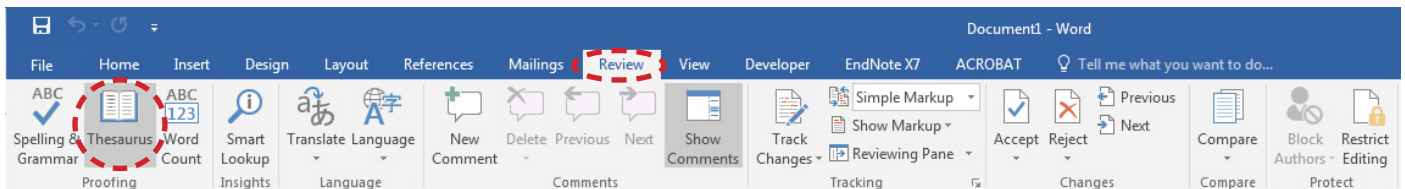


Microsoft Word 2016 Thesaurus

The thesaurus enables you to look up synonyms (these are different words with the same meaning), and antonyms are words with the opposite meaning.

1. Click on the **Review** tab in the **Proofing** group << **Thesaurus**



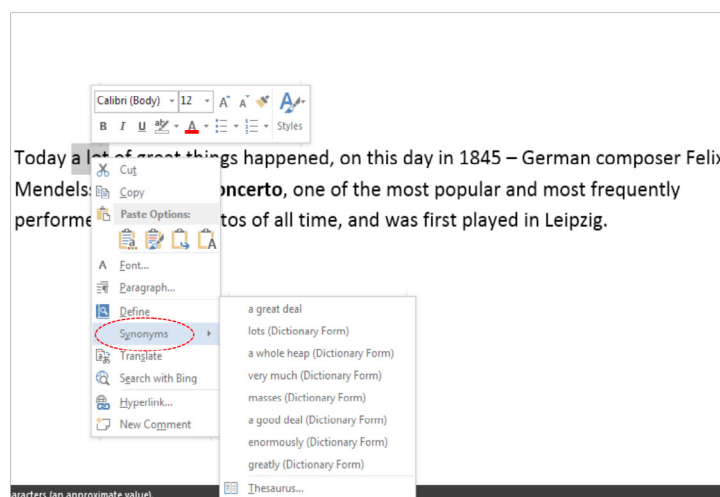
Example using the Thesaurus:

To change the sentence below, I chose the words **a lot** to something more appropriate;

Today **a lot** of great things happened, on this day in 1845 - German composer Felix Mendelssohn's Violin Concerto, one of the most popular and most frequently performed violin concertos of all time, and was first played in Leipzig.

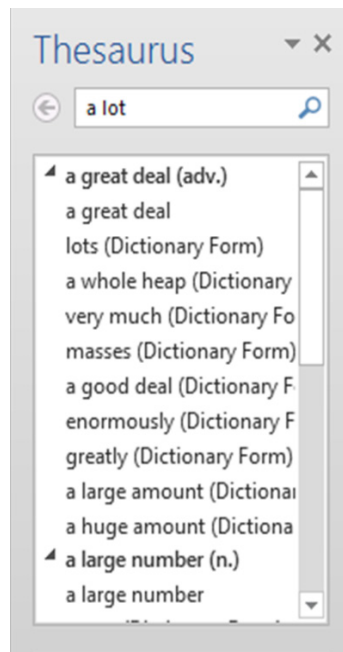
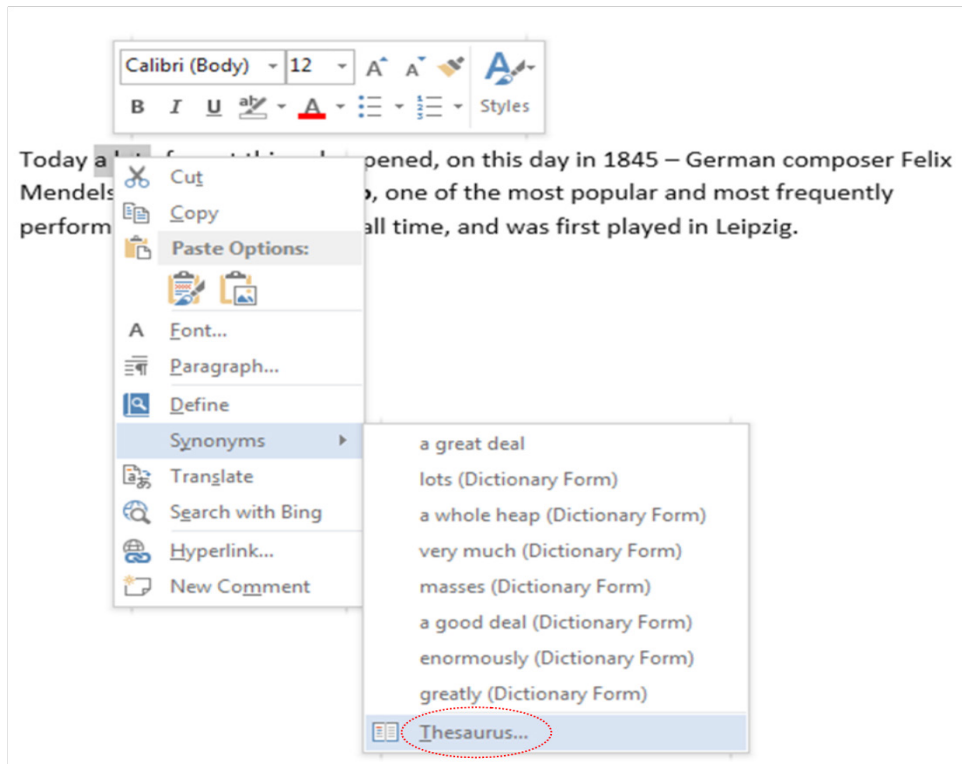
a lot

2. Right click on the word and the following box will appear << Select a word.

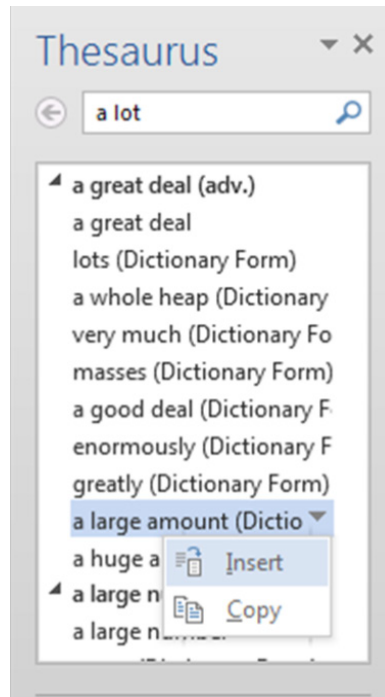


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3. Select Thesaurus at the bottom of the box << a list of words will appear to the right of your screen.



4. To insert the new wording you want to use << Click on down arrow << Choose Insert and the new wording will be inserted over the original word.



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