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微软 MCDBA 唯一指定教材　SQL Server 最权威专家的指点
深入完整的数据库管理、实现、优化和开发技术
数据库管理和开发人员必备

Microsoft
SQL Server™ 7.0
系统管理

（影印版）

[美]　Microsoft 公司　著

Microsoft
SQL Server 7.0
System
Administration
Training
Kit

■ 微软指定培训教材，讲述 Microsoft SQL Server 的应
用、管理及优化

■ 提供实际训练，培养动手能力

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70-028

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Microsoft SQL Server 7.0 System
Administration Training Kit

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内 容 简 介

本书是《微软指定 MCDBA 教材（影印版）》丛书中的一本，讲述 SQL Server 7.0 系统管理技能，包括系统安装、权限配置、数据库的创建和管理、备份及恢复、数据转移、服务器之间数据的复制、系统优化、性能监视、故障诊断等。本书还为您准备 MCP 70-028 考试（面向微软认证数据库管理员和微软认证系统工程师）提供了指导。

本书由微软公司专家编写，技术深入，权威性强，可作为信息系统专业人员、数据库管理员和 MCP 考试应试者的参考书。

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前　言

欢迎使用微软指定 MCDBA 教材（影印版）丛书！

微软认证是一项综合性认证计划，是对个人的与软件有关的技能的重要评测标准，其证书授予那些能够使用微软公司的产品完成特定任务和实施解决方案的人。微软认证被全世界的技术管理者视为质量的标志，是雇主聘用和考核职员的重要参考依据，又是个人求职和升迁的金钥匙。

MCDBA 即微软认证数据库管理员，涉及 Microsoft SQL Server 的安装、管理及优化，企业数据库解决方案（设计、配置和开发），以及企业数据仓库解决方案（数据分析与决策支持）等技术。本套影印丛书就是针对 MCDBA 认证计划推出的，共包括 3 册，分别是《Microsoft SQL Server 7.0 系统管理（影印版）》、《Microsoft SQL Server 7.0 数据库实现（影印版）》和《Microsoft SQL Server 7.0 数据仓库开发技术（影印版）》。3 册书分别针对不同的用户群体以及 MCDBA 认证计划的不同考试，讲述 Microsoft SQL Server 7.0 的不同内容，各有侧重，互为补充。

本套丛书具有以下共同特点：

每一章一开始，首先对本章内容作以概括性介绍，让读者有一个总体性认识。然后说明在学习本章内容之前需要具有哪些预备知识，安装哪些软件。

书中提供了大量操作训练实例，让读者能够即时地对所学技能进行有效的练习。

正文当中穿插了许多提示（Tip）、要点（Important）、注意（Note）和警告（Caution）等信息，起到了画龙点睛的作用。

配套光盘中提供了丰富的辅助资料，包括多媒体演示、示例数据和操作训练文件等。多媒体演示所涉及的是本书中的一些关键概念。操作训练文件则给了读者一个亲自动手的机会。可以直接在光盘上练习，也可以安装到硬盘上之后再使用。

为了进一步提高本丛书及其配套光盘的质量，希望广大读者把有关的意见或建议反馈给微软出版社。联系方法是：

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http://mspress.microsoft.com/support/

About This Book

Welcome to *Microsoft SQL Server 7.0 System Administration Training Kit*. This book provides you with the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft SQL Server client/server database management system version 7. The contents of this book reflect the significant changes in the product from previous versions and provide a task-oriented discussion of all of the important features that SQL Server provides for administrators.

Note For more information on becoming a Microsoft Certified Systems Engineer, see the "The Microsoft Certified Professional Program" section later in "About This Book."

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 introductory section 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

This book has been developed for information system (IS) professionals and database administrators who need to install, administer, and support Microsoft SQL Server 7 or who plan to take the related Microsoft Certified Professional exam 70-028, *Administering Microsoft SQL Server 7.0.*

Prerequisites

Before you begin to work with the material in this Training Kit, it is recommended that you have

- Completed Course 922, *Supporting Microsoft Windows NT 4.0 Core Technologies,* or equivalent knowledge, including knowing how to
  - Share and access network resources
  - Configure Microsoft Windows NT disk mirroring and striping with parity
  - Describe the difference between a domain and a workgroup (this is important in order to understand how security is administered)
  - Change network and international settings (default language and default date) with the Control Panel
  - View and interpret data from the Windows NT application log
  - View and interpret data from Windows NT Performance Monitor
  - Use the User Manager for Domains to set up Windows NT user accounts
  - Edit the registry
- An understanding of basic relational database concepts, including
  - Logical and physical database design
  - Data integrity
  - Relationships between tables and columns (primary and foreign keys, one-to-one, one-to-many, and many-to-many)
  - How data is stored in tables (rows and columns)
- Knowledge of basic Transact-SQL syntax (SELECT, INSERT, and UPDATE statements)
- An understanding of the role of the database administrator

Reference Materials

You might find the following reference material useful:

- SQL Server white papers and case studies, available online at
  http://www.microsoft.com/sql/index.htm
- SQL Server Books Online, available on the product CD-ROM

About the CD-ROMs

The Supplemental Course Materials CD-ROM contains a variety of informational aids that can be used throughout this book. These include multimedia presentations, sample data, demonstrations, and files used in hands-on procedures.

The multimedia presentations supplement some of the key concepts covered in the book. You should view these presentations when suggested and then use them as a review tool while you work through the material. A complete version of this book is also available online, with a variety of viewing options. For instructions on running the online book, see the section "Installing the Online Book" later in this introduction. (The other CD-ROM contains Microsoft SQL Server version 7.0 120-day Evaluation Edition.)

The Supplemental Course Materials CD-ROM also contains files required to perform the hands-on procedures and information designed to supplement the lesson material. These files can be used directly from the CD-ROM or copied onto your hard disk by using the Setup program. The files include demonstrations of key concepts, practice files for the procedures, and additional sample files.

The demonstrations require Microsoft Media Player and an HTML browser. If Microsoft Internet Explorer and Media Player are installed on your system, simply double-click on any of these files to view them.

Features of This Book

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

▶   Whenever possible, lessons contain procedures that give you an opportunity to use the skills being presented or to explore the part of the application being described. All procedures are identified with a bullet symbol like the one to the left of this paragraph.

The "Review" section at the end of each chapter allows you to test what you have learned in the lesson.

Appendix A, "Questions and Answers," contains all of the book's practice and review questions and the corresponding answers.

Notes

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.

Notational Conventions

- Characters or commands that you type appear in **bold** 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 uppercase.

- 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 multimedia presentation. You will find the applicable multimedia presentation on the Supplemental Course Materials CD-ROM.
	A file contained on the CD-ROM. Some files are needed to complete a hands-on practice; others contain supplemental information about the topic being discussed. The purpose of the file and its location are described in the accompanying text.
	A hands-on practice containing exercise(s). 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 the Questions and Answers appendix at the end of the book.

Keyboard Conventions

- A hyphen (-) 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.

- 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 in 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 course combines notes, hands-on procedures, multimedia presentations, and review questions to teach you system administration methods for using SQL Server 7. It is designed to be completed from beginning to end, but you can choose to 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 self-paced training book is divided into the following chapters:

- "About This Book" (this chapter) 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, "Overview of SQL Server," introduces SQL Server. It defines some of the important characteristics of SQL Server and explains the environments in which it has been designed to work. You will be introduced to the different parts of the product and given some idea as to the role played by these parts.

- Chapter 2, "Installation," explains how to install SQL Server 7. It lists the hardware and software requirements of the program, and it explains the specific information you have to supply and the decisions you have to make during the installation process. The chapter concludes with a discussion of the steps that you should take to test your new installation to be sure that the setup has completed correctly.

- Chapter 3, "Upgrading to SQL Server 7.0," explains how to upgrade a complete SQL Server 6.*x* installation to SQL Server 7. In this chapter you will learn how to use the SQL Server Upgrade Wizard and how to perform other tasks associated with cleanly upgrading your existing SQL Servers.

- Chapter 4, "System Configuration and Architecture," shows you how to use some of the client administration utilities and how to configure SQL Server. You will also learn some of the background you will need to create and manage SQL Server databases.

- Chapter 5, "Database Files," discusses SQL Server databases. Databases are stored in primary and secondary data files and use log files to ensure data integrity. The chapter shows how to create databases and discusses ways to manage them, estimate space requirements, and use advanced management techniques such as using multiple files and disks.

- Chapter 6, "Transferring Data," shows you how to transfer data and database objects into and out of SQL Server databases. SQL Server provides a number of data transfer mechanisms. Most of the chapter focuses on one of these— Data Transformation Services. The others are briefly introduced.

- Chapter 7, "Web Publishing and Full-Text Indexing," explains how to automatically generate Web pages from your SQL Server databases. The chapter also discusses full-text indexing and searching in SQL Server 7, which gives you the ability to perform complex linguistic searches not normally possible on text or character data in a relational database.

- Chapter 8, "Backup and Restore Overview and Strategy," presents an overview of the SQL Server backup and restore processes and discusses issues that you should consider when planning a backup and restore strategy for a SQL Server database.

- Chapter 9, "Backing Up Databases," discusses the media that you can use when creating SQL Server backups and how to perform backups using SQL Server Enterprise Manager or the Transact-SQL BACKUP statement.

- Chapter 10, "Restoring Databases," teaches you how to restore backups in case of database or server failure. You will learn about the SQL Server recovery process and how to restore user and system databases, back up the transaction log in case of a database failure, rebuild the system databases, and implement a standby SQL Server.

- Chapter 11, "Logins, User Accounts, and User Roles," introduces three levels of access that are verified before a user can access data in a SQL Server

database. The chapter explains how to create and manage logins, users, and roles. The important difference between logins that are authenticated by Windows NT and those that are authenticated by SQL Server is also discussed in this chapter.

- Chapter 12, "Permissions and Security Planning," discusses how SQL Server checks permissions every time you attempt to execute statements or use objects in a database. In this chapter, you will learn how to grant and deny permissions to users and roles in a database and how to plan the permissions for each user or role.

- Chapter 13, "Automating Administrative Tasks," discusses the SQL Server 7 tools that you can use to automatically perform repetitive maintenance, respond to the ongoing demands of the server, and be alerted to problems as they occur. The chapter explains how these tools are implemented and teaches you how to use them.

- Chapter 14, "Monitoring and Maintaining SQL Server," shows you how to monitor SQL Server to find out when things are not occurring normally and thereby take steps to rectify the problem before alerts fire. The chapter also introduces the Database Maintenance Plan Wizard, which you can use to automatically create all of the jobs and tasks that should be part of your database maintenance plan.

- Chapter 15, "Introducing Replication," is the first of three chapters that deal with SQL Server replication. In this chapter, you will learn about the concepts and terminology associated with replication.

- Chapter 16, "Planning and Setting Up Replication," discusses planning a replication implementation and performing a number of replication tasks, including setting up servers, creating publications, and setting up subscriptions.

- Chapter 17, "Managing Replication," shows you how to monitor the replication agents and use various tools in SQL Server to troubleshoot replication problems. The chapter also explains how to publish data to non–SQL Server Subscribers, replicate data from non–SQL Server databases, and make a publication available for subscription on the Internet.

- Appendix A, "Questions and Answers," lists all of the practice and review questions from the book, showing suggested answers.

- Appendix B, "Database Schemata," gives you graphical schema diagrams of the SQL Server 7 sample databases, Northwind and pubs, that show the tables, columns, and relationships in these databases.

Finding the Best Starting Point for You

Because this book is self-paced, you can skip some lessons and revisit them later. Note, however, that you must complete the procedures in Chapter 2, "Installation," 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 70-028, *Administering Microsoft SQL Server 7.0*.	Work through all chapters, 1 through 17, in order.
Want to review 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 comprehensive list of the skills measured on certification exam 70-028, *Administering Microsoft SQL Server 7.0*. The tables list the skill and indicate 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.

Planning

Skill being measured	Location in book
Develop a security strategy.	
Assess whether to use Microsoft Windows NT or Microsoft SQL Server accounts.	Chapter 11, Lessons 1 and 2
Assess whether to leverage the Windows NT group structure.	Chapter 11, Lessons 1 and 2
Plan the use and structure of SQL Server roles. Server roles include fixed server, fixed database, and user-defined database.	Chapter 11, Lesson 3
Assess whether to map Windows NT groups directly into a database or to map them to a role.	Chapter 11, Lesson 3
Assess which Windows NT accounts will be used to run SQL Server services.	Chapter 2, Lesson 1
Plan an *n*-tier application security strategy, determining whether to use application roles or other mid-tier security mechanisms such as Microsoft Transaction Server.	Chapter 1, Lesson 3
Plan the security requirements for linked databases.	Chapter 6, Lesson 4

Skill being measured	Location in book
Develop a SQL Server capacity plan.	
Plan the physical placement of files, including data files and log files.	Chapter 5, Lessons 1 and 4
Plan the use of filegroups.	Chapter 5, Lesson 4
Plan for growth over time.	Chapter 5, Lesson 5
Plan the physical hardware system.	Chapter 2, Lesson 1, and Chapter 5, Lesson 4
Assess the communication requirements.	Chapter 1, Lesson 3, and Chapter 2, Lesson 1
Develop a data availability solution.	
Choose the appropriate backup and restore strategy. Strategies include full backup, full backup and transaction log backup, differential backup with full backup and transaction log backup, and database files backup and transaction log backup.	Chapter 8, Lessons 1 and 2
Assess whether to use a standby server.	Chapter 10, Lesson 4
Assess whether to use clustering.	Chapter 10, Lesson 4
Develop a migration plan.	
Plan an upgrade from a previous version of SQL Server.	Chapter 3, Lesson 1
Plan the migration of data from other data sources.	Chapter 6, Lessons 1 and 2
Develop a replication strategy.	
Given a scenario, design the appropriate replication model. Replication models include single Publisher, multiple Subscribers; single Subscriber, multiple Publishers; multiple Publishers, multiple Subscribers; and remote distribution server.	Chapter 15, Lessons 1, 2, and 4
Choose the replication type. Replication types include snapshot, transactional, and merge.	Chapter 15, Lessons 1, 2 and 3

Installation and Configuration

Skill being measured	Location in book
Install SQL Server 7.	
Choose the character set.	Chapter 2, Lesson 1
Choose the Unicode collation sequence.	Chapter 2, Lesson 1
Choose the appropriate sort order.	Chapter 2, Lesson 1
Install network libraries and protocols.	Chapter 2, Lesson 1
Install services.	Chapter 2, Lessons 1 and 2

(continued)

Skill being measured	Location in book
Install and configure a SQL Server client.	Chapter 4, Lesson 1
Perform an unattended setup.	Chapter 2, Lesson 3
Upgrade from a SQL Server 6.x database.	Chapter 3, Lessons 1 and 2
Configure SQL Server.	
Configure SQL Mail.	Chapter 13, Lessons 1 and 2
Configure default ANSI settings.	Chapter 4, Lesson 1
Install and configure the Full-Text Search service.	
Install the Full-Text Search service.	Chapter 7, Lesson 2
Enable full-text searches for specific columns and tables.	Chapter 7, Lesson 2
Create and manage indexes to support full-text searches.	Chapter 7, Lesson 2

Configuring and Managing Security

Skill being measured	Location in book
Assign SQL Server access to Windows NT accounts, SQL Server login accounts, and built-in administrator accounts.	Chapter 11, Lesson !
Assign database access to Windows NT accounts, SQL Server login accounts, the guest user account, and the dbo user account.	Chapter 11, Lesson 3
Create and assign SQL Server roles. Server roles include fixed server, fixed database, public, user-defined database, and application.	Chapter 11, Lesson 3
Grant to database users and roles the appropriate permissions for database objects and statements.	Chapter 12, Lessons 1 and 2
Audit server and database activity by using the SQL Server Profiler.	Chapter 14, Lesson 2

Managing and Maintaining Data

Skill being measured	Location in book
Create and manage databases—create data files, filegroups, and transaction log files.	Chapter 5, Lessons 1, 2, and 3
Create and manage databases—specify growth characteristics.	Chapter 5, Lesson 2
Load data by using various methods. Methods include the INSERT statement, the SELECT INTO statement, bcp, Data Transformation Services (DTS), BULK INSERT, Host Data Replicator (HDR), and Transfer Manager.	Chapter 6, Lesson 1

Skill being measured	Location in book
Back up system and user databases by performing a full backup, a transaction log backup, a differential backup, and a filegroup backup.	Chapter 9, Lessons 1 and 2
Restore system and user databases from a full backup, a transaction log backup, a differential backup, and a filegroup backup.	Chapter 10, Lessons 1, 2, 3, and 5
Manage replication.	
Configure servers, including distribution, publishing, and subscribing servers.	Chapter 16, Lessons 1 and 2
Create publications.	Chapter 16, Lesson 3
Set up and manage subscriptions.	Chapter 16, Lesson 4
Automate administrative tasks.	
Define jobs.	Chapter 13, Lesson 2
Define alerts.	Chapter 13, Lesson 3
Define operators.	Chapter 13, Lesson 2
Set up SQL Server Agent Mail for job notification and alerts.	Chapter 13, Lessons 1 and 2
Enable access to remote data.	
Set up linked servers.	Chapter 6, Lesson 4
Set up security for linked databases.	Chapter 6, Lesson 4

Monitoring and Optimization

Skill being measured	Location in book
Monitor SQL Server performance by using Performance Monitor and Profiler.	Chapter 14, Lesson 2
Tune and optimize SQL Server memory and CPU usage.	Chapter 14, Lessons 1 and 2
Limit resources used by queries by using the Query Governor.	Chapter 14, Lesson 1

Troubleshooting

Skill being measured	Location in book
Diagnose and resolve problems when upgrading from SQL Server 6.x.	Chapter 3, Lesson 3
Diagnose and resolve problems with backup and restore operations.	Chapter 9, Lesson 2, and Chapter 10, Lesson 5
Diagnose and resolve replication problems.	Chapter 17, Lesson 1
Diagnose and resolve job or alert failures.	Chapter 13, Lesson 4

(continued)

Skill being measured	Location in book
Diagnose and resolve distributed query problems.	Chapter 6, Lesson 4
Use the Client Configuration Utility to diagnose and resolve client connectivity problems.	Chapter 4, Lesson 1
Diagnose and resolve problems with access to SQL Server, databases, and database objects.	Chapter 4, Lesson 1

Getting Started

This self-paced training course contains hands-on procedures to help you learn about Microsoft SQL Server 7.

Caution   Several procedures may require you to make changes to your server. This may have undesirable results if you are connected to a larger network. Check with your Network Administrator before attempting these procedures.

Hardware Requirements

Each computer must have the following minimum configuration. All hardware should be on the Microsoft Windows NT Server 4.0 Hardware Compatibility List.

- Intel or compatible (Pentium 166 MHz or higher, Pentium PRO, or Pentium II) computer
- At least 64 MB of memory
- At least 300 MB of free hard disk drive space
- Sound card and speakers
- CD-ROM drive

Software Requirements

The following software is required to complete the procedures in this course. A 120-day evaluation copy of SQL Server 7.0 is included on CD-ROM in this kit.

- Microsoft Windows NT Server 4.0 with Service Pack 4, preferably installed as a Primary Domain Controller
- Microsoft SQL Server 7.0 Standard Edition

Caution The 120-day Evaluation Edition provided with this training is not the full retail product and is provided only for the purposes of training and evaluation. Microsoft Technical Support does not support this evaluation edition. For additional support information regarding this book and the CD-ROMs (including answers to commonly asked questions about installation and use), visit the Microsoft Press Technical Support Web site at http: //mspress.microsoft.com/ mspress/support/. You can also e-mail TKINPUT@MICROSOFT.COM, or send a letter to Microsoft Press, Attn: Microsoft Press Technical Support, One Microsoft Way, Redmond WA, 98052-6399.

Setup Instructions

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

Caution If your computer is part of a larger network, you *must* verify with your network administrator that the computer name, domain name, and other information used in setting up Microsoft SQL Server 7 as described in Chapter 2 does not conflict with network operations. If it does conflict, ask your network administrator to provide alternative values, and use those values throughout all of the procedures in this book.

Microsoft SQL Server 7.0 120-day Evaluation Edition

You will install Microsoft SQL Server 7.0 in Chapter 2, "Installation." You can perform the procedures in the rest of the chapters only after you have installed SQL Server as instructed in Chapter 2. You should not perform the procedures in the chapters of this book on a SQL Server that is being used by other users.

Installing the Exercise Files

The Supplemental Course Materials CD-ROM contains a set of exercise files that you will need to install on your hard disk drive to complete many of the procedures in this book.

▶ **To install the exercise files to your hard disk drive**

1. Insert the Supplemental Course Materials CD-ROM in to your CD-ROM drive.

2. Select Run from the Start menu on your desktop, and type **D:\Setup.exe** (where D is the name of your CD-ROM drive).

   This will initiate the setup process that will install the exercise files to your hard disk drive.

3. Follow the instructions of the Setup wizard.

Important This book operates on the assumption that your hard disk is named C, and the Setup wizard installs the exercise files to a default folder named C:\Sqladmin. If you alter the name of this default folder during the setup, the references to exercise files in this book will differ from the true location of files on your hard disk drive.

Installing the Media Files

The Supplemental Course Materials CD-ROM contains a set of audio visual demonstration files that you can view by running the files from the CD-ROM. You will find prompts within the book indicating when the demonstrations should be run. You must have installed Media Player and an Internet browser on your computer to view these files. (Microsoft Internet Explorer and Media Player are included on this CD-ROM. To install either of these software programs, see the installation instructions in the Readme.txt files on the CD-ROM.)