**Tutorial D3 Finding Alternative Words (15 points)**

1. When you are working in a document, you may want to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ words that you have repeated several times, or you may have lost \_\_\_\_\_\_\_\_\_\_\_\_\_\_of different words you can come up with in your document.
2. Publisher offers you a dynamic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that helps you write better documents.
3. To begin, go to your ribbon and select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.
4. Next, select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the proofing group.
5. You will see the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pane appear on the right hand side of the screen.
6. You have several different options when deciding to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ words or \_\_\_\_\_\_\_\_\_\_\_\_\_ new words.
7. Once you type your word in the research pane, search for box, select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ arrow.
8. Once you find the word you want to use, select the drop down arrow next to it, and you can do three things with that word…what are they?

1. If you want to replace a word that is currently in the publication, you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the word and then click \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to replace the word once you find a word you like better.
2. Do a thesaurus test for me, open Publisher and type the word “plan” into the search for box in the thesaurus. Look under the definition, “strategy,” what is the 3rd word that you could replace plan with?