

Tips & Tricks



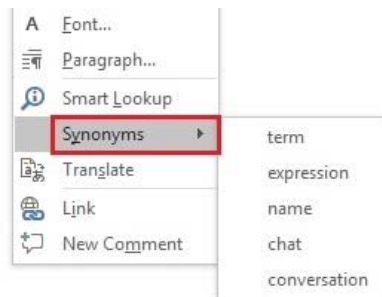
Word & Outlook's Build-In Thesaurus

As you work away in Word, do you find yourself sometimes mentally searching for just the right word? None of the words you can think of really capture the essence of what you want to say but you feel there is a word that will.

Or maybe you feel you are overusing a word and want an alternative.

When this happens:

- Right-click on the word you'd like to change
- Point to Synonyms



- Select one of the synonyms

Word replaces the word in your document with your selection. You can use this feature in Outlook as well.

Any questions, please let us know.

Please feel free to forward this tip onto your contacts/colleagues/friends.