

Quality Engineering

Client Applications Team Mentoring

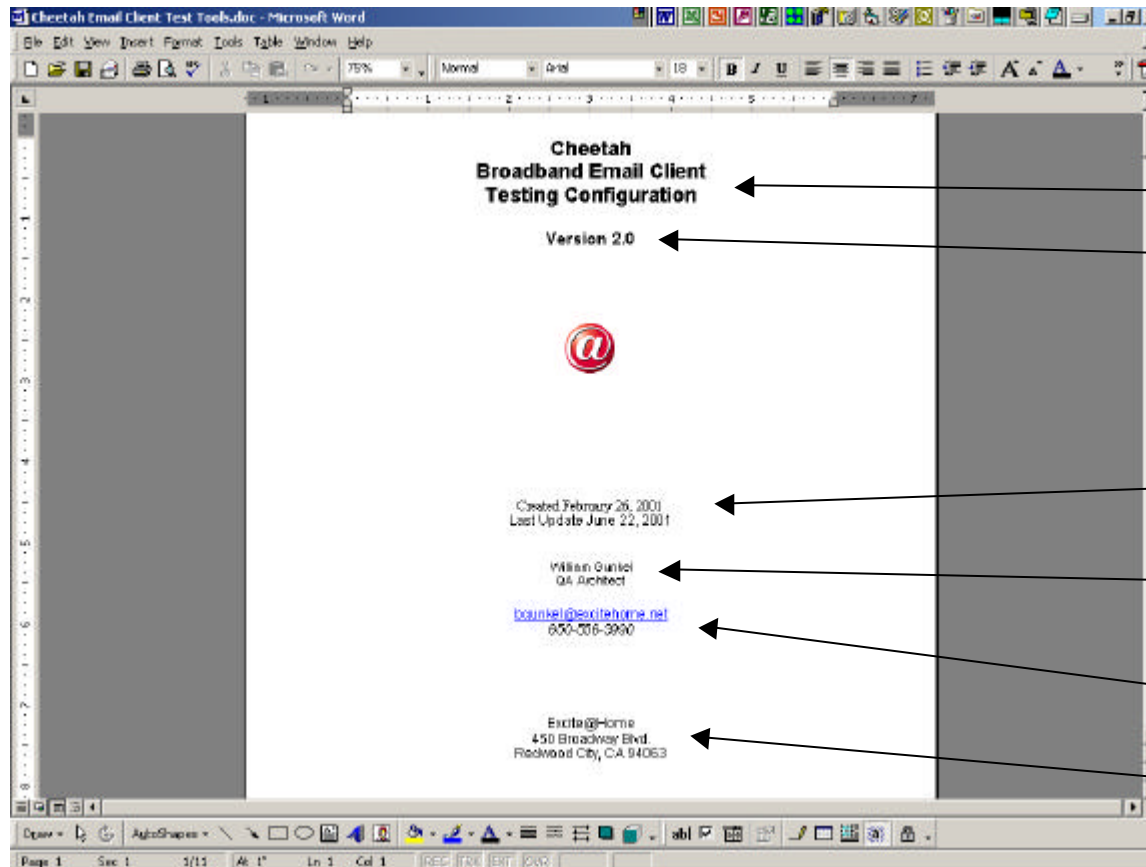
Using Microsoft Word

w/Standardized Documents & More

by William Gunkel

Quality Engineering: Client Applications

Title Sheet



Document Name

Document Version (X.X)

Date created & Date last revised

Author & Title

Author email & phone number

Company name & address

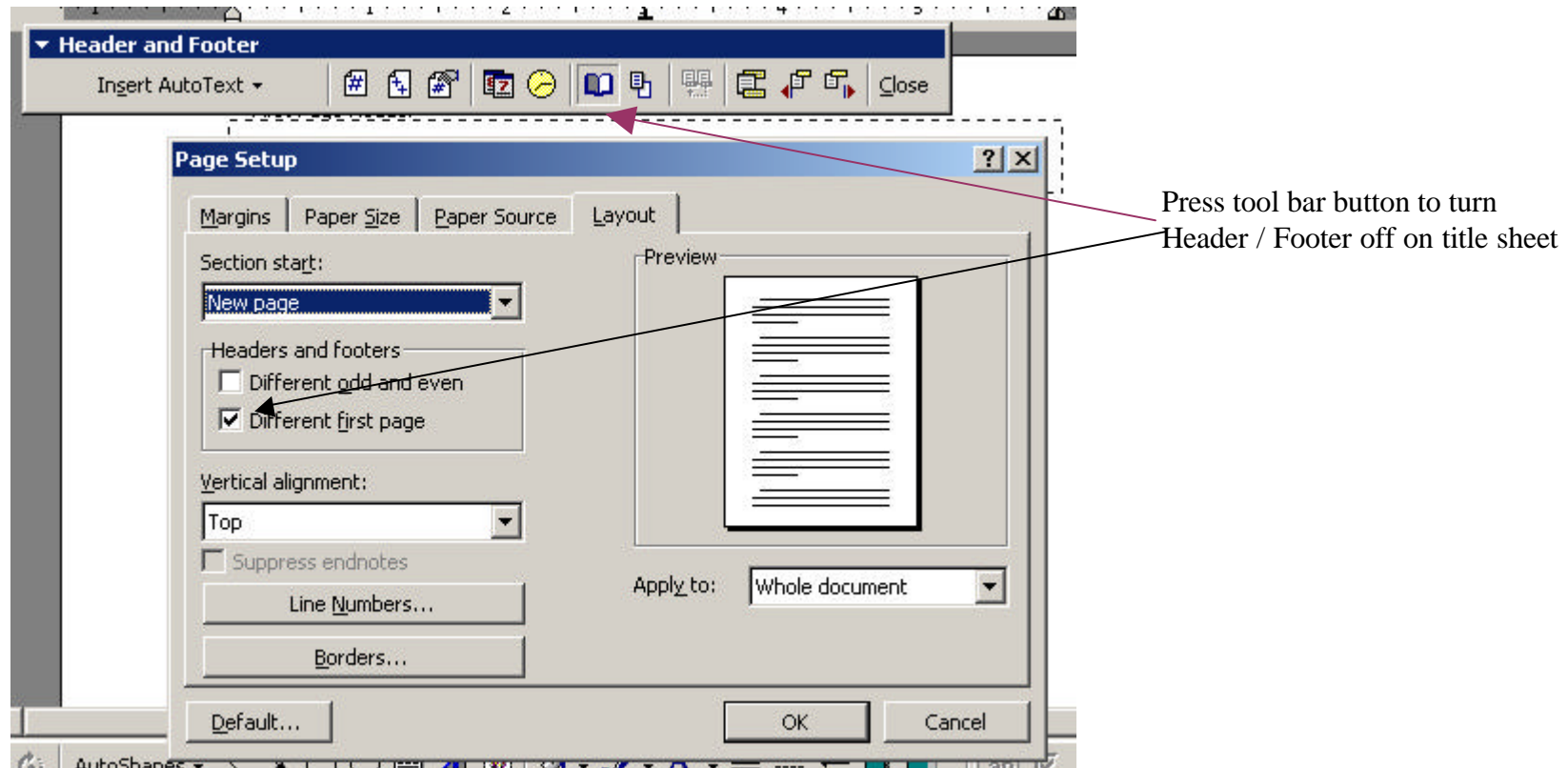
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Title Sheet

- Test Plans
- Test Procedures
- Test Configuration
 - All require a title sheet
 - Even if document is only 1 page long

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Title Sheet



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Table of Contents: First Page

Table of Contents		← Create a label
Heading Level 1.....	3	← Heading level 1
Heading Level 2.....	3	
Heading Level 1.....	4	← Heading level 2
Heading Level 2.....	4	
Heading Level 1.....	5	
Heading Level 2.....	5	
Heading Level 1.....	6	
Heading Level 2.....	6	← Breaks between headings (manually inserted)
Heading Level 1.....	7	
Heading Level 2.....	7	
Heading Level 1.....	8	
Heading Level 2.....	8	
Heading Level 1.....	10	
Heading Level 2.....	10	

Note that each heading is on a different page.

The exception should be more than on level 1 heading per page

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Table of Contents: Additional Pages

Heading Level 2 2
Heading Level 1 2
Heading Level 2 2

Heading Level 1 2
Heading Level 2 2

Heading Level 1 2
Heading Level 2 2

Author Page 7 of 11 6/25/2001

Excite @Home Doc Name Excite @Home Confidential

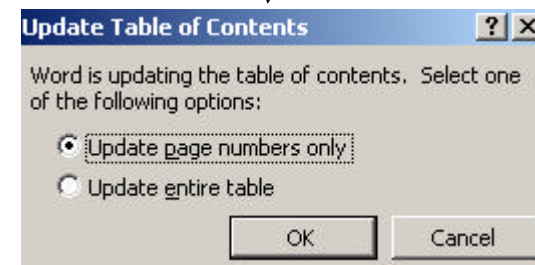
Heading Level 1 2
Heading Level 2 2

Heading Level 1 2
Heading Level 2 2

Heading Level 1 2
Heading Level 2 2

Forced clean break of TOC over page (Ctrl Enter). Break at Level 1 heading ONLY

Once table layout is complete Right click within the table and select 'Update Field' to update the page numbers. IF you have added new headings use the 'Update entire table' option



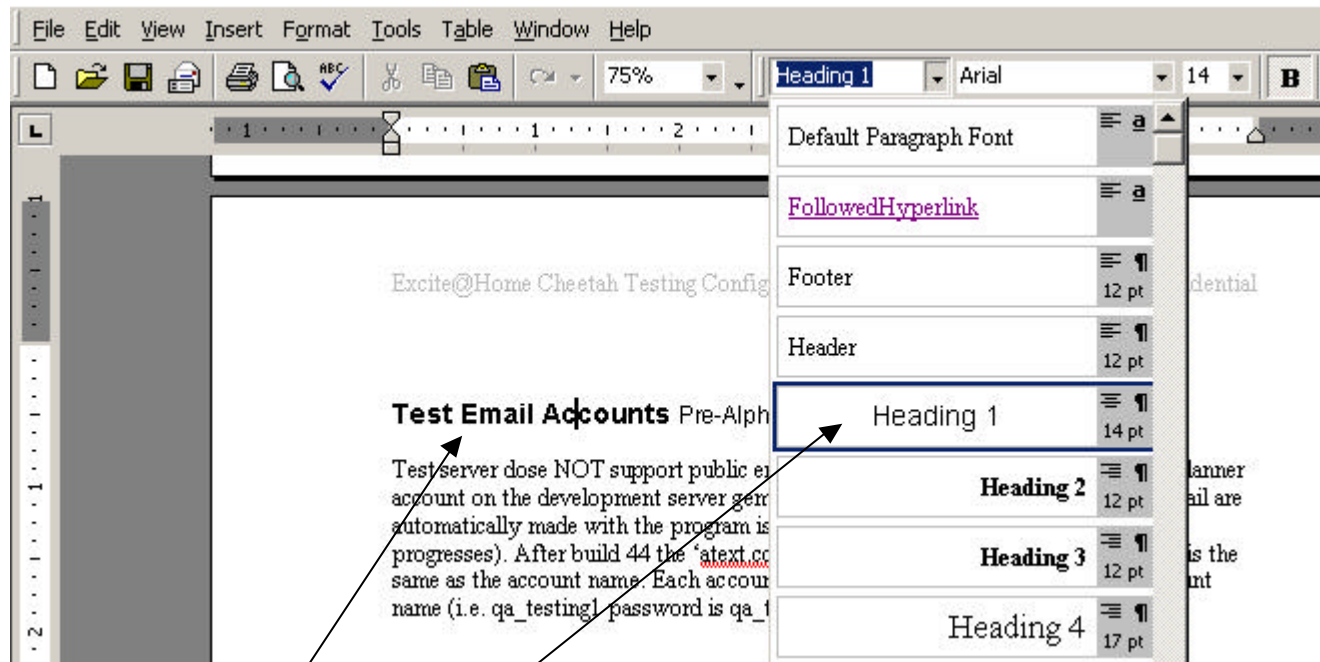
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Table of Contents

- Use TOC with documents > 2 pages
- Heading levels 1 & 2 only
- Manually format line breaks (blank lines) between entries
- Manually format clean break across pages
 - Page breaks at level 1 headings only
 - Use Ctrl Enter force page break

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Table of Contents



Heading level 1

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Document Formatting

- **Text Body** Times New Roman 12 point
- **Heading level 1** Arial 14 point Bold
- **Heading level 2** Times New Roman 12 pt Bold
- **Heading level 1** starts on new page
 - Use forced page breaks (Ctrl Enter)

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Tables

- Tables
 - Multi-page Span more the one page reuse table header on each page
 - Use forced page breaks (Ctrl-Enter) to break up multi-page tables
 - Center table on page
 - Each new table should have a title

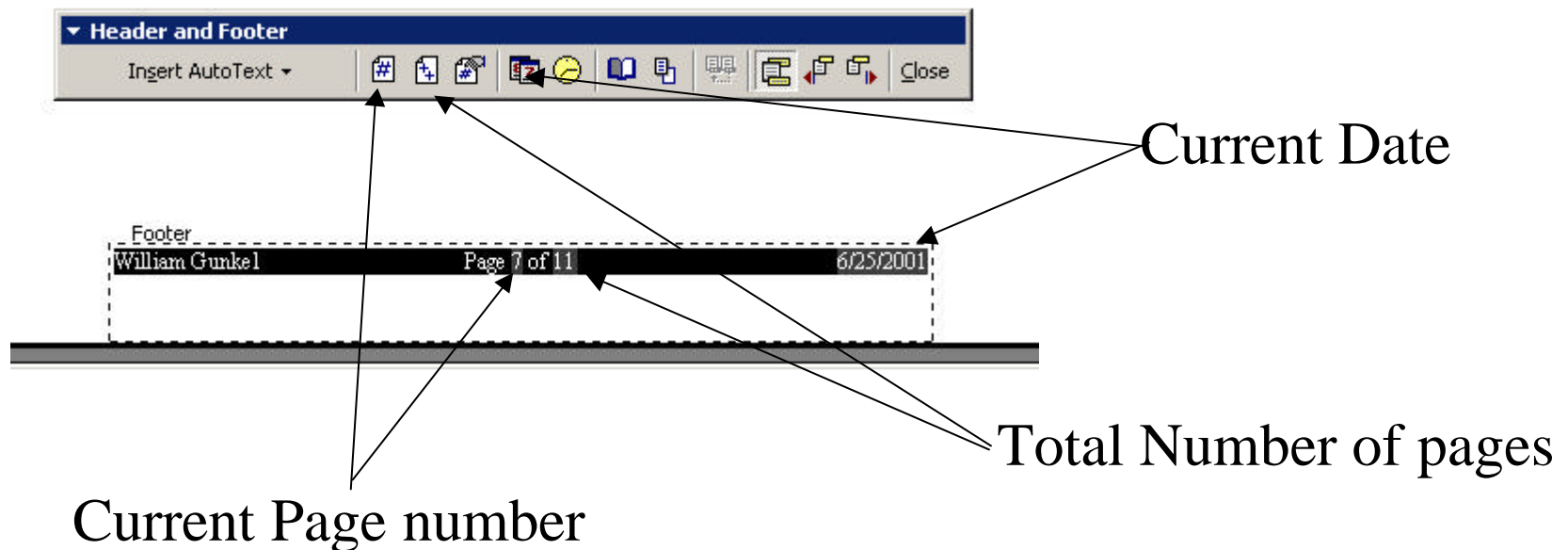
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Headers & Footers

- Page two and up require header & footer
 - **Header:** Center on page, replace 'Doc Name' with actual doc name
 - Excite@Home Doc Name Excite@Home Confidential
 - **Footer:** Center on page, replace 'Author' with actual authors name
 - Author Page 7 of 11 6/25/2001
 - **Header / Footer** centered to fill to page margins 12 point font
 - **Footer** Author Name, Current Page Number, Total Pages, Current Date

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Headers & Footers



Select View Header and Footer from menu bar, to create / edit header footer

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Test Case Form: Creating New Test Case Suite

<p> <Project Name> <Type of > Test Cases Created: <January 24, 2001> Updated: <May 31, 2001> <Author Name and title> <Author email address> </p>	<p> Company Name Address Line 1 Address Line 2 </p>
	<p> Version 0.1 (history at end of document) Form Revised July 30 2001 </p>

Project Name

Type of test cases: Acceptance, Gross, Full

Author name and email

Date created: Leave Updated blank (till first update)

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Test Case Form: Creating New Test Case Suite

- Test step Table
 - Table must have header on each page
 - Table can not break across pages
 - If part of a step breaks across page force (Ctrl-Enter) the entire step to a new page
- Save Test Suite as a Form
 - Lock the test suite document to create a form
 - View Toolbars 'Forms' lock icon

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Test Case Form: Executing New Test Case Suite

Testers full name

Tester	Date (start)	Date (end)
OS (long version num & SP #)	Test Computer Name (see SSQE web site for configuration details)	
Version (QA / Alpha / Beta Release & build #)	Test Configuration (see table)	Browser Version
Start Time (24 hour format 1300 = 1 PM)	End Time	Total Time (working)

OS Version, include long version number and SP number

Version of the component being tested. **COMPLETE** number. Include category: Pre-Alpha, Alpha, Beta, Internal Release, Release Candidate, Golden Master Candidate, Live

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Test Case Form: Executing New Test Case Suite

Overall Test Suite Status (Pass / Pass with known bugs / Failed):

Image File name:

Fill in boxes with the overall test status and the file name of the captured test image

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Test Case Form: Executing New Test Case Suite

No.	Action	Expected Results	P/F	Bug # / Comments
1.	a) Install and configure client on test computer.	a) @Home Email client installs and auto configures. b) Icon on desktop for the @Home Email client	a) <input type="checkbox"/> <input type="checkbox"/>	
2.	a) Check properties of the client exe file.	a) Build number correct per release documents b) Version, company name etc filled in and correct	a) <input type="checkbox"/> <input type="checkbox"/> b) <input type="checkbox"/> <input type="checkbox"/>	
3.	a) Login as: assigned QA test account (see Reference documents) b) Check the save password box	a) @Home Email main windows not maximized b) Welcome email message present in @Home Email Inbox. c) Message visible in the Inbox preview windows.	a) <input type="checkbox"/> <input type="checkbox"/> b) <input type="checkbox"/> <input type="checkbox"/>	
4.	a) From @Home Email client main menu <i>Folders</i> then <i>New Folder</i> to create a personal folder (use default name). b) From @Home Email client main window select <i>Alt o n</i> keys to create a personal folder (use default name). c) From @Home Email client personal folder window <i>New Folder</i> button and create 8 more personal folders, for a total of 10 (use the default name)	a) A folder created with menus using mouse. b) A folder created using short cut keys c) Folders created with unique default names. Personal1 ... Personal10	a) <input type="checkbox"/> <input type="checkbox"/> b) <input type="checkbox"/> <input type="checkbox"/> c) <input type="checkbox"/> <input type="checkbox"/>	
5.	a) Use the Email Test Tool , Send Test Messages send 100 test messages to your @Home Email box under test.	a) View message number Subject: Test Mess 1, Test Mess 2 ... Test Mess 100, in the @Home Email Inbox. b) Messages arranged in descending order by date c) No active user sort markers d) All marked as Global in Access column	a) <input type="checkbox"/> <input type="checkbox"/> b) <input type="checkbox"/> <input type="checkbox"/> c) <input type="checkbox"/> <input type="checkbox"/> d) <input type="checkbox"/> <input type="checkbox"/>	

Each step in expected results should have a P/F check box

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Ad-Hoc Test Report

Tester (Include email address)			
Browser Version		Component Version (Version or build number)	
Component Name (Email Client, Web Email, Planner, Message Store)			
OS & Version Number (from properties page)			
Test Configuration (CPU type / speed, disk size, free space mem etc.)			

Full component under test name

Full component under test name
version number

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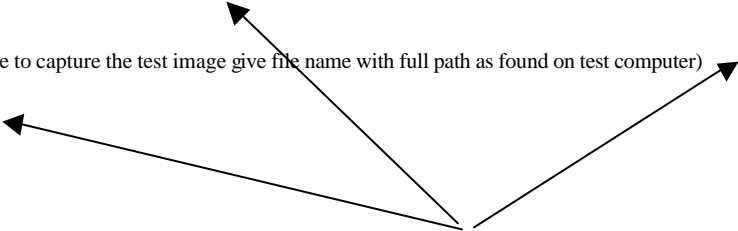
Ad-Hoc Test Report

NOTES: (General comments about test and / or results)

Image File name: (Use Ghost software to capture the test image give file name with full path as found on test computer)

Screen Snap Shot File Name

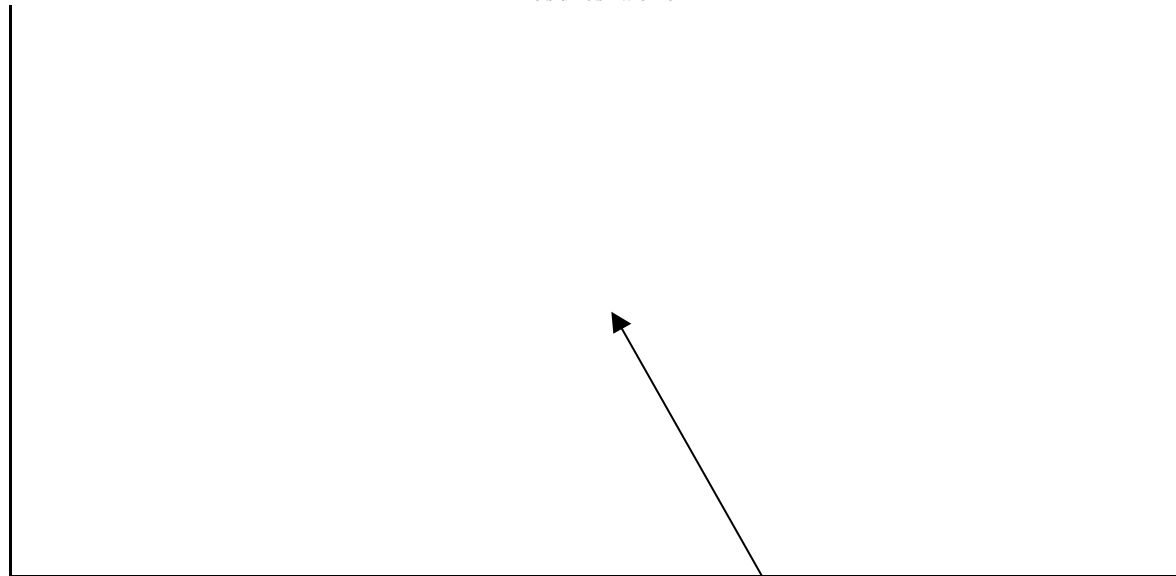
Fill in fields with general notes about the test. Capture
Image file name & screen snap shoot file name



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Ad-Hoc Test Report

Describe what test was performed what the expected results were and what the actual results were



List the tests performed with expected and actual results