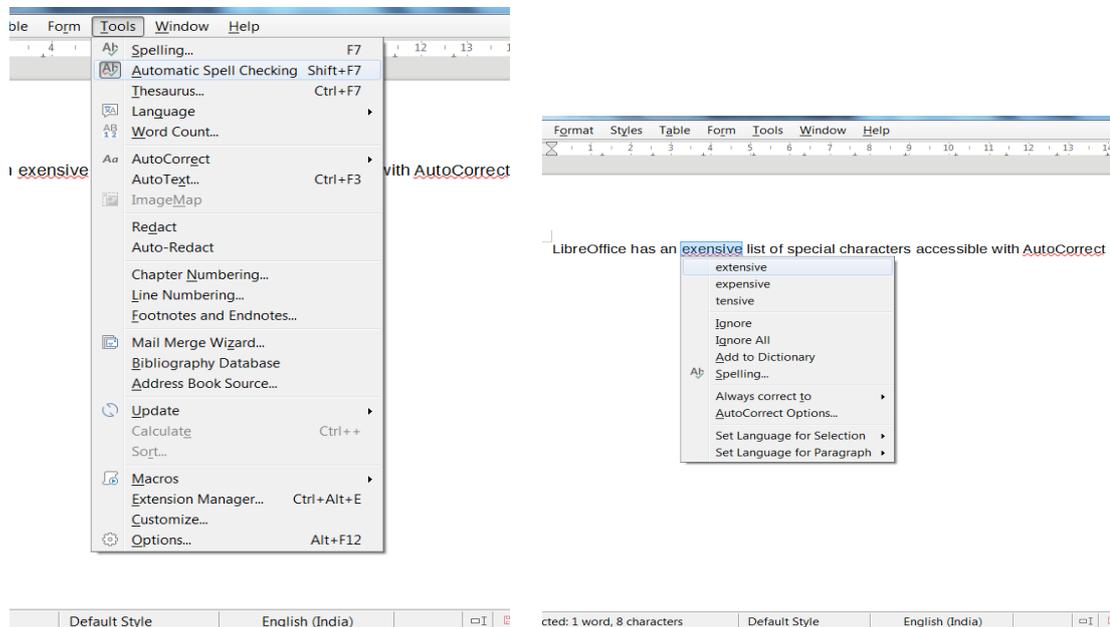
Date: 15-04-20

## Checking spelling and grammar:

- By default, four dictionaries are installed for each language: a **spelling checker**, a **grammar checker**, a **hyphenation dictionary**, and a **thesaurus**.
- The spelling checker determines if each word in the document is in the installed dictionary.
- The grammar checker comes in combination with the spelling checker.

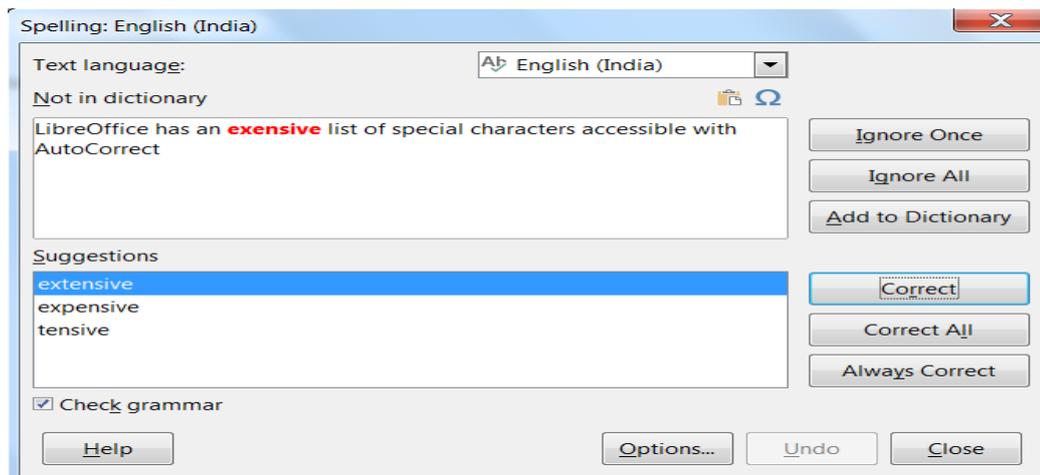
## Checking spelling automatically:

- When highlighted, the **Automatic Spell Checking** option on the **Tools** menu checks each word as it is typed and displays a wavy red line under any unrecognized words.
- Right-click on an unrecognized word to open a context menu. We can click on one of the suggested words to replace the underlined word with the one selected.
- If the list does not contain the word we want, click **Spelling** to open a dialog. When the word is corrected, the line disappears.



## Checking spelling and grammar:

- To perform a combined spelling and grammar check on the document (or a text selection), click the Check Spelling button on the Standard toolbar, or choose **Tools > Spelling**. This checks the document or selection and opens the Spelling dialog if any unrecognized words are found. To also identify potential grammar problems, check the Check grammar box.



## Change dictionary language:

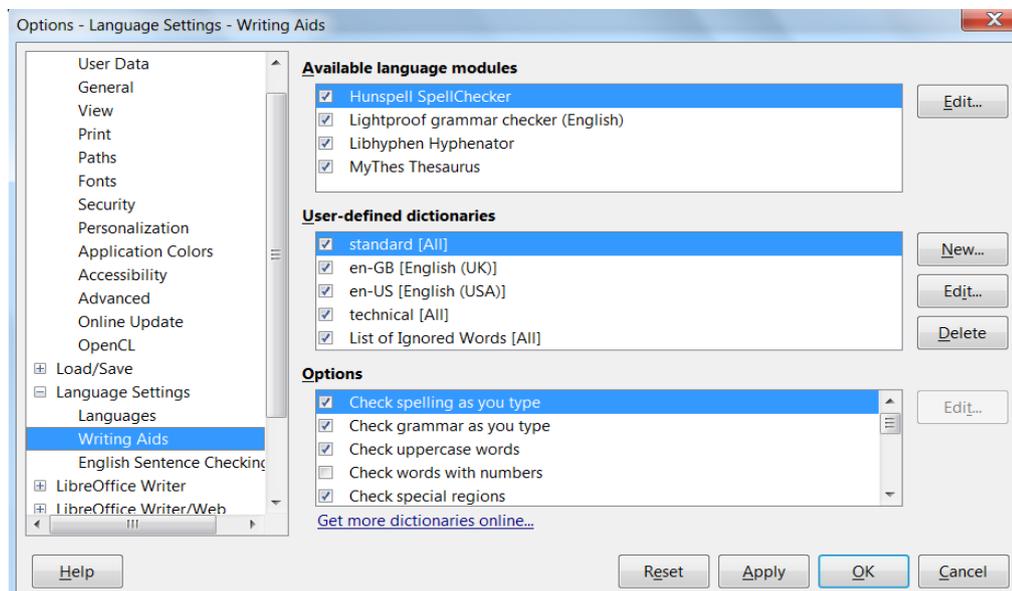
- Change the dictionary language (for example, Spanish, French or German) in the Spelling dialog by selecting the appropriate language in the Text language drop-down list.

## Add a word to the dictionary:

- Add a word to the dictionary by clicking **Add to Dictionary** in the Spelling dialog or in the context menu. The word will be added to the Standard dictionary, unless we have created another dictionary in the same language. If you have created a new dictionary, you will be given a choice of dictionaries to add the word to.

## Choose text for spell checking:

- Choose whether to check uppercase words or words that contain numbers, by clicking the **Options** button on the **Spelling and Grammar** dialog to open a Writing Aids dialog similar to the one in **Tools > Options > Language Settings > Writing Aids**.



## Manage custom dictionaries:

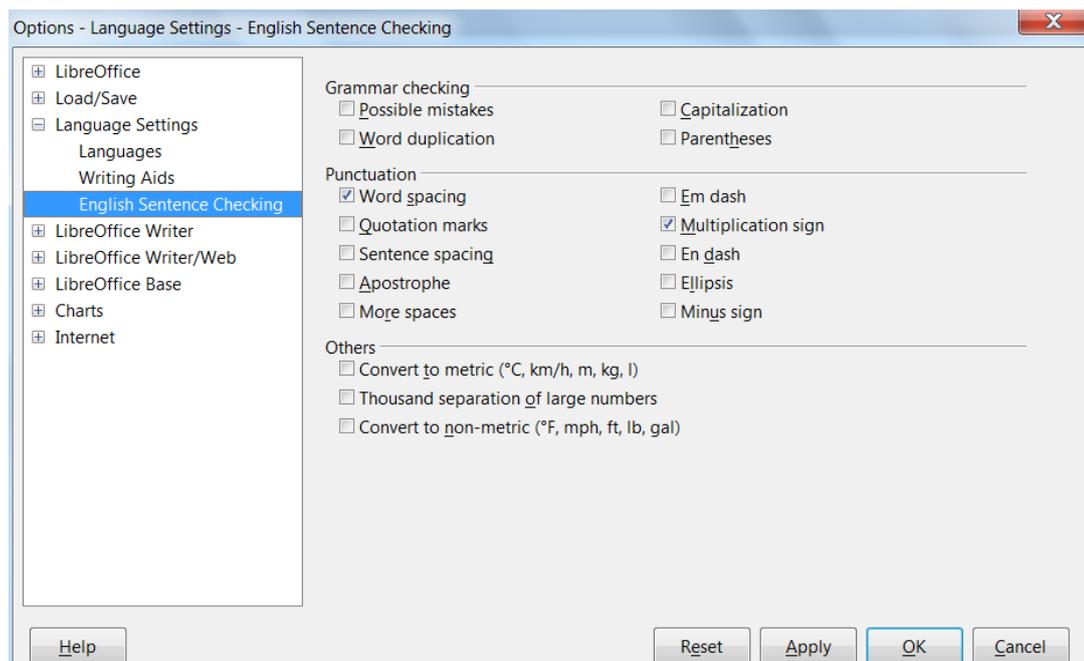
- Create, edit, or delete dictionaries and edit words in the dictionary in the same Writing Aids dialog.

## Specify language for specific paragraphs:

- Set paragraphs to be checked in a language (different from the rest of the document) using several methods—for example, by clicking on the Text Language field on the Status Bar or by creating paragraph styles for specific languages.

## Set additional grammar checking rules:

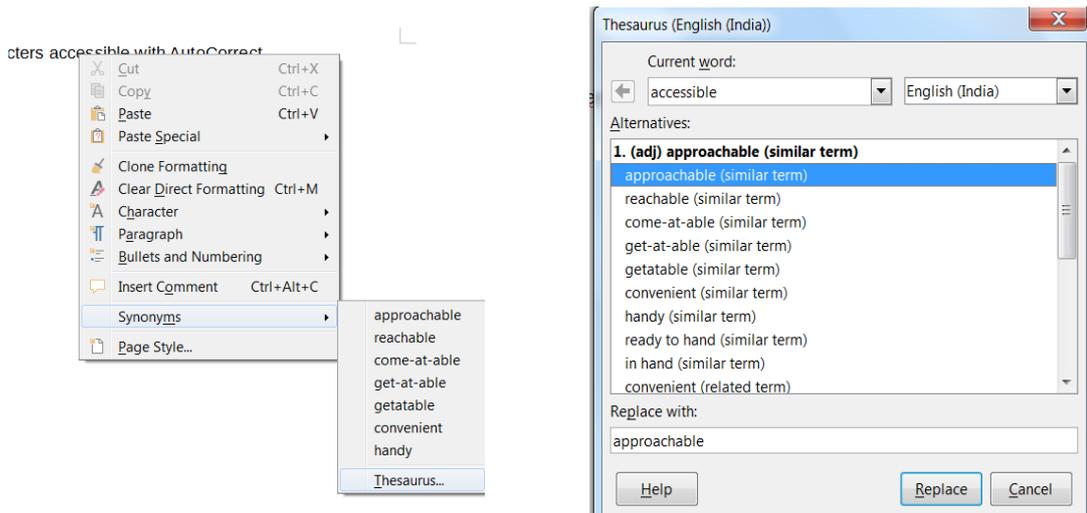
- Select additional grammar checking rules through **Tools > Options > Language Settings > English sentence checking**, or through **Tools > Extension Manager > English spelling dictionaries > Options**.



## Using synonyms and the thesaurus:

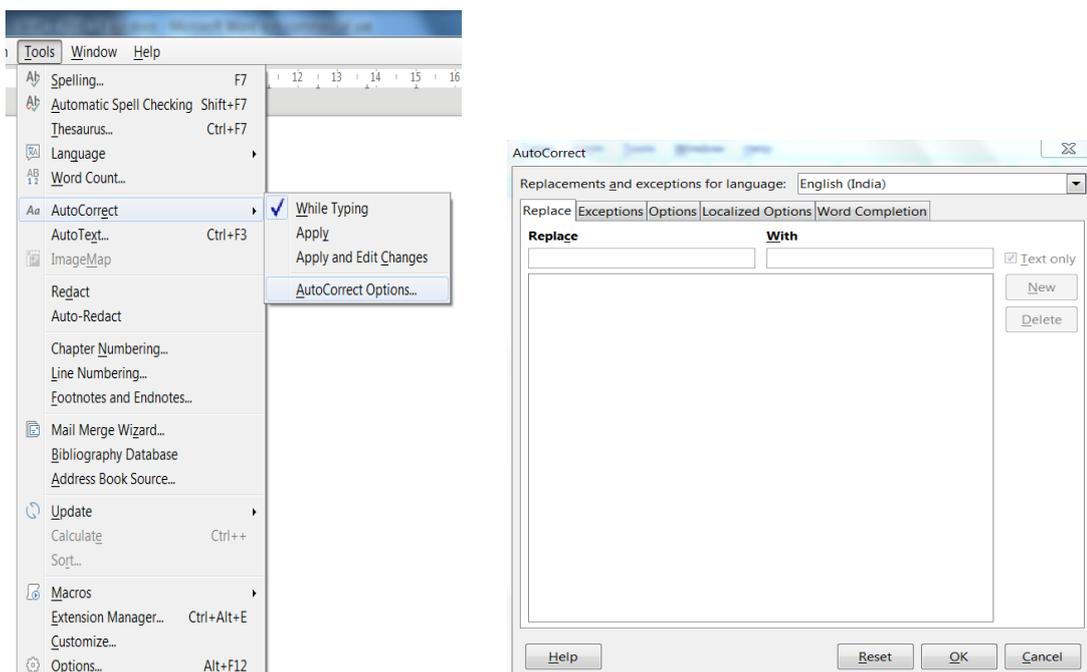
- To access a short list of synonyms, right-click on a word and point to **Synonyms** on the context menu. A submenu of alternative words and phrases is displayed. Click on a word or phrase in the submenu to have it replace the highlighted word or phrase in the document.
- The thesaurus gives a more extensive list of alternative words and phrases. To use the thesaurus, click on **Thesaurus** from the Synonyms submenu. If the current language does not have a thesaurus installed, this feature is disabled.

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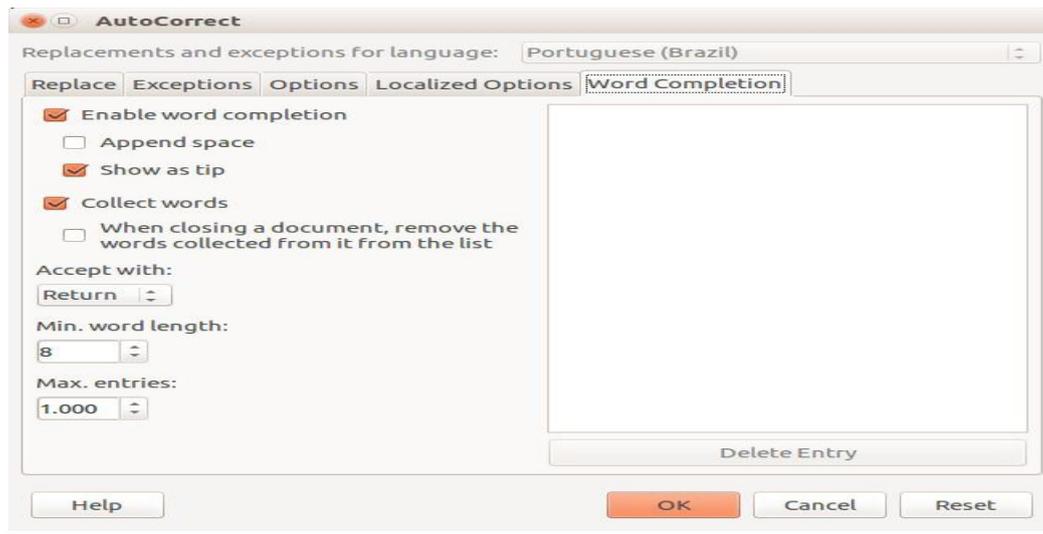
## Using AutoCorrect:

- Writer's AutoCorrect function has a long list of common misspellings and typing errors, which it corrects automatically. For example, "hte" will be changed to "the". It also includes codes for inserting special characters, emoji, and other symbols.
- AutoCorrect is turned on by default. We may wish to disable some of its features, modify others, or turn it off completely.
- We can add our own corrections or special characters or change those supplied with LibreOffice.
- Choose **Tools > AutoCorrect > AutoCorrect Options** to open the AutoCorrect dialog.
- On the **Replace** tab, we can define which strings of text are corrected and how.
- To stop Writer replacing a specific spelling, go to the **Replace** tab, highlight the word pair, and click **Delete**. To add a new spelling to the list, type it into the Replace and With boxes on the Replace tab, and click **New**.
- See the different tabs of the dialog for the wide variety of other options available to fine-tune **AutoCorrect**.
- To turn AutoCorrect off, uncheck **Tools > AutoCorrect > While Typing**.



## Using Word Completion:

- If Word Completion is enabled, Writer tries to guess which word we are typing and offers to complete the word for us. To accept the suggestion, press Enter. Otherwise, continue typing.
- To turn off Word Completion, select **Tools > AutoCorrect > AutoCorrect Options > Word Completion** and deselect **Enable word completion**.

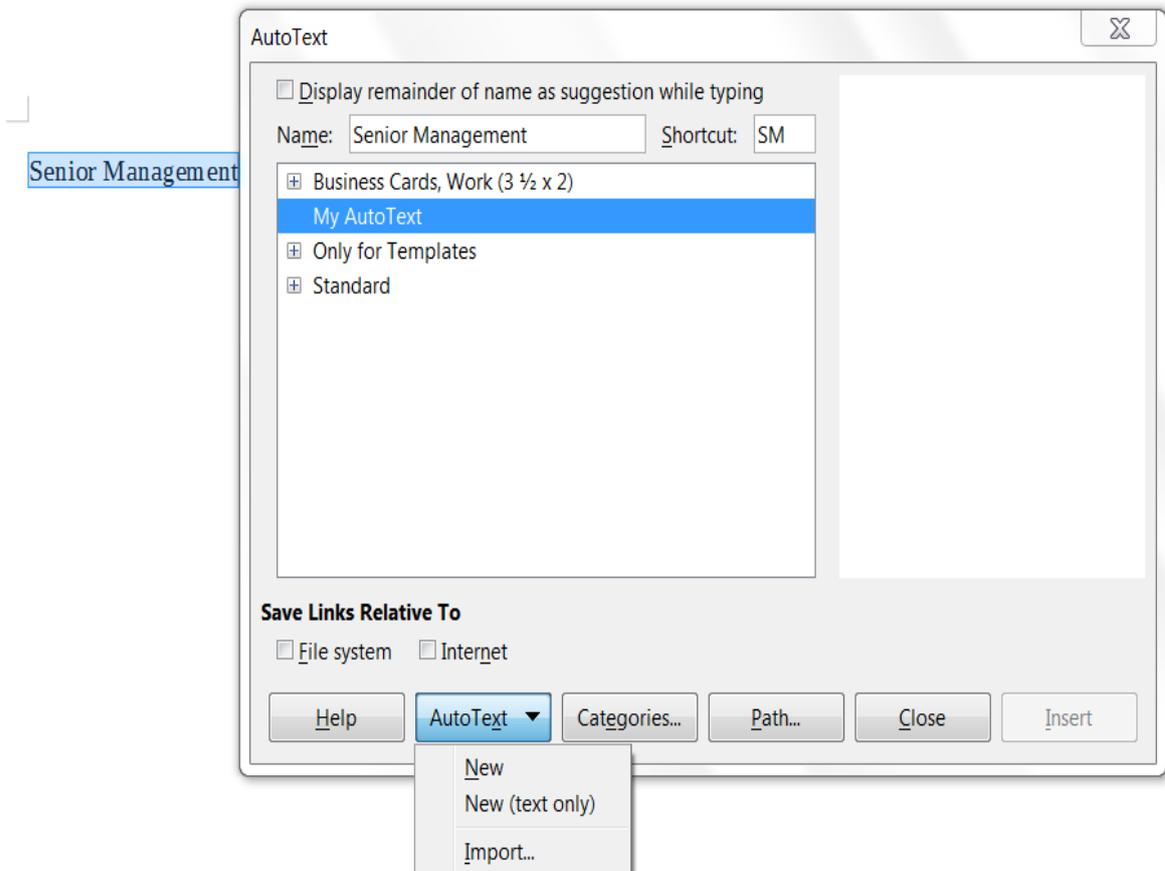


## Using AutoText:

- Use AutoText to store text, tables, fields, and other items for reuse and assign them to a key combination for easy retrieval. For example, rather than typing “Senior Management” every time we use that phrase, we can set up an AutoText entry to insert those words when we type “sm” and press F3.

To store some text as AutoText do the following steps:

- 1) Type the text into the document.
- 2) Select the text.
- 3) Choose **Tools > AutoText** (or press Ctrl+F3).
- 4) In the AutoText dialog, type a name for the AutoText in the Name box. Writer will suggest a one-letter shortcut, which can change.
- 5) Choose the category for the AutoText entry, for example **My AutoText**.
- 6) Click the **AutoText** button at the bottom of the dialog and select from the menu either **New**, to have the AutoText retain specific formatting, no matter where it is inserted, or **New (text only)**, to have the AutoText take on the existing formatting around the insertion point.
- 7) Click **Close** to return to the document.
- 8) To insert AutoText, type the shortcut and press F3.



## Assignments:

- Describe the Auto Correct feature in LibreOffice Writer?
- Explain the features of the spelling check facility in Writer? How do you add new words to a dictionary?
- Explain the grammar check facility. How will you check the grammar of a particular paragraph? How will you disable a particular grammar rule?
- Discuss the process of using the thesaurus?