

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