



Self-Paced

MCSE Training Kit Microsoft Windows® 2000 Professional

- Official Microsoft study guide for MCP Exam 70-210: *Installing, Configuring, and Administering Microsoft Windows 2000 Professional*
- Work at your own pace through the book's skill-building practice exercises
- Develop real-world system support expertise by mastering the concepts, procedures, and tasks measured by certification exam objectives

Microsoft Certified
Professional

**MCSE
Study Guide for
Exam
70-210**

IT Professional

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内 容 简 介

本套“MCSE Training Kit”共由6卷组成，专门介绍 Microsoft Windows 2000。

《MCSE Training Kit Microsoft Windows 2000 Professional》详细介绍了使用自动方法或登录设置工具自动升级到 Windows 2000 Professional；管理共享文件、文件夹和打印机；设置和管理硬件设备、驱动程序、网卡和可移动硬件；修改 Windows 2000 桌面设置，如配置文件、传真支持等；监视系统内存、磁盘和应用程序性能；使用 TCP/IP 网络协议；使用拨号或虚拟网络连接连接计算机和共享资源；通过组策略、加密文件系统、部分共享和账号实现数据和系统安全。

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出版说明

Microsoft 的 MCSE 认证, 是几乎为所有的计算机从业人员所熟知的, 取得了这一认证, 对在国内或国外任职, 是一个很好的前题条件。现在, 考取 MCSE 的人越来越多, 认识到其重要性的人也越来越多。总之, 相当多的人已经把其纳入了必须具备的证书之一。

当然, 还要看到, MCSE 的考试是用英文进行的, 要求参与考试的人员具有足够的英文水平。这也是我们为什么要出版这套影印书的原因之一。因为我们相信, 直接阅读这些原文资料, 无论从计算机实际能力的提高, 还是了解英文专业术语, 都是对将要参加的考试有极大帮助的。

这套 MCSE 影印书是属于微软的 Training Kit 系列的, 与此同时, 我们还推出了一套 Microsoft Windows 2000 Resource Kit 系列影印书。选择这两套书出版, 是由于我们考虑到它们有一个共同点, 就是都是介绍 Windows 2000 操作系统的。对于未来操作系统的主流, 这套书对读者和将参加各类计算机水平考试的人来说, 都是有很大参考价值的。

这两套书在实际应用中的重要性可以体现在如下几个方面:

1. IT 业在其整个信息技术生命周期内, 微软的 Training Kit 和 Resource Kit 对人员的帮助占据了主导地位。

2. 大多数情况下, IT 人员使用 Resource Kit 来协助自己工作 (在配置阶段占 74%, 在支持阶段占 84%)。

3. 在进行的调查中, 发现大多数 IT 人员认为微软系列非常有用 (Training Kit 为 62%, Resource Kits 为 68%)。

4. 如果没有微软系列, IT 业的从业人员就不得使用其他资源 (包括其他技术计算机书、杂志、培训班、网站和网络技术等), 而这些资源光材料费就得花费近 3000 美金, 且劳动力消耗也超过了微软。在不同阶段, 情况如下所示:

- 在 IT 整个周期的培训阶段, IT 人员发现在劳动力消耗上, 由于有微软的 Training Kit, 使他们节约了 1879 美金, Resource Kit 使他们节约了 3142 美金。
- 在评估阶段, 数字也是相似的: 在劳动力消耗上, 微软的 Training Kit 使工作平均节约 1611 美金, Resource Kits 平均节约了 2368 美金。
- 在配置阶段, Training Kits 使每个劳动力平均节约了 5429 美金, Resource Kit 为 1339 美金。
- 在支持阶段, 节约数字和配置阶段相似, Training Kit 节约了 5732 美金, Resource Kit

节约了 1754 美金。

5. 微软系列不仅在材料和劳动力消耗的节约上很有价值，在防止错误决策方面也是很有价值的。被调查的 IT 人员中，一半的人发现在防止错误决策方面，微软的 Training Kits 和 Resource Kits 为他们节约了 5000~10000 美金。

6. 被调查的 IT 人员中的 40%认为，微软的 Training Kit 和 Resource Kit 系列中提供的信息和工具是影响他们购买或获得微软产品决定的因素。

7. 58%的 IT 人员已经使用了微软的 Training Kit 和 Resource Kit 系列去配置他们的产品，而且几乎每个人都发现他们是最有用的产品，在配置上给他们帮了很大的忙。

上面的这些数字虽然来自于美国，但对于快速增长的中国 IT 业，无疑同样有着巨大的参考价值。为什么这么说呢？部分原因在本文的前面已经提到了，就是有利于参加 MCSE 的考试。另一个方面，阅读和学习这些书，也不仅仅是为了参加 MCSE 考试，对于希望在国外或国内找到一份好工作的人来说，具备良好的计算机基础是必要的，而这套书正好为他们提供了这样的可能。本书都是由微软的专家们写成的，因此其权威性是不言而喻的。对于大多数人来说，精通这些书中讲述的内容，就是为他们的高级就业敞开了大门。

出版者

About This Book

Welcome to *MCSE Training Kit—Microsoft Windows 2000 Professional*. This kit introduces you to the Windows 2000 family of products and prepares you to install, configure, administer, and support Microsoft Windows 2000 Professional.

This kit introduces the various tools for administering and configuring Windows 2000 including the Microsoft Management Console, Task Scheduler, Control Panel, and the registry. You will learn about the network protocols and services that ship with Windows 2000. This kit concentrates on Transmission Control Protocol/Internet Protocol (TCP/IP), the network protocol of choice for Windows 2000. It also introduces you to the Domain Name System (DNS), which is an Internet and TCP/IP standard name service, and is required for Windows 2000 domains and directory services based on Active Directory technology.

Windows 2000 domains and Active Directory directory services are also introduced in this course, but both these features are available only with the Windows 2000 Server family of products. Active Directory directory services integrate the Internet concept of a namespace with Windows 2000 directory service. Active Directory directory services use DNS as its domain naming and location service so Windows 2000 domain names are also DNS names. In fact, the core unit of logical structure in Active Directory directory services is the domain.

Each chapter in this book is divided into lessons. Most lessons include hands-on procedures that allow you to practice or demonstrate a particular concept or skill. Each lesson ends with a short summary and each chapter ends with a set of review questions to test your knowledge of the chapter material.

The “Getting Started” section of this chapter provides important setup instructions that describe the hardware and software requirements to complete the procedures in this course. It also provides information about the networking configuration necessary to complete some of the hands-on procedures. Read through this section thoroughly before you start the lessons.

Intended Audience

Anyone who wants to learn more about Windows 2000 Professional will find this book useful. This book was developed for information technology (IT) professionals who need to design, plan, implement, and support Windows 2000 Professional or who plan to take the related Microsoft Certified Professional exam 70-210, Installing, Configuring, and Administering Microsoft Windows 2000 Professional.

Note For more information on becoming a Microsoft Certified Systems Engineer, see the section, “The Microsoft Certified Professional Program,” later in this chapter.

Prerequisites

This course requires that students meet the following prerequisite: A knowledge of the fundamentals of current networking technology is required.

Reference Materials

You might find the *Windows 2000 Professional Resource Kit* a useful reference for this training kit.

Features of This Book

Each chapter opens with a “Before You Begin” section, which prepares you for completing the chapter.

- ▶ The chapters are then broken into lessons. Whenever possible, lessons contain practices that give you an opportunity to use the skills being presented or explore the part of the application being described. All practices offer step-by-step procedures that are identified with a bullet symbol like the one to the left of this paragraph.

The “Review” section at the end of the chapter allows you to test what you have learned in the chapter’s lessons. Appendix A, “Questions and Answers,” contains all of the book’s questions and corresponding answers.

Notes

Several types of notes appear throughout the lessons.

- Notes marked **Tip** contain explanations of possible results or alternative methods.
- Notes marked **Important** contain information that is essential to completing a task.

- Notes marked **Note** contain supplemental information.
- Notes marked **Caution** contain warnings about possible loss of data.

Conventions

The following conventions are used throughout this book.

Notational Conventions

- Characters or commands that you type appear in **bold lowercase** type.
- *Italic* in syntax statements indicates placeholders for variable information. *Italic* is also used for book titles.
- Names of files and folders appear in Title Caps, except when you are to type them directly. Unless otherwise indicated, you can use all lowercase letters when you type a filename in a dialog box or at a command prompt.
- Filename extensions appear in all lowercase.
- Acronyms appear in all uppercase.
- Monospace type represents code samples, examples of screen text, or entries that you might type at a command prompt or in initialization files.
- Square brackets [] are used in syntax statements to enclose optional items. For example, [*filename*] in command syntax indicates that you can choose to type a filename with the command. Type only the information within the brackets, not the brackets themselves.
- Braces { } are used in syntax statements to enclose required items. Type only the information within the braces, not the braces themselves.
- Icons represent specific sections in the book as follows:

Icon	Represents
	A hands-on practice. You should perform the practice to give yourself an opportunity to use the skills being presented in the lesson.
	Chapter review questions. These questions at the end of each chapter allow you to test what you have learned in the lessons. You will find the answers to the review questions in Appendix A, “Questions and Answers.”



Keyboard Conventions

- A plus sign (+) between two key names means that you must press those keys at the same time. For example, “Press Alt+Tab” means that you hold down Alt while you press Tab.

- A comma (,) between two or more key names means that you must press each of the keys consecutively, not together. For example, “Press Alt, F, X” means that you press and release each key in sequence. “Press Alt+W, L” means that you first press Alt and W together, and then release them and press L.
- You can choose menu commands with the keyboard. Press the Alt key to activate the menu bar, and then sequentially press the keys that correspond to the highlighted or underlined letter of the menu name and the command name. For some commands, you can also press a key combination listed on the menu.
- You can select or clear check boxes or option buttons in dialog boxes with the keyboard. Press the Alt key, and then press the key that corresponds to the underlined letter of the option name. Or you can press Tab until the option is highlighted, and then press the spacebar to select or clear the check box or option button.
- You can cancel the display of a dialog box by pressing the Esc key.

Chapter and Appendix Overview

This self-paced training course combines notes, hands-on procedures, and review questions to teach you how to install, configure, administer, and support Windows 2000 Professional. It is designed to be completed from beginning to end, but you can choose a customized track and complete only the sections that interest you. (See the next section, “Finding the Best Starting Point for You,” for more information.) If you choose the customized track option, see the “Before You Begin” section in each chapter. Any hands-on procedures that require preliminary work from preceding chapters refer to the appropriate chapters.

The book is divided into the following chapters:

- The “About This Book” section contains a self-paced training overview and introduces the components of this training. Read this section thoroughly to get the greatest educational value from this self-paced training and to plan which lessons you will complete.
- Chapter 1, “Introduction to Windows 2000,” presents an overview of the Windows 2000 operating system and the four products that make up this family. It introduces some of the new features and benefits of Windows 2000 and explains why Windows 2000 is easier to use and manage and provides greater compatibility, file management capabilities, and security than previous versions of Windows. This chapter also provides an introduction to workgroups and domains.

- Chapter 2, “Installing Windows 2000 Professional,” presents a list of preinstallation tasks that you need to complete before you begin your installation, as well as the hardware requirements for installing Windows 2000 Professional. It then steps you through the process of installing from a CD-ROM, and as a hands-on exercise, has you install Windows 2000 Professional on your computer. Finally the chapter discusses installing Windows 2000 over the network and how to troubleshoot installation problems.
- Chapter 3, “Using Microsoft Management Console and Task Scheduler,” presents two of the primary administrative tools available in Windows 2000: the Microsoft Management Console (the MMC) and Task Scheduler. It defines custom consoles, console trees, details panes, snap-ins, and extensions, and discusses the differences between Author mode and User mode. It also explains how you can use custom consoles for remote administration and troubleshooting. The hands-on portion has you use the MMC to create custom consoles, and then add a snap-in to an existing custom console. In the second hands-on practice, you configure Task Scheduler to launch a program, at a specified time.
- Chapter 4, “Using Windows Control Panel,” presents some of the applications in Control Panel that you use to customize the hardware and software configuration for a computer. You use the System icon to configure hardware devices or services by creating and configuring hardware profiles. You also use it to configure performance options, environment variables, and startup and recovery settings. The hands-on practice allows you to change the paging file size and to add an environment variable. You use the Display icon to view or modify display properties. Windows 2000 supports a maximum of nine monitors. This chapter also includes a section on installing hardware, both Plug and Play hardware and non-Plug and Play hardware. It explains how to use the Add/Remove Hardware Wizard and how to manually install hardware.
- Chapter 5, “Using the Registry,” introduces the registry, the hierarchical database where Windows 2000 stores system configuration information. This chapter also presents an overview of Registry Editor, a tool that allows you to view and modify the registry. The hands-on practice has you use Registry Editor to view information in the registry, use the Find Key command to search the registry, modify the registry by adding a value to it, and save a subtree as a file so that you can use an editor, like Notepad, to search the file.
- Chapter 6, “Managing Disks,” presents an overview of Windows 2000 disk management. You can manage disks locally or on remote computers. You can create a custom console and add the Disk Management snap-in to it, or you can use the Disk Management snap-in included in the preconfigured Computer Management snap-in. The Disk Management snap-in provides shortcut

menus to show you which tasks you can perform on the selected object, and it includes wizards to guide you through creating partitions and volumes and upgrading disks. The hands-on practice has you upgrade a basic disk to a dynamic disk, create a new volume, and mount a volume.

- Chapter 7, “Installing and Configuring Network Protocols,” presents the skills and knowledge necessary to configure Transmission Control Protocol/Internet Protocol (TCP/IP) and to install other network protocols, including NWLink, NetBIOS Enhanced User Interface (NetBEUI), and Data Link Control (DLC). The chapter also discusses the process for configuring network bindings. The hands-on practices allow you to verify your computer’s configuration and then configure your computer to use a static IP address. Next you configure your computer to use a DHCP server to automatically assign an IP address to your computer, and test the Automatic Private IP Addressing feature in Windows 2000. Finally, you install and configure NWLink, change the binding order, unbind a protocol, and then bind a protocol.
- Chapter 8, “Using the DNS Service,” introduces Domain Name System (DNS), a distributed database that is used in TCP/IP networks to translate computer names to IP addresses. It also presents the skills and knowledge necessary to configure clients to use the DNS Service. In the hands-on practice, you configure a computer running Windows 2000 Professional to be a DNS client.
- Chapter 9, “Introducing Active Directory Directory Services,” presents the Windows 2000 directory service, Active Directory directory services. A directory service uniquely identifies users and resources on a network. Active Directory directory services provide a single point of network management, allowing you to add, remove, and relocate users and resources easily. Active Directory directory services are available only with the Windows 2000 Server family of products.
- Chapter 10, “Setting Up and Managing User Accounts,” introduces you to user accounts and how to plan your user accounts. It also presents the skills and knowledge necessary to create local user accounts and to set properties for them. In the hands-on practices, you create local user accounts. You then test the user accounts, modify some of the user account properties, and then test the modified user account properties.
- Chapter 11, “Setting Up and Managing Groups,” introduces you to groups and to group user accounts to allow for easier assignment of permissions. It also presents the skills and knowledge necessary to implement local groups and built-in groups. In the hands-on practice, you create local groups, add members to the local groups when you create them, and add members to the groups after the groups have been created. You delete a member from one of the groups, and then you delete one of the local groups that you created.

- Chapter 12, “Setting Up and Configuring Network Printers,” introduces you to the Windows 2000 printing terminology, as well as presenting the skills and knowledge necessary to set up and share network printers. This chapter also presents how to troubleshoot common printing problems that are associated with setting up network printers. In the hands-on practice, you use the Add Printer wizard to install and share a local printer. This chapter also introduces printer pools and setting priorities.
- Chapter 13, “Administering Network Printers,” presents the four major types of tasks involved with administering network printers: managing printers, managing documents, troubleshooting printers, and performing tasks that require the Manage Printers permission. This chapter also explains how Microsoft Windows 2000 allows you to control printer usage and administration by assigning permissions. In the hands-on practices, you assign forms to paper trays, set up a separator page, and take ownership of a printer. You also print a document, set a notification for a document, change the priority for a document, and then cancel a document.
- Chapter 14, “Securing Resources with NTFS Permissions,” introduces the NTFS folder and file permissions and explains how to assign them to user accounts and groups. It explains how moving or copying files and folders affects NTFS file and folder permissions. It also explains how to troubleshoot common resource access problems. In the hands-on practices, you plan and apply NTFS permissions for folders and files based on business scenarios, and then test them. You also observe the effects of taking ownership of a file, and determine the effects of permission and ownership when you copy or move files.
- Chapter 15, “Administering Shared Folders,” explains how to share folders so that the folders and their contents are accessible over the network. This chapter also explains how sharing folders provides another way to secure file resources, one that can be used on FAT or FAT32 partitions. In the hands-on exercises, you share a folder, determine the current permissions for the shared folder and assign shared folder permissions to groups, and stop sharing a folder. In the optional hands-on exercises, you connect to a shared folder and test the combined effects of shared folder permissions and NTFS permissions.
- Chapter 16, “Auditing Resources and Events,” introduces the Microsoft Windows 2000 Local Security Policy and Group Policy. One of the features controlled by Local Security Policy or Group Policy is auditing. Auditing is a tool for maintaining network security that allows you to track user activities and systemwide events. This chapter also introduces audit policies and what you need to consider before you set one up, as well as how to set up auditing on resources and how to maintain security logs. In the hands-on practices, you

plan an audit policy for your computer, set up an audit policy by enabling auditing on certain events, view the security log file, and configure Event Viewer to overwrite events when the log file is filled.

- Chapter 17, “Configuring Group Policy and Local Security Policy,” explains how to use the Windows 2000 Local Security Policy or Group Policy snap-in to improve the security on your computer. This chapter explains the Windows 2000 Account Policies and some of the available Security Options. In the first hands-on practice, you configure and test one of the Account Policies settings, Minimum Password Length. In the second hands-on practice, you configure and test three of the Security Policy settings.
- Chapter 18, “Managing Data Storage,” introduces data storage management on NTFS-formatted volumes. Data management includes using compression, using disk quotas, increasing the security of files and folders on your computer by using the Encrypting File System (EFS), and defragmenting a disk. In the hands-on practice, you compress files and folders, display the compressed files and folders in a different color, uncompress a file, and test the effects that copying and moving files have on compression. You also configure default quota management settings to limit the amount of data users can store on a drive and configure a custom quota setting for a user account. You test the disk quota and then turn off quota management. Finally, you encrypt a file and then attempt to access it.
- Chapter 19, “Backing Up and Restoring Data,” introduces the Windows Backup tool that allows you to back up and restore data. It explains the five types of backup—normal, copy, incremental, differential, and daily—and how these can be combined to meet your backup needs. In the hands-on practices, you use the Backup Wizard to back up some files to your hard disk, and you create a backup job to perform a backup operation later by using Task Scheduler. You then restore some of the files you backed up.
- Chapter 20, “Monitoring Access to Network Resources,” prepares you to monitor network resources. You learn about the Shared Folders snap-in and how to use it to view and create shares. You also learn how to use the Shared Folders snap-in to view sessions and open files and how to use it to disconnect users from shared folders. In the hands-on practices, you use the Shared Folders snap-in to view the shared folders, to open files, and to disconnect all users from all open files. You also use the Shared Folders snap-in to create a new share and then stop sharing it.
- Chapter 21, “Configuring Remote Access,” presents the new protocols for use with remote access, and it provides an understanding of the new options and interfaces in Windows 2000 to connect computers and configure protocols

correctly to meet all your remote access requirements. In the hands-on practices, you use Network And Dial-up Connections to launch the Network Connection wizard to configure an inbound dial-up connection and allow Virtual Private Connections, and then to configure an outbound connection.

- Chapter 22, “The Windows 2000 Boot Process,” introduces the Microsoft Windows 2000 boot process for Intel-based computers. It also introduces the `Boot.ini` file and explains how to create a Windows 2000 boot disk. In the hands-on practice, you create a Windows 2000 boot disk for Intel-based computers and then test it. In addition, you repair a boot problem by using a Windows 2000 boot disk and by using the Last Known Good Configuration option.
- Chapter 23, “Deploying Windows 2000,” introduces Setup Manager and the system preparation tools. Setup Manager makes it easy to create the `Unattend.txt` files that are necessary for scripted installations, and the System Preparation tool helps you prepare master disk images for efficient mass installations. This chapter also explains remote installations, outlines how to install and configure remote installation servers, lists the client requirements for remote installations, and lists the steps to create boot floppies and a remote boot disk to help you efficiently deploy Windows 2000 Professional. Finally, this chapter explains how to upgrade previous versions of Windows to Windows 2000 and how to deploy service packs.
- Chapter 24, “Configuring Windows 2000 for Mobile Computers,” introduces the new features in Microsoft Windows 2000 Professional that make mobile computing easier to do. The features discussed in this chapter include using offline folders and files, using Synchronization Manager, configuring and using power schemes, enabling Hibernate mode, and enabling Advanced Power Management.
- Chapter 25, “Implementing, Managing, and Troubleshooting Hardware Devices and Drivers,” introduces Device Manager and explains how you use it to manage and troubleshoot devices. It also introduces the System Information snap-in and explains how it helps you manage your system. You learn how to use Device Manager, the System File Checker utility, and the Windows Signature Verification utility to configure, monitor, and troubleshoot driver signing. You also learn how to use Device Manager to upgrade your computer from a single processor to a multiprocessor system, and you learn how to use Performance Console as a tool to monitor system performance. Finally, you learn how to install, configure, and troubleshoot miscellaneous devices, including fax support, scanners, cameras, and mouse devices.

- Appendix A, “Questions and Answers,” lists all of the practice questions and review questions from the book, showing the chapter and section where the question appears, and the suggested answer.
- Appendix B, “Creating Setup Boot Disks,” outlines the steps to create the Windows 2000 Setup disks for computers that don’t support booting from a CD-ROM drive.
- Appendix C, “Understanding the DHCP Service,” provides an introduction to the DHCP service.
- Appendix D, “Managing Backup Tapes,” provides an introduction to rotating and archiving backup tapes.
- The glossary provides definitions for many of the key words and concepts presented in the course. It also contains some additional basic networking terminology.

Finding the Best Starting Point for You

Because this book is self-paced, you can skip some lessons and revisit them later. But note that you must complete the procedures in Chapter 2, “Installing Windows 2000 Professional,” before you can perform procedures in the other chapters. Use the following table to find the best starting point for you:

If you	Follow this learning path
Are preparing to take the Microsoft Certified Professional exam 70-210, Installing, Configuring, and Administering Microsoft Windows 2000 Professional	Read the “Getting Started” section. Then work through Chapters 1–2. Work through the remaining chapters in any order.
Are reviewing information about specific topics from the exam	Use the “Where to Find Specific Skills in This Book” section that follows this table.

Where to Find Specific Skills in This Book

The following tables provide a list of the skills measured on certification exam 70-210, Installing, Configuring, and Administering Microsoft Windows 2000 Professional. The table provides the skill, and where in this book you will find the lesson relating to that skill.

Note Exam skills are subject to change without prior notice and at the sole discretion of Microsoft.

Installing Windows 2000 Professional

Skill Being Measured	Location in Book
Perform an attended installation of Windows 2000 Professional	Chapter 2, Lessons 2 and 3
Perform an unattended installation of Windows 2000 Professional	Chapter 23, Lessons 1–3
Upgrade from a previous version of Windows to Windows 2000 Professional	Chapter 23, Lessons 1 and 4
Deploy service packs	Chapter 23, Lesson 5
Troubleshoot failed installations	Chapter 2, Lesson 4

Implementing and Conducting Administration of Resources

Skill Being Measured	Location in Book
Monitor, manage, and troubleshoot access to files and folders	Chapter 14, Lessons 1–6 Chapter 18, Lesson 1
Manage and troubleshoot access to shared folders	Chapter 15, Lessons 1, 3, and 4
Connect to local and network print devices	Chapter 12, Lesson 3 Chapter 13, Lessons 1–3
Configure and manage file systems	Chapter 2, Lesson 1

Implementing, Managing, and Troubleshooting Hardware Devices and Drivers

Skill Being Measured	Location in Book
Implement, manage, and troubleshoot disk devices	Chapter 4, Lessons 4 and 5 Chapter 6, Lessons 1 and 2 Chapter 18, Lesson 2 Chapter 25, Lesson 1
Implement, manage, and troubleshoot display devices	Chapter 4, Lessons 2, 4, and 5 Chapter 25, Lesson 1
Implement, manage, and troubleshoot mobile computer hardware	Chapter 24, Lesson 2
Implement, manage, and troubleshoot input and output devices	Chapter 25, Lessons 1 and 4

Implementing and Conducting Administration of Resources

Skill Being Measured	Location in Book
Update drivers	Chapter 25, Lesson 3
Monitor and configure multiple processing units	Chapter 25, Lesson 3
Install, configure, and troubleshoot network adapters	Chapter 7, Lessons 1–4 Chapter 25, Lesson 1

Monitoring and Optimizing System Performance and Reliability

Skill Being Measured	Location in Book
Manage and troubleshoot driver signing	Chapter 25, Lesson 2
Configure, manage, and troubleshoot Task Scheduler	Chapter 3, Lesson 3
Manage and troubleshoot the use and synchronization of offline files	Chapter 24, Lesson 1
Monitor and configure multiple processing units	Chapter 25, Lesson 3

Implementing and Conducting Administration of Resources

Skill Being Measured	Location in Book
Monitor and configure multiple processing units	Chapter 25, Lesson 3

Getting Started

This self-paced training course contains hands-on procedures to help you learn about Windows 2000 Professional.

Hardware Requirements

Each computer must have the following minimum configuration. All hardware should be on the Microsoft Windows 2000 Professional Hardware Compatibility List.

- Pentium CPU
- At least 32 MB RAM (64 MB RAM recommended)
- One or more hard disks with a minimum of 500 MB of free disk space (1 GB recommended)
- Network adapter card

- Video display adapter with VGA resolution or higher
- CD-ROM drive, 12X or faster recommended (Note: A CD-ROM drive is not required for installing Windows 2000 over a network.)
- Keyboard
- Microsoft mouse or compatible pointing device

Software Requirements

- The following software is required to complete the procedures in this course: Microsoft Windows 2000 Professional
- You can check the Microsoft Web site for the availability of a downloadable evaluation copy of the Windows 2000 Professional software at the following address:

<http://microsoft.com/windows2000/default.asp>

This site includes directions on how to download this evaluation version of the software for free.

Setup Instructions

Set up your computer according to the manufacturer's instructions.

The Microsoft Certified Professional Program

The Microsoft Certified Professional (MCP) program provides the best method to prove your command of current Microsoft products and technologies. Microsoft, an industry leader in certification, is on the forefront of testing methodology. Our exams and corresponding certifications are developed to validate your mastery of critical competencies as you design and develop, or implement and support, solutions with Microsoft products and technologies. Computer professionals who become Microsoft certified are recognized as experts and are sought after industry-wide.

The Microsoft Certified Professional program offers eight certifications, based on specific areas of technical expertise:

- *Microsoft Certified Professional (MCP)*. Demonstrated in-depth knowledge of at least one Microsoft operating system. Candidates may pass additional Microsoft certification exams to further qualify their skills with Microsoft BackOffice products, development tools, or desktop programs.
- *Microsoft Certified Professional + Internet*. MCPs with a specialty in the Internet are qualified to plan security, install and configure server products, manage server resources, extend servers to run scripts, monitor and analyze performance, and troubleshoot problems.