

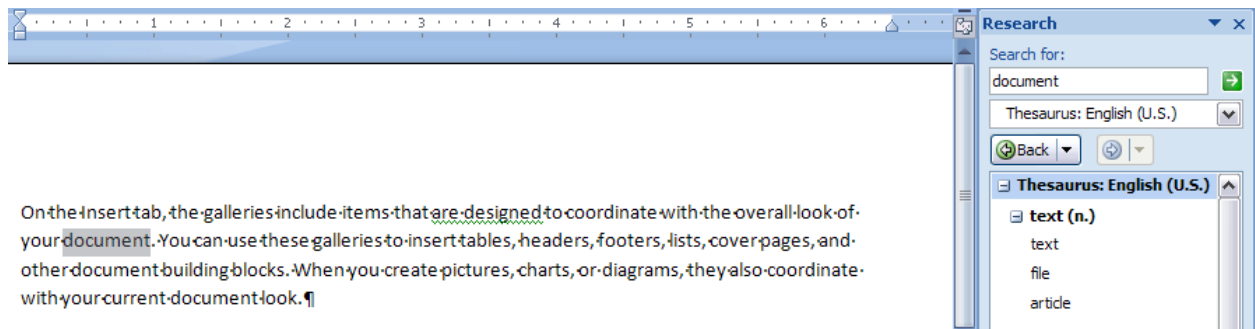
Using The Thesaurus

by Dick Evans

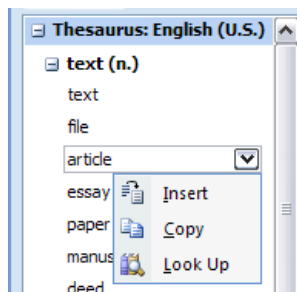
We know about the Spell Checker (red wavy lines) and the Grammar checker (green wavy lines), but a little known feature is the THESAURUS. It is a Word feature that contains a list of words and their synonyms.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

Click in the desired word, then Shift + F7 to open up the task pane at the Thesaurus Pane, or hold the Alt key down and click the word, then scroll down the Research pane to locate the Thesaurus.



Locate the word to be substituted



To the right of the word, click the arrow to pull down the list of options. Select Insert to replace the existing word in the document. CAUTION: only substitute a word when you know the meaning of the new word!

The Research Pane accesses a number of useful reference tools including a dictionary and an encyclopedia.