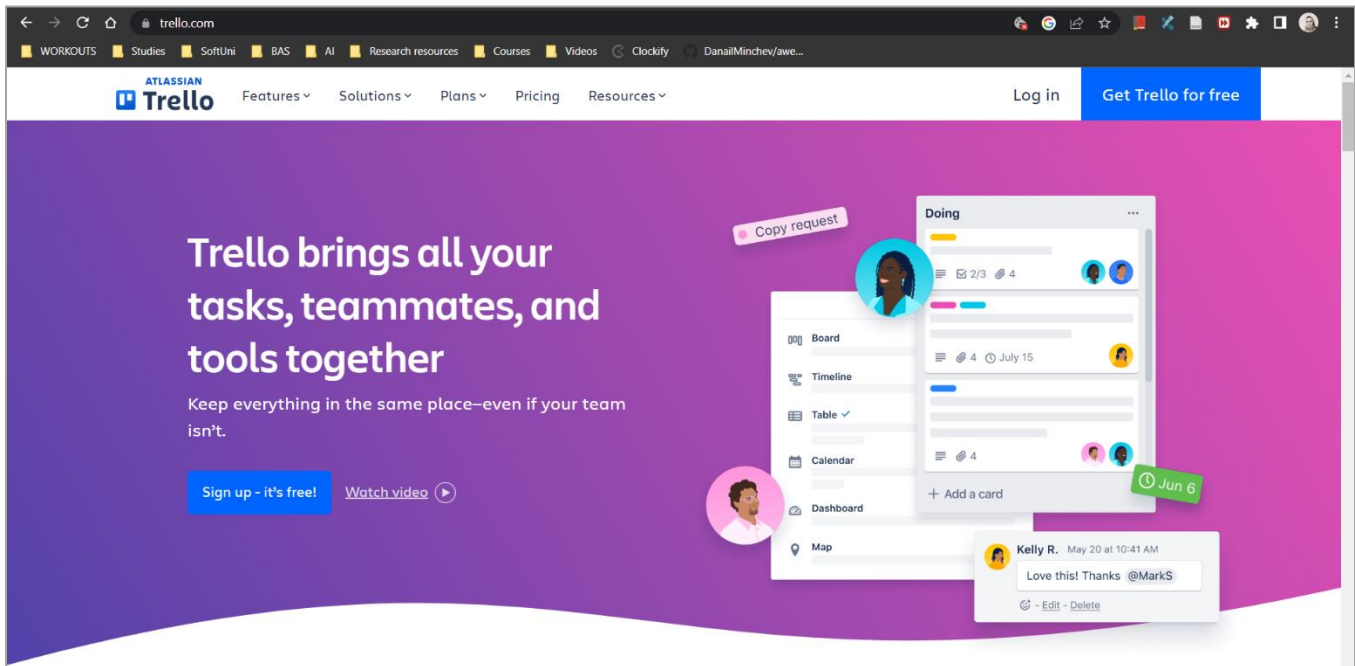


Exercise: Computer Systems and Software – Trello


Problems for exercises and homework for the ["Software Technologies" course @ Software University](#).

1. Trello Web App

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.




Sign up to continue


☐ Yes! Send me news and offers from Atlassian about products, events, and more.


By signing up, I accept the [Atlassian Cloud Terms of Service](#) and acknowledge the [Privacy Policy](#).


Sign up

OR

 **Continue with Google**

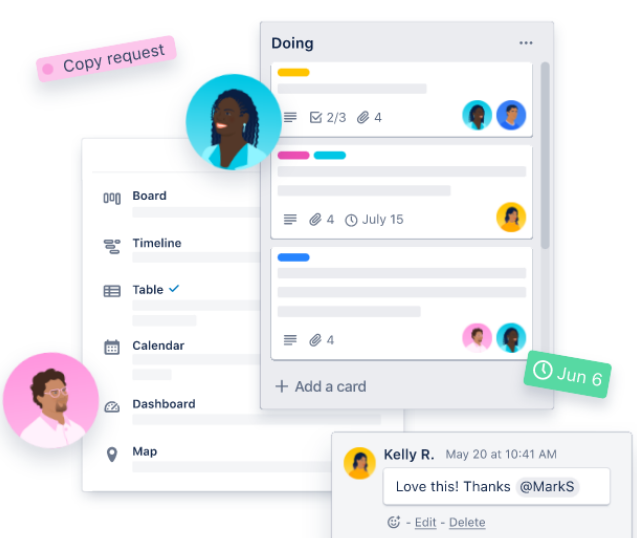
 **Continue with Microsoft**

 **Continue with Apple**

 **Continue with Slack**

[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"**.



Welcome to Trello!

Let's create your Workspace

Everyone and everything in one place. A space for teams to collaborate, organize, and share project boards.

Name your Workspace (Project or team name)

You can also edit this name in your Workspace Settings.

Who's on your team?

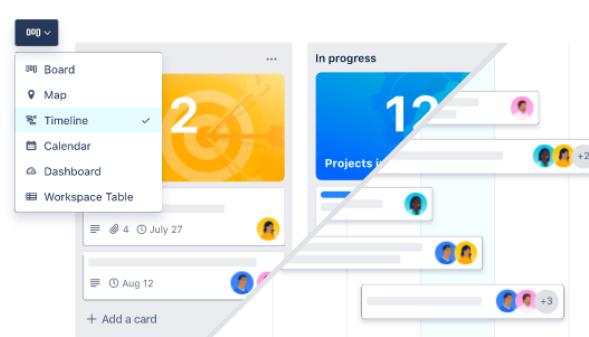
Invite your team members so they can see what you're working on.

[Create your Workspace →](#)

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

Try Trello Premium, free for 30 days

Manage work with advanced layers of organization and features that get your team on the same page.



If you change your mind, you can opt out of Premium at any time.

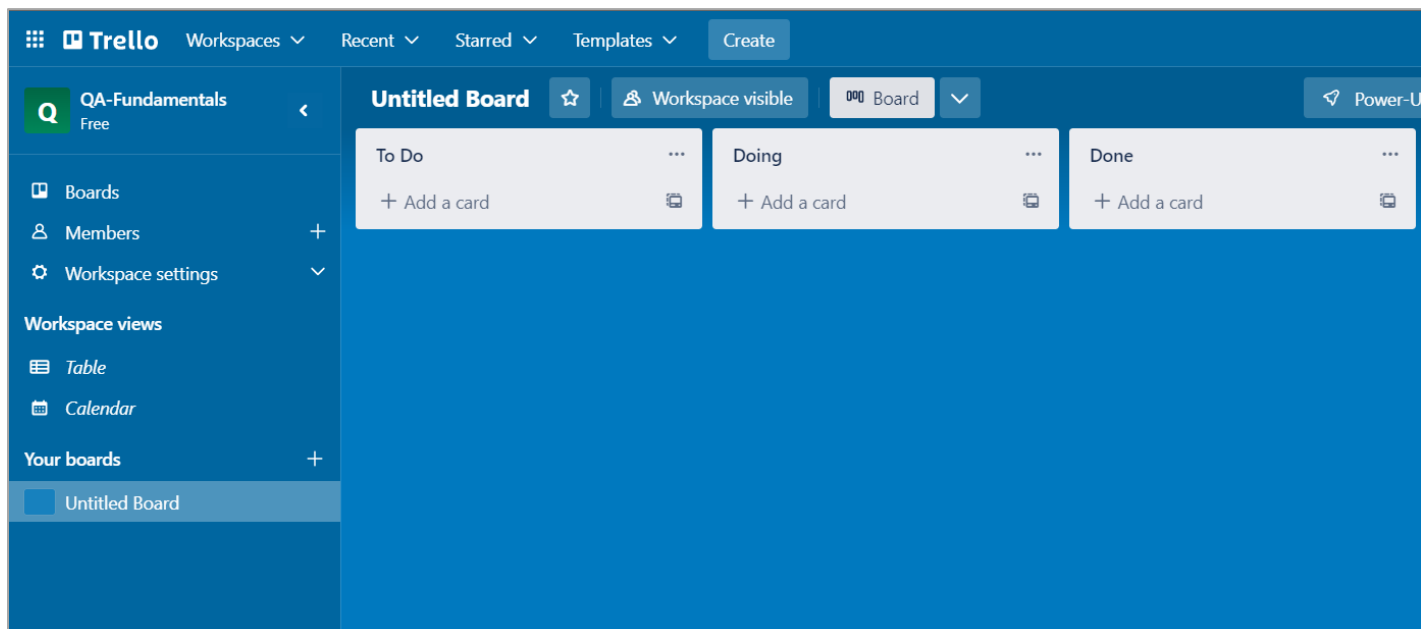
SPECIAL OFFER!

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

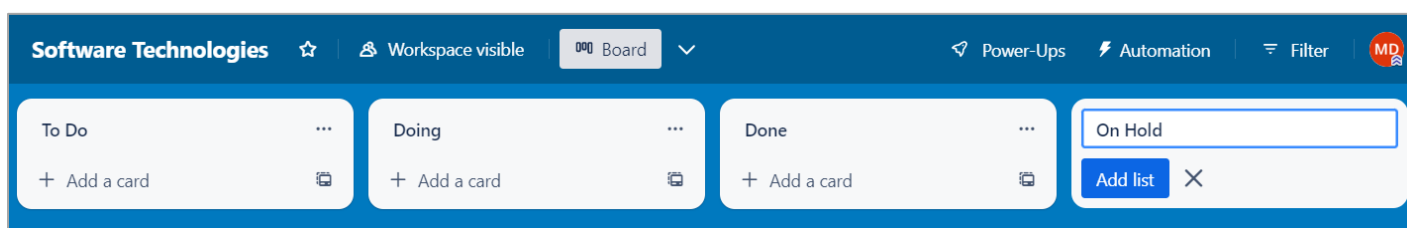
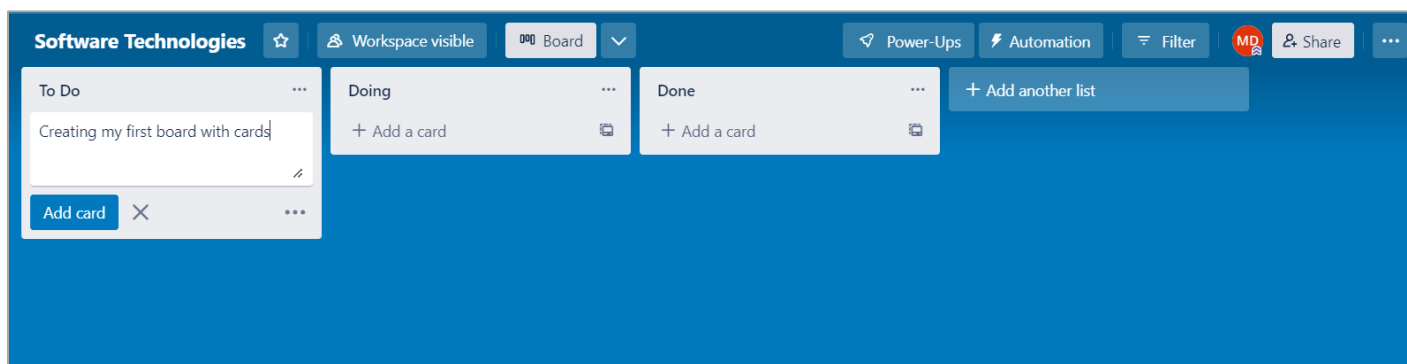
[Start your Premium 30-day free trial →](#)

[Skip](#)

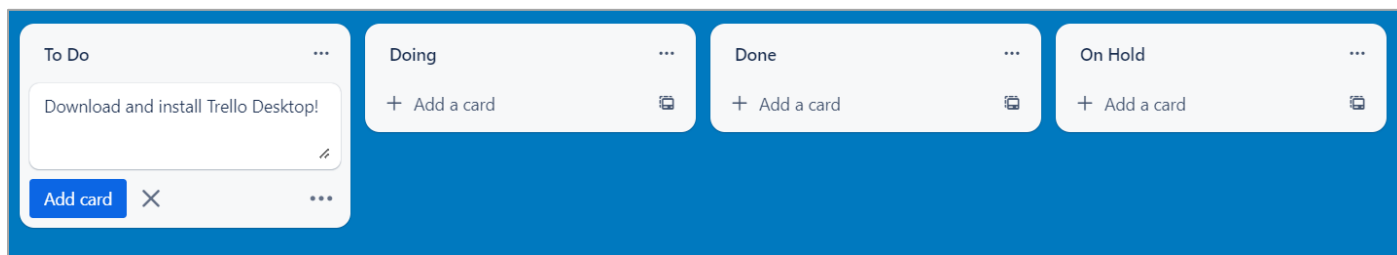
5. You are now taken to your project, which in our case is called "QA-Fundamentals" and has one "Untitled board". You can **change the name** of the board, by **clicking directly on it**.



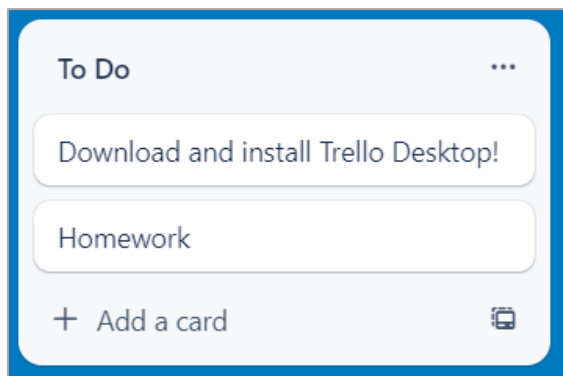
6. As you can see, **by default** there are **three lists** on your board, called **"To Do"**, **"Doing"** and **"Done"**. You can add more lists, depending on the project you are working on and its needs. So, let's create another list, called **"On Hold"** because everybody has some tasks that are postponed.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



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.



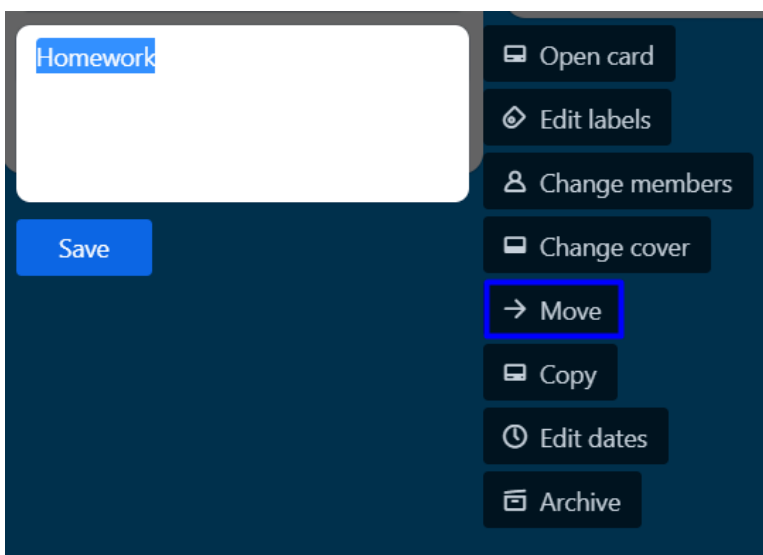
8. At this point, if you hit Enter or the blue button "Add card", you'll be given the opportunity to create another card, so let's do it. **Create another card and name it "Homework"**.



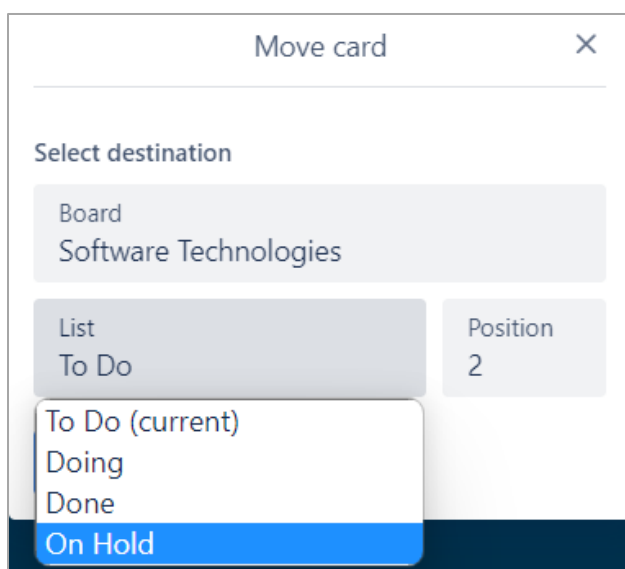
9. Now, **hover** over the "Homework" title and when a **small pencil** appears, **click** on it.



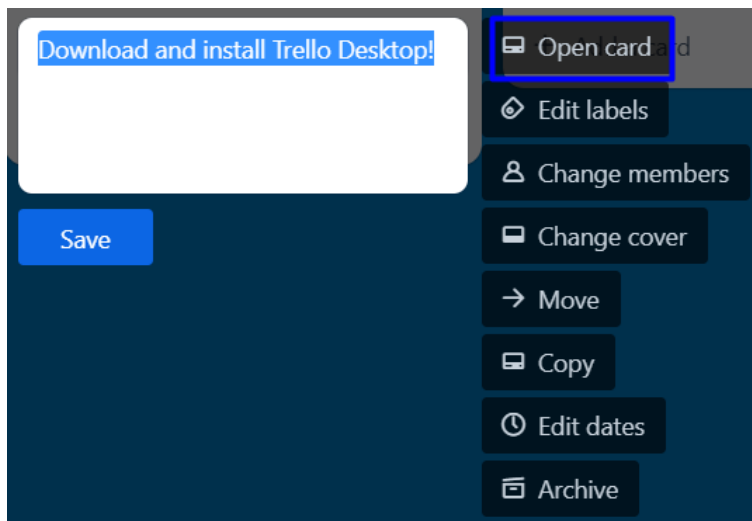
10. A menu with a few options will appear. **Choose "Move"**.



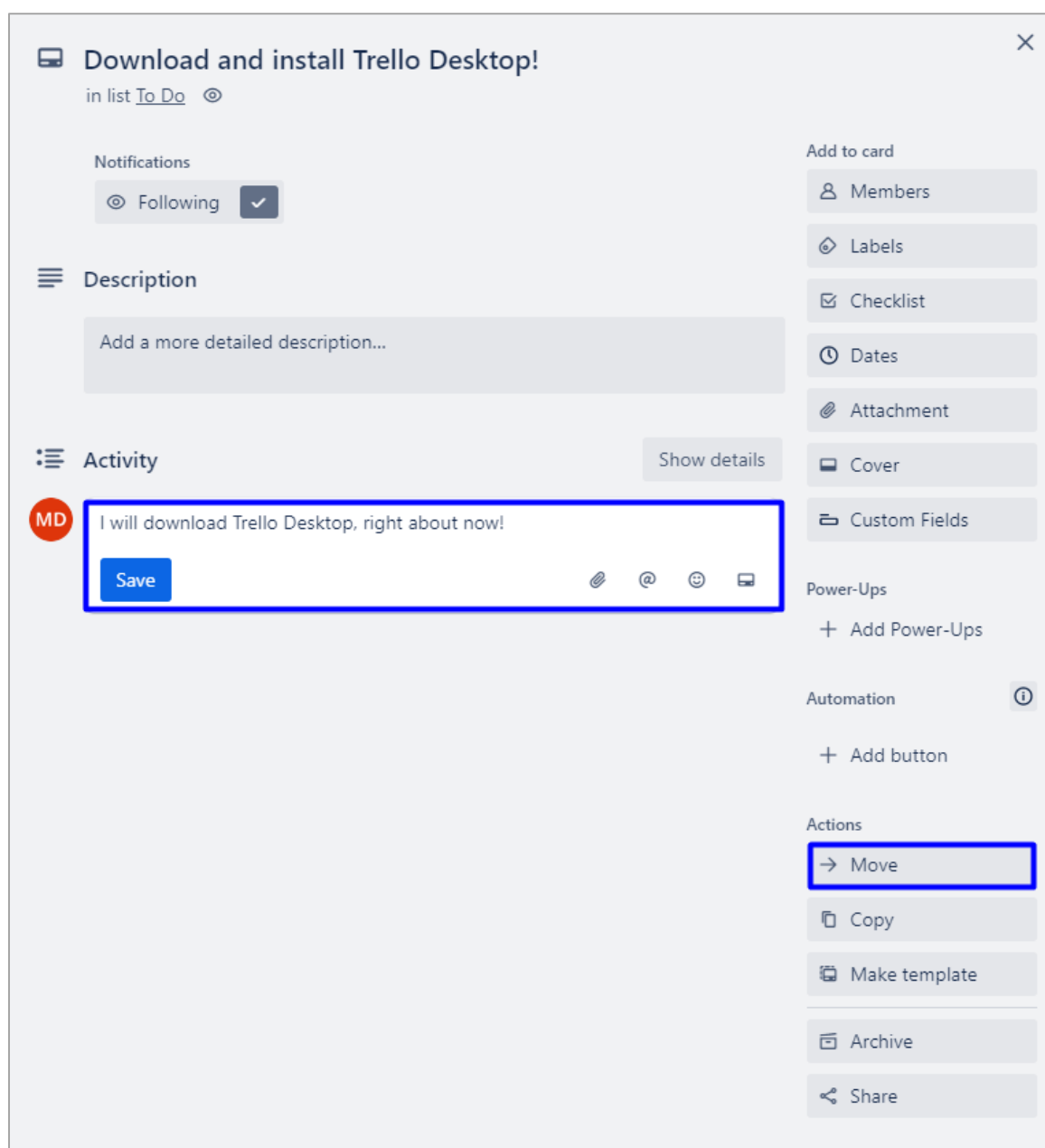
11. And then move the card **from the "To Do" to the "On Hold" list**. 😊



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.



2. Trello Desktop

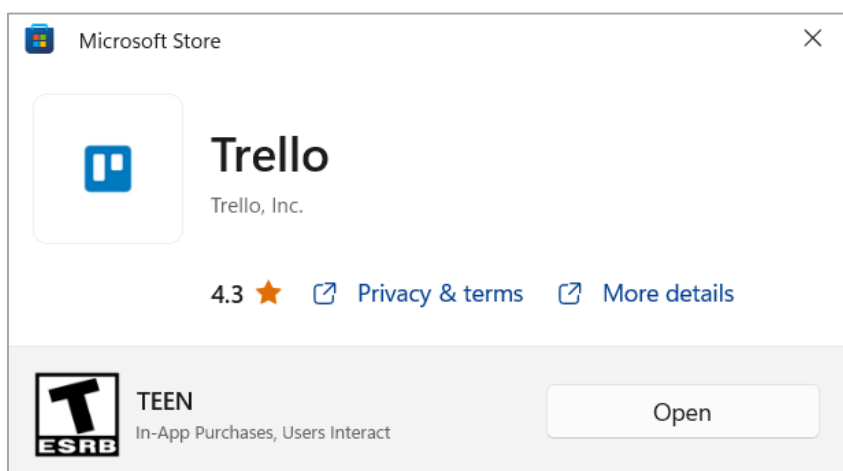
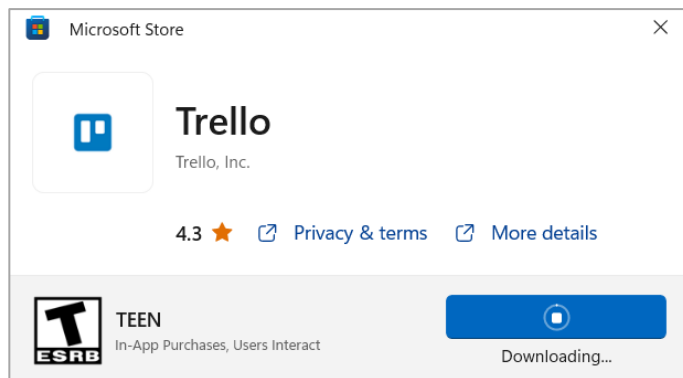
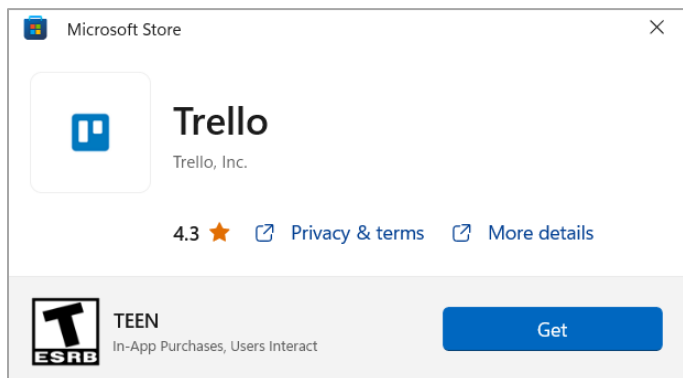
1. Navigate to <https://trello.com/platforms>. For the purpose of this tutorial, we are installing Trello on Windows, so click on the "Get it from Microsoft Button".

The screenshot shows the Trello website's platform selection page. At the top, the navigation bar includes 'Features', 'Solutions', 'Plans', 'Pricing', and 'Resources'. A 'Go to your boards' button is in the top right. The main heading reads 'Trello works seamlessly wherever you are.' Below this, three columns represent different platforms: 'Web' with a 'Trello.com' link, 'Mobile' with 'Download on the App Store' and 'GET IT ON Google Play' buttons, and 'Desktop' with 'Download on the App Store' and 'Get it from Microsoft' buttons. At the bottom, a statement says 'Trello is supported in these modern browsers.'

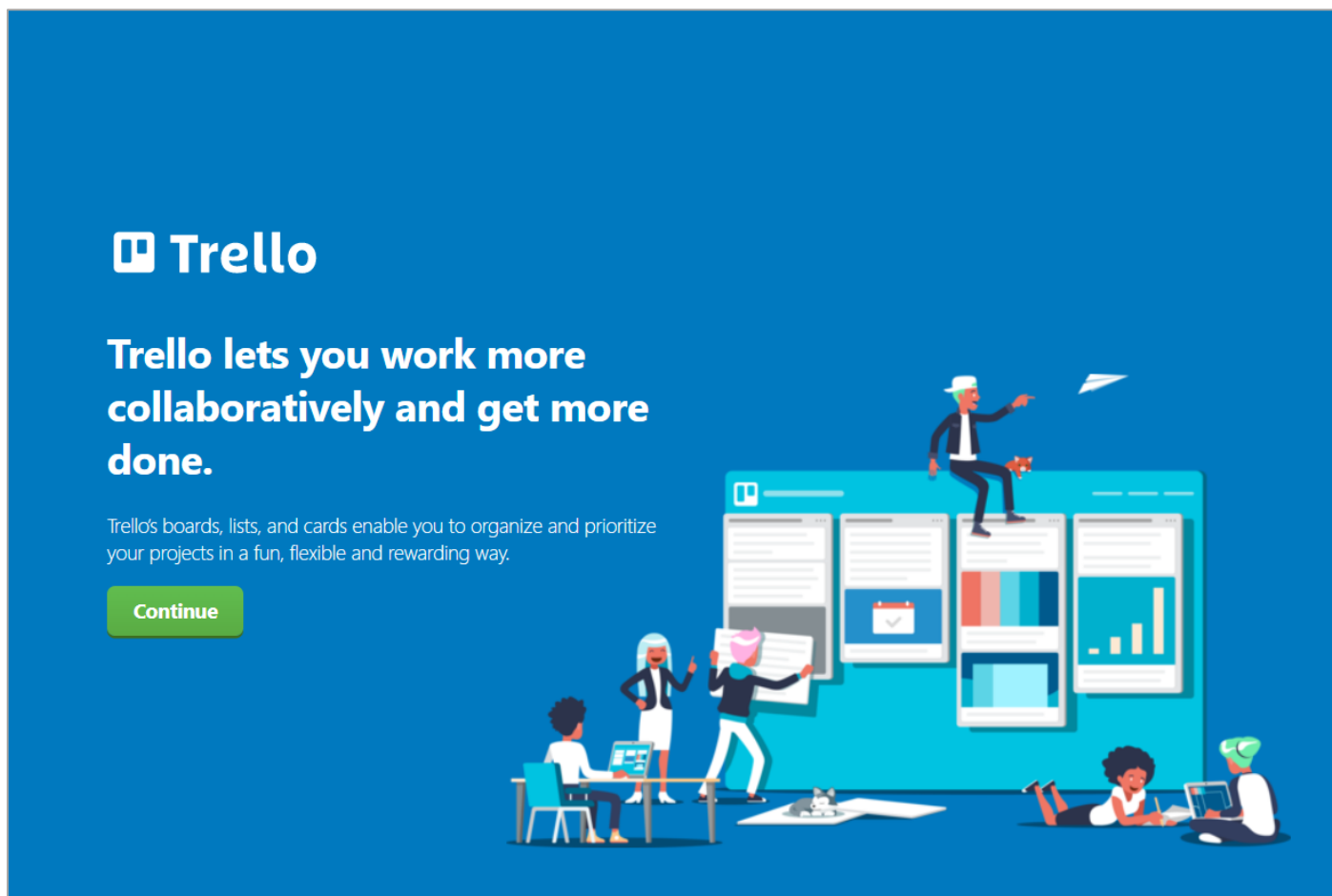
2. You'll be redirected to Trello's page on Microsoft store, so click "Get in Store app".

The screenshot shows the Trello app page on the Microsoft Store. The header includes 'Home / Business / Trello'. The app is titled 'Trello' by 'Trello, Inc.', with a 4.5-star rating and 595 reviews. A 'Get in Store app' button is in the top right. The main content area features a carousel of images: 'Experience Trello Without Distractions' and 'Native Notifications'. To the right, details include 'Available in 1 language', 'Published by Trello, Inc. 12/21/2016', 'Terms Privacy policy', and 'Developer and IT App badge Endpoint Manager'. An ESRB rating of 'TEEN' is shown at the bottom right.

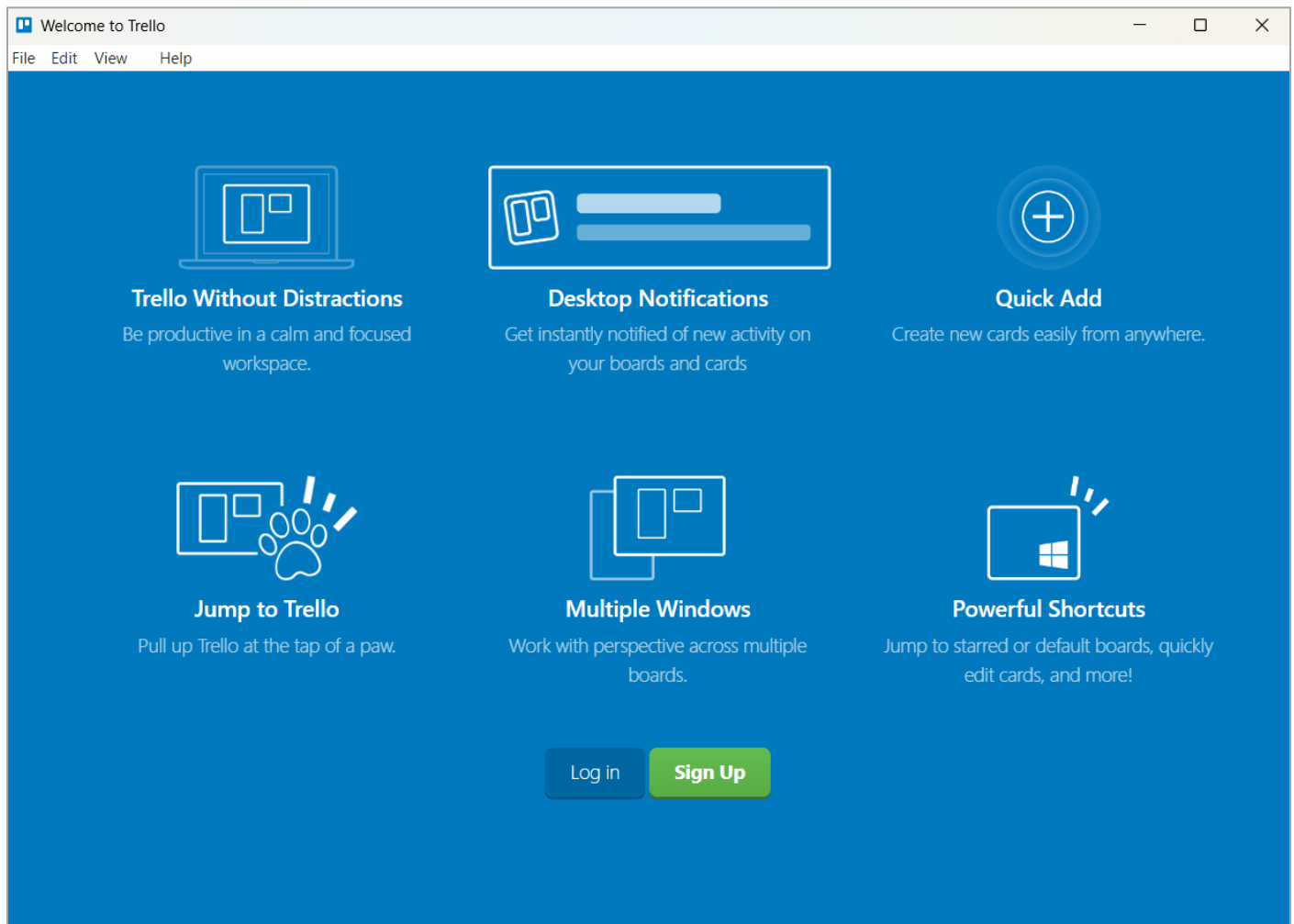
3. On the following pop-up window, click "Get" and when download completes → "Open".



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.





Log in to Trello


Enter email


Continue

OR

 **Continue with Google**

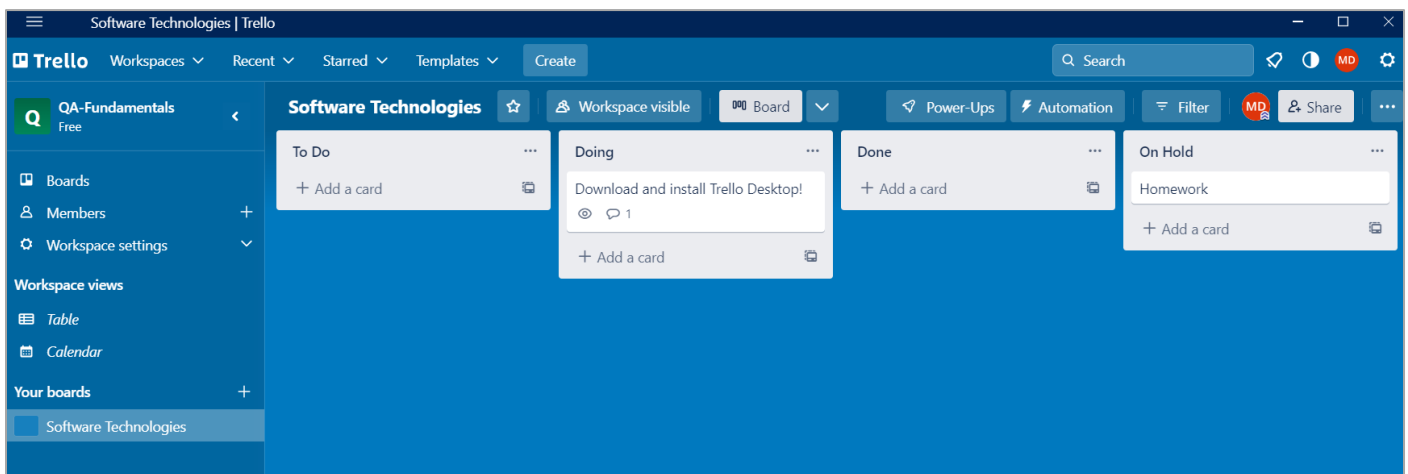
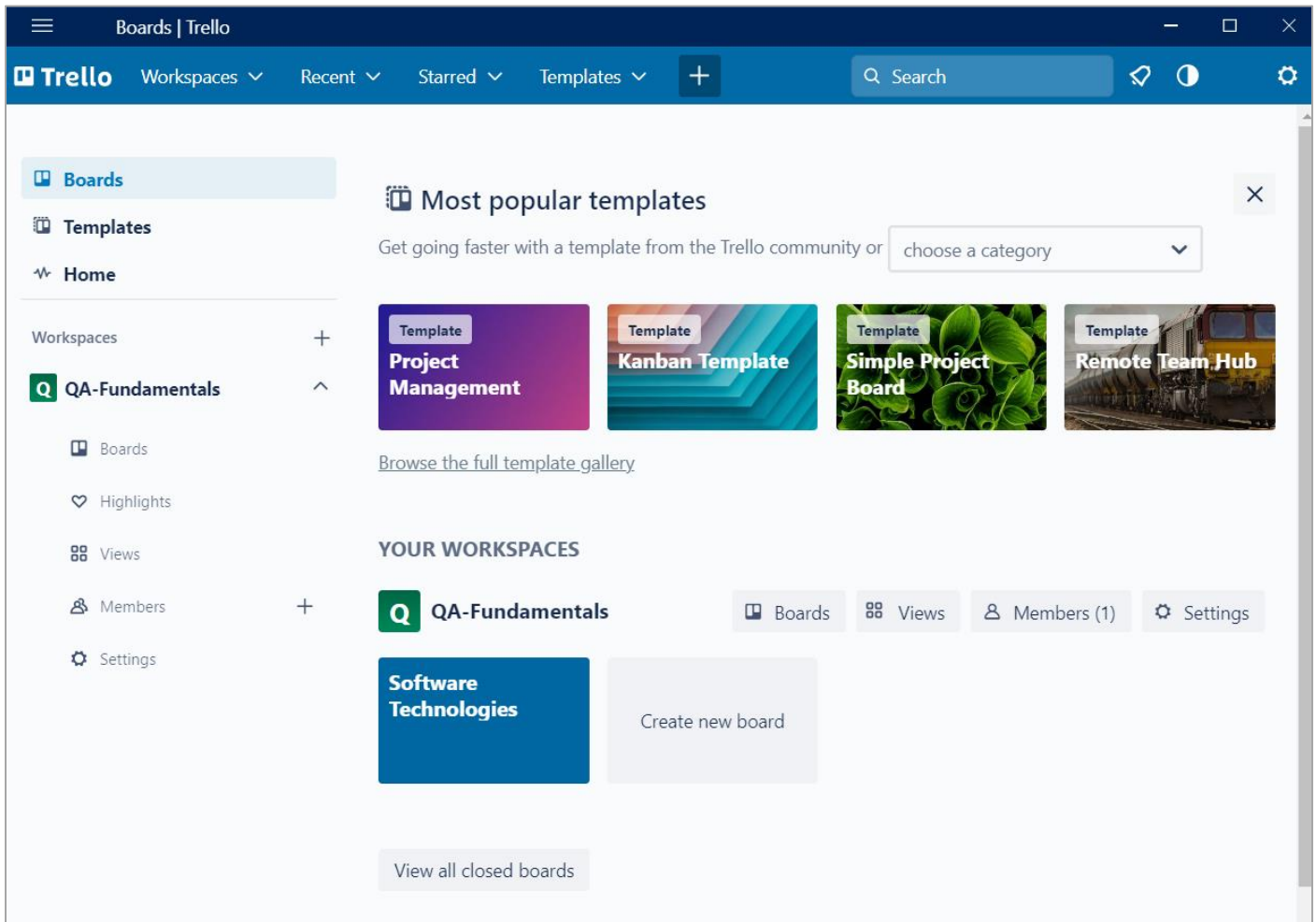
 **Continue with Microsoft**

 **Continue with Apple**

 **Continue with Slack**

[Can't log in?](#) • [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.



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

Write a comment...

MD

 2 hours ago

I will download Trello Desktop, right about now!

 • [Edit](#) • [Delete](#)

Show details

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**".

 **SoftUni**

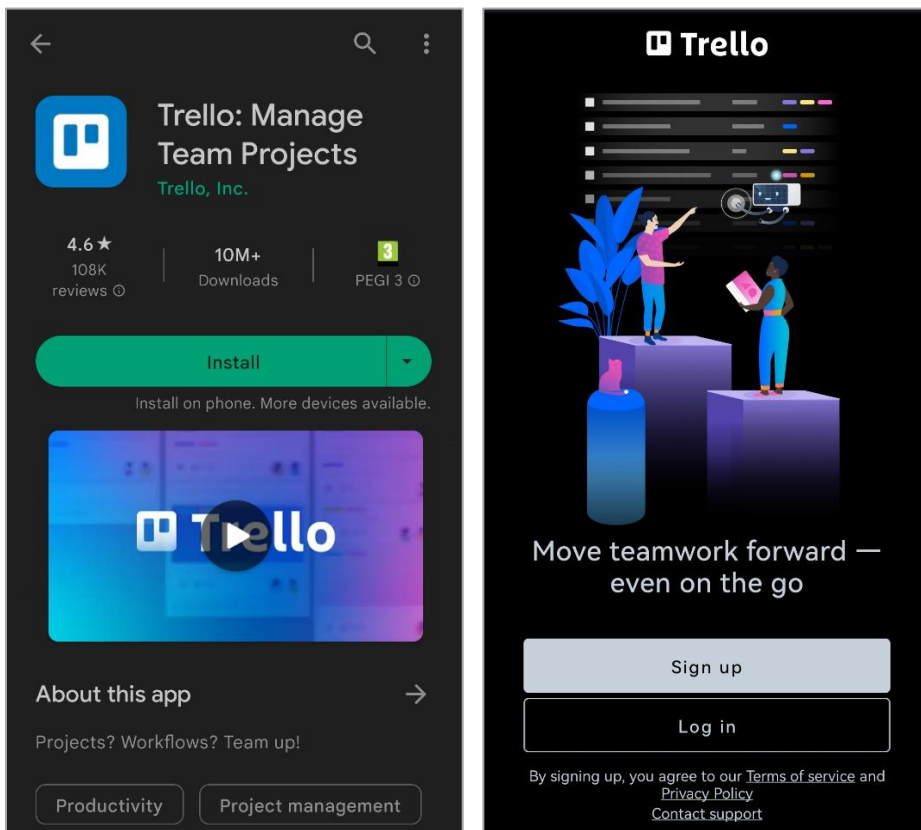
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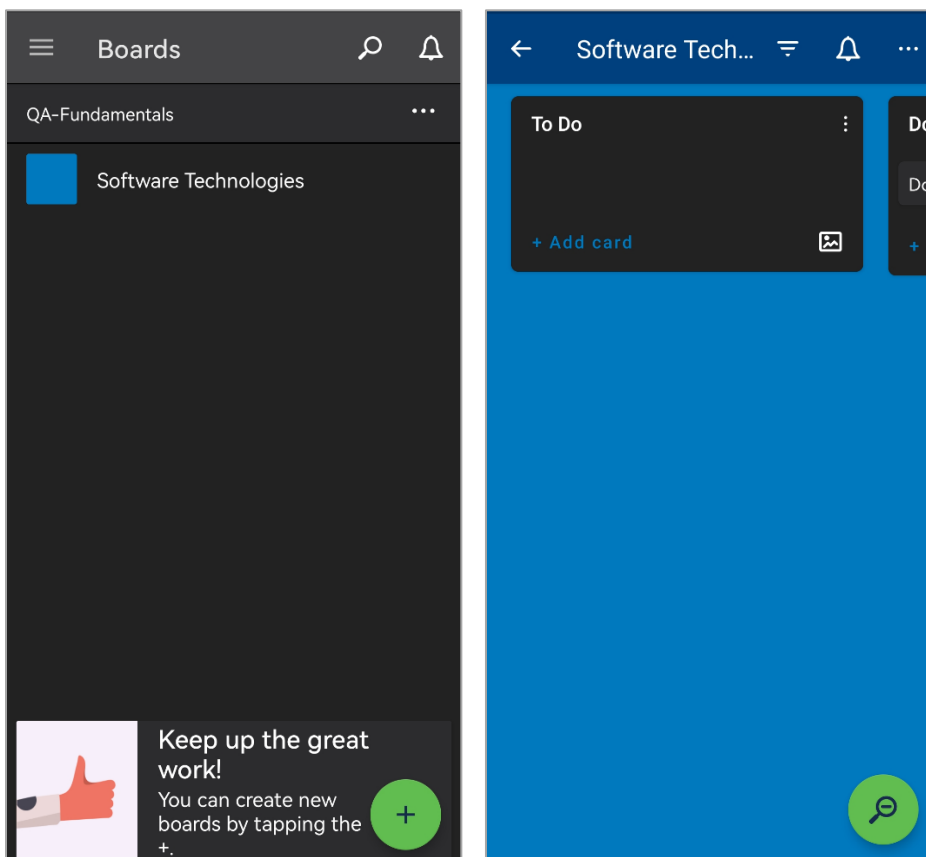
Page 10 of 14

4. Trello Mobile

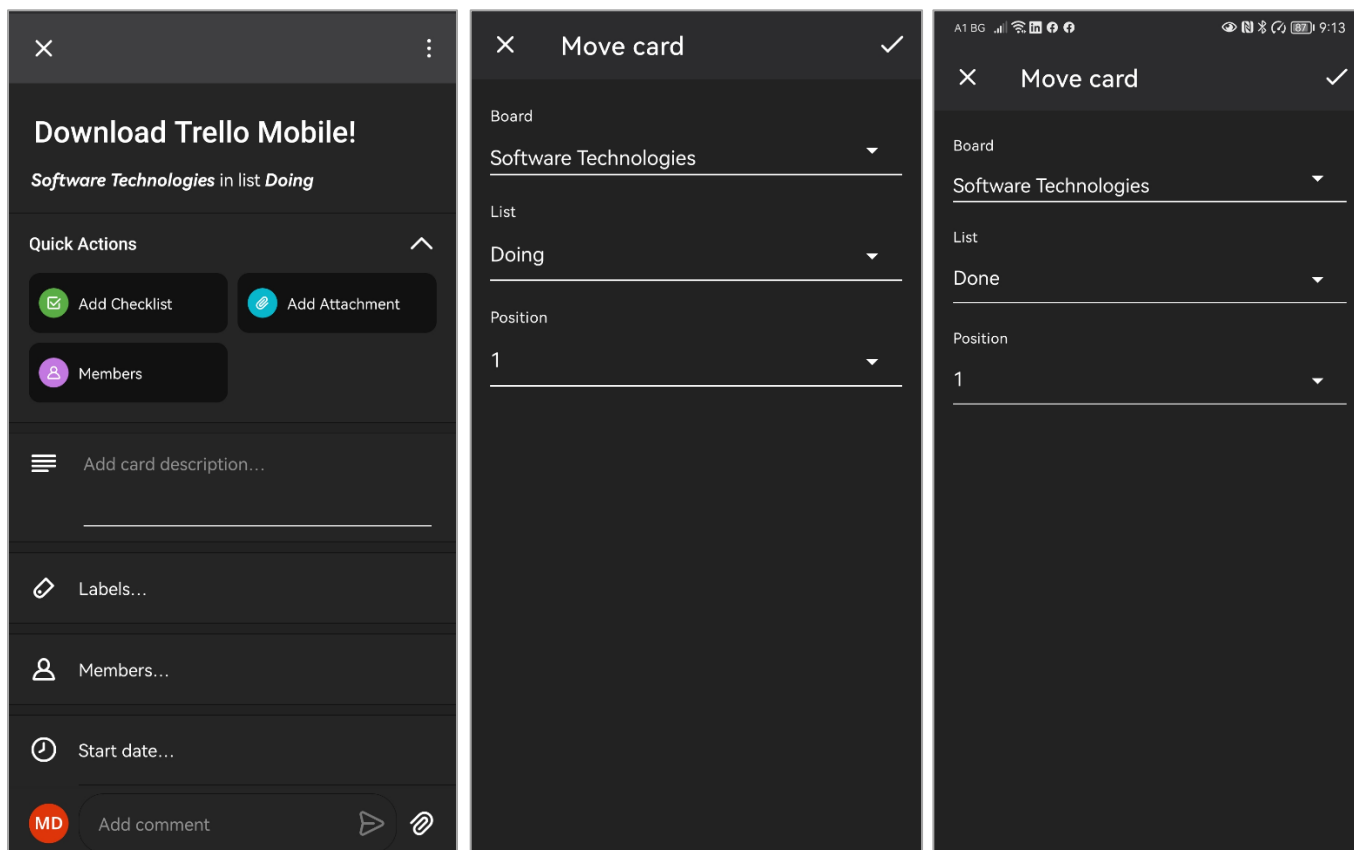
1. For the purpose of this tutorial, we are installing Trello on Android, so **open Google Play, search for "Trello", install it, and log in with your existing account.**



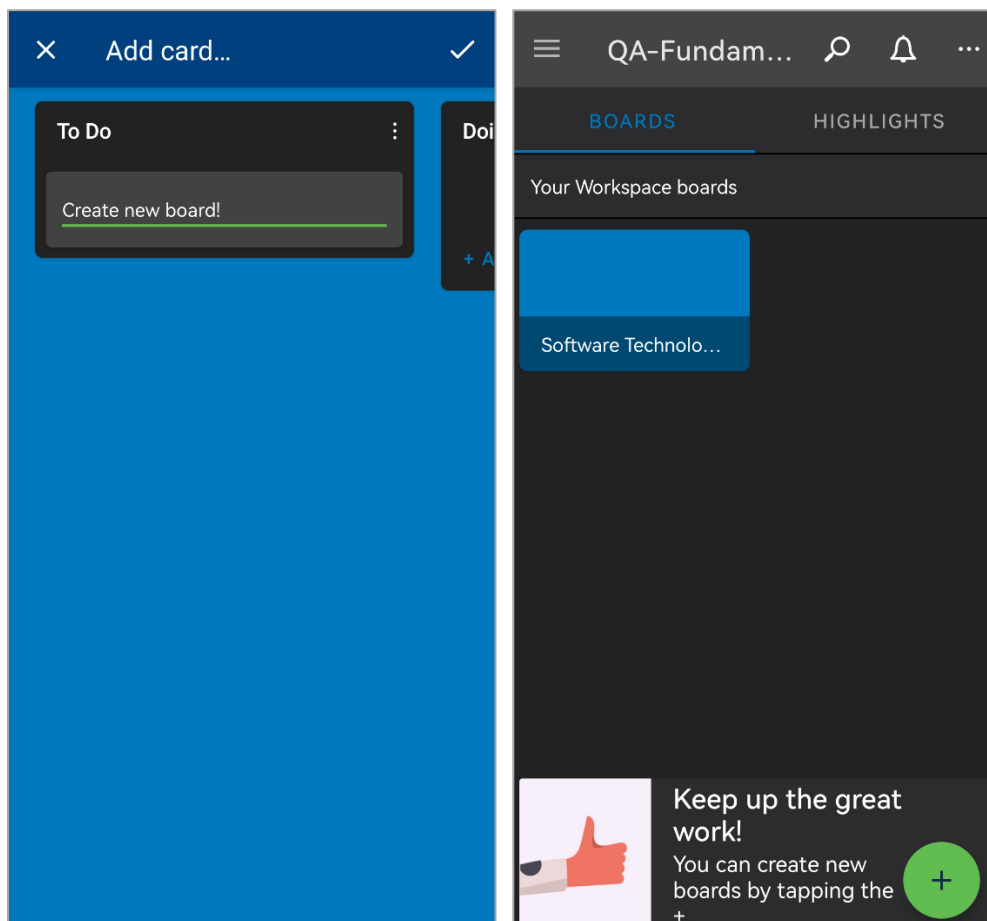
2. As you can see your project "QA-Fundamentals" with its board "Software Technologies" is present.



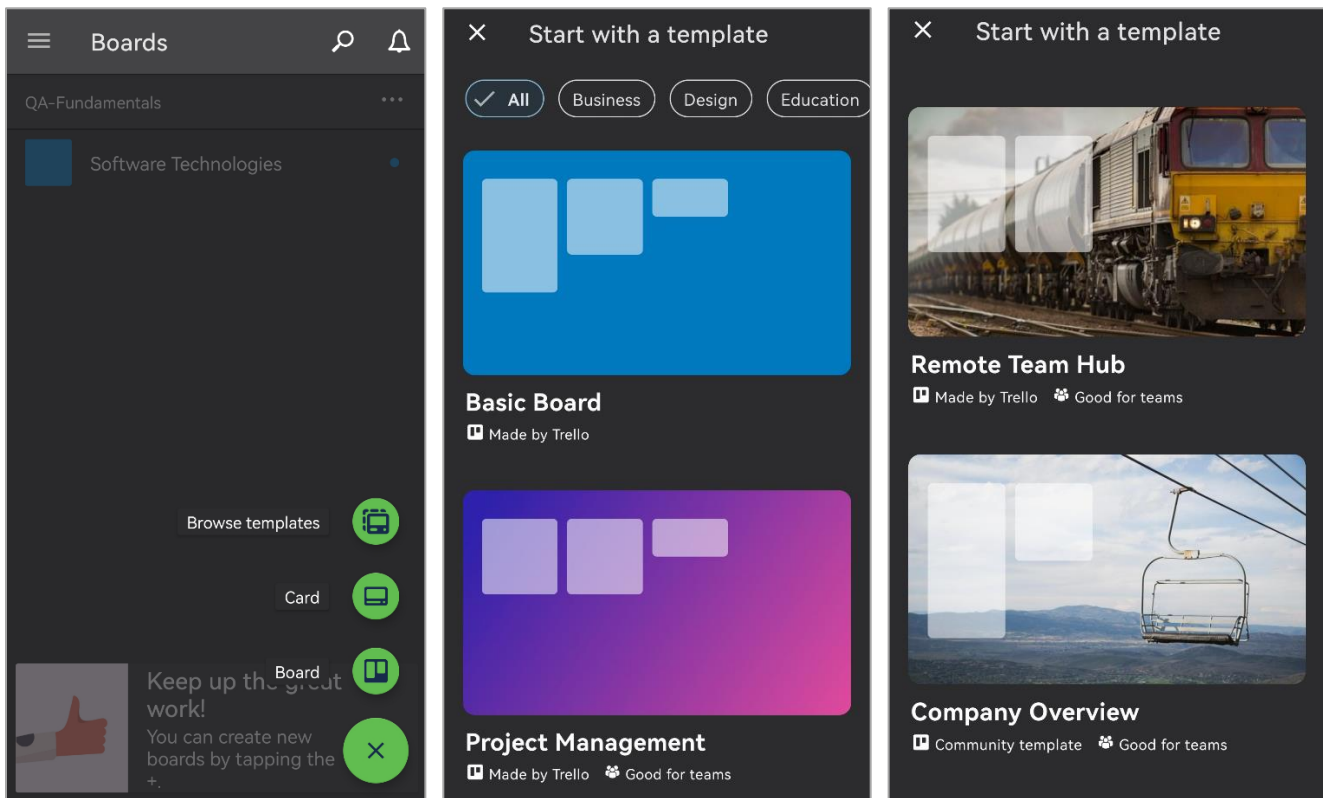
3. Navigate to the "Doing" list and **move the "Download Trello Mobile" card** in the "Done" list.



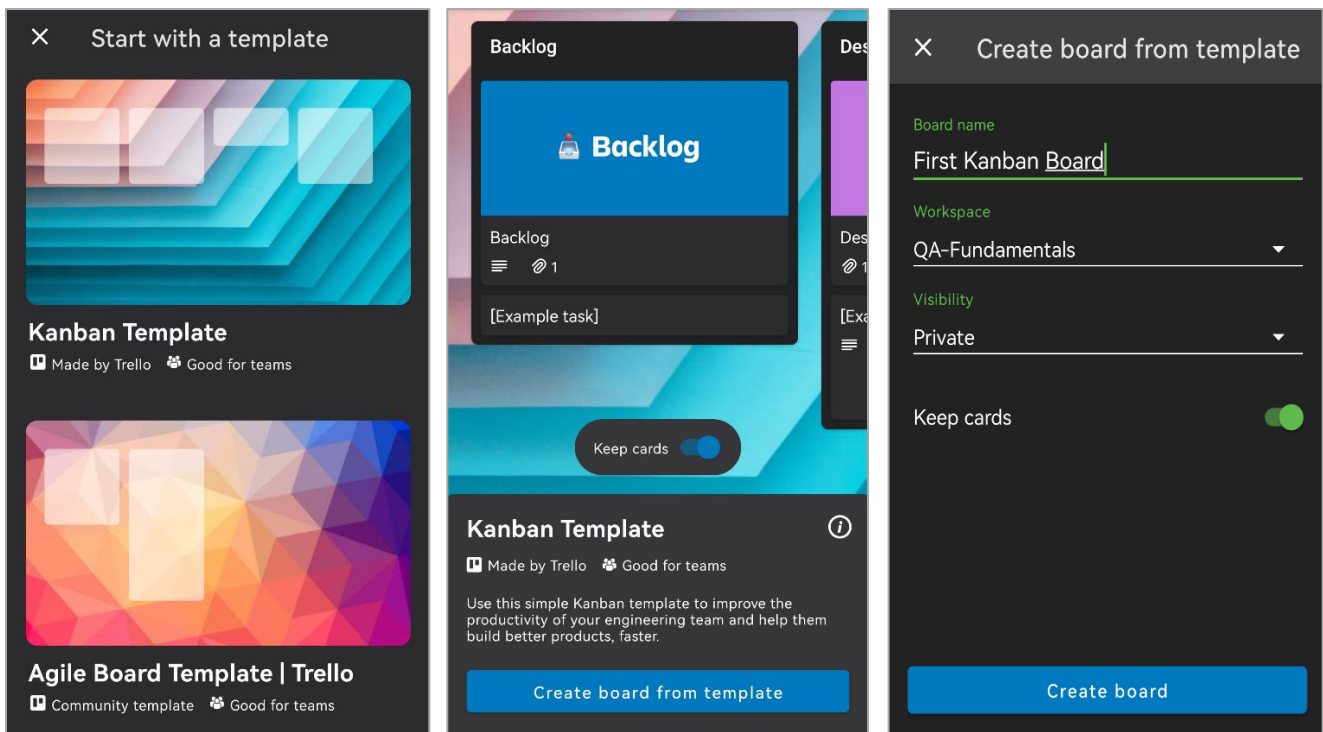
4. Now in your "To Do" list **create a new card**, named "Create new board!", head back to the main page of your workspace, where we will create the new board. Click on the green "plus" button.



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



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

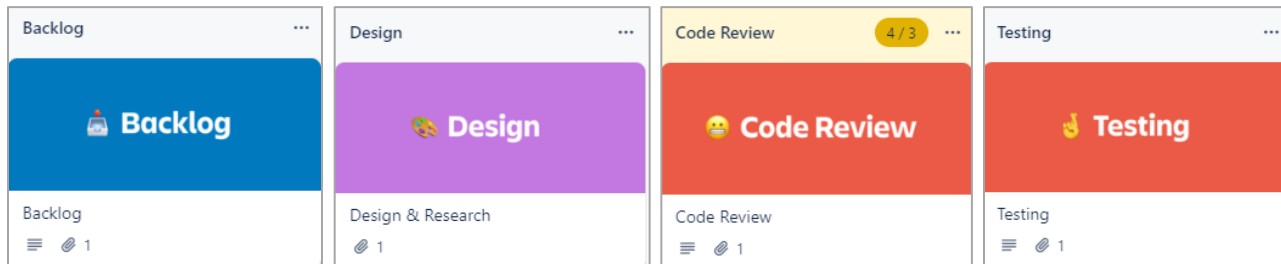


7. So now that we've created our first Kanban board, we suggest you move back to Trello Web or Desktop App, because it is easier to observe more content on a desktop screen.

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](#).