**Microsoft application testing life cycle**

The lists are detailed and cover everything from basic file operations and formatting to more complex features like mail merge, pivot tables, and account synchronization. Although it is possible that we will not be able to address the final features, I will incorporate them into the plan and allow the "team" to decide if we keep them or cut them.

* **Review:** I will be sharing the full test lists with the team. Mac “team” will review the testing before implementing.
* **Execution:** We will need to set up a controlled environment for testing. Let's create a timeline for executing these tests over the next week.
* **Reporting:** As you complete the tests, please document your findings, noting any issues, performance concerns, or unexpected behaviors in our standard bug tracking system.

A diagram of a software application

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**Here is a detailed list of test cases for the Microsoft Word application, organized by feature.**

**1. File Operations and Management**

* **Open/Close:**
  + Test opening a new, blank document.
  + Test opening an existing .docx file.
  + Test opening a file with a different extension (.doc, .rtf, .txt, .pdf).
  + Test opening a password-protected document.
  + Test closing a document without saving changes.
  + Test closing a document after saving changes.
* **Save/Save As:**
  + Test saving a new document for the first time.
  + Test saving a document with existing content.
  + Test "Save As" to a new location.
  + Test "Save As" to a different file type (e.g., PDF, RTF).
  + Test "Save" with different file names (long names, special characters).
* **Print:**
  + Test printing the entire document.
  + Test printing a specific page or page range.
  + Test printing multiple copies.
  + Test printing to a PDF.
  + Test the print preview function.

**2. Basic Text Editing and Formatting**

* **Typing and Deletion:**
  + Type text and verify it appears correctly.
  + Use backspace and delete keys to remove text.
  + Select and delete a block of text.
* **Copy/Cut/Paste:**
  + Copy and paste text within the same document.
  + Copy text from another application (e.g., a web browser) and paste into Word.
  + Use "Paste Special" to paste as plain text or an image.
* **Font and Paragraph Formatting:**
  + Change font family, size, and color.
  + Apply bold, italic, and underline formatting.
  + Use superscript and subscript.
  + Change text alignment (left, center, right, justify).
  + Create and edit bulleted and numbered lists.
  + Adjust line spacing and paragraph indentation.

**3. Insert Features**

* **Tables:**
  + Insert a new table with a specified number of rows and columns.
  + Add and delete rows and columns.
  + Merge and split cells.
  + Apply table styles and borders.
* **Images and Shapes:**
  + Insert an image from a local file.
  + Resize, crop, and rotate an inserted image.
  + Wrap text around an image.
  + Insert and format a basic shape (e.g., a rectangle or circle).
* **Headers and Footers:**
  + Insert a header and a footer.
  + Add page numbers to the header or footer.
  + Differentiate headers and footers for odd and even pages.
* **Other Objects:**
  + Insert a hyperlink.
  + Insert a text box.
  + Insert a special character or symbol.

**4. Advanced Features**

* **Mail Merge:**
  + Create a mail merge document.
  + Link to a data source (e.g., an Excel sheet).
  + Perform a successful mail merge to a new document or to print.
* **Review and Collaboration:**
  + Turn on "Track Changes" and make edits.
  + Accept and reject changes made by another user.
  + Add comments to a document.
  + Reply to and resolve comments.
* **Styles and Templates:**
  + Apply built-in heading styles (Heading 1, Heading 2).
  + Create a new custom style.
  + Save a document as a Word template (.dotx).

**5. Performance and Edge Cases**

* **Large Documents:**
  + Test opening and editing a document with hundreds of pages and numerous images.
  + Verify performance does not degrade significantly when scrolling through a large file.
* **Compatibility:**
  + Save a document in an older Word format (.doc) and verify all formatting is retained.
  + Open a document created in a different word processor (e.g., Google Docs, LibreOffice).
* **Error Handling:**
  + Test saving a file to a read-only or full drive.
  + Test the undo/redo functionality for various actions.

**Here is a detailed list of test cases for the Microsoft Excel application, organized by feature.**

**1. Workbook and File Operations**

* **Open/Close:**
  + Test opening a new, blank workbook.
  + Test opening an existing **.xlsx** file.
  + Test opening a file with a different extension (.xls, .csv, .txt).
  + Test opening a password-protected workbook.
  + Test closing a workbook without saving changes.
* **Save/Save As:**
  + Test saving a new workbook for the first time.
  + Test "Save As" to a new location and a different file type (e.g., PDF).
  + Test saving a large workbook with many sheets and data.
* **Print:**
  + Test printing the entire worksheet.
  + Test printing a specific range of cells.
  + Test printing with page breaks and headers/footers.

**2. Data Entry and Formatting**

* **Cell Operations:**
  + Enter text, numbers, dates, and currency into cells.
  + Cut, copy, and paste single cells and ranges.
  + Use the fill handle to copy data or create a series (e.g., numbers, dates).
* **Data Validation:**
  + Create a data validation rule for a cell (e.g., only accepting numbers between 1 and 10).
  + Verify that valid data is accepted and invalid data is rejected with a clear error message.
* **Formatting:**
  + Apply **bold**, *italic*, and **underline** formatting.
  + Change font size, color, and cell background color.
  + Use conditional formatting to highlight cells based on their value.
  + Test number formats (e.g., currency, percentage, date).

**3. Formulas and Functions**

* **Basic Formulas:**
  + Test simple arithmetic operations (+, -, \*, /).
  + Test the SUM, AVERAGE, MIN, and MAX functions on a range of numbers.
* **Logical Functions:**
  + Test the IF function with a simple condition.
  + Test nested IF statements.
* **Lookup and Reference:**
  + Test the VLOOKUP and HLOOKUP functions to find data in a table.
  + Test the INDEX and MATCH functions.
* **Array Formulas:**
  + Test a simple array formula.
* **Error Handling:**
  + Verify that formulas display appropriate error values like #DIV/0!, #N/A, and #REF!.

**4. Charts and Data Visualization**

* **Chart Creation:**
  + Create a column chart from a simple data set.
  + Create a pie chart and a line chart.
* **Chart Editing:**
  + Change the chart type.
  + Add and remove chart titles, axis labels, and a legend.
  + Change the data source for a chart.

**5. Data Analysis**

* **Sorting and Filtering:**
  + Sort a data range by a single column in ascending and descending order.
  + Apply a multi-level sort.
  + Filter a data set to show specific values.
* **Pivot Tables:**
  + Create a pivot table from a data range.
  + Drag and drop fields into the Rows, Columns, Values, and Filters areas.
  + Refresh the pivot table after changing the source data.

**6. Performance and Compatibility**

* **Large Datasets:**
  + Test a workbook with thousands of rows and columns to verify performance does not degrade significantly.
* **Compatibility:**
  + Save a workbook in an older Excel format (.xls) and verify all formulas and formatting are retained.
  + Open a workbook created in another spreadsheet program (e.g., Google Sheets, LibreOffice Calc).

**Here is a detailed list of test cases for the Microsoft Outlook application, organized by feature.**

**1. Email Management**

* **Composing and Sending:**
  + Compose a new email with a subject and body text.
  + Send an email to a single recipient.
  + Send an email to multiple recipients using "To," "Cc," and "Bcc."
  + Save a draft of an email and verify it appears in the Drafts folder.
  + Send an email from the Drafts folder.
* **Receiving and Viewing:**
  + Verify that incoming emails appear in the Inbox in a timely manner.
  + Open and read an email.
  + Preview an email in the reading pane.
  + Mark an email as unread and verify its status changes.
* **Actions on Emails:**
  + Reply to an email.
  + Reply All to an email thread.
  + Forward an email to a new recipient.
  + Delete an email and verify it moves to the Deleted Items folder.
  + Move an email from the Inbox to a different folder.

**2. Attachments and Links**

* **Sending Attachments:**
  + Attach a small file (e.g., a .docx or .pdf) to an email.
  + Attach a large file and verify it uploads correctly.
  + Attach multiple files to a single email.
* **Receiving Attachments:**
  + Open and view an attached file.
  + Save an attached file to a local drive.
* **Links:**
  + Insert a hyperlink into an email and verify it is clickable.
  + Click on a received hyperlink and verify it opens in a web browser.

**3. Calendar**

* **Appointments and Events:**
  + Create a new appointment with a start and end time.
  + Set a reminder for an appointment.
  + Create an all-day event.
  + Create a recurring appointment (e.g., a weekly meeting).
  + Edit an existing appointment.
  + Delete an appointment.
* **Meetings:**
  + Create a new meeting invitation and invite attendees.
  + Send the meeting invitation and verify it appears on the attendees' calendars.
  + Accept, tentatively accept, and decline a meeting invitation.

**4. Contacts and People**

* **Adding Contacts:**
  + Add a new contact manually, including name, email, and phone number.
  + Add a new contact directly from an email received from a new person.
* **Managing Contacts:**
  + Edit an existing contact's information.
  + Delete a contact.
  + Create a contact group to send emails to a list of people.
  + Search for a contact using their name or email address.

**5. Task Management**

* **Creating Tasks:**
  + Create a new task with a due date.
  + Assign a priority level (High, Normal, Low) to a task.
  + Create a recurring task.
* **Updating Tasks:**
  + Mark a task as complete and verify it is removed from the active list.
  + Edit the details of an existing task.
  + Delete a task.

**6. Search and Filters**

* **Searching:**
  + Use the search bar to find an email by sender, subject, or a keyword in the body.
  + Search for a contact.
  + Search for a calendar appointment.
* **Filtering:**
  + Filter the inbox to show only unread emails.
  + Filter the inbox to show emails with attachments.

**7. Account and Settings**

* **Account Setup:**
  + Add a new email account (e.g., IMAP, POP3, Exchange).
  + Remove an existing email account.
* **Rules and Signatures:**
  + Create a new rule to automatically move emails from a specific sender to a folder.
  + Create a new email signature.

Process Flow with Decision Points, illustrating the testing process with decision points:

This shows what the team app will do and what we can do with the data found.

A computer screen shot of a software application

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