

# Test Report Template – Module 2: Data Cleaning & Excel Foundations

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## 1. Report Overview

This report summarizes the testing conducted for Module 2, which covers data cleaning techniques and foundational Excel skills. It includes details of test objectives, test cases, results, and observations.

## 2. Test Details

Test Case ID	Test Description	Expected Result	Actual Result
TC-001	Verify removal of blank rows in Excel dataset	Blank rows should be removed after cleaning	Pass

## 3. Test Environment

- Software: Microsoft Excel 2016 or later
- Operating System: Windows 10
- Tester: [Your Name Here]
- Date of Test: [Insert Date]

## 4. Issues Found

List any issues or bugs encountered during testing, including steps to reproduce, observed behavior, and any screenshots or data samples if applicable.

## 5. Observations & Recommendations

Summarize findings and suggest improvements to the module content, Excel templates, or test process based on the results.

## 6. Sign-off

Tester Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_