

# Download Sample Test Case Template: Example Excel, Word Formats



## What is Test Case Template?

A **Test Case Template** is a well-designed document for developing and better understanding of the test case data for a particular test case scenario. A good **Test Case** template maintains test artifact consistency for the test team and makes it easy for all stakeholders to understand the test cases. Writing test case in a standard format lessen the test effort and the error

rate. Test cases format are more desirable in case if you are reviewing test case from experts.

The template chosen for your project depends on your test policy. Many organizations create test cases in Microsoft Excel while some in Microsoft Word. Some even use test management tools like HP ALM to document their test cases.

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Irrespective of the test case documentation method chosen, any good test case template must have the following fields

Test Case Field	Description
Test case ID:	<ul style="list-style-type: none"><li>Each test case should be represented by a unique ID. To indicate test types follow some convention like "TC_UI_1" indicating "User Interface Test Case#1."</li></ul>
Test Priority:	<ul style="list-style-type: none"><li>It is useful while executing the test.<ul style="list-style-type: none"><li>Low</li><li>Medium</li><li>High</li></ul></li></ul>
Name of the Module:	<ul style="list-style-type: none"><li>Determine the name of the main module or sub-module being tested</li></ul>
Test Designed by:	<ul style="list-style-type: none"><li>Tester's Name</li></ul>
Date of test designed:	<ul style="list-style-type: none"><li>Date when test was designed</li></ul>
Test Executed by:	<ul style="list-style-type: none"><li>Who executed the test- tester</li></ul>
Date of the Test Execution:	<ul style="list-style-type: none"><li>Date when test needs to be executed</li></ul>
Name or Test Title:	<ul style="list-style-type: none"><li>Title of the test case</li></ul>
Description/Summary of Test:	<ul style="list-style-type: none"><li>Determine the summary or test purpose in brief</li></ul>
Pre-condition:	<ul style="list-style-type: none"><li>Any requirement that needs to be done before execution of this test case. To execute this test case list all pre-conditions</li></ul>
Dependencies:	<ul style="list-style-type: none"><li>Determine any dependencies on test requirements or other test cases</li></ul>
Test Steps:	<ul style="list-style-type: none"><li>Mention all the test steps in detail and write in the order in which it requires to be executed. While writing test steps ensure that you provide as much detail as you can</li></ul>
Test Data:	<ul style="list-style-type: none"><li>Use of test data as an input for the test case. Deliver different data sets with precise values to be used as an input</li></ul>
Expected Results:	<ul style="list-style-type: none"><li>Mention the expected result including error or message that should appear on screen</li></ul>
Post-Condition:	<ul style="list-style-type: none"><li>What would be the state of the system after running the test case?</li></ul>
Actual Result:	<ul style="list-style-type: none"><li>After test execution, actual test result should be filled</li></ul>
Status (Fail/Pass):	<ul style="list-style-type: none"><li>Mark this field as failed, if actual result is not as per the estimated result</li></ul>
Notes:	<ul style="list-style-type: none"><li>If there are some special condition which is left in above field</li></ul>

Optionally you can have the following fields depending on the project requirements

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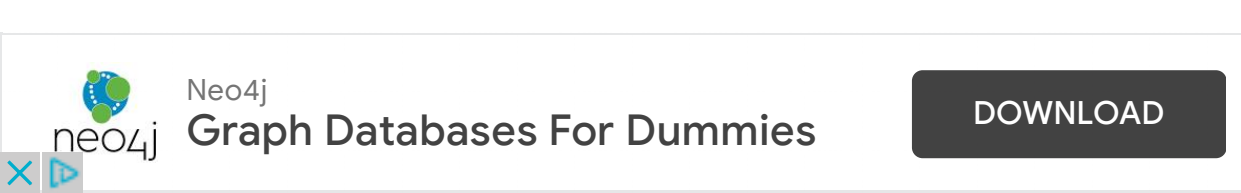


- Link / Defect ID:** Include the link for [Defect](#) or determine the defect number if test status is fail
- Keywords / Test Type:** To determine tests based on test types this field can be used. Eg: Usability, functional, business rules, etc.
- Requirements:** Requirements for which this test case is being written
- References / Attachments:** It is useful for complicated test scenarios, give the actual path of the document or diagram
- Automation ( Yes/No):** To track automation status when test cases are automated
- Custom Fields:** Fields particular your project being tested due to client/project requirements.

	A	B	C	D	E	F	G	H	I	J	K
1	Test Case ID	BU_001	Test Case Description		Test the Login Functionality in Banking						
2	Created By	Mark	Reviewed By		Bill	Version		2.1			
3											
4	QA Tester's Log		Review comments from Bill incorporated in version 2.1								
5											
6	Tester's Name	Mark	Date Tested	1-Jan-2025		Test Case (Pass/Fail/Not			Pass		
7											
8	S #		Prerequisites:			S #		Test Data			
9	1		Access to Chrome Browser			1		Userid = mg12345			
10	2					2		Pass = df12@434c			
11	3					3					
12	4					4					
13											
14	Test Scenario	Verify on entering valid userid and password, the customer can login									
15											
16	Step #	Step Details		Expected Results		Actual Results		Pass / Fail / Not executed / Suspended			
17	1	Navigate to http://demo.guru99.com		Site should open		As Expected		Pass			
18	2	Enter Username & Password		Credential can be entered		As Expected		Pass			
20	3	Click Submit		Customer is logged in		As Expected		Pass			
21											
22											

## Test Case Template

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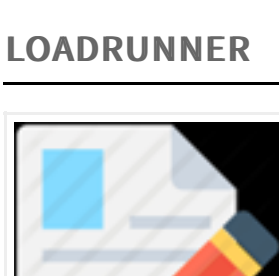
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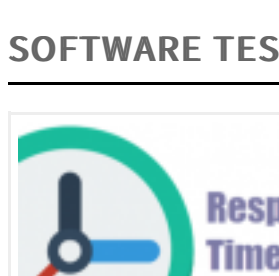
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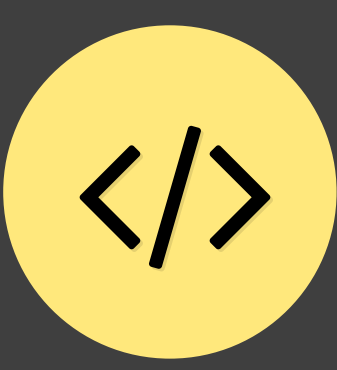
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