

Thesaurus

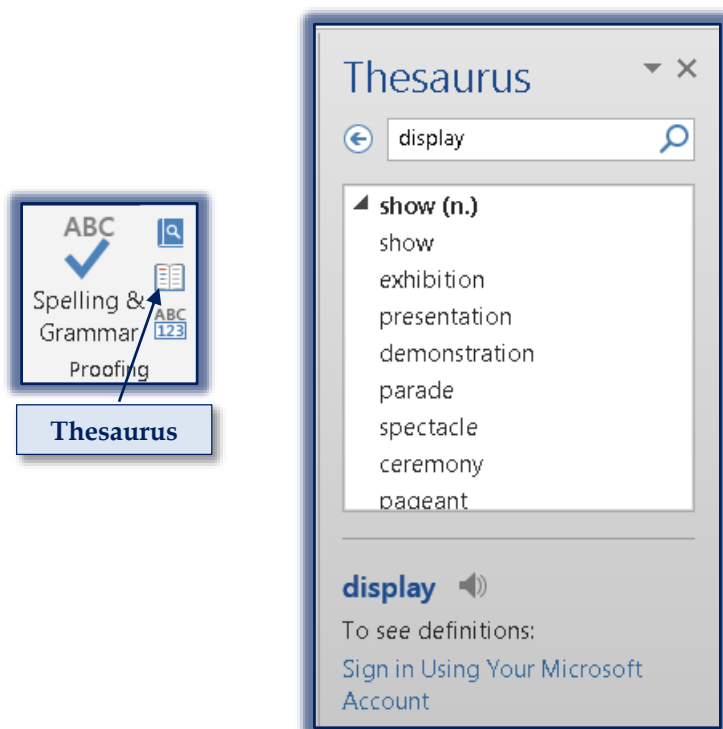
Repeating the same word several times in a document can reduce the effectiveness of the message. When it is difficult to think of another word, Microsoft Word has a feature that will assist you. This feature is called the Thesaurus. The Thesaurus provides synonyms and antonyms for the selected word. 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 (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.

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 word ☞ Click the arrow. ☞ Select either Insert or Copy from the list.
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.