

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Working with text [continued]

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Libreoffice [Writer]

Formatting Text with the help of keyboard.

To apply Bold formatting

1-Select the text that you want to format.

2-Press Ctrl+b

To apply italic formatting

1-Select the text that you want to format.

2-Press Ctrl+I

To apply underline formatting

1-Select the text that you want to format.

2-Press Ctrl+u

Formatting Text:-There are two basic ways to format text. Understanding these two alternatives is essential for unlocking the power of LibreOffice:

Direct (or Manual) formatting:-

Applies formatting directly to specific paragraphs, characters, pages, frames, lists, or tables. For example, we can select a word, then click on a button on the Formatting toolbar to format the text as bold or italics.

Styles:-

Bundles formatting options under one name. For example, a paragraph style defines numerous settings for options such as font type and size, whether paragraphs should be indented, the space between lines, how paragraphs should be aligned on the page, and many others. We can manually apply many direct formats to paragraphs using the buttons on the Formatting toolbar and by using the Paragraph panel of the Sidebar's Properties deck. Not all buttons are visible in a standard installation, but you can customize the toolbar to include those you use regularly. These buttons and formats include:

- Set Paragraph Style
- Bullets On/Off (with a palette of bullet styles)
- Numbering On/Off (with a palette of numbering styles)
- Align Left, Center Horizontally, Align Right, or Justified
- Align Top, Center Vertically, Align Bottom
- Line Spacing (choose from 1, 1.15, 1.5, 2, or custom spacing)
- Increase Paragraph Spacing, Decrease Paragraph Spacing
- Increase Indent, Decrease Indent
- Paragraph (to open the Paragraph dialog)

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.

Here are some more features of the spelling checker:

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 you 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

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. See “Using built-in language tools” on Page 90 or refer to the Writer Guide for more information.

Set additional grammar checking rules

Select additional grammar checking rules through Tools > Options > Language Settings > English sentence checking, or through Tools > Extension Manager > English spellingdictionaries > Options.

“Grammar by” spell checking

A new feature in LibreOffice 6.0 is “Grammar by” spelling checking. It enables the dictionary to recognize different forms of the same word. It is particularly helpful for new words or specialized words that are unlikely to have all variations in the dictionary. As an example, variations of the word “motorcycle”—motorcycles, motorcycled, motorcycling, motorcyclist, etc.— would all be accepted, without having to enter each of them individually. To use the Grammar by feature, first create a new dictionary in the Options window of the Spelling dialog. Select the dictionary and click Edit. Then enter the base word in the Word field and enter a word in the Grammar by

field that has the same variations as the base word. In the motorcycle example, the word could be cyclist.

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. Click the small triangle to the right of the Undo icon to get a list of all the changes that can be undone. You can select multiple changes and undo them at the same time. After changes have been undone, you 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. As with Undo, click on the triangle to the right of the arrow to get a list of the changes that can be reapplied. To repeat the last command applied to your document, use the shortcut Ctrl+Shift+Y. This can save several repetitive menu navigation clicks or keyboard shortcuts, especially when the command is taken from a secondary menu.

Assignment:-

- 1-What is text formatting and how it is done in LibreOffice Writer?
- 2-Write down Keyboard short keys for Bold, Italic, Underline,Undo,Redo.
- 3-Describe Spelling and Grammar Check in LibreOffice Writer.