



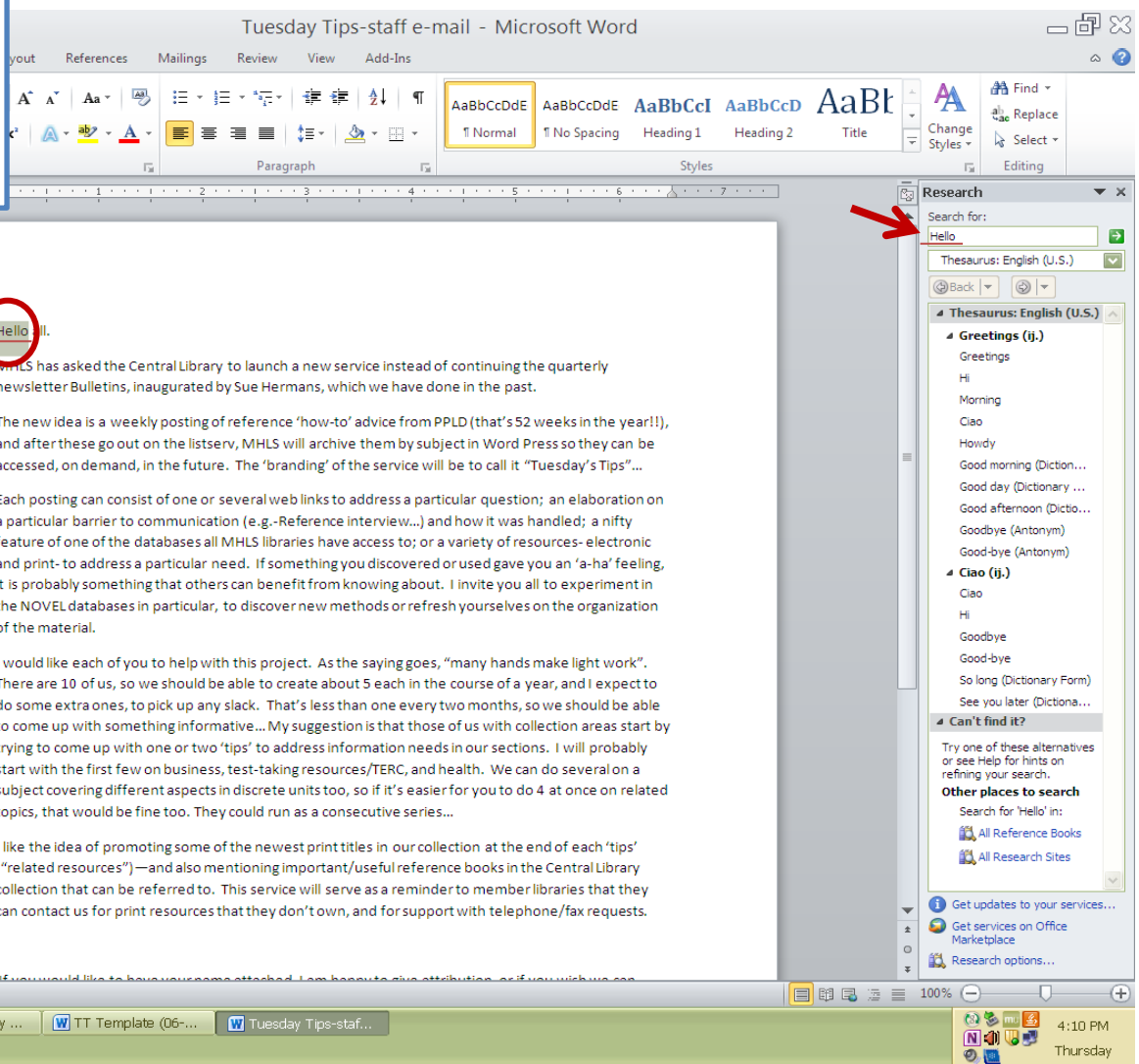
Tuesday's Tip

information provided by Adriance Memorial Library to make your life a little bit easier

Thesaurus Built In to Microsoft WORD—e-mail too! (Shift + F7)

October 23, 2012

In a WORD document (or e-mail message): Simultaneously pushing either of the “shift” keys and “F7” will open a thesaurus entry for the word you have the cursor directly in front of, in, or behind. The word will be highlighted, and options will be offered in the right-hand frame...



For more information or other reference and collection development assistance, call the Reference & Information Desk at Adriance Memorial Library at (845) 485-3445 or (800) 804-0092, extension 3702.

You can also accomplish this by 'right-clicking' on a word, and then hovering over the word 'synonym' in the menu, and a few possibilities appear, but shift +F7 gives a more comprehensive list, and accounts for grammatical variants!

