

Using the *'Thesaurus'* icon in the 'Review' Tab in MS Word 10

You may already have used this function in MS Word, but I thought it may be worth covering it briefly for those who have not. It becomes handy when you want to find words with similar meanings to the ones you have used in your document, and replace them.

Instructions

1. Select the *Review* tab in MS Word.
2. Click on the *Thesaurus* icon on the Menu Bar, which is also known as Ribbon.
3. A dialogue pane appears on the right side of the screen, which has a search box where you type a word, and another box below that which shows *Thesaurus: English (U.K)*.
4. In your document, decide which word you want to change to a similar meaning. Type it in the search box and press on the green arrow next to the box. Thesaurus will come up with a list of suggestions. Highlight the word in your document that you want to change and click on a word from the list you want to swop it with, by selecting *Insert* from the drop down options that the word offers; there is also the option to *copy* a word. In the example that follows, we are replacing the word **change** with the word **swop** from the suggested list. *Please see the screen shot of an example in the next page.*

Thesaurus Icon

Review Tab

Green Arrow

The screenshot shows the Microsoft Word interface with the 'Review' tab selected on the ribbon. The 'Research' pane is open on the right, displaying synonyms for the word 'change'. The word 'change' is highlighted in the document text. A green arrow points to the 'Research' pane, and another points to the 'Thesaurus' icon on the ribbon. A third arrow points to the 'Review' tab. The Research pane shows a list of synonyms for 'change', including 'swop', 'exchange', 'trade', 'transact', 'barter', 'negotiate', and 'dicker'. The word 'swop' is highlighted in the list.

1. Select the **Review** tab in MS Word
2. Click on the **Research/Thesaurus** icon on the Menu Bar, which is also known as Ribbon.
3. From the dialogue pane that appears on the right side of the screen, type a word in the search box and press on the green arrow next to it (*making sure **Thesaurus: English (U.K.)** is shown in the next box*). *Thesaurus will provide you with a list of words with a similar meaning.*
4. In your document, decide which word you want to **change** to a similar meaning. Type it in the search box and press on the green arrow next to the box. Thesaurus will come up with a list of suggestions. Highlight the word in your document that you want to change and click on a word from the list to swap it with selecting either insert or copy from the drop down options that the word offers.

The word **change** will be replaced with the word **swop**, but please check if you need to change the preposition that follows that word.