**Unit1-1.1**

**Template**

**I have used the file Unit2-2.4 (My test Plan) for a future template.**

*Screenshots.*

1. **Shows original A screenshot of a computer program

   Description automatically generated with low confidence**
2. **Shows cleared textTable

   Description automatically generated**
3. **Shows altered columnsTable

   Description automatically generated**
4. **Shows Save as original (Macro-Enabled Doc)Graphical user interface, application

   Description automatically generated**
5. **Shows saved as (Macro-enabled Template)Graphical user interface, text, application

   Description automatically generated**
6. **Shows personal templates including (MytestPlan)Graphical user interface, application, Word

   Description automatically generated**

**Form**

I copied the Kevin cookie file, entered a table, and adapted to match the original. I could have saved the file as a template, but for auto saving purposes I saved the file as a word doc. However I could not open the file, because word said there was a problem with permissions.

I therefore created another form, following the instructions in the video.



**CV**





**Macros**

I have used the’ Planets’ document to show that I ca use a macro by recording my actions as I enhance the documents format.

* To begin the recording, I click the record macro button, I need to give the macro a short cut [Ctrl +q].
  + - I have enlarged fonts, and any time I wish to enlarge titles in documents, all I need to do is click
    - Ctrl +q. in this document, I have used for the planet names
* For the planet’s satellites,
  + - I used the short cut [Ctrl +u], to underline the text.
    - I used the short cut [Ctrl +i], too Italic the text



*This document may need to be macro enabled?,[the enabled version would not paste],* ***another enabled copy is in the folder***