**3.4**

**Test plan for tools used**

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| Number | Description | Expected Outcome | Actual Outcome | Action Needed |
| 1 | Short cuts | Quick access to tools available on the ribbon | Seldom used, as I find access to these tools easier on the ribbon | Chosen short cuts, need their code to remembered |
| 2 | Templates | Using the formatting and design of a successful document, intention to use with new recipient | Successfully write new document, with adaptions to suit new recipient | Practice and research to improve my documents text layout |
|  | Templates | Ditto, but with Excel, can copy formulas and tables to save time and ensure correct design | Produce excel sheets with precision, compatible with other Excel worksheets | Ongoing learning, use feedback from recipients to adjust content to establish more information detail |
|  | Template | Coping successful html and CSS coding, to use in new web pages | Saves time, ensured less mistakes, knowing that your site will work | Practice, trial & error, research, feedback |
| 3 | Macros | Recording formatting to use in different documents, as long as the new document is saved as a macro enabled file | Works regularly, useful in saving time and helps build/write accurate work | Ensure macros is saved, and stored with recognisable title’ store the keyboard short cut to the macro |
|  | Macros | Store macros to the quick access toolbar for easy access | Always available on the toolbar, ensure the document is macro enabled | Regularly update macros, |
| 4 | Spell Checker | With red squiggly lines below a misspelt word, the spell checker brings mistakes to the writer’s attention | Helps improve a documents accuracy and therefore resonated a professional document written by a competent author | Need to read your text, as spell checker will understand certain words as legit, and your document will read inaccurate |
|  | Editor | Checks grammar in your text and suggest alternatives | Can be a powerful help, sometimes you may wish to dismiss editors’ advice | Open editor at the completion of document to double check before submitting |
| 5 | Quick access toolbar | Great tool to add your most used tools and easy to access on ant document | Plays a significant role in your word processing | practice |
| 6 | Read Aloud | Reads your text back to you | Highlights the vocabulary of your text, identifies some text mistakes not identified by spell checker | Use regularly to ensure my text is readable |
| 7 | Change case | Useful tool in word for changing from capitals/lowercase and proper case | In Excel, rely on a macro to conduct these tasks | practice |
| 8 | Table of contents | Great tool, when writing a document, use headlines to identify the topics, then choose the headlines heading identity, click the table of contents button on a different page | Forms a list of information for the reader at the beginning of a document and supply’s a link via the headline to its chapter/paragraph | practice |
| 9 | Bibliography | Gives the reader information about the authors research when compiling the document | Can help proof of non-plagiarism, gives the reader access to likewise information | practice |
| 10 | Footnotes | Great tool for adding information regarding your text, giving notes and guidance without over burdening the text’s vocabulary | Gives additional information, makes the document readable and professional | practice |