

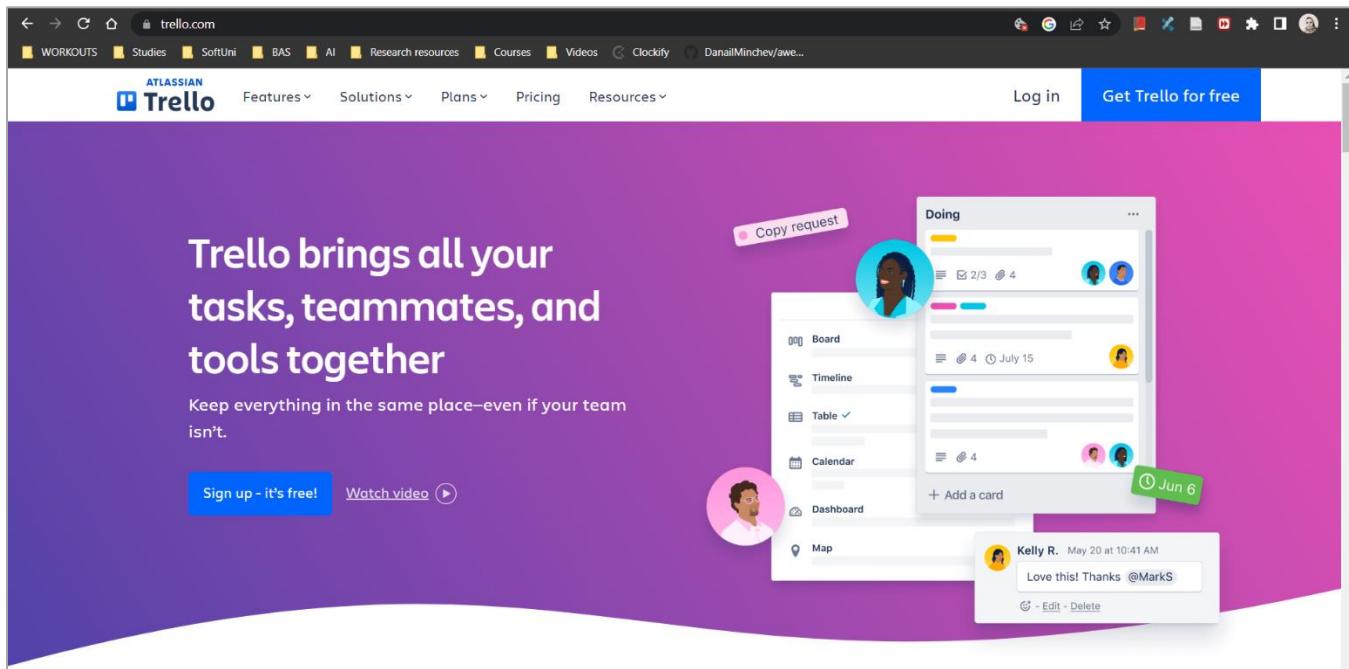
# Exercise: Computer Systems and Software – Trello

Problems for exercises and homework for the "Software Technologies" course @ Software University.

## 1. Trello Web App

Keep in mind that some of the steps might be slightly different. **Atlassian regularly changes something in all of their apps**. We assume that if you are considering exploring the QA profession, you have the basic skills to download, install, register and find workarounds in various software programs, without any difficulties.

1. Navigate to <https://trello.com/> and click on the "Get Trello for free" button.



2. On the next page, you have **many different options to sign up / sign in**, so choose the one that fits you best.

A screenshot of the Trello sign-up page. The left side shows a form with a 'Trello' logo, a 'Sign up to continue' button, an 'Enter your email' input field, a checkbox for newsletter subscription, and a 'Sign up' button. The right side shows alternative sign-in options with 'OR' at the top, followed by four buttons: 'Continue with Google', 'Continue with Microsoft', 'Continue with Apple', and 'Continue with Slack'. At the bottom right, there's a link 'Already have an Atlassian account? Log in'.

3. You will see a "Welcome to Trello" message and a prompt to **create and name your new Workspace**. Add teammates if you like. And click "Create your Workspace".

4. You don't need a premium plan. Click "Skip".

	FREE	PREMIUM
BUILT-IN AUTOMATION	✓	✓
UNLIMITED POWER-UPS	✓	✓
ADMIN AND SECURITY CONTROLS ⓘ		✓
MULTIPLE PROJECT VIEWS ⓘ		✓
DUE DATES AND ASSIGNEES FOR CHECKLIST ITEMS ⓘ		✓
AND MORE...		✓

5. You are now taken to your project, which in our case is called "QA-Fundamentals" and has one "Untitled board". You can change the name of the board, by clicking directly on it.

The screenshot shows the Trello web interface. On the left, there's a sidebar titled 'QA-Fundamentals' under 'Free'. It includes sections for 'Boards', 'Members', 'Workspace settings', 'Workspace views' (with 'Table' and 'Calendar'), and 'Your boards' (with 'Untitled Board' selected). The main area is titled 'Untitled Board' and contains three lists: 'To Do', 'Doing', and 'Done'. Each list has a '+ Add a card' button and a trash icon.

6. As you can see, **by default** there are **three lists** on your board, called "**To Do**", "**Doing**" and "**Done**". You can add more lists, depending on the project you are working on and its needs. So, let's create another list, called "**On Hold**" because everybody has some tasks that are postponed. 😊 Click on the "Add another list" button.

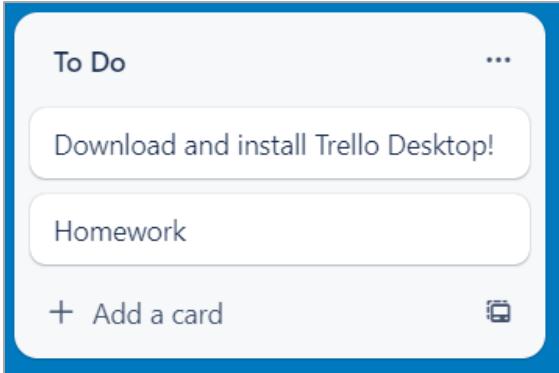
The screenshot shows the 'Software Technologies' board. It has four lists: 'To Do', 'Doing', 'Done', and 'On Hold'. The 'On Hold' list is highlighted with a blue border. A blue button labeled '+ Add another list' is visible above the 'Done' list. The 'To Do' list contains one card: 'Creating my first board with cards'. The 'Add card' button is at the bottom of the 'To Do' list.

The screenshot shows the 'Software Technologies' board again. The 'On Hold' list is now active, indicated by a blue border around its header. A blue button labeled 'Add list' is visible above the 'On Hold' list. The other lists ('To Do', 'Doing', 'Done') are visible below it.

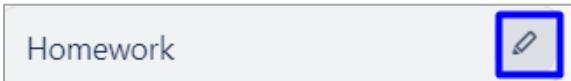
7. Now let's **create our first card**. By "card" Trello means task. So, we click "+ Add a card" on the "To Do" board and you will be prompted to enter a name for this card. We're naming the card "**Download and install Trello Desktop!**" because this is exactly what we're going to do later.

The screenshot shows the 'Software Technologies' board. The 'To Do' list now contains a card named 'Download and install Trello Desktop!'. The 'Add card' button is still visible at the bottom of the 'To Do' list.

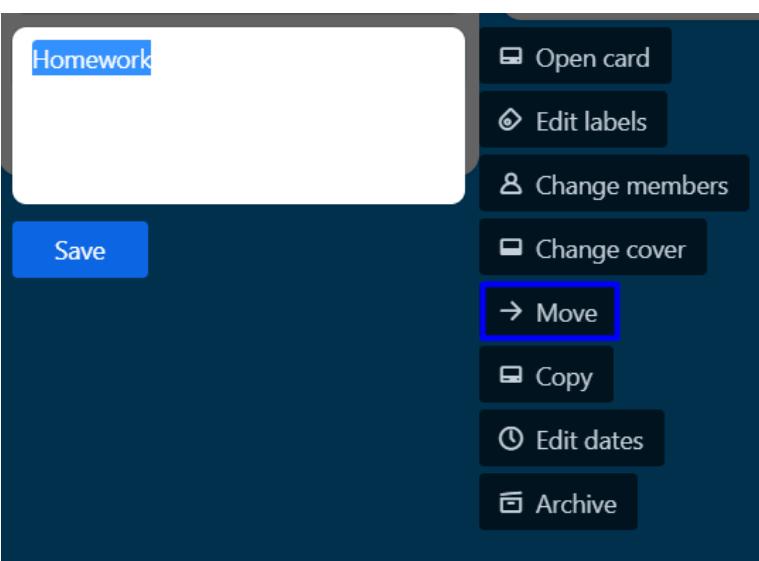
8. At this point, if you hit Enter or the blue button "Add card", you'll be given the opportunity to create another card, so let's do it. **Create another card and name it "Homework".**



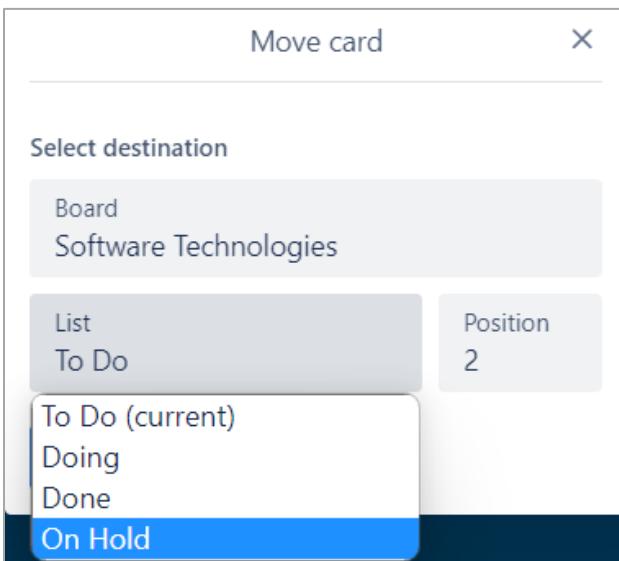
9. Now, **hover** over the "Homework" title and when a **small pencil appears, click on it.**



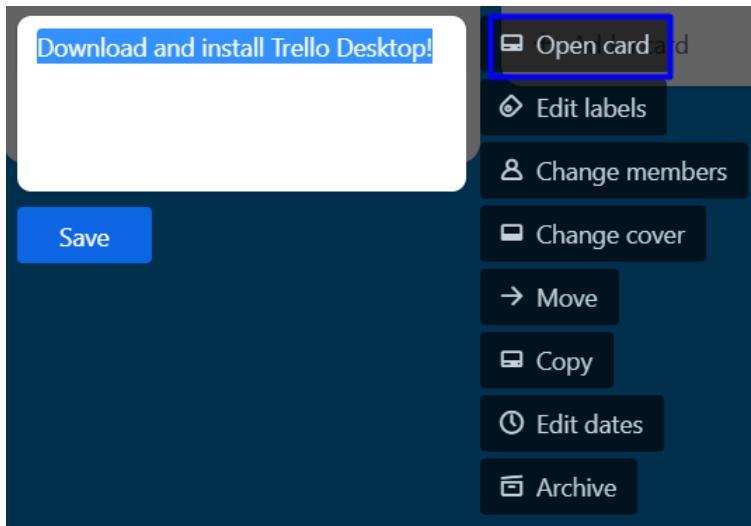
10. A menu with a few options will appear. **Choose "Move".**



11. And then move the card from the "To Do" to the "On Hold" list. 😊



12. So now you have one card in the "To Do" and one card in the "On Hold" list. Open the "**Download and install Trello Desktop!**" card. You can do that by clicking "Open card" through the menu or by clicking directly on the title (not the little pencil, directly on the title).



**13.** And this is your **card's details**. You can edit it whichever way you like. You can add members, labels, checklists, dates, attachments, etc. For now, we will just **add a comment** "I'll download Trello Desktop right about now!" in the comment section and then move the card to the "Doing" list.

Download and install Trello Desktop!

in list [To Do](#) [@](#)

Notifications

Following

Description

Add a more detailed description...

Activity

Show details

I will download Trello Desktop, right about now!

Save

Add to card

- Members
- Labels
- Checklist
- Dates
- Attachment
- Cover
- Custom Fields

Power-Ups

+ Add Power-Ups

Automation

+ Add button

Actions

- Move
- Copy
- Make template
- Archive
- Share

## 2. Trello Desktop

1. Navigate to <https://trello.com/platforms>. For the purpose of this tutorial, we are installing Trello on Windows, so click on the "Get it from Microsoft Button".

The screenshot shows the official Trello website. At the top, there's a navigation bar with links for ATLASIAN, Trello, Features, Solutions, Plans, Pricing, and Resources. On the right side of the header is a button labeled "Go to your boards". Below the header, a large blue banner with white text says "Trello works seamlessly wherever you are." Three sections below show "Web" (Trello.com), "Mobile" (Download on the App Store), and "Desktop" (Download on the App Store). The "Desktop" section includes a "Get it from Microsoft" button.

Trello works seamlessly wherever you are.

Web  
Trello.com →

Mobile  
Download on the App Store

Desktop  
Download on the App Store  
Get it from Microsoft

Trello is supported in these modern browsers.

2. You'll be redirected to Trello's page on Microsoft store, so click "Get in Store app".

The screenshot shows the Trello app page on the Microsoft Store. At the top, it says "Home / Business / Trello". The app icon is a blue square with a white 'T'. The app name is "Trello" and it's published by "Trello, Inc.". It has a rating of 4.5 stars from 595 reviews and is categorized as "Business". To the right, there's a "Get in Store app" button and the word "Free". Below the header, there's a large image showing the Trello interface and a section titled "Experience Trello Without Distractions". To the right of the main image, there's a "Native Notifications" section with a screenshot of a Windows desktop showing notifications. On the far right, there's a sidebar with links for "Details", "Available in 1 language", "Published by", "12/21/2016", "Terms", "Privacy policy", "Developer and IT", "App badge", and "Endpoint Manager". At the bottom, there's an ESRB rating logo.

Home / Business / Trello

Trello  
Trello, Inc.  
★★★★★ 595 | Business

Get in Store app  
Free

Experience Trello Without Distractions

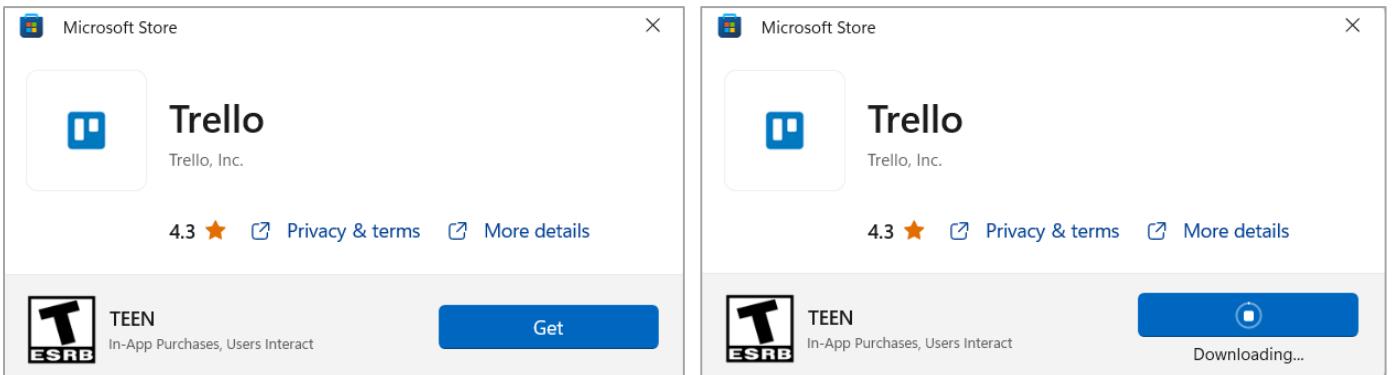
Native Notifications

Native Notifications

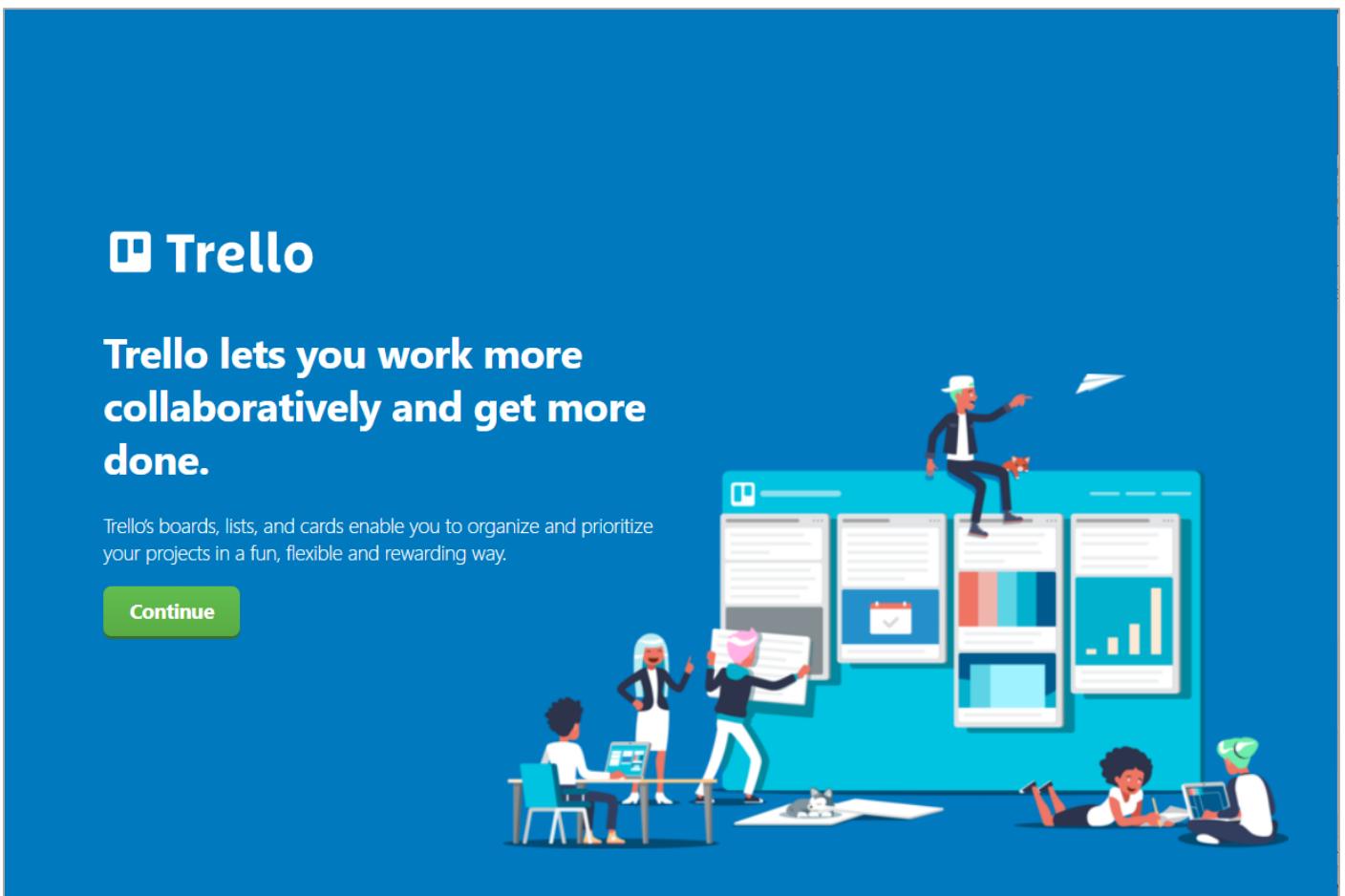
Details  
Available in 1 language  
Published by  
Trello, Inc.  
12/21/2016  
Terms  
Privacy policy  
Developer and IT  
App badge  
Endpoint Manager

ESRB

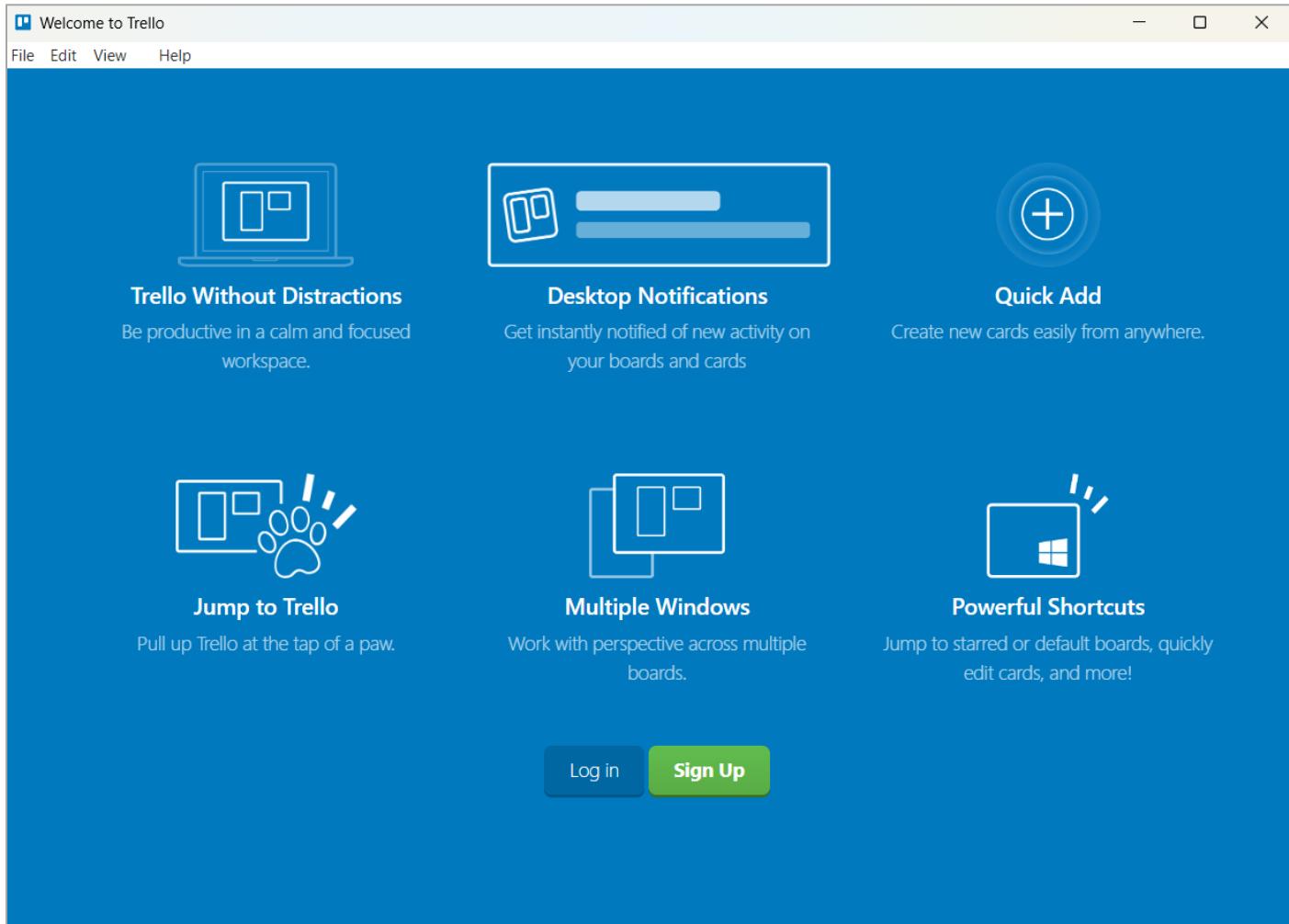
3. On the following pop-up window, click "Get" and when download completes → "Open".



4. This is how the first screen looks like. Hit "Continue".



5. Since you already have an account, created via Trello Web App "Log in" with your credentials.



The screenshot shows the 'Log in to Trello' page. It features a large input field for 'Enter email' with a blue border. Below it is a green 'Continue' button. To the right of the button is the text 'OR'. Below 'OR' are four social login options: 'Continue with Google' (Google logo), 'Continue with Microsoft' (Microsoft logo), 'Continue with Apple' (Apple logo), and 'Continue with Slack' (Slack logo). At the bottom left, there are links for 'Can't log in?' and 'Sign up for an account'.

6. As you can see, your project is here, as well as its board. Also, you may notice, that the **user interface is the same** as in the Web app.

The screenshot shows the Trello desktop application interface. At the top, there's a navigation bar with 'Boards | Trello', 'Trello', 'Workspaces', 'Recent', 'Starred', 'Templates', a search bar, and various icons. On the left, a sidebar has sections for 'Boards', 'Templates', 'Home', 'Workspaces' (with '+'), 'QA-Fundamentals' (selected, with '+'), 'Boards', 'Highlights', 'Views', 'Members', 'Settings', and 'Create new board'. In the center, under 'YOUR WORKSPACES', it shows 'QA-Fundamentals' with a 'Software Technologies' board. This board has four columns: 'To Do' (with '+ Add a card'), 'Doing' (with 'Download and install Trello Desktop!', a comment, and '+ Add a card'), 'Done' (with '+ Add a card'), and 'On Hold' (with 'Homework' and '+ Add a card'). At the bottom, there's a 'View all closed boards' button.

This screenshot shows the 'Software Technologies' board within the 'QA-Fundamentals' workspace. The board has four columns: 'To Do', 'Doing', 'Done', and 'On Hold'. The 'Doing' column contains a card titled 'Download and install Trello Desktop!' with one comment and an option to add another card. The 'Done' column also has an option to add a card. The 'On Hold' column contains a card titled 'Homework' with an option to add another card. The left sidebar of the desktop app shows the 'Software Technologies' board selected.

7. Now move the "Download and install Trello Desktop!" card from "Doing" to "Done". And then **sent it to Archive**. The option to "Delete" card appears, only after a card is archived. If a card is deleted, it cannot be restored, while if it's archived – it can. To unarchive a Trello card, head to the board that used to host the card and click on "Menu" on the top right side of the board. Next, click "More" and navigate to "Archived Items". There you will see every card you've archived on that board. To restore a card, simply click "Send to board".

Download and install Trello Desktop!

in list Done

Notifications

Following

Description

Add a more detailed description...

Activity

Show details

Write a comment...

MD 2 hours ago

I will download Trello Desktop, right about now!

Edit • Delete

Add to card

- Members
- Labels
- Checklist
- Dates
- Attachment
- Cover
- Custom Fields

Power-Ups

+ Add Power-Ups

Automation

+ Add button

Actions

- Move
- Copy
- Make template
- Archive
- Share

Delete card?

All actions will be removed from the activity feed and you won't be able to re-open the card. There is no undo.

**Delete**

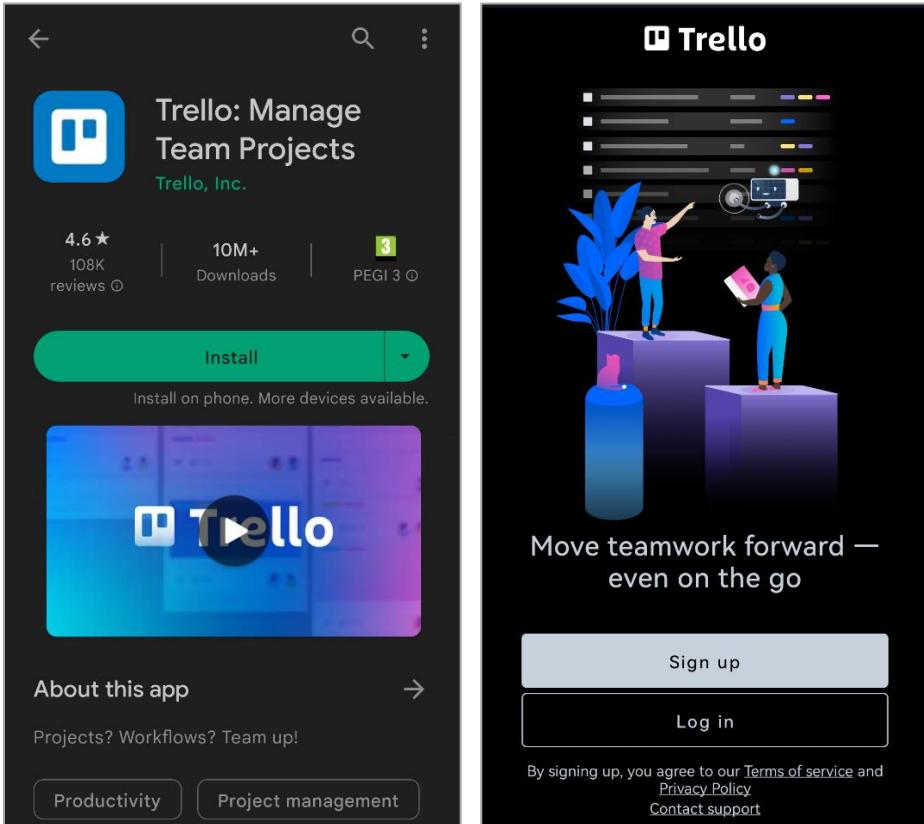
**— Delete**

8. Now create a new card in board "To Do", name it "**Download Trello Mobile**".

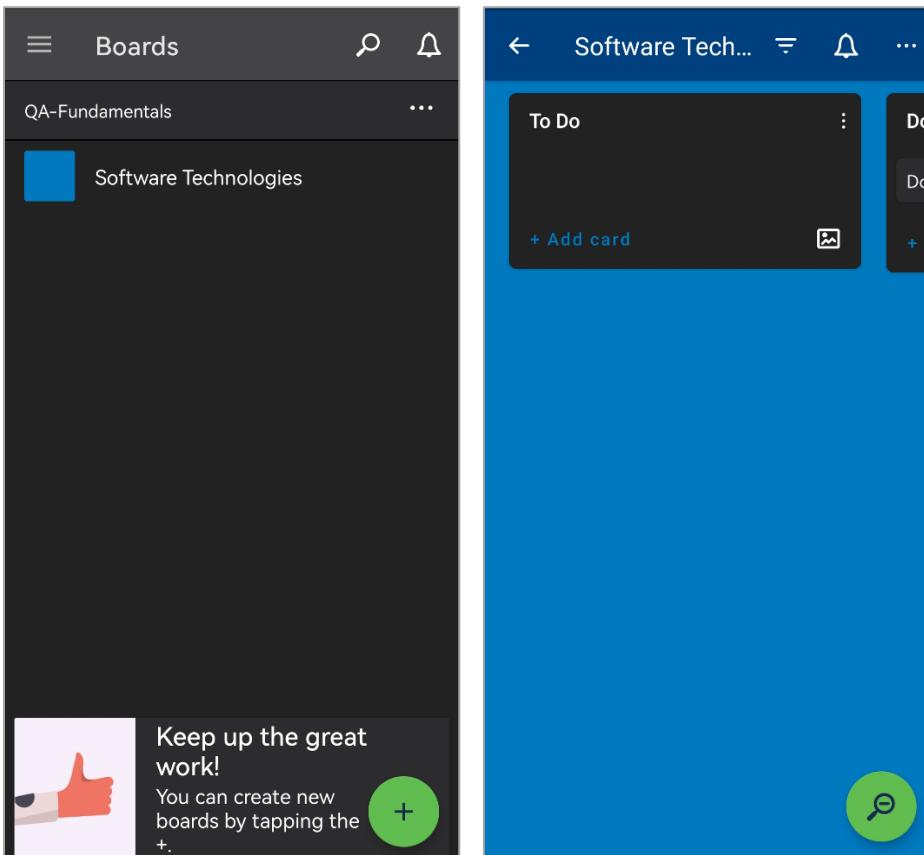
9. Move it to "**Doing**".

## 4. Trello Mobile

- For the purpose of this tutorial, we are installing Trello on Android, so **open Google Play, search for "Trello", install it, and log in with your existing account.**



- As you can see your project "QA-Fundamentals" with its board "Software Technologies" is present.



3. Navigate to the "Doing" list and move the "Download Trello Mobile" card in the "Done" list.

The first screenshot shows a card titled "Download Trello Mobile!" in the "Software Technologies" list under "Doing". It includes quick actions like "Add Checklist", "Add Attachment", and "Members".

The second screenshot shows the "Move card" dialog with "Board" set to "Software Technologies", "List" set to "Doing", and "Position" set to 1.

The third screenshot shows the "Move card" dialog with "List" set to "Done" and "Position" set to 1, indicating the card has been moved.

4. Now in your "To Do" list **create a new card**, named "Create new board!", head back to the main page of your workspace, where we will create the new board. Click on the green "plus" button.

The left screenshot shows the "Add card..." dialog with the "To Do" list selected. A card titled "Create new board!" is being added.

The right screenshot shows the main workspace interface with the "QA-Fundam..." board. It displays the "BOARDS" tab, a message about workspace boards, and a "Keep up the great work!" message with a thumbs-up icon and a green plus button.

5. Let's **browse the templates** to see what board to create.

The image consists of three side-by-side screenshots of the Trello mobile application. The left screenshot shows a 'Boards' screen with two boards listed: 'QA-Fundamentals' and 'Software Technologies'. Below the boards are buttons for 'Browse templates', 'Card', and a message encouraging users to keep up their great work. The middle screenshot shows a 'Start with a template' screen with four cards: 'Basic Board' (blue), 'Project Management' (purple), 'Backlog' (pink), and 'Kanban Template' (teal). The right screenshot shows another 'Start with a template' screen with two cards: 'Remote Team Hub' (yellow train) and 'Company Overview' (ski lift).

6. As you can see there's number of possibilities, but for the purpose of this tutorial, we will **create a Kanban Board**.

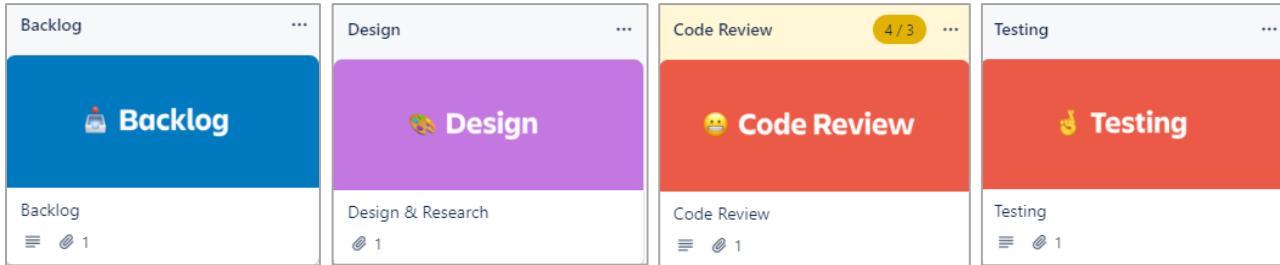
The image consists of three side-by-side screenshots of the Trello mobile application. The left screenshot shows a 'Start with a template' screen with three cards: 'Kanban Template' (teal), 'Agile Board Template | Trello' (purple), and 'Backlog' (pink). The middle screenshot shows a detailed view of the 'Kanban Template' card, which includes a description: 'Use this simple Kanban template to improve the productivity of your engineering team and help them build better products, faster.' and a 'Create board from template' button. The right screenshot shows a 'Create board from template' dialog box with fields for 'Board name' (set to 'First Kanban Board'), 'Workspace' (set to 'QA-Fundamentals'), 'Visibility' (set to 'Private'), and a 'Keep cards' toggle switch (which is turned on).

7. So now that we've created our first Kanban board, we suggest you move back to Trello Web or Desktop App, because it is easier to observe more content on a desktop screen.

## 5. \* Kanban Board

Trello's Kanban board is a powerful tool for managing projects and workflows, allowing teams to collaborate more effectively and stay on top of their work.

1. As you can see, except for the "To Do", "Doing" and "Done" lists, there are "Backlog", "Design", "Code Review", "Testing". As a QA engineer, it is likely to use Kanban boards on a daily basis. You can read more about what Kanban is [here](#).



2. You can continue to **explore** the capabilities of **Trello** by following this official [tutorial](#).