

Laborers union aptitude test Complete Guide

Understanding the Laborers Union Aptitude Test

Laborers union aptitude test is a critical component in the hiring and membership process for individuals aspiring to join labor unions, particularly in fields such as construction, manufacturing, and other physically demanding industries. These tests serve as an important screening tool that evaluates a candidate's basic skills, knowledge, and suitability for physically intensive roles. In this comprehensive guide, we will explore the purpose of the aptitude test, what it entails, preparation strategies, and tips for success.

The Significance of the Laborers Union Aptitude Test

Why Do Labor Unions Conduct Aptitude Tests?

Labor unions aim to ensure that their members are capable of performing the demanding tasks associated with their trade. The aptitude test helps unions:

- Assess essential skills such as math, reading comprehension, and problem-solving.
- Evaluate physical coordination and spatial awareness.
- Determine the candidate's ability to follow safety protocols.
- Ensure that new members meet the minimum competency standards.

By screening applicants effectively, unions maintain a high-quality workforce that upholds safety standards, productivity, and professionalism.

Who Needs to Take the Test?

Typically, candidates seeking entry into labor unions in sectors like construction, electrical work, plumbing, or general labor are required to pass an aptitude test. Existing union members may also undergo periodic assessments to ensure ongoing competency.

Components of the Laborers Union Aptitude Test

The test usually comprises several sections designed to evaluate different skill areas. Common components include:

1. Math Skills

- Basic arithmetic (addition, subtraction, multiplication, division)
- Fractions and decimals
- Ratios and proportions
- Basic algebra
- Measurement conversions

2. Reading Comprehension

- Understanding written instructions
- Interpreting technical manuals and safety guidelines
- Answering questions based on passages

3. Mechanical and Technical Reasoning

- Recognizing tools and equipment
- Understanding mechanical concepts
- Basic problem-solving related to machinery or tools

4. Spatial Awareness and Visual-Motor Skills

- Recognizing shapes and patterns
- Judging distances and spatial relationships
- Visualizing how parts fit together

5. Safety and Protocol Knowledge

- Recognizing safety hazards
- Understanding safety procedures
- Knowledge of OSHA regulations and standards

Preparing for the Laborers Union Aptitude Test

Effective preparation can significantly increase your chances of passing the aptitude test on the first attempt. Here are some strategies:

Assess Your Current Skills

- Take practice tests to identify strengths and weaknesses.
- Review previous work experience or coursework related to math, reading, or technical skills.

Gather Study Materials

- Use practice test books specific to labor or construction aptitude tests.
- Access online resources, tutorials, and sample questions.
- Review safety manuals, OSHA guidelines, and technical manuals.

Practice Regularly

- Dedicate consistent time to studying different test sections.
- Practice problem-solving under timed conditions to simulate real test environments.
- Work on improving speed and accuracy.

Focus on Key Areas

- Brush up on basic math, especially calculations involving measurements and conversions.
- Improve reading comprehension by reading technical documents and safety standards.
- Enhance spatial reasoning through puzzles and visual exercises.

Join Study Groups or Seek Guidance

- Collaborate with peers preparing for the same test.
- Consider enrolling in preparatory classes offered by unions or training centers.

Test Day Tips and Best Practices

To maximize your performance on the test day:

- Arrive early: Allow yourself plenty of time to settle in.
- Bring necessary identification: Usually, a government-issued ID is required.
- Read instructions carefully: Make sure you understand each section before starting.
- Manage your time: Allocate appropriate time to each section and avoid lingering too long on difficult questions.
- Stay calm and focused: Take deep breaths if you feel anxious.

- Review your answers: If time permits, double-check your responses.

Post-Test Process and Next Steps

After completing the aptitude test, candidates typically undergo further evaluations, which may include:

- Interview sessions
- Physical ability tests
- Background checks
- Medical examinations

Successful candidates receive union membership offers and are often scheduled for apprenticeship programs or on-the-job training.

Benefits of Passing the Laborers Union Aptitude Test

Joining a labor union offers numerous advantages:

- Job security: Union contracts often guarantee employment and fair wages.
- Training opportunities: Access to apprenticeships and skill development.
- Better safety standards: Union members are protected by safety regulations and protocols.
- Legal support: Assistance with disputes and workplace issues.
- Collective bargaining power: Unions advocate for better wages and working conditions.

Conclusion

The **laborers union aptitude test** is a vital step for individuals aspiring to work in physically demanding trades within unionized environments. Proper understanding of the test components, diligent preparation, and strategic test-taking can significantly improve your chances of success. Whether you're just starting your career or seeking to advance within a union, mastering this assessment opens doors to rewarding employment opportunities, comprehensive training, and a supportive work environment. Invest time in preparation, stay focused during the test, and take advantage of available resources to achieve your goals in the labor industry.

Laborers Union Aptitude Test: A Comprehensive Guide to Preparation and Success

Navigating the path to joining a laborers union often involves passing a rigorous aptitude test designed to assess your skills, knowledge, and suitability for the demanding work involved. The

laborers union aptitude test is a critical step in the recruitment process, serving as both a filter and a benchmark to ensure candidates possess the foundational abilities necessary for construction, maintenance, and other physically intensive trades. Whether you're a first-time applicant or seeking to improve your score, understanding the structure, content, and effective preparation strategies for this test can significantly enhance your chances of success.

Understanding the Purpose and Structure of the Laborers Union Aptitude Test

What Is the Laborers Union Aptitude Test?

The laborers union aptitude test is a standardized assessment used by union organizations to evaluate prospective members. It primarily measures skills relevant to labor-intensive roles, including problem-solving, numerical reasoning, reading comprehension, and basic mechanical knowledge. The test aims to identify candidates with the cognitive and practical skills necessary for safe, efficient, and high-quality work on construction sites and related environments.

Why Is the Test Important?

- **Qualification Gatekeeper:** It acts as a filter to ensure only qualified candidates proceed to the interview and apprenticeship phases.
- **Skill Assessment:** Highlights areas where candidates may need further training or development.
- **Safety and Efficiency:** Ensures that workers possess the fundamental skills to perform tasks safely and efficiently, reducing accidents and delays.

Common Components of the Laborers Union Aptitude Test

Understanding what to expect is vital for effective preparation. The test typically covers several core areas:

- Numerical Reasoning

This section assesses your ability to interpret and work with numbers, perform basic calculations, and analyze data. Skills tested often include:

- Basic arithmetic operations (addition, subtraction, multiplication, division)
- Fractions, decimals, and percentages
- Reading and interpreting charts, tables, and graphs
- Word problems involving measurements or quantities

- Mechanical Aptitude

Given the physical and technical nature of labor work, mechanical reasoning is a key component. Questions may involve:

- Understanding simple machines (levers, pulleys, gears)
- Basic principles of force, motion, and energy
- Identification of tools and their proper use
- Troubleshooting mechanical problems

- Reading Comprehension

Candidates are tested on their ability to understand written instructions, safety protocols, and technical documents. This might include:

- Reading passages followed by questions
- Interpreting safety signs and labels
- Extracting relevant information from technical descriptions

- Spatial and Visualization Skills

The ability to visualize objects and understand spatial relationships is crucial for various labor tasks. Test items may involve:

- Identifying shapes and patterns
- Visualizing how parts fit together
- Understanding diagrams related to construction processes

- Basic Mathematics and Algebra

Some tests include elementary algebra and math concepts, such as:

- Solving for unknown variables
- Understanding formulas and applying them

- Using measurements in real-world contexts

Effective Preparation Strategies for the Laborers Union Aptitude Test

Proper preparation can make a significant difference in your performance. Here's a detailed guide on how to prepare effectively:

- Familiarize Yourself with the Test Format
- Obtain Practice Tests: Many unions or training centers provide sample questions or practice exams.
 - Understand the Time Limit: Practice under timed conditions to improve speed and accuracy.
 - Review Sections Thoroughly: Know which areas you are strong in and which need improvement.
- Study Core Skills and Concepts
 - Brush Up on Basic Math: Focus on arithmetic, fractions, percentages, and conversions.
 - Review Mechanical Principles: Study basic machines, tools, and mechanical systems relevant to labor work.
 - Improve Reading Skills: Practice reading technical documents, safety instructions, and comprehension exercises.
- Use Reliable Study Materials
 - Official Practice Tests: Many unions provide official prep materials.
 - Educational Websites: Use online resources dedicated to aptitude test preparation.
 - Workbooks and Study Guides: Invest in or borrow books focused on labor aptitude test skills.
- Focus on Time Management
 - During practice, simulate exam conditions by setting strict time limits.
 - Develop strategies for quick calculations and reading comprehension.

- Learn to skip and return to difficult questions to maximize your overall score.
- Attend Pre-Employment or Union Training Programs

Many unions offer preparatory classes or workshops. Taking advantage of these resources can provide:

- Expert guidance on test content
- Hands-on practice
- Clarification of difficult concepts

Tips for Test Day

- Get a Good Night's Sleep: Rest improves concentration and problem-solving skills.
- Arrive Early: Reduce stress by arriving with ample time to settle in.
- Read Instructions Carefully: Ensure you understand each question before answering.
- Manage Your Time: Keep an eye on the clock and allocate time wisely across sections.
- Stay Calm and Focused: Maintain confidence and avoid rushing, which can lead to mistakes.

Additional Resources and Support

- Union Websites: Many provide detailed information, practice tests, and contact details for questions.
- Community Centers and Training Schools: Offer prep courses and study groups.
- Online Forums: Connect with others preparing for the same test to exchange tips and resources.

Conclusion

The laborers union aptitude test is a pivotal step toward a rewarding career in construction, maintenance, or other labor-intensive trades. While it may seem challenging, thorough understanding of its structure, consistent practice, and strategic preparation can greatly enhance your performance. Remember, success on the test not only opens doors to union membership but also sets the foundation for a safe, skilled, and fulfilling career in labor work. Approach your preparation with confidence, utilize available resources, and keep a focused mindset?your future as a union laborer begins with your readiness today.

Question What is the purpose of a laborers union aptitude test? The aptitude test assesses a candidate's basic skills and suitability for laborer roles, ensuring they meet the physical and mental requirements of the job. What topics are typically covered in a laborers union aptitude test? Common topics include math skills, reading comprehension, problem-solving abilities, and sometimes basic safety knowledge relevant to construction or manual labor. How can I prepare effectively for a laborers union aptitude test? Preparation involves practicing sample questions, reviewing basic math and reading skills, and familiarizing yourself with safety procedures common in labor environments. Are there any specific skills tested in a laborers union aptitude test? Yes, skills such as numerical reasoning, reading comprehension, spatial awareness, and understanding safety protocols are often tested. Is the laborers union aptitude test standardized across different unions? While some unions use standardized tests, many tailor their assessments to specific job requirements, so content and difficulty can vary. What is the passing score for a laborers union aptitude test? Passing scores vary by union, but generally, candidates need to demonstrate sufficient proficiency in key areas to qualify for the next step in the hiring process. How long does a laborers union aptitude test usually take? The test typically lasts between 30 minutes to an hour, depending on the number of sections and questions included. Can I retake the laborers union aptitude test if I fail? Yes, most unions allow candidates to retake the test after a certain waiting period, but it's advisable to prepare thoroughly before retaking it. Are there any resources or practice tests available for laborers union aptitude tests? Yes, many unions and online platforms provide practice tests and study guides to help candidates prepare effectively for the aptitude exam.

Related keywords: labor union exam, worker aptitude assessment, union membership test, labor skills evaluation, union qualification exam, workforce aptitude screening, union entry test, labor proficiency assessment, union job aptitude, worker qualification exam

microsoft test manager tutorial

Microsoft Test Manager Tutorial: A Comprehensive Guide to Efficient Test Management

In the world of software development, ensuring the quality and reliability of your applications is paramount. Microsoft Test Manager (MTM) is a powerful tool designed to streamline the testing process, enabling teams to plan, execute, and track testing efforts with ease. Whether you're a beginner or looking to enhance your testing workflows, this **Microsoft Test Manager tutorial** will provide you with a step-by-step guide to harnessing MTM's full potential for your projects.

Understanding Microsoft Test Manager

Before diving into the tutorial, it's essential to grasp what Microsoft Test Manager is and how it

integrates into the broader Visual Studio ecosystem.

What is Microsoft Test Manager?

Microsoft Test Manager is a test management tool integrated with Visual Studio Team Services (VSTS) and Azure DevOps. It provides an intuitive interface for managing test plans, creating and executing test cases, and tracking testing progress. MTM supports both manual and exploratory testing, making it versatile for various testing scenarios.

Key Features of Microsoft Test Manager

- Test Planning: Create and organize test plans, test suites, and test cases.
- Test Execution: Execute manual tests and record results efficiently.
- Test Tracking: Monitor testing progress and generate detailed reports.
- Exploratory Testing: Conduct ad-hoc testing sessions with session-based testing capabilities.
- Integration: Seamlessly connects with Azure DevOps for continuous testing workflows.

Setting Up Microsoft Test Manager

Getting started with MTM involves installing and configuring the tool for your environment.

Prerequisites

- Visual Studio Enterprise or Professional edition (with test management features).
- Azure DevOps account or TFS (Team Foundation Server) setup.
- Appropriate permissions to access test management features.

Installing Microsoft Test Manager

- Download the Visual Studio Installer from the official Microsoft website.
- Choose the edition that includes testing tools (e.g., Visual Studio Enterprise).
- During installation, select the "Testing Tools" workload to install MTM.
- Complete the installation and launch Visual Studio.
- Connect to your Azure DevOps project or TFS server within Visual Studio.

Creating and Managing Test Plans

A well-structured test plan is the foundation of successful testing. MTM simplifies organizing your

testing efforts through test plans and suites.

Creating a Test Plan

- Open Microsoft Test Manager from Visual Studio or the Azure DevOps portal.
- Navigate to the "Test Plans" section.
- Click "New Test Plan" and provide a descriptive name, description, and start/end dates.
- Associate the test plan with a specific build or release if needed.
- Save the test plan to begin adding test cases.

Organizing Test Suites

Test suites help categorize test cases based on features, modules, or testing strategies.

- **Static Test Suites:** Manually organize test cases into logical groups.
- **Requirement-Based Test Suites:** Link test cases to specific requirements or user stories.
- **Query-Based Test Suites:** Dynamically generate test cases based on queries.

Adding Test Cases

- Within your test suite, click "New Test Case" or import existing cases.
- Define the test case steps, expected results, and associated requirements.
- Assign priority, owner, and other metadata to facilitate management.
- Save the test case to include it in your suite.

Executing Tests with Microsoft Test Manager

Once your test cases are organized, the next step is executing tests and recording results.

Manual Test Execution

- Open the test plan and select the test suite to execute.
- Click "Run" on the test case you wish to execute.
- Follow the test steps as documented, marking each step as "Passed" or "Failed."
- If a test fails, record detailed bug information directly from the test runner.
- Complete the test run, and the results will be saved automatically.

Using Action Recording and Data Collection

MTM allows capturing detailed logs and screenshots during test execution, aiding in defect analysis and reproducibility.

Exploratory Testing

For ad-hoc testing, MTM offers session-based testing:

- Schedule a testing session with session details.
- Conduct testing while documenting observations and findings.
- Record bugs and issues discovered during the session.

Tracking and Reporting Testing Progress

Effective test management requires insight into testing status and quality metrics.

Monitoring Test Results

- Navigate to the "Test Results" section in MTM or Azure DevOps.
- Review individual test case outcomes and overall progress.
- Filter results by tester, status, or test plan for detailed analysis.

Generating Reports

MTM provides various built-in reports to visualize testing status:

- Test Results Summary
- Test Case Progress and Trends
- Bugs and Defects Reports

Integrating with Bug Tracking

During testing, bugs can be logged directly from MTM, linked to specific failed test cases, ensuring traceability and quick resolution.

Advanced Tips and Best Practices

Maximize your testing efficiency with these expert tips:

Automate Repetitive Tests

Integrate MTM with automated testing frameworks like MSTest, NUnit, or Selenium to run automated tests alongside manual efforts.

Maintain Test Cases Regularly

Keep your test cases updated with application changes to ensure relevance and accuracy.

Use Tags and Filters

Leverage tags and filters to quickly locate and execute specific test cases based on criteria like priority, feature, or owner.

Collaborate Effectively

Encourage team collaboration by sharing test plans and results, and conducting regular review meetings to discuss testing progress.

Conclusion

Microsoft Test Manager is an essential tool for teams aiming to implement structured and efficient testing workflows. From creating comprehensive test plans and organizing test suites to executing tests and tracking outcomes, MTM provides a centralized platform that enhances test visibility and quality assurance. By following this **Microsoft Test Manager tutorial**, you can streamline your testing process, improve defect detection, and deliver higher-quality software products. Remember to stay updated with the latest features and best practices to maximize your testing success with MTM.

Microsoft Test Manager tutorial: A Comprehensive Guide to Streamlining Your Testing Process

Microsoft Test Manager (MTM) is a powerful tool integrated within the Azure DevOps suite, designed to facilitate efficient test planning, management, and execution. Whether you are a QA professional, a developer, or a project manager, mastering MTM can significantly enhance your testing workflows, improve defect detection rates, and ensure higher quality software releases. This tutorial aims to provide an in-depth overview of Microsoft Test Manager, guiding you through its features, setup, best practices, and real-world applications.

Introduction to Microsoft Test Manager

Microsoft Test Manager is a dedicated testing management environment that helps teams plan, execute, and track testing activities seamlessly. Originally part of Visual Studio Test Professional, MTM is now integrated within Azure DevOps, offering a unified platform for Agile testing, exploratory testing, and manual test case management.

Key Features of Microsoft Test Manager

- Test Planning: Create and organize test plans, test suites, and test cases.
- Test Execution: Run manual tests, record results, and capture screenshots.
- Test Management: Track defects, manage test configurations, and generate reports.
- Integration: Seamlessly connect with Azure DevOps for continuous integration and automated testing workflows.
- Exploratory Testing: Record exploratory sessions with detailed notes and recordings.

Setting Up Microsoft Test Manager

Before diving into testing, proper setup of MTM is essential.

Prerequisites

- A valid Azure DevOps account with appropriate permissions.
- Installed Visual Studio Test Professional or access via Azure DevOps.
- Access to a test environment or lab machines.

Installation and Configuration

- Download and Install: Download Microsoft Test Manager from the Visual Studio downloads page or via Azure DevOps.
- Connect to Azure DevOps: Launch MTM and connect it to your Azure DevOps project by signing in with your credentials.
- Configure Test Environments: Set up test machines, configurations, and network environments to align with your testing needs.

Tips for Effective Setup

- Organize your test plans hierarchically for easier management.
- Maintain a clear mapping between test environments and real-world configurations.

- Regularly update test artifacts to ensure they reflect current application versions.

Creating and Managing Test Plans

Test planning is the foundation of effective testing.

Creating a Test Plan

- In MTM, navigate to the "Test Plans" section.
- Click "New Test Plan" and provide a descriptive name, start/end dates, and any relevant details.
- Assign ownership and stakeholders.

Organizing Test Suites

- Static Test Suites: Manually added test cases grouped logically.
- Requirement-based Suites: Linked to user stories or requirements for traceability.
- Query-based Suites: Dynamic grouping based on queries.

Best Practices

- Break down large test plans into smaller, manageable suites.
- Link test cases to user stories or bugs for better traceability.
- Regularly review and update test plans to reflect current project scope.

Designing and Managing Test Cases

Creating effective test cases is critical to uncovering defects early.

Writing Test Cases

- Clear, concise steps with expected results.
- Use descriptive titles and tags for easy filtering.
- Include preconditions and postconditions.

Reusing Test Cases

- Modularize test steps for reuse across different test cases.
- Attach relevant documentation, screenshots, or scripts.

Organizing Test Cases

- Group related test cases into shared test suites.
- Use labels and tags for categorization.

Tips for Effective Test Cases

- Prioritize test cases based on risk and impact.
- Keep test cases up-to-date with application changes.
- Incorporate exploratory testing notes within test cases or as separate sessions.

Test Execution and Result Recording

Executing tests efficiently and accurately recording results is vital.

Running Manual Tests

- Select a test case from your test suite.
- Follow each step, observing the actual behavior.
- Record outcomes: Passed, Failed, Blocked, or Not Applicable.
- Capture screenshots or record videos if needed.

Recording Defects

- Link defects directly to failed test cases.
- Provide detailed descriptions, steps to reproduce, and severity.
- Attach logs or screenshots to aid debugging.

Managing Test Runs

- Use test configurations to run multiple test cases under different environments.
- Schedule and assign test runs to team members.
- Monitor real-time progress and results.

Pros and Cons of Test Execution Features

Pros:

- Streamlined process for manual testing.
- Rich media capture for detailed documentation.
- Easy defect linkage and traceability.

Cons:

- Manual process can be time-consuming for large test suites.
- Limited automation capabilities within MTM itself.

Integrating Automated Testing with Microsoft Test Manager

While MTM excels at manual testing, integration with automated testing frameworks enhances overall efficiency.

Integration with Visual Studio Test Automation

- Use Visual Studio Test tools to develop automated test scripts.
- Link automated tests to test cases in MTM.
- Run automated tests as part of continuous integration pipelines.

Benefits of Integration

- Reduces manual effort.
- Ensures consistency between manual and automated testing.
- Facilitates comprehensive test coverage.

Limitations

- Setup can be complex for beginners.
- Requires scripting knowledge for automation.

Reporting and Tracking

Effective reporting provides insights into testing progress and quality metrics.

Built-in Reports

- Test Run Summary
- Test Results Trend
- Defect Status and Age
- Requirements Traceability Matrix

Custom Reports

- Use Azure DevOps Analytics or Power BI for tailored dashboards.
- Export data for external analysis.

Best Practices

- Regularly review reports to identify bottlenecks.
- Use metrics to prioritize testing efforts.
- Maintain up-to-date dashboards for stakeholder visibility.

Best Practices for Using Microsoft Test Manager

- Plan Early: Incorporate testing early in the development lifecycle.
- Maintain Test Artifacts: Keep test cases and plans updated with application changes.
- Leverage Linkages: Connect requirements, test cases, defects, and build versions.
- Automate Where Possible: Use automation to handle repetitive and regression testing.
- Collaborate: Engage team members through shared test plans and results.
- Review Regularly: Conduct test reviews and retrospectives for continuous improvement.

Common Challenges and How to Overcome Them

Challenge: Managing Large Test Suites

Solution: Break down into smaller, manageable suites; use query-based suites for dynamic grouping.

Challenge: Keeping Test Cases Up-to-date

Solution: Establish a review cycle aligned with development sprints; assign ownership.

Challenge: Integration Complexity

Solution: Invest in automation and continuous integration pipelines; use documentation and training.

Challenge: Limited Automation within MTM

Solution: Use external automation tools integrated with Azure DevOps, such as Selenium or Coded UI.

Conclusion

Microsoft Test Manager is a robust tool that, when used effectively, can significantly boost your testing efficiency, coverage, and traceability. Its comprehensive features for test planning, execution, defect management, and reporting make it indispensable for teams adopting Agile and DevOps practices. While there are challenges, especially around automation and managing large test repositories, with proper setup, training, and best practices, MTM can become a cornerstone of your software quality assurance process.

By following this tutorial, you should now have a clear understanding of how to leverage Microsoft Test Manager to streamline your testing operations, improve collaboration, and ultimately deliver higher quality software to your users. Remember, continuous learning and adaptation are key to maximizing the benefits of MTM in your projects.

Question What are the main features of Microsoft Test Manager (MTM)? Microsoft Test Manager (MTM) provides features such as test planning, manual test execution, test case management, bug tracking integration, and collaboration tools to streamline the testing process within Visual Studio and Azure DevOps. **Answer** How do I create and organize test plans in Microsoft Test Manager? In MTM, you can create test plans by navigating to the 'Test Plans' hub, clicking 'New Test Plan,' and defining its name and details. You can then add test suites and test cases to organize tests based on requirements, features, or test types for better management. Can I automate tests using Microsoft Test Manager, and how is it integrated with other tools? While MTM primarily supports manual testing, it integrates seamlessly with Visual Studio and Azure DevOps, enabling automation through test scripts and frameworks like MSTest, Selenium, or CodedUI. Automated tests can be linked to test cases for comprehensive test management. What are the best practices for using Microsoft Test Manager effectively? Best practices include maintaining detailed and reusable test cases, organizing tests into logical suites, utilizing shared steps for common actions, integrating with bug tracking, and regularly updating test plans based on project changes to ensure thorough testing coverage. Is Microsoft Test Manager suitable for Agile development environments? Yes, MTM is well-suited for Agile teams as it supports iterative testing, easy

integration with Azure DevOps Agile tools, and flexible test planning, allowing teams to adapt testing activities to sprint cycles and continuous delivery workflows.

Related keywords: Microsoft Test Manager, TFS testing, test planning, test case management, automated testing, test execution, bug tracking, test lab management, test reporting, test automation tools

Read the full article online: [Microsoft test manager tutorial](#)