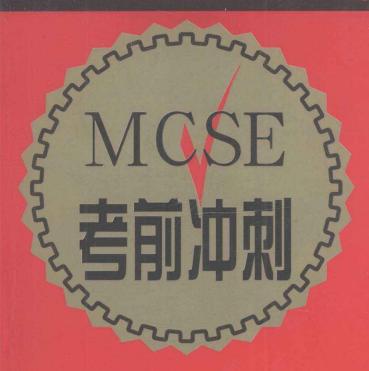
The Smartest Way To Get Certified™



The perfect supplement to all certification study guides



NT Workstation 4

Exam 70-073

Microsoft Certified Systems Engineer





NT Workstation 4

Microsoft Certified Systems Engineer Adaptive Lesting Edition

Ed Tittel, Kurt Hudson, James Michael Stewart

中国水利水电点版社

Original English language edition published by The Coriolis Group LLC, 14455N. Hayden Drive, Suite 220, Scottsdale, Arizona 85260 USA, telephone (602)483-0192, fax (602) 483-0193. Copyright © 1999 by The Coriolis Group. English language reprinted copyright © 2000 by China WaterPower Press, All rights reserved.

This book may not be duplicated in any way without the express written consent of the publisher, except in the form of brief excerpts or quotations for the purposes of review. The information contained herein is for the personal use of the reader and may not be incorporated in any commercial programs, other books, databases, or any kind of software without written consent of the publisher. Making copies of this book or any portion for any purpose other than your own is a violation of United States copyright laws.

Limits of Liability and Disclaimer of Warranty

The author and publisher of this book have used their best efforts in preparing the book and the programs contained in it. These efforts include the development, research, and testing of the theories and programs to determine their effectiveness. The author and publisher make no warranty of any kind, expressed or implied, with regard to these programs or the documentation contained in this book.

The author and publisher shall not be liable in the event of incidental or consequential damages in connection with, or arising out of, the furnishing, performance, or use of the programs, associated instructions, and/or claims of productivity gains.

Trademarks

Trademarked names appear throughout this book. Rather than list the names and entities that own the trademarks or insert a trademark symbol with each mention of the trademarked name, the publisher states that it is using the names for editorial purposes only and to the benefit of the trademark owner, with no intention of infringing upon that trademark.

书	名	MCSE NT Workstation 4 考前冲刺
作	者	[美]Ed Tittel, Kurt Hudson, James Michael Stewart
出版、	发行	中国水利水电出版社(北京市三里河路6号 100044)
		网址: www.waterpub.com.cn
1		E-mail: sale@waterpub.com.cn
1		电话: (010) 63202266(总机)、68331835(发行部)
销	售	全国各地新华书店
排	版	北京万水电子信息有限公司
印	刷	北京市天竺颖华印刷厂
规	格	787×1092毫米 16开本 31.5印张 723千字
版	次	2000年1月第一版 2000年1月北京第一次印刷
印	数	0001—2000册
定	价	48.00元



The Smartest Way To Get Certified ™

Thank you for purchasing one of our innovative certification study guides, just one of the many members of the Coriolis family of certification products.

Certification Insider PressTM was created in late 1997 by The Coriolis Group to help professionals like you obtain certification and advance your career. Achieving certification involves a major commitment and a great deal of hard work. To help you reach your goals, we've listened to others like you, and we've designed our entire product line around you and the way you like to study, learn, and master challenging subjects. Our approach is *The Smartest Way To Get Certified*.

In less than a year, Coriolis has published over one million copies of our highly popular Exam Cram, Exam Prep, and On Site guides. Our Exam Cram books, specifically written to help you pass an exam, are the number one certification self-study guides in the industry. They are the perfect complement to any study plan you have, as well as to the rest of the Certification Insider Press series: Exam Prep, comprehensive study guides designed to help you thoroughly learn and master certification topics, and On Site, guides that really show you how to apply your skills and knowledge on the job.

Our commitment to you is to ensure that all of the certification study guides we develop help you save time and frustration. Each one provides unique study tips and techniques, memory joggers, custom quizzes, insight about test taking, practical problems to solve, real-world examples, and much more.

We'd like to hear from you. Help us continue to provide the very best certification study materials possible. Write us or email us at craminfo@coriolis.com and let us know how our books have helped you study, or tell us about new features that you'd like us to add. If you send us a story about how an Exam Cram, Exam Prep, or On Site book has helped you, and we use it in one of our books, we'll send you an official Coriolis shirt for your efforts.

Good luck with your certification exam and your career. Thank you for allowing us to help you achieve your goals.

Keith Weiskamp

Publisher, Certification Insider Press

Moder W Atrix

About The Authors

Ed Tittel is a 20-year veteran in the computing business who owes his high-tech career to a continuing love for the beautiful city of Austin, Texas. Ed covers lots of Windows NT subjects, with over 20 NT-related titles to his credit. He is also a member of the Networld+Interop trade show faculty, where he teaches on Windows NT security and performance topics. Prior to going out on his own in 1994, Ed worked at Novell for six years, where he began as a field engineer and left as the company's director of technical marketing.

Ed has contributed to over 85 computer books, including many in the Exam Cram and Exam Prep series, for which he is also the series editor. Ed has also written articles for publications that include the late Byte, InfoWorld, LAN Magazine, Windows NT Magazine, and PC Magazine.

In his spare time, Ed likes cooking homemade stock and all the good stuff that comes from it, playing pool, and walking his dawg, Blackie. You can reach Ed by email at etittel@lanw.com or on the Web through www.lanw.com/staff/etbio.htm.

Kurt Hudson, president of HudLogic, Inc, has earned MCSE, MCSE + Internet, MCT, and A+ Certified Technician ratings. He began his technical career with the U.S. Air Force, earning medals for systems efficiency, training excellence, and national security. He has worked for Unisys, where he helped launch two Windows 95 support operations for Microsoft and Compaq, and for Productivity Point International, where he trained hundreds of computer support engineers and system administrators. Today, he writes commercial technical publications, trains computer professionals, and troubleshoots networking problems. He has authored or co-authored several publications, which are listed at www. hudlogic.com. You can reach Kurt via email at kurt@hudlogic.com.

James Michael Stewart is a full-time writer focusing on Windows NT and Internet topics. Most recently, he has worked on several titles in the Exam Cram and Exam Prep series. Michael has been developing Windows NT 4 MCSE-level courseware and training materials for several years, including both print and online publications, as well as classroom presentation of NT training materials. He has been an MCSE since 1997, with a focus on Windows NT 4. You can reach Michael by email at michael@lanw.com, or through his Web page at www.lanw.com/jmsbio.htm.

Acknowledgments

Thanks to Keith Weiskamp, the publisher at The Coriolis Group, for backing the *Exam Cram* concept, for starting Certification Insider Press, and for giving us the chance to revisit, revise, and expand on our original Core Four *Exam Crams*. We've created an industry phenomenon and launched a real brand name. Thanks a million!

Thanks also to the folks who helped turn our bright ideas into real books and marketing plans. On the LANWrights side, my special thanks go out to Dawn Rader, project manager and editor extraordinaire; James Michael Stewart, Windows NT wizard and collaborator nonpareil; Mary Burmeister, Goddess of Glossaries; Kyle Findlay, our handyman around the office; and Dr. Bill Brogden, the man who built the test engine that made so much of our work possible. You guys are the greatest! Thanks also to my Core Four co-authors, James Michael Stewart and Kurt Hudson. At Coriolis, special thanks go to Shari Jo Hehr, our acquisitions editor and den mother; Sandra Lassiter, queen of production and editing; Paula Kmetz, managing editor; Meredith Brittain, Dan Young, and Jeff Kellum, our project editors for these titles; and Kim Eoff and Jon Gabriel, our production coordinators for these titles. We'd also like to thank Cynthia Caldwell, Deanna Gogol, Anne Tull, Neil Gudowitz, Richard Flowers, and many more, for their outstanding efforts in marketing and selling these books.

Finally, thanks to my family for being there when I needed them. Mom and Dad: You've been a source of inspiration, challenge, and friendship. Kat, Mike, and the gang: You've helped remind me why I'm doing all this. To Tressa and the kids: Hang in there, the sun's breaking through the clouds. Last, thanks to Blackie (my giant and enthusiastic eight-month-old black labrador) for pulling me away from the keyboard and out into the real world on occasion.

—Ed Tittel

I would like to thank the following people for their professional contributions to this book: Julie A. Hudson, Doug Dexter, and Lori Marcinkiewicz.

-Kurt Hudson

Acknowledgments

Thanks to my boss and co-author, Ed Tittel, for including me in this book series. Thanks to Dawn Rader; without you, this book would never have been complete. A warm howdy to Mary Burmeister (our other work slave). To my parents, Dave and Sue: Thanks for always being there and making it clear how much you care. To Dave and Laura: Buy the \$20,000 home theater and I'll camp on your couch and cook your meals! To Mark: The cult of the Pocketgods will come back to haunt you—it is already noted in your permanent record. To HERbert: Please stop digging your claws into the back of my neck while I'm asleep. And finally, as always, to Elvis—I've been looking high and low for a glittery white jumpsuit of my own, but it seems that Wal-Mart is always sold out!

-James Michael Stewart

Contents At A Glance

Chapter 1	Microsoft Certification Exams
Chapter 2	Windows NT Architecture
Chapter 3	Installing And Configuring Workstation
Chapter 4	Users, Groups, And Policies
Chapter 5	Configuring Windows NT Workstation
Chapter 6	Windows NT File Systems And Structures
Chapter 7	File And Directory Security
Chapter 8	Windows NT System Security
Chapter 9	Windows NT Networking
Chapter 10	TCP/IP
Chapter 11	NetWare Connectivity
Chapter 12	Workgroups, Domains, And Browsers
Chapter 13	Remote Access Service (RAS)
Chapter 14	Windows NT Printing
Chapter 15	Tuning And Monitoring Windows NT Workstation
Chapter 16	Application Subsystem Architecture
Chapter 17	Booting Windows NT
Chapter 18	Troubleshooting
Chapter 19	Sample Test #1
Chapter 20	Answer Key #1
Chapter 21	Sample Test #2
Chanter 22	Answer Key #2

Introduction

Welcome to MCSE NT Workstation 4 Exam Cram, Adaptive Testing Edition! This book aims to help you get ready to take—and pass—the Microsoft certification Exam 70-073, titled "Implementing and Supporting Microsoft Windows NT Workstation 4.0." This introduction explains Microsoft's certification programs in general and talks about how the Exam Cram series can help you prepare for Microsoft's certification exams.

Exam Cram books help you understand and appreciate the subjects and materials you need to pass Microsoft certification exams. Exam Cram books are aimed strictly at test preparation and review. They do not teach you everything you need to know about a topic (such as the ins and outs of managing automated Windows NT installations, or all the nitty-gritty details involved in using Windows NT Workstation 4.0). Instead, we (the authors) present and dissect the questions and problems we've found that you're likely to encounter on a test. We've worked from Microsoft's own training materials, preparation guides, and tests, and from a battery of third-party test preparation tools. Our aim is to bring together as much information as possible about Microsoft certification exams.

Nevertheless, to completely prepare yourself for any Microsoft test, we recommend that you begin by taking The MCSE Exam Cram Self-Assessment included in this book immediately following this introduction. This tool will help you evaluate your knowledge base against the requirements for an MCSE under both ideal and real circumstances.

Based on what you learn from that exercise, you might decide to begin your studies with some classroom training or some background reading. On the other hand, you might decide to pick up and read one of the many study guides available from Microsoft or third-party vendors on certain topics, including The Coriolis Group's Exam Prep series (for which a title on Windows NT Workstation 4.0 is also available).

We also strongly recommend that you install, configure, and fool around with the software that you'll be tested on, because nothing beats hands-on experience and familiarity when it comes to understanding the questions you're likely to encounter on a certification test. Book learning is essential, but hands-on experience is the best teacher of all!

The Microsoft Certified Professional (MCP) Program

The MCP Program currently includes seven separate tracks, each of which boasts its own special acronym (as a would-be certificant, you need to have a high tolerance for alphabet soup of all kinds):

- ➤ MCP (Microsoft Certified Professional) This is the least prestigious of all the certification tracks from Microsoft. Passing any of the major Microsoft exams (except the Networking Essentials exam) qualifies an individual for MCP credentials. Individuals can demonstrate proficiency with additional Microsoft products by passing additional certification exams.
- ➤ MCP+I (Microsoft Certified Professional + Internet) This midlevel certification is attained by completing three core exams: "Implementing and Supporting Microsoft Windows NT Server 4.0," "Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0," and "Implementing and Supporting Internet Information Server 3.0 and Microsoft Index Server 1.1" or "Implementing and Supporting Microsoft Internet Information Server 4.0."
- ➤ MCP+SB (Microsoft Certified Professional + Site Building) This certification program is designed for individuals who are planning, building, managing, and maintaining Web sites. Individuals with the MCP+SB credential will have demonstrated the ability to develop Web sites that include multimedia and searchable content and Web sites that connect to and communicate with a back-end database. It requires one MCP exam, plus two of these three exams: "Designing and Implementing Commerce Solutions with Microsoft Site Server, 3.0, Commerce Edition," "Designing and Implementing Web Sites with Microsoft FrontPage 98," and "Designing and Implementing Web Solutions with Microsoft Visual InterDev 6.0."
- ➤ MCSE (Microsoft Certified Systems Engineer) Anyone who has a current MCSE is warranted to possess a high level of expertise with Windows NT (version 3.51 or 4.0) and other Microsoft operating systems and products. This credential is designed to prepare individuals to plan, implement, maintain, and support information systems and networks built around Microsoft Windows NT and its BackOffice family of products.

To obtain an MCSE, an individual must pass four core operating system exams, plus two elective exams. The operating system exams require individuals to demonstrate competence with desktop and server operating systems and with networking components.

You must pass at least two Windows NT-related exams to obtain an MCSE: "Implementing and Supporting Microsoft Windows NT Server" (version 3.51 or 4.0) and "Implementing and Supporting Microsoft Windows NT Server in the Enterprise" (version 3.51 or 4.0). These tests are intended to indicate an individual's knowledge of Windows NT in smaller, simpler networks and in larger, more complex, and heterogeneous networks, respectively.

Note: The NT 3.51 version is scheduled to be retired by Microsoft sometime in 1999.

You must pass two additional tests as well. These tests are related to networking and desktop operating systems. At present, the networking requirement can be satisfied only by passing the Networking Essentials test. The desktop operating system test can be satisfied by passing a Windows 95, Windows NT Workstation (the version must match the NT version for the core tests), or Windows 98 test.

The two remaining exams are elective exams. An elective exam may fall in any number of subject or product areas, primarily BackOffice components. These include tests on Internet Explorer 4, SQL Server, IIS, Proxy Server, SNA Server, Exchange Server, Systems Management Server, and the like. However, it is also possible to test out on electives by taking advanced networking topics like "Internetworking with Microsoft TCP/IP on Microsoft Windows NT 4.0" (but here again, the version of Windows NT involved must match the version for the core requirements taken). If you are on your way to becoming an MCSE and have already taken some exams, visit www.microsoft.com/mcp/certstep/mcse.htm for information about how to proceed with your MCSE certification.

Whatever mix of tests is completed toward MCSE certification, individuals must pass six tests to meet the MCSE requirements. It's not uncommon for the entire process to take a year or so, and many individuals find that they must take a test more than once to pass. Our primary goal with the *Exam Cram* series is to make it possible, given proper study and preparation, to pass all Microsoft certification tests on the first try. Table 1 shows the required and elective exams for the MCSE certification.

Table 1 MCSE Requirements*

Core

All 3 of these are	required
Exam 70-067	Implementing and Supporting Microsoft Windows NT Server 4.0
Exam 70-068	Implementing and Supporting Microsoft Windows NT Server 4.0 in the Enterprise
Exam 70-058	Networking Essentials
Choose 1 from th	is group
Exam 70-064	Implementing and Supporting Microsoft Windows 95
Exam 70-073	Implementing and Supporting Microsoft Windows NT Workstation 4.0
Exam 70-098	Implementing and Supporting Microsoft Windows 98

Elective

Choose 2 from ti	nis group
Exam 70-088	Implementing and Supporting Microsoft Proxy Server 2.0
Exam 70-079	Implementing and Supporting Microsoft Internet Explorer 4.0 by Using the Internet Explorer Administration Kit
Exam 70-087	Implementing and Supporting Microsoft Internet Information Server 4.0
Exam 70-081	Implementing and Supporting Microsoft Exchange Server 5.5
Exam 70-059	Internetworking with Microsoft TCP/IP on Microsoft Windows NT 4.0
Exam 70-028	Administering Microsoft SQL Server 7.0
Exam 70-029	Designing and Implementing Databases on Microsoft SQL Server 7.0
Exam 70-056	Implementing and Supporting Web Sites Using Microsoft Site Server 3.0
Exam 70-086	Implementing and Supporting Microsoft Systems Management Server 2.0
Exam 70-085	Implementing and Supporting Microsoft SNA Server 4.0

- * This is not a complete listing—you can still be tested on some earlier versions of these products. However, we have included mainly the most recent versions so that you may test on these versions and thus be certified longer. We have not included any tests that are scheduled to be retired.
- ➤ MCSE+I (Microsoft Certified Systems Engineer + Internet) This is a newer Microsoft certification and focuses not just on Microsoft operating systems, but also on Microsoft's Internet servers and TCP/IP.

To obtain this certification, an individual must pass seven core exams plus two elective exams. The core exams include not only the server operating systems (Windows NT Server and Server in the Enterprise) and a desktop OS (Windows 95, Windows 98, or Windows NT Workstation), but also include Networking Essentials, TCP/IP, Internet Information Server (IIS), and the Internet Explorer Administration Kit (IEAK).

The two remaining exams are elective exams. These elective exams can be in any of four product areas: SQL Server, SNA Server, Exchange Server, or Proxy Server. Table 2 shows the required and elective exams for the MCSE+I certification.

Introduction

Table 2 MCSE+Internet Requirements*

Core

All 6 of these are	required
Exam 70-067	Implementing and Supporting Microsoft Windows NT Server 4.0
Exam 70-068	Implementing and Supporting Microsoft Windows NT Server 4.0 in the Enterprise
Exam 70-058	Networking Essentials
Exam 70-059	Internetworking with Microsoft TCP/IP on Microsoft Windows NT 4.0
Exam 70-087	Implementing and Supporting Microsoft Internet Information Server 4.
Exam 70-079	Implementing and Supporting Microsoft Internet Explorer 4.0 by Using the Internet Explorer Administration Kit
Choose 1 from th	is group
Exam 70-064	Implementing and Supporting Microsoft Windows 95
Exam 70-073	Implementing and Supporting Microsoft Windows NT Workstation 4.0
Exam 70-098	Implementing and Supporting Microsoft Windows 98

Elective

Choose 2 from th	is group
Exam 70-088	Implementing and Supporting Microsoft Proxy Server 2.0
Exam 70-081	Implementing and Supporting Microsoft Exchange Server 5.5
Exam 70-028	Implementing a Database Design on Microsoft SQLServer 7.0
Exam 70-029	System Administration for Microsoft SQL Server 7.0
Exam 70-056	Implementing and Supporting Web Sites Using Microsoft Site Server 3.0
Exam 70-085	Implementing and Supporting Microsoft SNA Server 4.0

- This is not a complete listing—you can still be tested on some earlier versions of these products. However, we have included mainly the most recent versions so that you may test on these versions and thus be certified longer. We have not included any tests that are scheduled to be retired.
- ➤ MCSD (Microsoft Certified Solution Developer) The MCSD credential reflects the skills required to create multitier, distributed, and COM-based solutions, in addition to desktop and Internet applications, using new technologies. To obtain an MCSD, an individual must demonstrate the ability to analyze and interpret user requirements; select and integrate products, platforms, tools, and technologies; design and implement code and customize applications; and perform necessary software tests and quality assurance operations.

To become an MCSD, you must pass a total of four exams: three core exams and one elective exam. Each candidate must also choose one of these two desktop application exams—"Designing and Implementing Desktop Applications with Microsoft Visual C++ 6.0" or "Designing and Implementing Desktop Applications with Microsoft Visual Basic 6.0"—plus one of these two distributed application exams—"Designing and Implementing Distributed Applications with Microsoft Visual C++

6.0" or "Designing and Implementing Distributed Applications with Microsoft Visual Basic 6.0."

Note: Microsoft is planning to release desktop application and distributed application exams on Visual J++ and Visual FoxPro in the spring of 1999.

Elective exams cover specific Microsoft applications and languages, including Visual Basic, C++, the Microsoft Foundation Classes, Access, SQL Server, Excel, and more.

➤ MCDBA (Microsoft Certified Database Administrator) The MCDBA credential reflects the skills required to implement and administer Microsoft SQL Server databases. To obtain an MCDBA, an individual must demonstrate the ability to derive physical database designs, develop logical data models, create physical databases, create data services by using Transact-SQL, manage and maintain databases, configure and manage security, monitor and optimize databases, and install and configure Microsoft SQL Server.

To become an MCDBA, you must pass a total of five exams: four core exams and one elective exam. The required core exams are "Administering Microsoft SQL Server 7.0," "Designing and Implementing Databases with Microsoft SQL Server 7.0," "Implementing and Supporting Microsoft Windows NT Server 4.0," and "Implementing and Supporting Microsoft Windows NT Server 4.0 in the Enterprise."

The elective exams that you can choose from cover specific uses of SQL Server and include "Designing and Implementing Distributed Applications with Visual Basic 6.0," "Designing and Implementing Distributed Applications with Visual C++ 6.0," "Designing and Implementing Data Warehouses with Microsoft SQL Server 7.0 and Microsoft Decision Support Services 1.0," and two exams that relate to NT: "Internetworking with Microsoft TCP/IP on Microsoft Windows NT 4.0" and "Implementing and Supporting Microsoft Internet Information Server 4.0".

➤ MCT (Microsoft Certified Trainer) Microsoft Certified Trainers are individuals who are deemed able to deliver elements of the official Microsoft curriculum, based on technical knowledge and instructional ability. Thus, it is necessary for an individual seeking MCT credentials (which are granted on a course-by-course basis) to pass the related certification exam for a course and complete the official Microsoft training in the subject area, and to demonstrate an ability to teach.

This latter criterion may be satisfied by proving that one has already attained training certification from Novell, Banyan, Lotus, the Santa Cruz Operation, or Cisco, or by taking a Microsoft-sanctioned workshop on instruction. Microsoft makes it clear that MCTs are important cogs in the Microsoft training channels. Instructors must be MCTs before Microsoft will allow them to teach in any of its official training channels, including Microsoft's affiliated Authorized Technical Education Centers (ATECs), Authorized Academic Training Programs (AATPs), and the Microsoft Online Institute (MOLI).

Certification is an ongoing activity. Once a Microsoft product becomes obsolete, MCPs typically have 12 to 18 months in which they may recertify on current product versions. (If individuals do not recertify within the specified time period, their certifications become invalid.) Because technology keeps changing and new products continually supplant old ones, this should come as no surprise.

The best place to keep tabs on the MCP Program and its various certifications is on the Microsoft Web site. The current root URL for the MCP program is www.microsoft.com/mcp/. But Microsoft's Web site changes frequently, so if this URL doesn't work, try using the Search tool on Microsoft's site with either "MCP" or the quoted phrase "Microsoft Certified Professional Program" as the search string. This will help you find the latest and most accurate information about the company's certification programs.

Taking A Certification Exam

Alas, testing is not free. Each computer-based MCP exam costs \$100, and if you don't pass, you may retest for an additional \$100 for each additional try. In the United States and Canada, tests are administered by Sylvan Prometric and by Virtual University Enterprises (VUE). Here's how you can contact them:

- ➤ Sylvan Prometric You can sign up for a test through the company's Web site at www.slspro.com. Or, you can register by phone at 800-755-3926 (within the United States or Canada) or at 410-843-8000 (outside the United States and Canada).
- ➤ Virtual University Enterprises You can sign up for a test or get the phone numbers for local testing centers through the Web page at www. microsoft.com/train_cert/mcp/vue_info.htm.

To sign up for a test, you must possess a valid credit card, or contact either company for mailing instructions to send them a check (in the U.S.). Only when payment is verified, or a check has cleared, can you actually register for a test.

To schedule an exam, call the number or visit either of the Web pages at least one day in advance. To cancel or reschedule an exam, you must call before 7 P. M. pacific standard time the day before the scheduled test time (or you may be charged, even if you don't appear to take the test). When you want to schedule a test, have the following information ready:

- Your name, organization, and mailing address.
- Your Microsoft Test ID. (Inside the United States, this means your Social Security number; citizens of other nations should call ahead to find out what type of identification number is required to register for a test.)
- The name and number of the exam you wish to take.
- ➤ A method of payment. (As we've already mentioned, a credit card is the most convenient method, but alternate means can be arranged in advance, if necessary.)

Once you sign up for a test, you'll be informed as to when and where the test is scheduled. Try to arrive at least 15 minutes early. You must supply two forms of identification—one of which must be a photo ID—to be admitted into the testing room.

All exams are completely closed-book. In fact, you will not be permitted to take anything with you into the testing area, but you will be furnished with a blank sheet of paper and a pen or, in some cases, an erasable plastic sheet and an erasable pen. We suggest that you immediately write down on that sheet of paper all the information you've memorized for the test. In Exam Cram books, this information appears on a tear-out sheet inside the front cover of each book. You will have some time to compose yourself, to record this information, and even to take a sample orientation exam before you begin the real thing. We suggest you take the orientation test before taking your first exam, but because they're all more or less identical in layout, behavior, and controls, you probably won't need to do this more than once.

When you complete a Microsoft certification exam, the software will tell you whether you've passed or failed. Results are broken into several topic areas. Even if you fail, we suggest you ask for—and keep—the detailed report that the test administrator should print for you. You can use this report to help you prepare for another go-round, if needed.

If you need to retake an exam, you'll have to schedule a new test with Sylvan Prometric or VUE and pay another \$100.



The first time you fail a test, you can retake the test the next day. However, if you fail a second time, you must wait 14 days before retaking that test. The 14-day waiting period remains in effect for all retakes after the first failure.

Tracking MCP Status

As soon as you pass any Microsoft exam other than Networking Essentials, you'll attain Microsoft Certified Professional (MCP) status. Microsoft also generates transcripts that indicate which exams you have passed and your corresponding test scores. You can order a transcript by email at any time by sending an email to mcp@msprograms.com. You can also obtain a copy of your transcript by downloading the latest version of the MCT Guide from the Web site and consulting the section titled "Key Contacts" for a list of telephone numbers and related contacts.

Once you pass the necessary set of exams (one for MCP, six for MCSE, or nine for MCSE+I), you'll be certified. Official certification normally takes anywhere from four to six weeks, so don't expect to get your credentials overnight. When the package for a qualified certification arrives, it includes a Welcome Kit that contains a number of elements:

- ➤ An MCP, MCSE, or MCSE+I certificate, suitable for framing, along with a Professional Program Membership card and lapel pin.
- ➤ A license to use the MCP logo, thereby allowing you to use the logo in advertisements, promotions, and documents, and on letterhead, business cards, and so on. Along with the license comes an MCP logo sheet, which includes camera-ready artwork. (Note: Before using any of the artwork, individuals must sign and return a licensing agreement that indicates they'll abide by its terms and conditions.)
- A subscription to *Microsoft Certified Professional Magazine*, which provides ongoing data about testing and certification activities, requirements, and changes to the program.
- A one-year subscription to the Microsoft Beta Evaluation program. This subscription will get you all beta products from Microsoft for the next year. (This does not include developer products. You must join the MSDN program or become an MCSD to qualify for developer beta products.)

Many people believe that the benefits of MCP certification go well beyond the perks that Microsoft provides to newly anointed members of this elite group. We're starting to see more job listings that request or require applicants to have