

“Step Sheet: Using An Electronic Thesaurus”

Using the Thesaurus in Microsoft Word

This step sheet will help you use the thesaurus in Microsoft Word.

➤ Opening Microsoft Word

Step 1

Find the Microsoft Word icon, which could be in your application folder or in a Microsoft Office folder.

Step 2

Double-click the Microsoft icon to open the program.

Step 3

When the Project Gallery opens, click OK to open a blank document.

Step 4

When the new document opens, the cursor will be blinking in the upper left corner of the page, ready for you to begin typing.

➤ Using an Electronic Thesaurus

Step 1

Type a paragraph.

Step 2

Select a term.

Step 3

From the menu bar, choose Tools. Choose Language. Choose Thesaurus.

Step 4

The word will appear in the Looked Up field. Below will be a list of possible synonyms. Click your word choice.

Step 5

Click replace.

Step 6

Repeat steps 6-10 with all terms you wish to replace.