

Managing a Microsoft Windows Server 2003 Environment

Course 2274: Five days; Instructor-Led

Introduction

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.

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.

Audience

This course is intended for individuals who are employed as or seeking employment as a systems administrator or systems engineer.

At Course Completion

- After completing this course, students 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 in using organizational units.
- Implement Group Policy.
- Manage the user and computer environment by using Group Policy.
- Audit accounts and resources.

Prerequisites

Before attending this course, students must have:

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

Microsoft Certification exams

This course will help the student prepare for the following Microsoft Certified Professional exam:

- Exam 70-290: Managing and Maintaining a Microsoft Windows Server 2003 Environment

Course Materials

The student kit includes a comprehensive workbook and other necessary materials for this class.

Course Outline

Module 1: Introduction to Administering Accounts and Resources

This module explains how to administer accounts and resources on computers running Microsoft Windows Server 2003 software in a networked environment.

Lessons

- Multimedia: Introduction to Administering Accounts and Resources
- The Windows Server 2003 Environment
- Logging on to Windows Server 2003
- Using the Run As Feature for Administration
- Installing and Configuring Administrative Tools
- Creating an Organizational Unit

Lab: Creating Organizational Units

- Creating an Organizational Unit

After completing this module, students will be able to:

- Describe the Windows Server 2003 environment.
- Log on to a computer running Windows Server 2003.
- Use the Run as feature to perform administrative tasks.
- Install and configure the administrative tools.
- Create an organizational unit.

Module 2: Managing User and Computer Accounts

This module explains how to modify user and computer accounts on computers running Microsoft Windows Server 2003 in a networked environment.

Lessons

- Creating User Accounts
- Creating Computer Accounts
- Modifying User and Computer Account Properties
- Creating a User Account Template
- Managing User and Computer Accounts
- Using Queries to Locate User and Computer Accounts in Active Directory

Lab: Managing User and Computer Accounts

- Creating User Accounts
- Creating Computer Accounts
- Using Queries to Locate Objects
- Modifying User and Computer Properties

After completing this module, students will be able to

- Create user accounts.
- Create computer accounts.
- Modify user and computer account properties.
- Create a user account template.
- Manage user and computer accounts.
- Use queries to locate user and computer accounts in Active Directory directory service..

Module 3: Managing Groups

This module explains how to perform various administrative functions using groups.

Lessons

- Creating groups.
- Managing group membership.
- Strategies for using groups.
- Using default groups.

Lab: Creating and Managing Groups

- Creating Global and Domain Local Groups
- Managing Group Membership
- Managing Default Groups

After completing this module, students will be able to:

- Create groups.
- Manage group membership
- Apply strategies for using groups
- Manage default groups.

Module 4: Managing Access to Resources

This module explains how to enable resource access with permissions, manage access to files and folders using permissions, and manage permission inheritance.

Lessons

- Overview of Managing Access to Resources
- Managing Access to Shared Folders
- Managing Access to Files and Folders Using NTFS Permissions
- Determining Effective Permissions
- Managing Access to Shared Files Using Offline Caching

Lab: Managing Access to Resources

- Creating and Sharing Folders
- Configuring NTFS Permissions
- Publishing Shared Folders
- Testing Permissions
- Configuring Automatic Caching

After completing this module, students will be able to

- Manage access to resources.
- Manage access to shared folders.
- Manage access to files and folders by using NTFS permissions.
- Determine effective permissions.
- Manage access to shared files by using offline caching.

Module 5: Implementing Printing

This module explains how to implement printing in a Windows Server 2003 environment.

Lessons

- Multimedia: Introduction to Printing in the Windows Server 2003 Family
- Installing and Managing Access to Printers
- Managing Printer Drivers
- Implementing Printer Locations

Lab A: Implementing Printing

- Installing Printers and Setting Printer Locations and Permissions
- Searching for Printers and Testing Permissions

After completing this module, students will be able to

- Explain printing in the Windows Server 2003 family.
- Install and manage access to printers by using printer permissions.
- Manage printer drivers.
- Implement printer locations.

Module 6: Managing Printing

This module explains how to set up a network-wide printing strategy to meet the needs of users and troubleshoot installation or configuration problems.

Lessons

- Changing the Location of the Print Spooler
- Setting Printer Priorities and Scheduling Printer Availability
- Configuring a Printing Pool and Redirecting Print Queues

Lab: Managing Printing

- Installing Printers and Creating a Printing Pool
- Setting Printer Priorities and Availability

After completing this module, students will be able to

- Change the location of the print spooler.
- Set printing priorities and schedule printer availability.
- Configure a printing pool and redirect print queues.

Module 7: Managing Access to Objects in Organizational Units

This module explains the permissions available for managing access to Active Directory objects, how to move objects between organizational units in the same domain, and how to delegate control of an organizational unit.

Lessons

- Modifying Permissions for Active Directory Objects
- Delegating Control of Organizational Units

Lab: Managing Access to Objects in Organizational Units

- Modifying the Delegation of Control Wizard and Delegating Permissions
- Testing the Delegated Permissions
- Granting Permissions to the Legal Organizational Unit and Creating a Taskpad
- Testing the Delegated Permissions

After completing this module, students will be able to

- Modify permissions for Active Directory objects.
- Delegate control of organizational units.

Module 8: Implementing Group Policy

This module explains the purpose and function of Group Policy in a Microsoft Windows Server 2003 environment. It also explains how to implement Group Policy objects (GPOs) and manage GPOs.

Lessons

- Implementing Group Policy Objects
- Implementing GPOs on a Domain
- Managing the Deployment of Group Policy

Lab: Implementing a GPO

- Disabling and Deleting a GPO
- Creating and Linking Multiple GPOs
- Filtering the GPOs to Exempt Selected Users
- Backing Up and Importing GPO Settings

After completing this module, students will be able to

- Implement GPOs.
- Implement GPOs in a domain.
- Manage the deployment of Group Policy.

Module 9: Managing the User Environment by Using Group Policy

This module explains how to use Group Policy to assign scripts, restrict group membership and access to software and configure folder redirection. As well, this module explains how to determine which GPOs are being applied on a computer.

Lessons

- Configuring Group Policy Settings
- Assigning Scripts with Group Policy
- Restricting Group Membership and Access to Software
- Configuring Folder Redirection
- Determining Applied GPOs

Lab: Managing the User Environment by Using Group Policy

- Creating and Applying a GPO to the Graphics Organizational Unit
- Assigning a Logon Script to Connect to a Printer
- Using a GPO to Configure the Members of the Backup Operators Group
- Using the Group Policy Results Wizard to Verify the Policy Settings

After completing this module students will be able to

- Configure Group Policy settings.
- Assign scripts with Group Policy.
- Restrict group membership and access to software.
- Configure Folder Redirection.
- Determine Applied Group Policy objects (GPOs).

Module 10: Implementing Administrative Templates and Audit Policy

This module provides a broad overview of security in Microsoft Windows Server 2003. It also explains how to deploy security templates and test computer security policy and how to configure auditing and manage security logs..

Lessons

- Overview of Security in Windows Server 2003
- Using Security Templates to Secure Computers
- Testing Computer Security Policy
- Configuring Auditing
- Managing Security Logs

Lab: Managing Security Settings

- Creating a Custom Security Template
- Importing and Deploying the Custom Template

After completing this module, students will be able to

- Explain user rights and audit policies in Windows Server 2003.
- Use security templates to secure computers.
- Test computer security policy.
- Configure auditing.
- Manage security logs.