

## Using the Thesaurus (5W3)

**Task:** Use the thesaurus feature of the program to find synonyms for common words.

**Step 1:** Click on the screen where you would like the synonym to be typed.

### Using the Thesaurus (4W3)

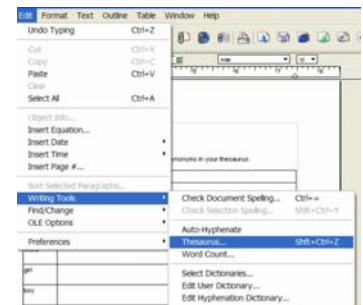
#### Instructions

For each of the following words, find the

	Synonyms
run	
said	
beautiful	

Click cursor here.

**Step 2:** From the File menu, select **Edit >> Writing Tools >> Thesaurus**.



**Step 3:** In the top box, type the word you would like to find a synonym for. In the example, the word is “nice”.

**Step 4:** Click the **Look Up** button. A list of meanings appears in the “**Meaning**” window.

**Step 5:** Select the meaning closest to the one you are looking up by clicking on it.

**Step 6:** A list of synonyms will appear in the “**Synonym**” window. Select the one you want by clicking on it.

**Step 7:** Click **Insert**. The word will be pasted into your work.

**Step 8:** Click **Done**.

**Step 9:** Continue to look for synonyms in this way. When you are finished, save and print your work.

