Lesson 18 Thesaurus

Thesaurus

The *Thesaurus* tool can help you find synonyms for words, and insert the new word into your document.

1. Select a **word** in your document that you wish to find a synonym for.
2. Click the **Review** tab.
3. Click **Thesaurus**

4. The **Thesaurus** tool will open to the right side of the document, with a list of synonyms for your selected word.
5. Hover over the word you wish to insert and click the **drop-down** arrow.
6. In the drop-down menu click **Insert.**

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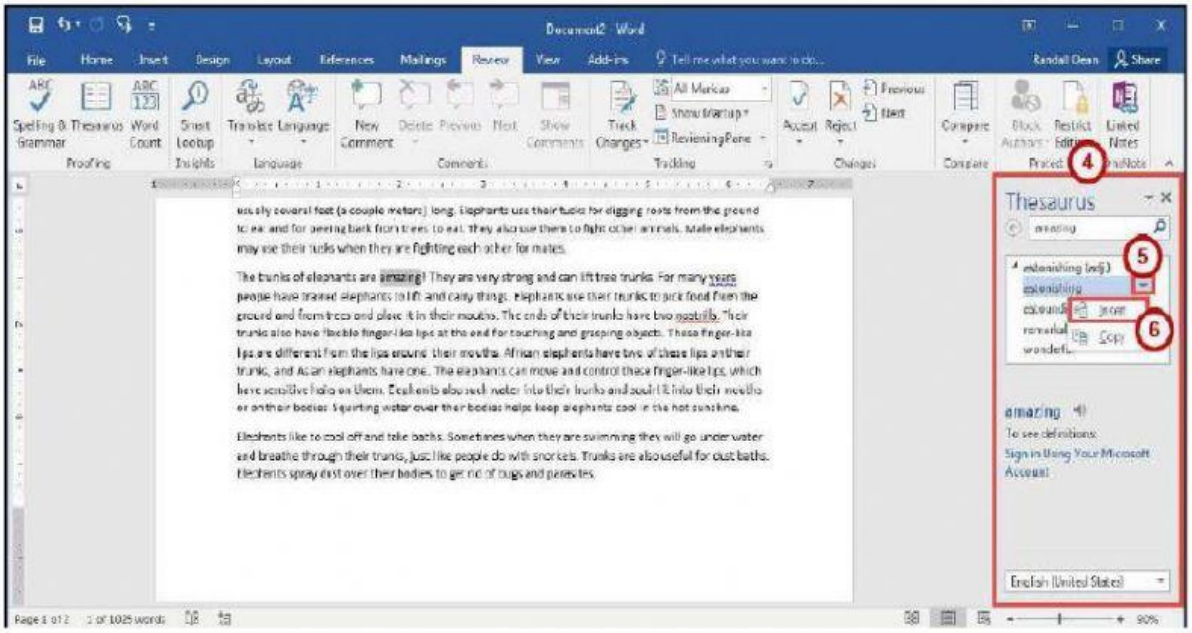

7. The chosen word from the **Thesaurus** will replace the selected word in you document**.**

Questions.

1. **What are the steps to be able to use Thesaurus?**

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2. **Do you think that this is a useful tool? If your reasons if it is or not.**

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