

# QA Training - Day 5

BIT 5th Semester (Professional Class)

Guide: Neha Rouniyar



# Today's Focus: Using QA Tools Well

Our plan today is full of useful information and chances to practice. This will help you understand the main tools used in QA.

- Learn **how QA uses tools in real projects**
- Keep track of test cases using **Excel** for clear steps
- Find bugs fast using **Jira**, a strong system for managing issues
- Get hands-on practice by **making your own Jira board**

**Our Goal:** To give you a good grasp of the tools you'll need for QA internships and first jobs, so you're ready for work.



# Why QA Tools are Essential



## Keep Things Organized

Tools help organize many test cases and make sure bugs are tracked clearly and steadily.

At work, **Excel** is used a lot for keeping track of tests because it's flexible, while **Jira** is the main tool for strong bug tracking and managing projects.



## Clear Talks

They help clear talks about problems with developers and other team members, avoiding confusion.



## Good Reports

Tools let you make good reports about your work, showing you did a full job and what it achieved.

# Excel: Your First Test Management Tool

Excel might seem simple, but it's a strong and easy-to-use tool for handling test cases. Because it's so simple, it's a great place to start for anyone new to QA.

## Test Creation

Write down test steps clearly.

## Running & Watching Tests

Run tests and see if they passed or failed.

## Connecting Bugs

Easily connect failed tests to bug reports, so you can track everything.

It's easy to learn, used by many, and great for learning basic QA skills.



# Making a Strong Test Case in Excel

A good test case is key for testing well. Here are the important parts you'll put in your Excel sheet:

- **Test Case ID:** Unique ID.
- **Module / Feature:** Part of the app being tested.
- **Test Case Title:** Short description of what the test aims to do.
- **Preconditions:** Things needed before you run the test.
- **Steps to Execute:** Detailed actions to test.
- **Test Data:** Exact information used.
- **Expected Result:** What the system should do.
- **Actual Result:** What the system actually does.
- **Status:** Pass or Fail.
- **Remarks / Bug ID:** Notes and a link to any problems.



Clear, complete test cases help you test better and get more dependable results.

# Practical Excel Session: Managing Test Cases

It's time to use what you've learned! In this session, you will practice handling test cases using Excel.

01

## Create Test Cases

Write test cases for certain features of the "Buggy Cars" website, focusing on login and main ways users interact.

02

## Run Manually

Run these test cases yourself, acting out how real users use it.

03

## Record Results

Mark each test case as "Pass" or "Fail" and carefully write down the actual results for any failed cases.

This practice is like the everyday work of a software tester.

# Introduction to Jira: The Bug Tracking Hub

Jira is a common tool for bug tracking and project management, often used in fast-paced software projects. It's where bugs go to get managed!



## Log Bugs

Write clear reports for found bugs.



## Track Status

Watch bugs as they move from being found to being fixed.



## Team Communication

Make talking and sharing updates with development teams easier.



## Maintain History

Keep a full record of all reported problems and how they were fixed.

Jira is essential in IT companies and agile projects, making it an important skill for QA teams.

# Jira Basics: Key Terms

Knowing these main Jira terms will help you use the platform easily:

## Project

A special area for keeping all related items (bugs, tasks, features) organized.

## Issue

A general word for anything Jira tracks, like a task, story, or bug.

## Bug

A specific kind of item that shows a found problem or flaw in the app.

## Status

Shows the current state of an item (e.g., Open, In Progress, Done, Reopened).

Today, we'll mainly focus on handling and tracking **Bug issues** well.

# How to Write a Good Bug Report in Jira

Writing a good bug report is very important for fixing issues fast. It helps developers know exactly what they need to do.

1

## Summary

A short, clear title for the bug.

2

## Description

A full explanation of the problem and how it affects things.

3

## Steps to Reproduce

Exact, numbered steps so developers can make the bug happen again.

4

## Expected Result

What the system was supposed to do.

5

## Actual Result

What the system actually did.

6

## Severity & Priority

How serious the bug is and how quickly it needs to be fixed.

7

## Attachment

Pictures or videos to show the bug.

Clear and complete bug reports help us fix things quicker and make work go more smoothly.

# Real-World QA Workflow: Integrating Excel & Jira



This combined way of working is the usual method for many experienced QA teams. It helps ensure full tracking and quick problem solving.



## Manage Test Cases

Handle test cases well in Excel.



## Log & Track Bugs

Learn how to log and track bugs in Jira.



## Understand Tool Use

Get a real understanding of how these important QA tools are used in projects.



## Improve Your Skills

You are now closer to getting QA skills ready for an internship!

# Questions & Discussions ??