

Thesaurus

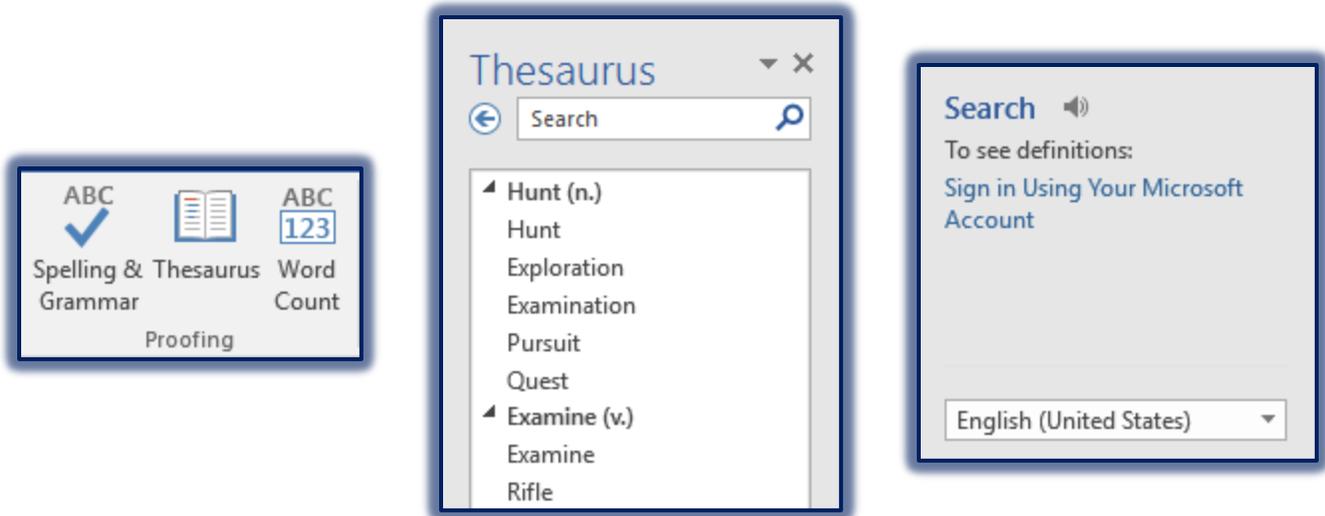
Repeating the same word several times in a document can reduce the effectiveness of the message. When it is difficult to think of another word, Microsoft Word has a feature that will assist you. This feature is called the Thesaurus. The Thesaurus provides synonyms and antonyms for the selected word. A synonym is a word that has the same meaning as the selected word. An antonym is a word that has an opposite meaning. There are two ways to obtain a list of synonyms, using the Shortcut Menu and the Thesaurus. This feature can save time and improve the readability of a document. It is also possible to install a thesaurus for a different language than English.

Find a Synonym

- Right-click the word for which a synonym is to be found.
- Point to the word **Synonyms** in the list of choices.
- A list of synonyms will appear.
- Click the synonym that is to be substituted for the word.

Use the Thesaurus

- Select the word that is to be looked up.
- Click the **Review Tab**.
- In the **Proofing Group**, click the **Thesaurus** button.
- The **Research Task Pane** will display.
- The selected word will appear in the **Search** text box.
- The words **Thesaurus: English (U.S.)** should appear in the box at the bottom of the Task Pane.



- To change this option, click the drop-down list arrow and then select the desired language.
- Choose a different option for the selected word.
- Under the **Thesaurus** area, a list of words will appear.
- Click one of the words to see additional selections.
- The table below lists additional **Thesaurus** features.

TO...	DO THIS
Insert or Copy Word from Thesaurus	<ul style="list-style-type: none">Move the mouse pointer over the word.A list arrow will appear to the right of the wordClick the arrow.Select either Insert or Copy from the list.

TO...	DO THIS
Explore Related Words	<ul style="list-style-type: none"> ☞ Click any word in the Thesaurus list. ☞ A list of synonyms for that word will display.
Hear Word Pronounced	<ul style="list-style-type: none"> ☞ Click the speaker icon next to the word at the bottom of the list in the Thesaurus Task Pane. ☞ The word will be spoken. This is a good feature for the visually impaired user.
See synonyms in a different language	<ul style="list-style-type: none"> ☞ Click the arrow next to the language box at the bottom of the Thesaurus Task Pane. ☞ Click the language you want to use from the list. ☞ The options are English, French, or Spanish.
Define Word	<ul style="list-style-type: none"> ☞ If a dictionary is installed, a definition of the word will display below the speaker icon. ☞ If the dictionary is not installed, a message will appear saying you need to Sign in Using Your Microsoft Account.