

| Application Testing Checklist | | | |
|--|-----------------|--------------------|--|
| Tested By | Tester | Date | |
| Application Name | | | |
| Procedure | Expected Result | Pass/Fail (P/F) | Actual Results/Comments |
| Application Functionality | | | |
| Performs primary functionality and maintains stability | Yes | P | Opens and allows students to practice keyboarding without program errors or hangs. |
| Windows Fundamentals | | | |
| Installs under a user account | No | P | Does not install under student user account |
| Installs under a power user account | Yes | P | Installs correctly |
| Installs under an administrator account | Yes | P | Installs correctly |
| Completes a minimal installation | NA | NA | NA |
| Completes a typical installation | Yes | P | Typical installation completes with no errors |
| Completes a full installation | Yes | P | Full installation completes with no errors |
| Completes a network installation | Yes | P | Installs over the network with no errors |
| Completes a local installation when you use Add or Remove Programs | Yes | P | Program can be added or removed from the Add or Remove Programs applet under the administrator or power user account |
| Performs Microsoft® Windows® operating system version checking correctly | NA | NA | NA |
| Lists on Start menu and has desktop shortcuts for all users | Yes | P | Is listed on Start menu and installs shortcut on desktop |

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| Basic Application Testing | | | |
| Performs as expected when other applications are open | Yes | P | No errors or hangs when multiple applications are running |
| Starts from the Start menu | Yes | P | Opens correctly from the Start menu and functions with no errors |
| Starts from a shortcut | Yes | P | Opens properly from the desktop shortcut and functions with no errors |
| Starts from the autorun file on the application CD | NA | NA | NA |
| Starts from the console | NA | NA | NA |
| Starts from the Quick Launch bar | NA | NA | NA |
| Starts from a document or a file (if the application has associated extensions) | NA | NA | NA |
| Starts when another instance of the application is already running | No | P | Allows only one instance of the program to run at one time |
| All shortcuts on the Start menu work correctly | Yes | P | All shortcuts work as intended |
| Handles copying functions correctly | NA | NA | NA |
| Handles pasting functions correctly | NA | NA | NA |
| Handles editing functions correctly | NA | NA | NA |

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| Handles changes to screen resolution (640x480, 800x600) | Yes | P | Application functions correctly at either screen resolution |
| Works correctly with Windows display themes | NA | NA | NA |
| Opens application documents when you use the wheel on the mouse | NA | NA | NA |
| Scrolls up, down, and sideways when you use the wheel on the wheel mouse | NA | NA | NA |
| Opens Help from the Help menu | NA | NA | NA |
| Opens Help when you use the F1 key (if applicable) | Yes | P | Opens correctly |
| File System Testing | | | |
| Supports long file names and UNC paths | Yes | P | Long file names are supported and function correctly |
| Saves a file to, and opens the file from, an NTFS folder that has restricted access permissions | NA | NA | NA |
| Saves a file to, and opens the file from, a disk partition with more than 2 GB of free disk space | NA | NA | NA |

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| Saves a file that has a 255-character file name to a UNC path and to a mapped drive and opens the file from both locations | NA | NA | NA |
| Saves a file with a 255-character file name to the My Documents folder and opens it from that folder | NA | NA | NA |
| Saves a file with a file name containing supported characters (a plus sign, a comma, a semicolon, an equal sign, or brackets) and opens the file | NA | NA | NA |
| Opens and saves all document types supported by application | NA | NA | NA |
| Imports and exports files of all formats supported by the application (JPG, GIF, or BMP, for example) | NA | NA | NA |
| Opens documents created on FAT16 or FAT32 in NTFS | NA | NA | NA |
| Opens and saves a document on a drive formatted for FAT16 and a drive formatted for NTFS | NA | NA | NA |

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| Opens and saves a document on a drive formatted for FAT32 and a drive formatted for NTFS | NA | NA | NA |
| Saves and opens a file on a distributed file system | NA | NA | NA |
| Opens documents that were copied from Windows NT Server 4.0 or Windows 2000 NTFS computers to Windows XP Professional NTFS computers | NA | NA | NA |
| Print System Testing | | | |
| Prints to printers with a long name | Yes | P | Prints all documents as intended |
| Prints to printers when you use a UNC path | Yes | P | Prints all documents as intended |
| Prints to a local printer | NA | NA | NA |
| Prints to a network printer | Yes | P | Prints to all network printers |
| Prints to a PostScript printer | NA | NA | NA |
| Prints to a file on a generic text printer | NA | NA | NA |
| Prints to a file on a color inkjet printer | NA | NA | NA |

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| Prints from an LPT port other than LPT1 or LPT2 | NA | NA | NA |
| Handles a print command when the printer is turned off while printing | Yes | P | Document remains in spool without error messages |
| Prints in both portrait and landscape orientation | Yes | P | Prints as intended |
| Advanced Configuration and Power Interface (ACPI) Support Testing | | | |
| Handles ACPI notification and events correctly | NA | NA | NA |
| Allows the monitor to turn off when turn-off time is set to 1 minute | NA | NA | NA |
| Allows the hard drive to turn off when turn-off time is set to 2 minutes | NA | NA | NA |
| Goes into standby and hibernation and resumes without loss of functionality | NA | NA | NA |
| Wakes from standby and hibernation without losing data | Yes | P | Wakes from standby without loss of data |
| Uninstallation Testing | | | |
| Is removed from Add or Remove Programs | Yes | P | Removes correctly under administrator or power user account |
| Removes all shortcuts from the Start menu | Yes | P | Removes all shortcuts |

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| Removes all files from the installation directory | Yes | P | Removes all files from installation directory |
| Does not remove system files or shared components | Yes | P | Does not remove any shared files, DLLs, or shared components |
| Removes all application-specific Registry entries | Yes | P | Removes all Registry entries |