

## Excel-based Test Reports (1)

Today's tip is for those testers who use standalone Excel-based reports.

#	Status (OPEN, CLOSED, DEFERRED)	Date	Issue Reported By	Severity	Business Req. (If applicable)	Issue (detailed descri
13	Closed	YYYY/MMDD	Tester1	3	RQ12	Search displays irrele
14	Open	YYYY/MMDD	Tester2	4	RQ15	Newsletter Sign-Up, \ mandatory field is not "subscribe" with every

The picture above represents a typical "Summary" tab enlisting reported issues, status, short description, etc. Detailed descriptions along with the images are usually stored on a separate tab.

	A	B
1	Issue #	Image
2	13	Sample Screenshot
3	14	Sample Screenshot

Now what you can quickly and easily do is to connect 2 data rows from separate tabs with a hyperlink.

- o Select the cell you want to use as a navigation control (in the example that's an "Issue #" cell).
- o In the Excel's Main Menu, select "Insert / Hyperlink".
- o In the "Edit Hyperlink" dialog, select "Place in This Document" tab.
- o Select target tab name (in the example that's "Screenprints" tab).
- o Type in the cell reference (in the example that's "A3").
- o Click "OK" to save settings.

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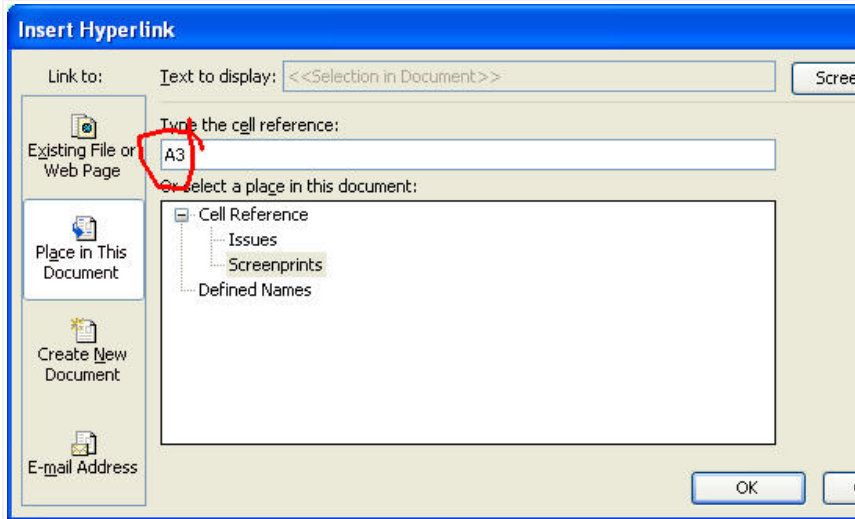
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