

DO YOU KNOW?

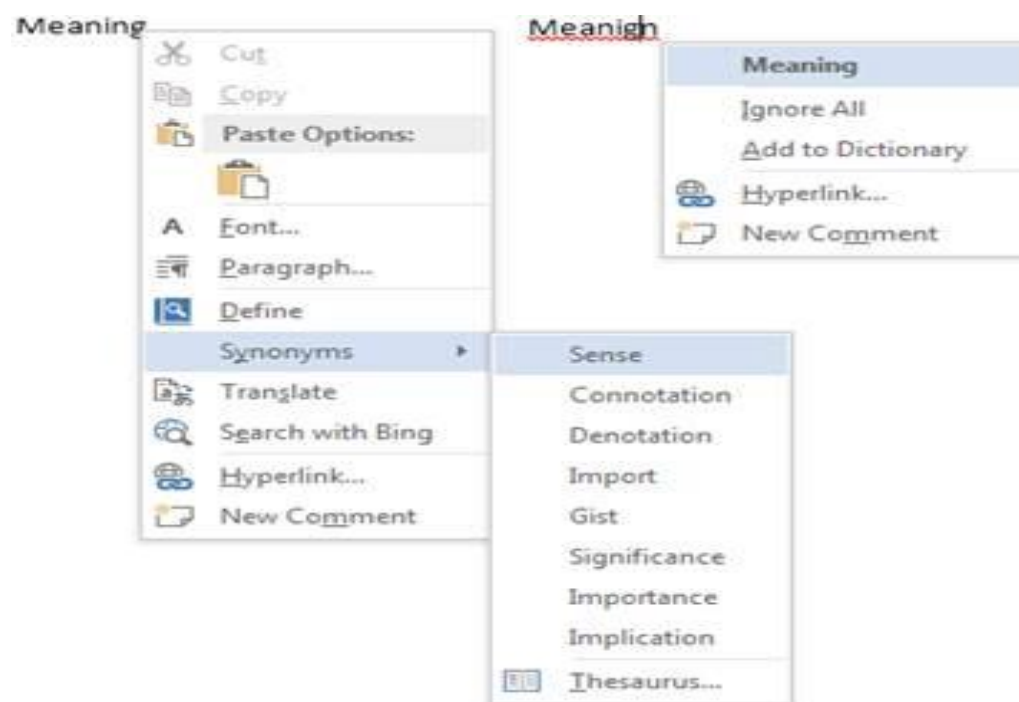
How to use Synonym and Thesaurus

Description:

Using the Proofing Tools. Word includes a dictionary, thesaurus, and spelling/grammar checker that you can use to help with writing and editing. Spelling and grammar can be checked on the fly (as you type) or run as a traditional full-document or selected-text check.

Step 1. To know the synonyms of a word, right click on the word and select '**Synonyms**'.

Note that if there is a spelling or grammar mistake, a correct usage is shown first and on correcting it, the 'Synonym' option will be available.



Step 2. **To look up a word's definition**

Do either of the following:

If the word is in the current document, select and right-click it. Choose Define from the context menu.

Click Review: Proofing: Define, type or paste the word into the Search box , and click the search icon (or press Enter).



You can open the dictionary task pane by clicking Define.

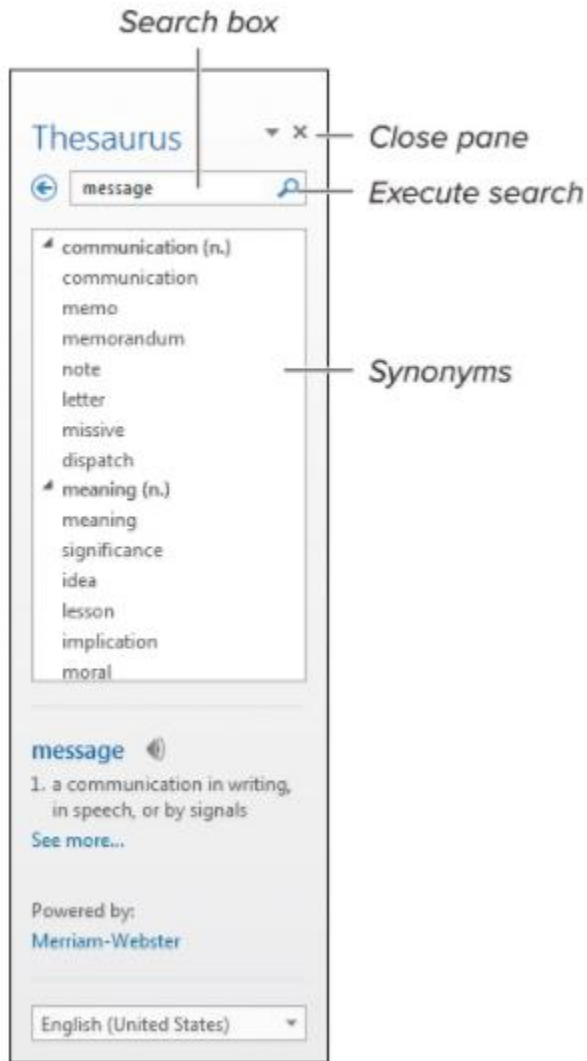
The word's definition is displayed in the task pane.

To find a synonym for a word

Do either of the following:

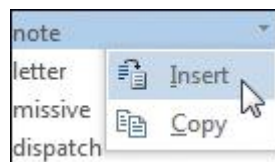
If the word is in the current document, select and right-click it, and open the Synonyms submenu in the context menu. To replace the word, choose a synonym from the list. (If you'd rather use the Thesaurus task pane, choose Thesaurus.)

Click Review: Proofing: Thesaurus. In the Thesaurus task pane, type or paste the word into the search box. Click the search icon or press Enter. (If the word is preselected in the document, it will automatically appear in the search box.)



The Thesaurus task pane.

To use a listed synonym, click the down arrow beside the word, and choose Insert or Copy.



To use a synonym, click its down arrow and choose Insert or Copy.

THANK YOU