

1. Copy the document HAIR LOSS into your own period folder.
2. Edit the document according to the instructions listed below and as indicated in the text.
3. Insert a header with your Surname Initials flush right.
4. Insert a footer with HAIR LOSS left align. HAIR LOSS must be bold, font Algerian and double underline.
5. Change the alignment of the document to left and remove the hyphenation.
6. Insert page numbers at the bottom right in the footer. Page numbers must be Courier New size 12 and start with number 4.
7. Number the lines of the text in the paragraph as indicated.
8. Insert the following endnote after the word "Minoxidil" that appears at the top of page 3: Minoxidil is available from pharmacies.
9. Insert the following footnote after the words "Minoxidil Pro" that appears on page 3 Step 2: Minoxidil Pro kick-starts the follicles.
10. Centre the contents of page 1 vertically. Hint: Select all the sections.
11. Save the document as HAIR LOSS in your folder.

Alopecia

U/c, 16 pt, bold, font Bahaus 93 and und

This article is about the medical condition of hair loss. **bold, ital, RA**

Alopecia is the medical description of the loss of hair from the head or body, sometimes to the extent of baldness. Although alopecia can be due to aesthetic depilation of body hair, it tends to be involuntary and unwelcome, or androgenic alopecia.

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Change the left and right margin of the paragraph to 20°, 5cm, 2"

Pathology **Bold, u/c**

Hair follicle growth occurs in cycles. Each cycle consists of a long growing phase, a short transitional phase and a short resting phase. **r.o.**

d/s

At the end of each resting phase, the hair falls out and a new hair starts growing in the follicle beginning the cycle again.

Normally about 100 hairs reach the end of their resting phase each day and fall out. ~~Normally about 100 hairs reach the end of their resting phase each day and fall out.~~ When more than 100 hairs are falling out per day, clinical hair loss may

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occur. Disruption of the growing phase causes abnormal loss of hairs

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FACTORS THAT CAN CAUSE HAIR LOSS AND THINNING HAIR **bold**

STRESS **bold**

Often we live our lives in "fight or flight" mode. Stress can cause muscular tension in the head and shoulder region, constricting blood vessels and impeding bloodflow to the hair root, thereby starving it of nutrients and halting hair growth.

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Insert { PREGNANCY AND MENOPAUSE **bold**

Hormonal changes can disrupt the normal hair growth cycle. Childbirth, menopause or discontinuance of the contraceptive pill can shift hair into the resting phase.

INADEQUATE OR POOR DIET **bold** Close up

Number all the lines of text in this paragraph

Crash diets, eating on the run or snacking on take - aways? Hair grows 7 times faster than the average body cell. Although your diet may be sufficient to properly nourish your body, it may well be insufficient to sustain healthy hair growth. For example, inadequate protein intake can cause the body to save protein by prematurely shifting growing hair into the resting phase, resulting in excessive hair loss.

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MEDICATION **bold, left align**

s/s { Chemotherapy and various prescription medicines used for gout, arthritis, depression, heart problems and high blood pressure can cause hair thinning.

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Endnote here

Clinical tests show that the Minoxidil* 3-step treatment programme has a 90% success rate in diminishing hair loss.

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Move text to here

Minoxidil's unique 3-step treatment programme has been formulated over many years to address hair loss and thinning hair in both men and women.

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The following paragraphs must be sorted in the correct sequence and put into three parallel columns:

STEP 3

Minoxidil Bio-Capsules

Insert hard hyphen

NP

Minoxidil Bio-Capsules work from the inside, providing specific vitamins and minerals. They promote improved blood circulation and supply nutrients to growing hair, ensuring healthy new hair growth.

STEP 1

Minoxidil Bio-Shampoo

Insert hard hyphen

NP

Use Minoxidil Bio-Shampoo in place of your regular shampoo. The synergistic blend of Vitamins, Minerals and Amino Acids work together to stimulate hair growth.

STEP 2

Minoxidil Pro^{*}

Footnote here

NP

Minoxidil Pro comes in a liquid or foam that is rubbed into your scalp twice a day.

Insert the following table and text at the ** above. Use a row height of 1cm, 0.4". All text must be centered text vertically and horizontally. Use a hard hyphen in the word '3-step'. Type the information in the table in Arial size 12.

STEP 1	Minoxidil Bio-Shampoo	Each product in this range is a vital element in the 3 - step treatment programme.
STEP 2	Minoxidil Pro	
STEP 3	Minoxidil Bio-Capsules	