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|  | National University  of Computer and Emerging Sciences  Chiniot-Faisalabad Campus |  |

**SQE Project Task 3**

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**Submitted By**

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Managing test cases efficiently is crucial for software testing. Using templates and macros can help streamline the process and ensure consistency. I'll provide some templates and macros for various tools like Excel, Google Sheets, Word, and Google Docs.

**Excel and Google Sheets Templates:**

**1. Test Case Template:**

- Columns: Test Case ID, Description, Steps, Expected Result, Actual Result, Status, Priority, etc.

- You can add additional columns based on your project requirements.

**2. Test Case Execution Log:**

- This sheet can be used to log test case execution results.

- Columns: Test Case ID, Tester Name, Execution Date, Pass/Fail, Comments, etc.

**3. Test Plan Template:**

- Use this to plan your testing efforts.

- Sections: Test Objectives, Scope, Test Strategy, Test Environment, Test Schedule, etc.

**Excel and Google Sheets Macros:**

**1. Test Case Status Update Macro:**

- Automate updating the status of test cases based on execution results.

- For example, if a test case fails, the macro can automatically set the status to "Failed" and add a timestamp.

**2. Test Case Priority Sort Macro:**

- Sort test cases by priority to focus on critical ones first.

- You can add a button that triggers this macro to execute.

**Microsoft Word and Google Docs Templates:**

**1. Test Case Document Template:**

- Create a template that includes sections for Test Case ID, Description, Steps, Expected Result, Actual Result, and Status.

- Use headings for easy navigation.

**2. Test Summary Report Template:**

- Create a template for summarizing test results.

- Include sections for Test Summary, Test Metrics, Issues/Risks, and Recommendations.

**Microsoft Word and Google Docs Macros:**

**1. Test Case Export Macro:**

- Create a macro that exports test cases to an Excel/Google Sheets file for easy tracking and sharing.

**2. Test Summary Generation Macro:**

- Automate the generation of a test summary report from test results stored in a Word/Google Docs document.