

MCSE考试指南系列

MCSE: SQL Server 7 Administration 考试指南

(英文原版)



*MCSE Test Success:
SQL Server 7
Administration*

微软认证的系
统工程师系列
丛书之十四

〔美〕 Michael Lee 著
Rick Sawtell



电子工业出版社
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微软认证考试系列丛书出版说明

当前,计算机系统的开发、管理、使用及维护需要大量不同层次的专业技术人员,评价各种技术人员的水平是一件既复杂又必不可少的工作。为考查、评测有关人员对于微软操作系统、软件和网络系统的理解和熟练使用程度,Microsoft公司设计了如下几种认证考试方案:

Microsoft Certified Professional (MCP, 微软认证专业人员)

Microsoft Certified Professional+Internet (MCPI, 微软认证的MCP及Internet专业人员)

Microsoft Certified Solution Developer (MCSD, 微软认证软件开发专家)

Microsoft Certified System Engineer (MCSE, 微软认证系统工程师)

Microsoft Certified System Engineer+Internet (MCSEI, 微软认证MCSE及Internet工程师)

Microsoft Certified DataBase Administrator (MCDBA, 微软认证数据库管理员)

Microsoft Certified Trainer (MCT, 微软认证培训师)

为帮助国内的技术人员学好、用好微软的产品,顺利通过有关的考试,我们分别以翻译和英文原版重印的形式推出了“MCSE学习指南系列”(中文译本)、“MCSE考试指南系列”(英文原版)和“MCSD学习指南系列”(英文原版)三个系列书。

MCSE考试

MCSE是Microsoft Certified Systems Engineer(微软认证系统工程师)的缩写形式。MCSE证书意味着持有者具有较高层次的Windows NT、微软操作系统和相关产品的知识。获得MCSE证书需要有良好的计算机基础知识,还需要对操作系统、网络系统和信息化产品有深刻全面的了解,需要经过认真甚至是艰苦的学习和实践过程。由于该证书取之不易,一旦获得便足以说明证书持有者的技术水平,所以该证书得到了普遍的认可,几乎成为许多国外大公司录用人员、提升职务,甚至是提高薪金的依据,所以MCSE考生人数逐年上升。

要获得MCSE证书,需要通过四项必考科目和两项自选科目考试。具体情况如下:

表0.1 MCSE考试内容与可选科目

必考科目	考试内容	可选择科目
#1	网络操作系统	Windows NT Server 3.51或Windows NT 4.0
#2	企业网系统应用	Windows NT Server (3.51或4.0) in the Enterprise
#3	网络基础知识	Networking Essentials
#4	微软操作系统知识	Windows 3.1、Windows 3.11 for Workgroups Windows 95、Windows NT Workstation、Windows 98
自选科目	考试内容	可选择科目
#5	微软信息服务器产品	SQL Server、SNA Server、Exchange Server或 Internet Information Server等十余个科目
#6	微软公司有关TCP/IP 方面的产品	TCP/IP for NT Server 4

为配合国内读者学习掌握计算机基础知识、操作系统、网络系统及信息化产品，我们推出了两套MCSE系列丛书，即：

- MCSE学习指南系列（中文译本）
- MCSE考试指南系列（英文原版）

MCSE学习指南系列

由于MCSE考试的技术水平高，要求考生概念清晰、基础知识牢固、能灵活地运用所学知识，并具有丰富的实践经验。显而易见，MCSE的学习、考试用书也应具备上述特点，介绍MCSE的书籍不但适用于MCSE考生，同时也适用于希望学习、掌握相关知识的普通技术人员。为此我们翻译了本系列丛书，现已推出或将要推出（黑体标识者）的书籍如下：

表0.2 MCSE系列丛书（学习指南系列）

中文书名	丛书编号	适用的考试科目
MCSE: NT Server 4学习指南	MCSE系列丛书之一	表0.1 #1
MCSE: NT Server 4 in the Enterprise学习指南	MCSE系列丛书之二	表0.1 #2
MCSE: 网络基础学习指南	MCSE系列丛书之三	表0.1 #3
MCSE: Windows NT Workstation学习指南	MCSE系列丛书之四	表0.1 #4
MCSE: Windows 95学习指南	MCSE系列丛书之五	表0.1 #4
MCSE: TCP/IP学习指南	MCSE系列丛书之六	表0.1 #6
MCSE: Microsoft Internet Information Server学习指南	MCSE系列丛书之七	表0.1 #5
MCSE: Windows 98学习指南	MCSE系列丛书之十六	表0.1 #4
MCSE: SQL Server 7 Administration学习指南	MCSE系列丛书之十七	表0.1 #5
MCSE: Microsoft Internet Information Server 4学习指南	MCSE系列丛书之十八	表0.1 #5
MCSE: TCP/IP for NT Server 4学习指南	MCSE系列丛书之十九	表0.1 #6

MCSE考试指南系列

如果说学习指南系列的特点是，十分注重原理介绍、概念阐述和外沿知识的说明；那么，新的考试指南系列则注意了必须了解的知识、结论，强调了正确的操作方法和实际处理问题的能力，同时介绍了许多MCSE考试的经验和技巧，并附有考试例题。

考虑到考试指南系列书注重结论、致力于支持读者通过MCSE考试等特点，加之MCSE考生英语水平普遍很高（考试本身需用英语完成），我们以英文重印形式推出了如下的考试指南系列书，详见表0.3所示。

表0.3 MCSE系列丛书（考试指南系列）

中文书名	丛书编号	适用的考试科目
MCSE: NT Server 4考试指南	MCSE系列丛书之八	表0.1 #1
MCSE: NT Server 4 in the Enterprise考试指南	MCSE系列丛书之九	表0.1 #2
MCSE: Networking Essentials考试指南	MCSE系列丛书之十	表0.1 #3
MCSE: NT Workstation 4考试指南	MCSE系列丛书之十一	表0.1 #4
MCSE: TCP/IP for NT Server 4考试指南	MCSE系列丛书之十二	表0.1 #6
MCSE: Microsoft Internet Information Server 4考试指南	MCSE系列丛书之十三	表0.1 #5
MCSE: SQL Server 7 Administration考试指南	MCSE系列丛书之十四	表0.1 #5
MCSE: Windows 98考试指南	MCSE系列丛书之十五	表0.1 #4

MCSD考试

持有MCSD证书，说明持有者具有熟练使用微软操作系统、开发工具和相关技术的能力。因而许多MCSE考生把MCSD考试作为MCSE考试的准备阶段，或者在获取了MCSE证书后再考取MCSD证书。要获取MCSD证书，需要通过如下四种考试（见表0.4）：

表0.4 MCSD必考科目与自选科目

必考科目	考试内容
#1 系统分析及 解决方案	Analyzing Requirements and Defining Solution Architectures
#2 桌面应用程序开发 (二择其一)	Designing and Implementing Desktop Applications with Visual Basic 6.0 Designing and Implementing Desktop Applications with Visual C++ 6.0
#3 分布式应用程序开发 (二择其一)	Designing and Implementing Distributed Applications with Visual Basic 6.0 Designing and Implementing Distributed Applications with Visual C++ 6.0
自选科目	可选择内容
#4 具体应用科目 (任选其一)	Implementing a Database Design on Microsoft SQL Server 6.5 Designing and Implementing a Database Design with Microsoft SQL Server 7.0 Designing and Implementing Data Warehouses with Microsoft SQL Server 7.0 Developing Application with Visual C++ Using Microsoft Foundation Class Library Designing and Implementing Web Site with Microsoft FrontPage 98 Designing and Implementing Commerce Solutions with Microsoft Site Server 3.0 Designing and Implementing Web Solutions with Microsoft Visual InterDev 6.0

MCSD学习指南系列

为配合广大读者学习MCSD方面的知识，考取MCSD证书，我们以英文重印形式，首先推出如下MCSD学习指南系列书（黑体标识者为最新推出或近期推出），见表0.5。

表0.5 MCSD系列丛书（学习指南系列）

中文书名	丛书编号	适用的考试科目
MCSD: SQL Server 6.5 Database Design学习指南	MCSD系列丛书之四	表0.4 #4
MCSD: Visual Basic 6 Desktop Application学习指南	MCSD系列丛书之五	表0.4 #2
MCSD: Visual Basic 6 Distributed Application学习指南	MCSD系列丛书之六	表0.4 #3
MCSD: Analyzing Requirements and Defining Solution Architecture学习指南	MCSD系列丛书之七	表0.4 #1
MCSD: Visual C++ 6 Desktop Application学习指南	MCSD系列丛书之八	表0.4 #2
MCSD: Visual C++ 6 Distributed Application学习指南	MCSD系列丛书之九	表0.4 #3
MCSD: SQL Server 7 Database Design学习指南	MCSD系列丛书之十	表0.4 #4

由于采用“重印”方式，即从SYBEX公司购买版权，同时获取该书的文本文件和图形文件，在国内重新排版印刷，这样做的优势在于：

- 降低了图书价格，重印书比原版图书便宜许多。
- 缩短了制作周期，重印书与原版书的“出版时差”不足两个月。
- 提高了制作质量，使用原文件排版，印刷质量明显优于各种影印外文原版书。

综上所述诸多优势，不难想象，重印系列书会受到广大读者的欢迎。

由于MCSE、MCSD及考试科目和软件版本在不断地增加或升级，因此我们推出的品种也会随之增加或调整。请读者留意书店内的销售广告或本系列书中的最新说明（恕不另行通知）。

最后，向支持和喜爱我们图书的广大读者表示感谢，并肯请读者对书中存在的问题提出批评和指正。

1999年·春

*To all those with the courage to embrace new things. May you
always reach your goals.*

Acknowledgments

As usual, the professionalism of the Sybex staff has saved the day. Thanks to Bronwyn, Brenda, Kathy, Shannon, and Nila for giving this book the extra attention to make it a quality product that we can all be proud of. You are tops.

Thanks to Rick who is always consistent, accurate, and entertaining. You make every project that we work on together much easier to manage. Many thanks to my wife Raelynn, who sticks with me when deadlines arrive. You're my motivation. Finally, to Bob Taylor and Jon Hansen, the men to whom I owe my current career; thanks for the direction and support.

Michael Lee

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I would like to say thanks to Mike Lee for bringing me in on this project and giving me the opportunity to add my input to this book. As always I have to thank my wife who has been wonderful and patient while I spent more time with my computer than her. It's time for us to get away and get reacquainted! Finally, a special thank you to Kenya (my cat) whose detailed knowledge of SQL Server administration has made my job that much easier.

Rick Sawtell

Introduction

The Microsoft Certified Systems Engineer (MCSE) certification is the hottest ticket to career advancement in the computer industry today. Hundreds of thousands of corporations and organizations worldwide are choosing Microsoft products for their networks. This has created a tremendous need for qualified personnel and consultants to help implement and support these networks. MCSE certification and the recently introduced MCSE+Internet (or MCSE+I) certification are your way to show that you have the professional abilities these corporations and organizations need.

There's an old Army Reserve commercial in which a person can't get employed because he has no experience, and he can't get experience because he can't get employed—a classic "Catch-22" situation. Although certification is best used in conjunction with real-life experience, it can go a long way in making up for lack of experience.

The value of certification is undeniable. Many people get certified just to compete in the job marketplace. For example, if you were an employer and you had two candidates with the same experience—but one was also certified—which one would you hire? The fact is that even though the number of certified professionals has grown tremendously, the demand has grown at least as fast as, if not faster than, the number of certified people.

Whether you are just getting started or are ready to move ahead in the computer industry, the knowledge and skills you have are your most valuable assets. Microsoft, recognizing this, has developed its Microsoft Certified Professional (MCP) program to give you credentials that verify your ability to work with Microsoft products effectively and professionally. The Microsoft Certified Systems Engineer (MCSE) certification is the premier MCP credential, designed for professionals who support Microsoft networks.

Microsoft has recently announced a new certification called the Microsoft Certified Database Administrator (MCDBA). The MCDBA certification will have four core required tests, one of which is SQL Server 7 Administration. Currently the four required tests are SQL Server 7 Administration, SQL Server 7 Implementation, NT Server, and NT Server in the Enterprise. Electives include SQL Datawarehouse, IIS, TCP/IP, and others.

Is This Book for You?

If you want to become certified as a Microsoft Certified Systems Engineer (MCSE), this book is for you. *Microsoft Certified Professional Magazine's* recent

surveys reveal the average MCSE is earning more than \$65,000 (US) per year, while the average MCSE consultant is earning more than \$95,000 per year. If you want to acquire the solid background you need to pass one of Microsoft's required client exams, take a step closer to your MCSE, and boost your career efforts, this book is for you.

What Does This Book Cover?

Think of this book as your guide to the Microsoft SQL Server Administration exam. The book is broken into seven units. Each unit covers a major exam area. The units are further broken down into specific exam objectives (Official Microsoft Exam Objectives), which can be found on the Microsoft Web site at http://www.microsoft.com/train_cert. The final unit (Unit 7) is a sample exam with questions posed in a format similar to what you will see on the real test.

- Unit 1: Planning
 - Develop a security strategy.
 - Develop a SQL Server capacity plan.
 - Develop a data availability solution.
 - Develop a migration plan.
 - Develop a replication strategy.
- Unit 2: Installation and Configuration
 - Install SQL Server 7.
 - Configure SQL Server.
 - Install and configure the Full-Text Search service.
- Unit 3: Configuring and Managing Security
 - Assign SQL Server access to Windows NT accounts, SQL Server login accounts, and built-in administrator accounts.
 - Assign database access to Windows NT accounts, SQL Server login accounts, the Guest user account, and the DBO user account.
 - Create and assign SQL Server roles. Server roles include fixed server, fixed database, public, user-defined database, and application.
 - Grant to database users and roles the appropriate permissions to database objects and statements.
 - Audit server and database activity by using the SQL Server Profiler.
- Unit 4: Managing and Maintaining Data
 - Create and Manage databases.
 - Load data by using various methods. Methods include the INSERT statement, the SELECT INTO statement, bcp, Data Transformation Services (DTS), BULK INSERT, Host Data Replication (HDR), the Transfer Manager.
 - Back up system and user databases by performing a full backup, a transaction log backup, a differential backup, and a filegroup backup.

- Manage replication.
- Automate administrative tasks.
- Enable access to remote data.
- Unit 5: Monitoring and Optimization
 - Monitor SQL Server performance by using Performance Monitor and Profiler.
 - Tune and optimize SQL Server memory and CPU usage.
 - Limit resources used by queries by using the Query Governor.
- Unit 6: Troubleshooting
 - Diagnose and resolve problems with upgrading from SQL Server 6.x.
 - Diagnose and resolve problems with backup and restore operations.
 - Diagnose and resolve replication problems.
 - Diagnose and resolve job or alert failures.
 - Diagnose and resolve distributed query problems.
 - Use the Client Configuration Utility to diagnose and resolve client connectivity problems.
 - Diagnose and resolve problems with access to SQL Server, databases, and database objects.
- Unit 7: The Exam: Sample Test

Throughout each unit, you will find concise reviews of exam-related topics. At the end of each unit you will have many fill-in-the-blank and True/False style questions to test your understanding of the concepts involved in each unit. You will then be presented with several exam style questions complete with reasoning for the answers given.

We have also provided a glossary of important SQL Server related terms. We suggest that you review the glossary before you take the exam.

How Do You Become an MCSE, MCSE+I, or MCDBA?

Attaining MCSE, MCSE+I, or MCDBA status is a serious challenge. The exams cover a wide range of topics and require dedicated study and expertise. Many people who have achieved other computer industry credentials have had troubles with the MCSE. This difficulty, however, is why the MCSE certificates are so valuable. If achieving MCSE status were easy, the market would be quickly flooded by MCSEs, and the certification would quickly become meaningless. Microsoft, keenly aware of this fact, has taken steps to ensure that certification means its holder is truly knowledgeable and skilled.

Exam Requirements

Successful candidates have to pass a minimum set of exams that measure technical proficiency and expertise:

- Candidates for the MCSE must pass four core requirements and two electives. SQL Server 7 Administration is one of the electives you can take.
- Candidates for the MCSE+Internet must pass seven core requirements and two electives. SQL Server 7 Administration is one of the electives you can take.
- Candidates for the MCDBA must pass four core requirements and one elective. SQL Server 7 Administration is one of the four required tests.



For a more detailed description of the Microsoft certification programs, go to http://www.microsoft.com/train_cert.



This book is a part of a series of Network Press MCSE Study Guides, published by Sybex, that cover all the core requirements of the MCSE and MCSE+I tracks as well as the electives you need.

Where Do You Take the Exams?

You may take the exams at any of more than 1000 Authorized Prometric Testing Centers (APTCs) and VUE Testing Centers around the world. For the location of a testing center near you, call APTC at 800-755-EXAM (755-3926) or VUE at 888-837-8616. Outside the United States and Canada, contact your local Sylvan Prometric or VUE registration center.

To register for a Microsoft Certified Professional exam:

1. Determine the number of the exam you want to take.
2. Register with the registration center nearest to you. At this point, you will be asked for advance payment for the exam—as of April 1999, the exams are \$100 each. Exams must be taken within one year of payment. You can schedule exams from one working day to six weeks prior to the date of the exam. You can cancel or reschedule your exam with notice of at least two working days prior to the exam. Same-day registration is available in some locations, subject to space availability. Where same-day registration is available, you must register a minimum of two hours before test time.



You can also register for your exams online at <http://www.sylvanprometric.com/> or <http://www.vue.com/ms/>

When you schedule the exam, you'll be provided with instructions regarding appointment and cancellation procedures, ID requirements, and information about the testing center location. In addition, you will receive a registration and payment confirmation letter from Sylvan Prometric or VUE.



Microsoft requires certification candidates to accept the terms of a Non-Disclosure Agreement (NDA) before taking certification exams.

What Is Adaptive Testing?

At this writing (Spring 1999), Microsoft is in the process of converting all of its exams to a new format, called *adaptive testing*. This format is radically different from the conventional format previously used for Microsoft certification exams. If you have never taken an adaptive test, there are a few things you should know.



When new tests first come out they are usually the standard format, i.e., about 60 questions in 80 minutes. After enough people have taken the test an adaptive version of the test is created. Although the SQL Server 7 test started as the standard version, by the end of 1999 it will probably be adaptive.

Conventional tests and adaptive tests differ in that conventional tests are static, containing a fixed number of questions, while adaptive tests change, depending upon your answers to the questions presented. The number of questions presented in your adaptive test will depend on how long it takes the exam to figure out what your level of ability is (according to the statistical measurements upon which the exam questions are ranked).

To determine a test-taker's level of ability, the exam will present questions in increasing or decreasing orders of difficulty. By presenting sequences of questions with predetermined levels of difficulty, the exam is supposedly able to figure out your level of understanding.

For example, we have three test-takers, Herman, Sally, and Rashad. Herman doesn't know much about the subject, Sally is moderately informed, and Rashad is an expert. Herman answers his first question incorrectly, so the exam gives him a second, easier question. He misses that, so the exam gives him a few more easy questions, all of which he misses. Shortly thereafter, the exam ends, and he receives his failure report. Sally, meanwhile, answers her first question correctly, so the exam gives her a more difficult question, which she answers correctly. She then receives an even more difficult question, which she answers incorrectly, so the exam gives her a somewhat easier question, as it tries to gauge her level of understanding. After numerous questions, of varying levels of difficulty, Sally's exam ends, perhaps with a passing score, perhaps not. Her exam included far more questions than Herman's did, because her level of understanding needed to be more carefully tested to determine whether it was at a passing level. When Rashad takes his exam, he an-

swers his first question correctly, so he's given a more difficult question, which he also answers correctly. He's given an even more difficult question, which he also answers correctly. He then is given a few more very difficult questions, all of which he answers correctly. Shortly thereafter, his exam ends. He passes. His exam was short, about as long as Herman's.

**NOTE**

Microsoft is also introducing more simulations into the exams. These simulations require that you complete a task or tasks on an element that looks just like the actual graphical interface of a Microsoft product. If you are familiar with the Microsoft product, you might find these questions to be a bit less abstract, and therefore slightly easier, than similar questions presented in purely text format. Some tests (such as the IIS test) have many simulation-type questions while others (such as the current SQL Server 7 Administration test) have few or none.

Microsoft moved to adaptive testing for several reasons:

- It saves time by focusing only on the questions needed to determine a test-taker's specific abilities. This way an exam that, in the conventional format, took $1\frac{1}{2}$ hours can be completed in less than half that time. The number of questions presented can be far fewer than the number required by a conventional exam.
- It protects the integrity of the exams. By exposing a smaller number of questions at any one time, it makes it more difficult for individuals to collect the questions in the exam pools with the intent of facilitating exam cramming.
- It saves Microsoft and/or the test delivery company money by cutting down on the amount of time it takes to deliver a test.

**WARNING**

Unlike the previous test format, the adaptive format will not allow you to go back to see a question again. The exam goes forward only. Once you enter your answer, that's it; you cannot change it. Be very careful before entering your answer. There is no time limit for each individual question (only for the exam as a whole). As your exam may be shortened by correct answers (and lengthened by incorrect answers) there is no advantage to rushing through questions.

Tips for Taking the Exam

The exam focuses on fundamental concepts relating to Microsoft SQL Server operation. It can also be quite specific regarding how SQL Server administrative tasks are performed. This exam is often perceived as one of the more difficult of the Microsoft Certified Professional tests. Careful study of this book, along with hands-on experience with the operating system, will be especially helpful in preparing you for the exam.

Here are some general tips for taking the exams successfully:

- Arrive early at the exam center so you can relax and review your study materials, particularly tables and lists of exam-related information.
- Read the questions carefully. Don't be tempted to jump to an early conclusion. Make sure you know *exactly* what the question is asking.
- Don't leave any unanswered questions on standard tests. They count against you. If you are taking an adaptive test, you cannot skip any questions so if you have to guess make sure the answer you have selected is your best guess.
- When answering multiple-choice questions you're not sure about, use a process of elimination to get rid of the obviously incorrect questions first. This will improve your odds if you need to make an educated guess.
- Because the hard questions will take up the most time, you may want to answer them quickly and mark them for later (on standard tests). You can move forward and backward through the exam on standard tests (unless the question specifically states that you cannot go back), and can see which items you have marked for later inspection.
- This test has some exhibits (pictures). It can be difficult, if not impossible, to view both the questions and the exhibit simulation on the 14- and 15-inch screens usually found at the testing centers. Call around to each center and see if they have 17-inch monitors available. If they don't, perhaps you can arrange to bring in your own. Failing this, some have found it useful to quickly draw the diagram on the scratch paper provided by the testing center and use the monitor to view just the question. You should always double check your answer when looking at an exhibit in case you check the wrong answer when going back and forth.
- One of the keys to correctly answering Microsoft test questions is figuring out just what it is that you are being asked. Most test questions are in the form of a story problem—cutting through the fluff and understanding the issue involved is most of the battle. You may want to look at the answer choices and “reverse-engineer” the question.
- Many of the Multiple Rating Items (MRI) questions that ask you “How well does this solution address the problem?” are very intimidating at first, because they are very long. Our strategy is to look at the solution and compare it against each desired outcome, keeping track of whether it works or doesn't. The available responses will sometimes consist of a count of the number of items that were successfully accomplished, which is the running total we have kept in our heads. Sometimes the question will end with a list of objectives, and you will be asked to specify whether they were fulfilled. We found these much easier, as we could look at the solution and see whether it fulfilled each individual objective.

- On simulations, do not change settings that are not directly related to the question. Also, assume default settings if the question does not specify or imply what they might be.
- This is not simply a test of your knowledge of Transaction SQL commands, but on how it is used to administer SQL Server 7 on Windows NT. You will need to know how to use the Transaction SQL language and the graphical utilities to perform your administrative tasks.
- A reminder: The adaptive format will NOT allow you to go back to see a question again. Be very careful before entering your answer. Because your exam may be shortened by correct answers (and lengthened by incorrect answers) there is no advantage to rushing through questions.

How to Use This Book

This book can focus your effort when preparing for the SQL Server exam. To best benefit from this book, you might want to use the following study method:

1. Study a unit carefully, making sure you fully understand the information.
2. If there are areas you don't understand, you can deepen your knowledge with the *MCSE: SQL 7 Administration Study Guide*, or look at the SQL Server Books Online.
3. Answer the questions related to that unit.
4. Note which questions you did not understand and study those sections of the book again.
5. Study each unit in the same manner.
6. Before taking the exam, try the practice exam in the last unit of this book. It will give you an idea of what you can expect to see on the real thing.
7. Use resources available on the Internet to help supplement and update your training preparation. The best place to start is the Certification area on Microsoft's Web page, www.microsoft.com/mcp. When you are ready for more details about a particular test or objective list, the www.microsoft.com/train_cert Web site is another invaluable resource.



If you prefer to use this book in conjunction with classroom or online training, you have many options. Both Microsoft-authorized training and independent training are widely available. See Microsoft's Web sites (www.microsoft.com/mcp and www.microsoft.com/train_cert) for more information.

To learn all the material covered in this book, you will need to study regularly and with discipline. Try to set aside the same time every day to study, and select a comfortable and quiet place in which to do it. If you work hard, you will be surprised at how quickly you learn this material. Good luck.