

Managing a Microsoft® Windows® Server 2003 Environment

Workbook

Course Number: 2274

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About This Course

This section provides you with a brief description of the course, audience, suggested prerequisites, and course objectives.

Description

This five-day instructor-led course provides students with the knowledge and skills to manage accounts and resources in a Microsoft® Windows® Server 2003 environment. The course is intended for systems administrator and systems engineer candidates who are responsible for managing accounts and resources. These tasks include managing user, computer, and group accounts; managing access to network resources; managing printers; managing an organizational unit in a network based on Active Directory® directory service; and implementing Group Policy to manage users and computers.

Audience

This is the first course in the systems administrator and systems engineer tracks for Windows Server 2003 and serves as the entry point for other courses in the Windows Server 2003 curriculum.

Student prerequisites

This course requires that students meet the following prerequisites:

- A+ certification, or equivalent knowledge and skills
- Network+ certification, or equivalent knowledge and skills

Course objectives

After completing this course, the student will be able to:

- Create and populate organizational units with user and computer accounts.
- Manage user and computer accounts.
- Create and manage groups.
- Manage access to resources.
- Implement printing.
- Manage printing.
- Manage access to objects by using organizational units.
- Implement Group Policy.
- Manage the user and computer environment by using Group Policy.
- Implement administrative templates and audit policy in Windows Server 2003.

Student Materials Compact Disc Contents

The Student Materials compact disc contains the following files and folders:

- *Autorun.exe*. When the compact disc is inserted into the CD-ROM drive, or when you double-click the **Autorun.exe** file, this file opens the compact disc and allows you to browse the Student Materials compact disc.
- *Autorun.inf*. When the compact disc is inserted into the compact disc drive, this file opens Autorun.exe.
- *Default.htm*. This file opens the Student Materials Web page. It provides you with resources pertaining to this course, including additional reading, review and lab answers, lab files, multimedia presentations, and course-related Web sites.
- *Readme.txt*. This file explains how to install the software for viewing the Student Materials compact disc and its contents and how to open the Student Materials Web page.
- *Appendix*. This folder contains appendix files for this course.
- *Flash*. This folder contains the installer for the Macromedia Flash 6.0 browser plug-in.
- *Fonts*. This folder contains fonts that may be required to view the Microsoft Word documents that are included with this course.
- *Labfiles*. This folder contains files that are used in the hands-on labs. These files may be used to prepare the student computers for the hands-on labs.
- *Media*. This folder contains files that are used in multimedia presentations for this course.
- *Mplayer*. This folder contains the setup file to install Microsoft Windows Media® Player.
- *Sampcode*. This folder contains sample code that is accessible through the Web pages on the Student Materials compact disc.
- *Webfiles*. This folder contains the files that are required to view the course Web page. To open the Web page, open Windows Explorer, and in the root directory of the compact disc, double-click **Default.htm** or **Autorun.exe**.
- *Wordview*. This folder contains the Word Viewer that is used to view any Word document (.doc) files that are included on the compact disc.

Document Conventions

The following conventions are used in course materials to distinguish elements of the text.

Convention	Use
Bold	Represents commands, command options, and syntax that must be typed exactly as shown. It also indicates commands on menus and buttons, dialog box titles and options, and icon and menu names.
<i>Italic</i>	In syntax statements or descriptive text, indicates argument names or placeholders for variable information. Italic is also used for introducing new terms, for book titles, and for emphasis in the text.
Title Capitals	Indicate domain names, user names, computer names, directory names, and folder and file names, except when specifically referring to case-sensitive names. Unless otherwise indicated, you can use lowercase letters when you type a directory name or file name in a dialog box or at a command prompt.
ALL CAPITALS	Indicate the names of keys, key sequences, and key combinations—for example, ALT+SPACEBAR.
<code>monospace</code>	Represents code samples or examples of screen text.
[]	In syntax statements, enclose optional items. For example, <code>[filename]</code> in command syntax indicates that you can choose to type a file name with the command. Type only the information within the brackets, not the brackets themselves.
{ }	In syntax statements, enclose required items. Type only the information within the braces, not the braces themselves.
	In syntax statements, separates an either/or choice.
►	Indicates a procedure with sequential steps.
...	In syntax statements, specifies that the preceding item may be repeated.
.	Represents an omitted portion of a code sample.
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