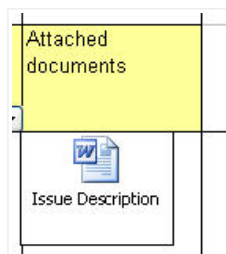




## Excel-based Test Reports (2)

Continuing the [previous](#) tip, I provide sample MS Word document [template](#) you may use for bug reporting. What does it have to do with Excel?

- You can use a single Excel document as a "one-stop-shop" container for the bug reports. And this is the idea of today's tip.



By following a simple one-time setup procedure you can embed the document template into your Excel report.

- o Select the cell you want to contain the attached document(in the example that's an "Attached Documents" cell).
- o In the Excel's Main Menu, select "Insert / Object".
- o In the "Object" dialog, select "Create from File" tab.
- o Keep "Link to File" option unchecked.
- o Click "Browse", select the document in "Browse" dialog, and click "Insert".
- o Click "OK" to embed the document.

Afterwards, you can create new copies of a template within the Excel report document as simple as "select template cell - Ctrl-C - select destination cell - Ctrl-V".

Filed under: [Bug Reports](#)

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