

☐ 1. **Check the Title Line and window control buttons.**

- 1.1. Open MS Notepad.
- 1.2. Check that the **name** of the document is displayed correctly.
- 1.3. Click on the "**Minimize**" button to check that it minimizes the program to the taskbar.
 - 1.3.1. Use the hotkey **Ctrl + Arrow Down** to check that it works the same way.
- 1.4. Click on the "**Maximize/ Restore Down**" button to check that it expands the window to full screen and then click on it again to make sure that it restores the window to the previous size.
 - 1.4.1. Use the hotkey **Ctrl + Arrow Up** and then **Ctrl + Arrow Down** to check that it works the same way.
- 1.5. Click on the "Close" button to check that it closes the program.
 - 1.5.1. Use the hotkey **Alt + F4** to make sure that it works the same way.

☐ 2. **Check the main menu functionality.**

☐ 2.1. Click on the "File" button.

- 2.1.1. Click on the "**New**" button in the drop down menu to check that it opens a new Untitled Notepad document.
 - 2.1.1.1. Use the hotkey **Ctrl + N** to check that it works the same way.
- 2.1.2. Click on the "New Window" button in the drop down menu to check that it opens a new Untitled Notepad document in a separate window.
 - 2.1.2.1. Use the hotkey **Ctrl + Shift + N** to check that it works the same way.
- 2.1.3. Click on the "**Open**" button in the drop down menu to check that it opens a document selection window.
 - 2.1.3.1. Use the hotkey **Ctrl + O** to check that it works the same way.
 - 2.1.3.2. Select a document with .txt format to make sure that it opens correctly.
- 2.1.4. Make sure that you work in the new Untitled Notepad document which hasn't been saved yet.
 - 2.1.4.1. Type the letter "A" in the working area and click on the "**Save**" button in the drop down menu. Make sure that the "Save As" window appears. Press the "Save" button in the "Save As" window.
 - 2.1.4.2. Type the letter "a" in the working area and click on the "**Save**" button in the drop down menu again.
 - 2.1.4.3. Find the file you saved and open it in the new window to make sure that changes were saved correctly.
 - 2.1.4.4. Repeat steps 2.1.4.1. and 2.1.4.2. but use hotkey **Ctrl + S** instead of clicking on the button in the drop down menu.
 - 2.1.4.5. Repeat step 2.1.4.3.
- 2.1.5. Make sure that you work in the Notepad document which has been already saved.
 - 2.1.5.1. Make any changes to the document and click on the "**Save As**" button in the drop down menu. Make sure that the "Save As" window appears. Press the "Save" button in the "Save As" window.
 - 2.1.5.2. Find the file you saved and make sure that it was saved separately from the original file. Open it to make sure that changes were saved correctly.
 - 2.1.5.3. Repeat step 2.1.5.1. but use hotkey **Ctrl + S** instead of clicking on the button in the drop down menu.
 - 2.1.5.4. Repeat step 2.1.5.2.
- 2.1.6. Click on the "**Page Setup**" button in the drop down menu. Check that the "Page Setup" window appears.
- 2.1.7. Click on the "**Print**" button in the drop down menu and make sure that the "Print" window appears.
 - 2.1.7.1. Use the hotkey **Ctrl + P** to make sure that it works the same way.
- 2.1.8. Click on the "**Exit**" button in the drop down menu and make sure that it closes the program.
 - 2.1.8.1. Use the hotkey **Alt + F4** to make sure that it works the same way.

□ **2.2. Click on the “Edit” button.**

2.2.1. Make any changes to the document and click on the “**Undo**” button in the drop down menu. Make sure that it rolls back the changes.

2.2.1.1. Repeat step **2.2.1.** but use hotkey **Ctrl + Z** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.2. Highlight any piece of the text in the document and click on the “**Cut**” button in the drop down menu. Make sure that it cuts that piece of text.

2.2.2.1. Repeat step **2.2.2.** but use hotkey **Ctrl + X** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.3. Highlight any piece of the text in the document and click on the “**Copy**” button in the drop down menu. Make sure that it copies that piece of text.

2.2.3.1. Repeat step **2.2.3.** but use hotkey **Ctrl + C** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.4. Copy or cut any part of the text from the document, then put the carriage to any position in the document and click on the “**Paste**” button in the drop down menu. Make sure that it pastes that part of text.

2.2.4.1. Repeat step **2.2.4.** but use hotkey **Ctrl + V** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.5. Highlight any part of the text in the document and click on the “**Delete**” button in the drop down menu. Make sure that it deletes that part of text.

2.2.5.1. Repeat step **2.2.5.** but use the key “**Del**” on the keyboard instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.5.2. Repeat step **2.2.5.** but use the key “**Backspace**” on the keyboard instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.6. Highlight any part of the text in the document and click on the “**Search with Bing**” button in the drop down menu. Make sure that it opens the default browser window on the website <https://www.bing.com/> with a search request which meets the highlighted part of the text.

2.2.6.1. Repeat step **2.2.6.** but use the hotkey **Ctrl + E** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.7. Click on the “**Find**” button in the drop down menu. Make sure that the “Find” window appears.

2.2.7.1. Repeat step **2.2.7.** but use the hotkey **Ctrl + F** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.8. Click on the “**Find Next**” button in the drop down menu. Make sure that it searches for the next matches with the sample which is given in the “Find” window.

2.2.8.1. Repeat step **2.2.8.** but use the hotkey **F3** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.9. Click on the “**Find Previous**” button in the drop down menu. Make sure that it searches for the previous matches with the sample which is given in the “Find” window.

2.2.9.1. Repeat step **2.2.9.** but use the hotkey **Shift + F3** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.10. Click on the “**Replace**” button in the drop down menu. Make sure that the “Replace” window appears.

2.2.10.1. Repeat step **2.2.10.** but use the hotkey **Ctrl + H** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.11. Click on the “**Go To**” button in the drop down menu. Make sure that the “Go To” window appears.

2.2.11.1. Repeat step **2.2.11.** but use the hotkey **Ctrl + G** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.12. Click on the “**Select All**” button in the drop down menu to check that it highlights all text in the document.

2.2.12.1. Repeat step **2.2.12.** but use the hotkey **Ctrl + A** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.2.13. Click on the **“Date/Time”** button in the drop down menu to check that it pastes the current date and time into the document.

2.213.1. Repeat step **2.2.13.** but use the hotkey **F5** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

☐ **2.3. Click on the “Format” button.**

2.3.1. Check the **“Word Wrap”** checkbox in the drop down menu. Make sure that it moves to the next line the text that does not fit in width in the specified area.

2.3.1.1. Uncheck the **“Word Wrap”** checkbox in the drop down menu. Make sure that it does not move to the next line the text that does not fit in width in the specified area.

2.3.2. Click on the **“Font”** button in the drop down menu. Make sure that the **“Font”** window appears.

☐ **2.4. Click on the “View” button.**

2.4.1. Click on the **“Zoom”** button in the drop down menu.

2.4.1.1. Click on the **“Zoom In”** button in the Zoom drop down menu. Make sure that it increases the view of the working area.

2.4.1.1.1. Repeat step **2.4.1.1.** but use the hotkey **Ctrl + Plus** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.4.1.2. Click on the **“Zoom Out”** button in the Zoom drop down menu. Make sure that it decreases the view of the working area.

2.4.1.2.1. Repeat step **2.4.1.2.** but use the hotkey **Ctrl + Minus** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.4.1.3. Click on the **“Restore Default Zoom”** button in the Zoom drop down menu. Make sure that it restores the default view of the working area.

2.4.1.3.1. Repeat step **2.4.1.3.** but use the hotkey **Ctrl + 0** instead of clicking on the button in the drop down menu. Make sure that it works the same way.

2.4.2. Check the **“Status Bar”** checkbox in the drop down menu. Check if it adds the status bar to the footer of the program window.

☐ **2.5. Click on the “Help” button.**

2.5.1. Click on the **“View Help”** button in the drop down menu to check that it opens the default browser window on the website <https://www.bing.com/> with a search request “getting help from the “Notepad” program in Windows”.

2.5.2. Click on the **“Send Feedback”** button in the drop down menu. Check if it opens the “Send Feedback” window.

2.5.3. Click on the **“About Notepad”** button in the drop down menu. Check if it opens the “About Notepad” window with information about the program.

☐ **3. Check the working area.**

3.1. Check the input.

3.1.1. Try entering text from the keyboard.

3.1.2. Try entering text from the clipboard.

3.2. Check scroll bars.

3.2.1. Enter the amount of text that does not fit in the width of the working area. Make sure that the bottom scroll bar works.

3.2.2. Enter the amount of text that does not fit in the height of the working area. Make sure that the right side scroll bar works.

☐ **4. Check the status bar at the footer of the window.**

4.1. Check if the footer is displayed. If not - check the **“Status Bar”** check box in the **“View”** drop down menu.