

# Administering Windows XP Pro

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**Meet the expert:** Rafiq Wayani has extensive experience including more than 20 years in IT as Systems Architect, Software Engineer, DBA, and Project Manager. Wayani has instructed in a variety of technical areas, has designed and implemented network and information systems, and is certified across a wide range of platforms and systems including Microsoft Solutions Developer, Systems Engineer, Application Developer, Database Administrator, Trainer; Novell Netware Administrator and Engineer; Master Certified Netware Engineer; and A Certified.

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**Course description:** The purpose of this course is to provide individuals with the skills required to support Windows XP Professional desktops. This course is intended for users who provide helpdesk support for Windows XP Professional desktops and are new to the Windows XP environment.

## Course outline:

### XP Workgroup - Part 1

- Introduction
- Networking with Windows XP
- Windows XP Workgroup
- Computer Workgroup Info.
- Add Computer to Workgroup
- Use TCP/IP to Change Mem.
- Workgroup Shares/Resources
- Create New Folder Shares
- Manage Access to Folders
- Priv. / Admin / Security
- User Accounts
- Add User Accounts
- Summary

### XP Workgroup - Part 2

- Introduction
- Disable User Accounts
- Use MMC to Manage
- Edit User Using MMC
- Enable/Disable Accounts
- Show User Lock Out
- MS Management Console
- Default Save Location for MMC
- Add Event Viewer Snap-In
- Add New User with MMC
- Local Policies in MMC
- Account Lockout Local Policy
- Test Lockout Policy
- Shortcut to MMC
- File and Print Sharing Demo
- Subtleties with User Accounts

- Summary

### XP Workgroup - Part 3

- Introduction
- Account Policy
- Config Account Policies
- Switch User vs Logoff
- Connection Sharing
- Connection Sharing Demo
- Best Practices
- Summary

### Domains

- Introduction
- Windows XP in a Domain
- Req. for XP in a Domain
- Add Computer to a Domain
- Log into the Domain
- Network Connections
- Win XP Computer Account
- Win XP Logon Process
- Authentication
- SIDs / ACEs
- Group Policy
- Locate a Computer in AD
- Add/Remove a Computer Acct.
- Create a Group Policy
- Best Practices
- Summary

### IP Address Name Resolution

- Introduction
- IP Addressing Overview
- Dynamic/Static IP Addressing
- Assign Static IP Address
- Other IP Addressing Options

- Automatic Private IP Address
- Alternative Static IP Address
- Best Practices
- Summary

### Firewall Configuration

- Introduction
- Firewall Configuration
- Adjust Firewall Settings
- Disable Ping Requests
- Web Server Requests
- More Features of Firewall
- Additional Firewall Config.
- Enable/Show Firewall Log File
- Firewall Settings in GP
- Best Practices
- Summary

### IIS / Wireless

- Introduction
- IIS Description
- Install IIS
- IIS Folder Structure
- View IIS Homepage
- View Default IIS Web Site
- Stop the Default Web Site
- Create a Virtual Directory
- Virtual Directory Security
- Wireless Description
- Install a USB Wireless NIC
- Connect to Wireless Network
- Disconnect Wireless Network
- Summary

### IP Troubleshooting

- Introduction

- TCP/IP Troubleshooting
- Common TCP/IP Utilities
- Hostname Utility
- IPConfig Utility
- Ping Utility
- Pathping Utility
- Tracert Utility
- Repair Utility
- TCP/IP Name Resolution
- DNS Name
- Alias Record
- Hosts / LMHosts File
- DNS Client and WINS Client
- Configure DNS / WINS Client
- Telnet / FTP
- Install FTP
- Use FTP Server from IE
- Use FTP Server from FTP Util.
- Enable Telnet
- Telnet with the Telnet Utility
- Telnet with HyperTerminal
- Best Practices
- Summary

### File Compression

- Introduction
- Benefits
- Drawbacks
- Types of Compression
- Issues
- Enable Volume Compression
- Enable Folder Compression

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- Undo Folder Compression
- Summary

## Offline Files

- Introduction
- Description
- Enable Offline Files
- Advanced Options
- Fast User Switching
- View Files Offline
- Synchronize Offline Files
- Disable Offline for a File
- Enable Folders Offline
- Summary

## Internet Explorer

- Introduction
- Security Zones/Settings
- Configuring Zones/Settings
- Privacy Settings
- Configuring Privacy Settings
- Blocking Pop-Ups
- Certificate Settings
- Connection Settings
- Configuring Certificate Settings
- Config. Connection Settings
- General Settings
- Configuring General Settings
- Best Practices
- Summary

## Desktop - Part 1

- Introduction
- Desktop Environment
- Change Desktop Settings
- Advanced Features/Effects
- Desktop Shortcuts
- Add/Work with Shortcuts/Prog.
- Accessibility Options
- Run the Accessibility Wizard
- Work with Magnifier
- Work with Narrator
- Regional Options
- Regional/Language Options
- Summary

## Desktop - Part 2

- Introduction
- Start Menu
- Start Menu Options
- Startup Folder
- Run Folder in the Registry
- Taskbar
- Move the My Docs. Folder
- Taskbar Options
- Share the My Docs. Folder
- Env. Variables and Sys. Settings

- Summary

## Desktop - Part 3

- Introduction
- User Profiles
- Work with User Profiles
- Delete User Profiles
- GP with Local Computer
- Remote Assistance
- Remote Assistance Demo
- Best Practices
- Summary

## Power Management

- Introduction
- ACPI
- View Power Schemes
- Advanced Power Options
- Hibernate Options
- UPS Options
- Summary

## Optimize Windows XP

- Introduction
- Optimize Hardware/Software
- Startup Folder
- Change Desktop Appearance
- Appearance Effects
- Windows Services
- Registry Run Settings
- Add/Remove Programs
- Using Task Manager
- Create Scheduled Tasks
- Optimize for Mobile Computing
- Turn On File/Folder Caching
- Summary

## Boot Process

- Introduction
- Boot Process for Windows XP
- Registry Settings
- View the Boot Files
- View Registry Settings
- Boot.ini File
- View the Boot.ini File
- Update the Boot.ini File
- Boot.ini Switches
- Change with Switches
- Startup Configurations
- LKGC Process
- View Startup Configurations
- Boot Options - Safe Mode
- Boot into Safe Mode
- Advanced Boot Options
- Recovery Console
- Work with Recovery Console
- Restore Points

- Create a Restore Point
- Restore from a Restore Point
- Summary

## Printers

- Introduction
- Printer Terminology
- Local Printer
- Network Printer
- Install a Printer
- Add a File as a Printer
- Remove a Printer
- Printer Problems
- Printer Permissions
- Summary

## Drivers

- Introduction
- What is a Driver?
- Device Manager
- Driver Update
- Roll Back a Driver
- Digitally Signed Drivers
- Troubleshooting Drivers
- Device Manager Demo
- Where to Troubleshoot Drivers
- View Driver Details
- How to Update a Driver
- Where to Roll Back a Driver
- Driver Signing Options
- Summary

## Devices

- Introduction
- Types
- View the Storage Devices
- View Hard Drive Properties
- Disk Quota Properties
- Using a Flash Drive
- Types of Display Devices
- Display Device Settings
- View Display Properties
- Advanced Display Properties
- Display Identity Property
- Troubleshoot Display Issues
- DirectX
- DirectX Diagnostic Tool
- Display Problem Resolution
- I/O Device Types
- I/O Problem Resolution
- Summary

## Installing Windows XP - Part 1

- Introduction
- Planning and Installation
- Running Windows XP Setup
- Installing Windows

- Initial Startup of Windows XP
- Summary

## Installing Windows XP - Part 2

- Introduction
- Choosing a File System Demo
- Encrypted File System Demo
- Delete Encrypted Files
- File System Conversion
- Convert FAT Volume to NTFS
- Win XP File System Selection
- Conversion Cautions
- Disk Partitions
- Using Computer Management
- Using DiskPart Utility
- Summary

## Installing Windows XP - Part 3

- Introduction
- Upgrading to Windows XP
- Upgrade Win 98 to Win XP
- Upgrade Win NT 4.0 Fails
- Automated Installation
- Create an Answer File
- Migration to Windows XP
- File and Settings Transfer Wizard
- User State Migration Tool
- Completing Installation
- Best Practices
- Summary

## Failed Install

- Introduction
- Hardware Issues
- Software/Drivers Issues
- Windows Product Activation
- Registry
- Hardware Compatibility List
- Clean Install or Upgrade?
- Service Packs Installed?
- Maybe There's a Virus?
- Summary

## RIS/Web Server Resources

- Introduction
- Remote Installation Services
- RBFQ Tool Demo
- Benefits
- Issues
- Install/Configure
- Troubleshoot
- Install IIS
- Start/Stop Web Server
- Create New Virtual Directory
- Web Site Security
- Web Site Certificates
- Summary