



Managing a Microsoft® Windows® Server 2003 Environment

Elements of this syllabus are subject to change.

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.

Key Data

Course #: 2274

Number of Days: 5

Format: Instructor-Led


Certification Exams:

This course, together with course 2275, *Maintaining a Microsoft® Windows® Server 2003 Environment*, helps you prepare for the following Microsoft Certified Professional exam:

- 70-290, *Managing and Maintaining a Microsoft Windows Server 2003 Environment*

Certification Track: MCSA, MCSE

This course is based on the Release Candidate 2 version of Microsoft® Windows® Server 2003.

All labs  the course are to be completed with the Release Candidate 2 version of Windows Server 2003.

The components of this course are still in development. Content in the final release of the course may be different from the content included in this prerelease version.

This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.

Course content, prices, and availability are subject to change without notice.

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.

Student Materials

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

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
<ul style="list-style-type: none">▪ Multimedia: Introduction to Administering Accounts and Resources▪ The Windows Server 2003 Family▪ Logging on to Windows Server 2003▪ Installing and Configuring Administrative Tools▪ Creating User Accounts▪ Creating Computer Accounts▪ Creating an Organizational Unit
Lab A: Creating Accounts and Organizational Units
<ul style="list-style-type: none">▪ Creating an Organizational Unit Hierarchy▪ Creating Computer Accounts▪ Creating User Accounts

After completing this module, students will be able to:

- Describe features of the Windows 2003 Server Family.
- Log on to Windows Server 2003.
- Install and configure administrative tools.
- Create user accounts.
- Create computer accounts.
- 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
<ul style="list-style-type: none">▪ Modifying Users and Computer Account Properties▪ Enabling and Unlocking User and Computer Accounts▪ Creating a User Account Template▪ Locating User and Computer Accounts in Active Directory▪ Saving Queries▪ Resetting User and Computer Accounts▪ Moving Domain Objects
Lab A: Managing User and Computer Accounts
<ul style="list-style-type: none">▪ Searching for and Moving User Accounts▪ Searching for and Moving Computer Accounts▪ Searching for and Enabling User Accounts

After completing this module, students will be able to

- Modify user and computer account properties.
- Enable and unlock user and computer accounts.
- Create a user account template.
- Locate user and computer accounts in Active Directory.
- Save queries.
- Reset user and computer accounts.
- Move domain objects.

Module 3: Managing Groups

This module explains how to [perform various administrative functions using groups](#).

Lessons
<ul style="list-style-type: none">▪ Creating Groups▪ Managing Group Membership▪ Strategies for Using Groups▪ Modifying Groups▪ Using Default Groups▪ Best Practices for Managing Groups
Lab A: Creating and Managing Groups
<ul style="list-style-type: none">▪ Creating and Managing Groups

After completing this module, students will be able to:

- Create groups.
- Manage group membership
- Apply strategies for using groups
- Modify 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
<ul style="list-style-type: none">▪ 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 A: Managing Access to Resources
<ul style="list-style-type: none">▪ Configuring Access for Manufacturing Personnel▪ Configuring Access for Marketing Personnel▪ Configuring Access for Purchasing Personnel

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
<ul style="list-style-type: none">▪ Multimedia: Introduction to Printing in the Windows Server 2003 Family▪ Installing and Sharing Printers▪ Managing Access to Printers Using Shared Printer Permissions▪ Managing Printer Drivers▪ Implementing Printer Locations
Lab A: Implementing Printing
<ul style="list-style-type: none">▪ Install Printers▪ Browse Network Printers with Locations

After completing this module, students will be able to

- Explain the printing process in the Windows Server 2003 family.
- Install and share printers.
- Manage access to printers by using shared 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
<ul style="list-style-type: none">▪ Changing the Location of the Print Spooler▪ Setting Printer Priorities▪ Scheduling Printer Availability▪ Configuring a Printing Pool
Lab A: Managing Printing
<ul style="list-style-type: none">▪ Creating Printing Pools▪ Setting Printer Priorities and Availability

After completing this module, students will be able to

- Change the location of the print spooler.
- Set printing priorities.
- Schedule printer availability.
- Configure a printing tool.

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
<ul style="list-style-type: none">▪ Multimedia: The Role of the Organizational Unit▪ Modifying Permissions for Active Directory Objects▪ Delegating Control of Organizational Units
Lab A: Managing Access to Objects in Organizational Units
<ul style="list-style-type: none">▪ Delegating Administrative Control▪ Documenting Security of an Object Created in an Organizational Unit

After completing this module, students will be able to

- Identify the role of organizational units.
- 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
<ul style="list-style-type: none">▪ Implementing Group Policy Objects▪ Implementing Group Policy Objects on a Domain▪ Managing the Deployment of Group Policy
Lab A: Implementing a GPO
<ul style="list-style-type: none">▪ Creating and Linking GPOs▪ Configuring Group Filtering on GPOs▪ Configuring the Enforcement of GPOs▪ Configuring the Blocking of GPOs

After completing this module, students will be able to

- Implement a local GPO.
- Implement GPOs on 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 configure Folder Redirection, Microsoft Internet Explorer connectivity, and the desktop.

Lessons
<ul style="list-style-type: none">▪ Configuring Group Policy Settings▪ Assigning Scripts with Group Policy▪ Configuring Folder Redirection▪ Determining Applied GPOs
Lab A: Using Group Policy Reports
<ul style="list-style-type: none">▪ Creating a Group Policy▪ Generating a Group Policy Modeling Report▪ Generating a Group Policy Results Report

After completing this module, students will be able to

- Configure group policy settings.
- Assign scripts with group policy.
- Configure folder redirection.
- Determine applied GPOs.

Module 10: Introduction to Security in Windows Server 2003

This module explains how to use Group Policy to configure Folder Redirection, Microsoft Internet Explorer connectivity and the desktop.

Lessons
<ul style="list-style-type: none">▪ Overview of Security in Windows Server 2003▪ Using Security Templates to Secure Computers▪ Testing Computer Security Policy▪ Configuring Auditing▪ Managing Security Logs
Lab A: Managing Security Settings
<ul style="list-style-type: none">▪ Creating a Custom Template▪ Testing a Custom Template▪ Deploying a Custom Template by Using a GPO▪ Configuring and Testing Security Audits of Organizational Units

After completing this module, students will be able to

- Provide an overview of security in Windows Server 2003.
- Use security templates to secure computers.
- Test computer security policy.
- Configure auditing.
- Manage security logs.

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