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3. Describe the use of the Table of Contents, section breaks, and columns in structuring long documents for professional purposes.
4. Explain the steps and importance of creating an effective document layout, including margins, orientation, and pagination. How does password protection enhance document security?
5. Critically assess how poor use of transitions, inconsistent themes, or excessive animations can reduce the effectiveness of a presentation. Suggest strategies to maintain audience engagement and professionalism.
6. Explain the importance of themes, color schemes, and background formatting in enhancing the visual appeal and professionalism of a presentation
7. Discuss the role of Data Validation and Text-to-Column features in maintaining data accuracy and consistency in a workbook.
8. Differentiate between VLOOKUP and HLOOKUP functions. Explain how exact match and approximate match options affect the results.