

Bart-B
Chapter 5: Editing a Document

Ans.1. Editing text refers to making changes to the content of your document. This includes inserting, deleting, copying, moving, finding, and replacing a particular text in document.

Ans.2. To select an entire paragraph in LibreOffice Writer you can use the mouse or the keyboard. You can either triple-click within the paragraph or double-click when the mouse pointer is to the left of the paragraph (changing to an arrow). Alternatively, you can click at the beginning of the paragraph, hold down Shift, and then click at the end of the paragraph.

Ans.3. Copy–Paste

Copy makes a duplicate of the selected text or object. The original text remains in its place, and a copy is placed where you paste it.

Cut–Paste

Cut removes the selected text or object from its original location. When you paste, the text appears in the new location only.

Ans.4. The "Find and Replace" option in LibreOffice Writer allows users to locate specific text or formatting within a document and replace it with something else. This is useful for quickly modifying text, correcting errors, or standardizing formatting across a document, especially long ones.

Ans.5. The steps to jump from one page to another are:

1. Click on edit menu and then click on **Go to Page** command **OR** Press **Ctrl + G**.
2. The **Go to Page** dialog box appears.
3. Enter the page number on which you want to move and click on **OK**.
4. You will reach on the page number entered by now.

Ans.6. In LibreOffice Writer, non-printing characters are special characters that control the formatting of a document but are not displayed or printed on the page. These characters are used to structure and organize text, and include items like spaces, tabs, paragraph marks, and line breaks.

Ans.7. A thesaurus is a tool that helps writers find synonyms and related words for a given word or phrase. It's essentially a synonym dictionary built into the software, enabling users to expand their vocabulary and find alternative wording for their documents.

Ans.8. The shortcut key to activate the spelling and grammar check tool in LibreOffice Writer is F7. Pressing F7 will open the spelling and grammar check dialog, allowing you to review and correct errors in your document.