**GIGO Questions**

1. What do you understand by the GIGO principle?

**Answer: >>>**

1. Give two examples of how formatting can contribute to the quality of a document.

**Answer: >>>**

1. It is important that a document's structure should be logical and understandable. Which *Word* command or feature helps one to format the headings in a document consistently?

**Answer: >>>**

1. Explain what it means to *proofread* a document.

**Answer: >>>**