

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.

Finding 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.

Using the Thesaurus

- ❖ Select the word that is to be looked up.
- ❖ Click the **Review Tab**.
- ❖ In the **Proofing Group**, click **Thesaurus** (see illustration above right).
- ❖ The **Research Task Pane** will display (see illustration below right).
- ❖ The selected word will appear in the **Search for** text box.
- ❖ The words **Thesaurus: English (U.S.)** should appear in the box directly below the **Search for** box.
- ❖ 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.
- ❖ To use a word from this list in place of the selected word, move the mouse pointer over the word.
- ❖ A drop-down list arrow will appear to the right of the word.
- ❖ Click on this arrow and then choose **Insert** to replace the selected word.
- ❖ If a suitable word is not found, click one of the options under **Can't find it?**

