**Caffeine Exercise**

***Instructions to Candidates***

1. Open the document called **Caffeine** and save to your Word Processing folder in OneDrive.
2. Using the **Help Menu** add a picture **watermark** to the document you have just opened.
3. Take a **screenshot** reinserting watermarks showing you used the Help and paste into a word document
4. Insert your full name as a **footer**.
5. Save as **Watermark Instructions** in OneDrive.
6. In the document called **Caffeine** change the page orientation to **Landscape**.
7. Replace the word **‘investigations’** with another word of the same meaning using the **Thesaurus**. (investigations is in the second line of the third paragraph.)
8. **Save** the document as **Caffeine1** in the **Exercises** folder in OneDrive.
9. Using the file **Caffeine1** that is still open turn on **track changes** facility and make the following changes.
   1. Select the heading **‘Doctors Urge F.D.A. to Restrict Caffeine in Energy Drinks** change the font to **Size 28pt, Centre and Bold.**
   2. Go to the sub-heading ‘**F.D.A Caffeine Consumption Report’** after the fourth paragraph and change to **Size 18pt, Centre and Bold**.
   3. **Delete** the word ‘**aggressively’**. (aggressively is in the sixth paragraph)
10. Take a **Screenshot** the document showing the track changes in the right-hand margin of the document.
11. Accept all the track changes.
12. Save the document as **Caffeine 2** in the **exercises** folder to OneDrive.
13. **Close** the document.