

## **“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.