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| What was tested | How was it tested | Description |
| Software application open and work | I clicked onto the Microsoft word icon twice and it opened up  | I double clicked on MS word for it to open and it opened up the file |
| Desktop shortcuts go to the right place | When creating shortcuts for Word, Publisher and Outlook they all successfully created a shortcut onto the desktop, and if you are to click it, it should open | C:\Users\13GNzita-Mak\Downloads\2\20140310_155102.jpgIn order for me to create the shortcuts I was to right click on (for example) Microsoft word then select the option “Sent to desktop” and after doing so it created a shortcut onto the desktop |
| Correct date and time are set | After being able to alter with the time and date, I managed to change it back to the correct time | I clicked on the bottom right corner which displays the time and date, then followed on to click “change time and date settings” after doing so I was able to change the time and date |
| Default folder on MS word is working | Now when I click on Ctrl+S it directs me to the “ICT” folder in my documents | By clicking on the “options” setting in Microsoft word, I clicked on “Save” and was able to change where I could have my files being saved to. I selected my “ICT” folder, and now when I hit the “Save As” button it directs me to that folder |