

Self-Administered Assessment

Administering Microsoft® Windows NT® 4.0

This preparation guide describes what you'll be tested on and suggests ways to prepare for this assessment. It contains information that is specific to the *Administering Microsoft® Windows NT® 4.0* assessment, such as assessment objectives and study resources.

This assessment is a self-administered, computer-based test. Instructions for running the software, completing the assessment, and scoring the assessment are included in the section entitled How to Take the Self-Administered Assessment.

Note: Passing this self-administered assessment does not satisfy any requirements for the Microsoft Certified Professional program, nor does performance on this test guarantee or directly correlate to the success you may have on any Microsoft certification exam. Unlike the Microsoft certification exams, this assessment is not professionally validated. If you plan to pursue Microsoft certification, see the section entitled Microsoft Certified Professional Program.

What You'll Be Tested On

The following list of objectives outlines the specific skills measured by this assessment:

Setting Up User Accounts

- Create new user accounts, including home folders (directories).
- Delete and rename user accounts.
- Change a user's working environment.

Setting Up Group Accounts

- Describe the types of groups available in Microsoft® Windows NT®.
- Plan local and global groups.
- Create new local and global groups.
- Delete groups.

Administering User and Group Accounts

- Create a template and use it to create user accounts.
- Implement an Account policy for all accounts in a domain.
- Reset user account passwords.
- Promote a backup domain controller to primary domain controller.
- Synchronize domain controllers.
- Troubleshoot logon problems.

Securing Network Resources with Shared Folder (Directory) Permissions

- Describe the shared folder (directory) permissions.
- Create and modify shared folders (directories) in single-domain and multiple-domain networks.
- Assign permissions to users and groups in single-domain and multiple-domain networks.
- Connect to shared folders (directories).

Securing Network Resources with NTFS Permissions

- Define the NTFS file and directory permissions.
- Describe the result when permissions for a folder (directory) are different from those for files within the folder (directory).
- Assign NTFS file and directory permissions to users and groups.
- Describe the result when files and folders (directories) are copied or moved.
- Take ownership of files and folders (directories).

Setting Up a Network Printer

- Add and share a network printer.
- Assign printer permissions to users and groups.

Create a printer pool.
Set priorities between printers.

Administering Network Printers

Delete a document.
Set a notification for a document.
Identify printing problems.

Auditing Resources and Events

Set up an Audit policy for the domain by using User Manager for Domains.
Set up auditing on files and directories by using Windows NT Explorer.

Monitoring Network Resources

Assign rights to users to perform server operator functions.
Use Server Manager to monitor server usage.
Use Server Manager to view and manage server properties.
View system configuration information.

Backing Up Data to Tape

Grant a user the backup right.
Plan a backup strategy.
Perform a backup to tape.
Use a batch file and the AT command to schedule backups.

Restoring Data from Tape

Grant a user the restore right.
Restore backup data onto a computer from tape.

How to Prepare

As you prepare for this assessment, you can take advantage of several reference and information resources, such as those described in the following section. You can then customize your own preparation plan to complement your current skill level.

Microsoft Education and Certification

Microsoft Education and Certification can provide you with information about the following resources:

- Microsoft Official Curriculum
- Microsoft Solution Provider Authorized Technical Education Centers in your area
- Microsoft Online Institute

For more information, call (800) 636-7544 in the United States and Canada. Outside the United States and Canada, contact your local Microsoft office.

Product Resources

Your real-world experience using Windows NT 4.0 is a key component of preparing for the assessment. As you work with the product, be sure to study the following documentation, focusing on the areas relating to the assessment objectives:

- *Concepts and Planning* for Microsoft Windows NT Server version 4.0
- *Network Supplement* for Microsoft Windows NT Server version 4.0

Microsoft Official Curriculum



The Microsoft Official Curriculum consists of courses that are designed by Microsoft product groups and that support the assessment process. The following Microsoft Official Curriculum courses are not required, but they will help you prepare for this assessment:

- Course 661: *Administering Microsoft Windows NT 4.0*
- *Administering Microsoft Windows NT 4.0* self-paced training

Other Suggested Curricula

You might also find it helpful to take advantage of other assessment preparation materials, such as books and self-paced courses, developed by independent courseware vendors.

How to Take the Self-Administered Assessment

Starting the Assessment

1. Make sure that Microsoft Windows version 3.1 or later is already installed on your computer. You can run the self-administered assessment on any system that can run Windows 3.1 or later.
2. Start Windows.
3. Insert the *Administering Microsoft Windows NT 4.0* Self-Administered Assessment disk in drive A.
4. Double-click **Lnchtst.exe** to begin the assessment.
5. Click **Options** to display the **Options** dialog box.
6. Type your first name, last name, and initial. Click **OK**.
Important: Do not skip this step. It is important that your name be saved to disk along with your assessment score.
7. The software returns you to the initial screen. Click **Start**.
8. Click the **Next** button.
9. To start your assessment, click **Start**.

The first question, or item, of the assessment is displayed. The time remaining for you to complete the assessment is displayed in the upper-right corner of the screen.

For basic information about using the software, click **Help** at any time.

Answering Items

10. If a or precedes the answer choices, you must select your answer. Click an answer choice or press the letter or number immediately following the circle or square. If more than one choice is allowed, click any additional choices you believe are correct.
 - This symbol ... indicates that you can select ...
 - only one choice
 - more than one choice

Note: The message displayed in the lower-left corner may specify the number of answers to select.
11. If the insertion point appears in a box, you must type your answer using the keyboard. You can change your answer as needed. Press BACKSPACE to erase the character

preceding the insertion point. To insert an omitted character, use the arrow keys or the mouse to move the insertion point to the appropriate place, and then type the omitted character.

Marking Items for Review

You can mark items to allow you to review your answers at the end of the assessment, if you have time.

12. To mark an item for later review, click:
13. **Mark** in the upper-left corner of the display.
14. indicates that the item is marked.
15. When the Item Review window is displayed (after you view all items in the assessment), **M** will appear before any item you have marked. You can double-click the item to return to it, or you can click **Review Marked** to review all items you have marked.

Reviewing Incomplete Items

16. Incomplete items are marked with **I** in the Item Review window. You can review all incomplete items by clicking **Review Incomplete** in the Item Review window.
17. You will then be taken to the first incomplete item in the assessment. After completing your answer for that item, click **Next** to go to the next incomplete item. (Clicking **Previous** takes you to the previous incomplete item.)
18. If you continue this process until you have seen all incomplete items, you will return to the Item Review window. **Review Incomplete** will no longer appear in the Item Review window after you have answered all items.
19. After you begin reviewing the series of incomplete items, you are not committed to reviewing the entire series. You can return to the Item Review window from any item by clicking **Item Review**.
20. If you have answered all items, you will be asked to confirm your intention to end the assessment by clicking **OK**.
21. If you do not want to end your assessment, you can return to the Item Review window.

Important: The assessment will also end if the specified time limit expires.

Ending Your Assessment

When you have answered all items in the assessment and have completed your review of any items you were unsure of, click **End** in the Item Review window. If you have left any items incomplete, you will be informed of this and will be allowed to return to the Item Review window.

Scoring

22. When you end the assessment, your assessment will be scored and you will no longer be able to see items or change your answers. A score of 750 or better is required to pass the assessment.
23. The Test Results window will be displayed with your score. You can click **Section Scores** to see your scores for each section of the self-administered assessment.
24. Your score is also saved to the *Administering Microsoft Windows NT 4.0 Self-Administered Assessment* disk in drive A.

Exiting the Software

To end the test session and exit the software, click **Exit** twice.

Microsoft Certified Professional Program

If you plan to pursue Microsoft certification, you can obtain full details about certification requirements and recommended study and preparation activities. Visit our Web site at http://www.microsoft.com/train_cert/ or call (800) SOLPROV or (800) 636-7544 in the United States and Canada. Outside the United States and Canada, contact your local Microsoft office.

Once you begin to prepare for a certification exam, review the *Microsoft Certified Professional Program Exam Study Guide* for general information about preparing for and taking a certification exam. You will also want to get a current Preparation Guide for the specific exam(s) that you want to take. These guides are available through our Web site.

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