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INFORMATION TECHNOLOGY FOR CLASS 9

(Study materials based on N.C.E.R.T)

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DIGITAL DOCUMENTATION

❖ Selecting non-consecutive text items:

The above process shows the selection of continuous text. But suppose if the text is not continuous and you have been asked to select a part of the text from a paragraph.

❖ Selecting a vertical block of text:

It is also possible to select a vertical block or 'column' of text that is separated by spaces or tabs.

❖ Find and replace: This feature is used to search for a text and replace it with other text.

- Select **Edit** ---- **Find & Replace**, the dialog box open.
- Type the text to find in the **Find Box**.
- To change the text with different text, enter the new text in the **Replace Box**. For example, while writing the paragraph the word 'IT job Fair' was typed but it should be 'National IT Job Fair'. So let's replace it
- **Step1:** Click on Edit Menu--- **Find & Replace** option or press **CTRL+F**.
- **Step 2:** Write text under Search For option and click on Find button to locate the entered word. This will select the word which you want to search for. Also, you can click on Find All to select and display all occurrences of the entered text.
- **Step 3:** Write the text under Replace with option. Now click on Replace if you want to change only first occurrence of it and use Replace All to replace all the matching occurrences.

❖ Jumping to the page number

Sometimes we may require jumping to a particular page number. It becomes difficult to scroll down if it is a large document with several pages. In such a situation, 'Go to Page' feature of Writer is useful. To do this, select the **Edit Menu**→ **Go to Page** (**Keyboard shortcut: Ctrl+G**). Specify the page number in the dialog box. The cursor will move to the first character of the specified page number directly (Figure 3.11).

❖ Non-printing characters

In computer data entry, anything entered is treated as a character. We can see the characters like alphabet, numbers, punctuation marks, on the computer screen.

❖ **Checking spelling and grammar:-** While writing a report on paper, sometimes we may not remember the spelling of some words. In this situation we refer to the books or confirm the spelling from teachers or parents. Also while word processing a document, we may commit spelling mistake. In such cases, the Writer helps us to correct the spelling. It also provides a grammar checker to check the grammar of the sentence. It can be used separately or in combination with the spelling checker. This is one of the important features of any word processing application.

❖ **Using synonyms and the thesaurus:-** Sometimes you search for a word having a similar in meaning to the word you have in mind. A word processor helps to look up synonyms (different words with the same meaning) and antonyms (words with the opposite meaning) in the thesaurus. The list of synonyms can be accessed from a context menu.

Right-click on a word and point to **Synonyms** on the context menu. A submenu of alternative words and phrases are displayed. Click on a word or phrase in the submenu to replace it with the highlighted word or phrase in the document. Synonyms are different from a dictionary. A dictionary contains definitions and pronunciations, whereas thesaurus will have words with similar meanings or opposite meanings.