

Using the Thesaurus (6W2)

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)

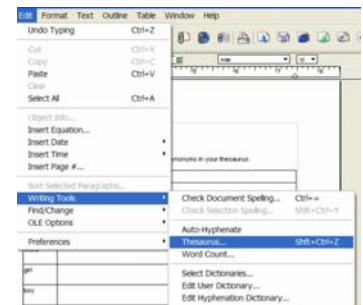
Instructions

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.

