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 (see illustration below left).

- The **Research Task Pane** will display (see illustration above right).
- 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: English (U.S.)** area, a list of words will appear.
- Click one of the words to see additional selections.
- The table below lists additional **Thesaurus** features.
<table>
<thead>
<tr>
<th>TO...</th>
<th>DO THIS</th>
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| Insert or Copy Word from Thesaurus        | ✗ Move the mouse pointer over the word.  
|                                           | ✗ A list arrow will appear to the right of the word  
|                                           | ✗ Click the arrow.  
|                                           | ✗ Select either Insert or Copy from the list.                                                                                         |
| Explore Related Words                     | ✗ Click any word in the Thesaurus list.  
|                                           | ✗ A list of synonyms for that word will display.                                                                                       |
| Hear Word Pronounced                       | ✗ 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      | ✗ 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                               | ✗ 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.                |