

Using the Thesaurus (4W3)

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.

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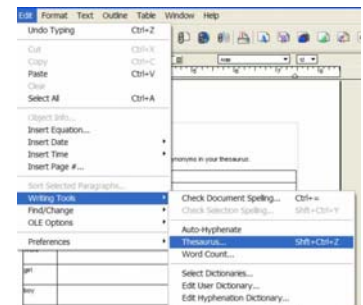
Instructions

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.

