Microsoft Word 2016 Thesaurus

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

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

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File	Home 1	Ínsert	Design	n Layout	Reference	Mai	lings 🕻 Re	view	View	Developer	EndNote X7	ACR	OBAT	♀ Tell me what you	ı want to do.		
Spelling 8	Thesaurus W	ord	Smart Lookup	Translate Lang	字 uage Ne Com		te Previous	Next	Show Comments	Track	Simple Markup Show Markup * , IP Reviewing Pane		Accept	Reject ► Previous ► Previous ► Next	Compare •	Block Authors	Restrict Editing
	Proofing	I	Insights	Language			Comment	s			Tracking	Fai		Changes	Compare	Prot	tect

Example using the Thesaurus:

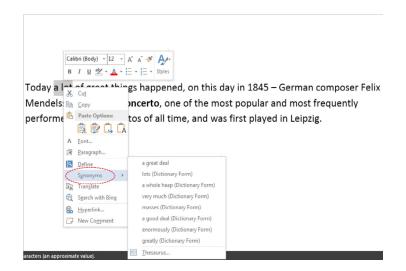
To change the sentence below, I chose the words a lot to something more appropriate;

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.



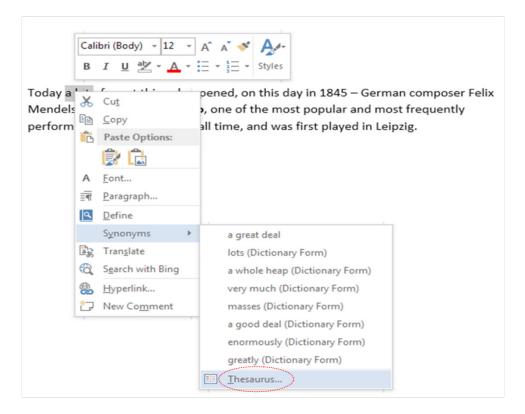
2. Right click on the word and the following box will appear << Select a word.

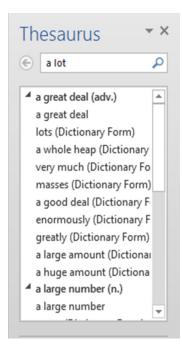






3. Select Thesaurus at the bottom of the box << a list of words will appear to the right of your screen.





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.

Tł	nesaurus 🔷 👻 🗙
G	a lot 🔎
4	a great deal (adv.)
	-
	a great deal
	lots (Dictionary Form)
	a whole heap (Dictionary
	very much (Dictionary Fo
	masses (Dictionary Form)
	a good deal (Dictionary F
	enormously (Dictionary F
	greatly (Dictionary Form)
	a large amount (Dictio 🍸
	a huge a 📑 👖 Insert
4	a large n
	a large n



