

QUESTION 3

Instructions to Candidates

1. Open a document called **Caffeine** in the Mark Up folder on the One Drive.
2. Using the **Help Menu** add a picture **watermark** to the document you have just opened.
3. In the document called **Caffeine** change the page orientation to **Landscape**.
4. Replace the word 'investigations' with another word of the same meaning using the **Thesaurus**. (investigations is in the second line of the third paragraph.)
5. **Save** the document as **Caffeine1** in the **Exercises** folder on the One Drive.
6. Using the file **Caffeine1** that is still open turn on **track changes** facility and make the following changes.
 - a. Select the heading '**Doctors Urge F.D.A. to Restrict Caffeine in Energy Drinks**' change the font to **Size 28pt, Centre and Bold**.
 - b. Go to the sub-heading '**F.D.A Caffeine Consumption Report**' after the fourth paragraph and change to **Size 18pt, Centre and Bold**.
 - c. **Delete** the word '**aggressively**'. (aggressively is in the sixth paragraph)
7. Take a **Screenshot** the document showing the track changes in the right-hand margin of the document.
8. Accept all the track changes.
9. Save the document as **Caffeine 2** in the Mark Up folder on the One Drive
10. **Close** the document.