

Windows NT 4 – Basic Administration

The outline listed below is a comprehensive list of items covered in a typical 1 day course for Windows NT 4 basic administration. A basic working knowledge of Windows NT is assumed.

Basic Administration Issues

- ◆ NT is a multi-user system
- ◆ Default accounts
- ◆ Terminology
- ◆ The default group accounts
- ◆ The user manager
- ◆ Creating new accounts
- ◆ Assigning user accounts to groups
- ◆ The user environment profile
- ◆ Copying, deleting, renaming and disabling user accounts
- ◆ Creating a customised local group
- ◆ Modifying account policies
- ◆ User rights
- ◆ Audit policies

Security and Shared Folders

- ◆ Security and NT
- ◆ Sharing folder
- ◆ Connecting to a shared folder

Network Printer Issues & Administration

- ◆ Network printers vs PCs with printers
- ◆ Adding a local printer
- ◆ Sharing printers
- ◆ Configuring a printer
- ◆ Setting printer and document defaults

Installation techniques

- ◆ Domain vs Workgroup Installation
- ◆ Partitioning your disks
- ◆ FAT vs NTFS
- ◆ Converting FAT to NTFS
- ◆ Creating a set of Windows NT boot disks
- ◆ Hardware and the hardware compatibility list
- ◆ WINNT and WINNT32

Troubleshooting

- ◆ Troubleshooting issues and techniques
- ◆ The NT boot process
- ◆ Boot.INI switches
- ◆ Last know good
- ◆ The emergency repair disk
- ◆ Recovery options
- ◆ Removing non-responding processes
- ◆ The event viewer
- ◆ Windows NT diagnostics
- ◆ Service packs
- ◆ "the blue screen of death"
- ◆ Technet and resource kits

Auditing, Performance & Backup Issues

- ◆ Performance analysis
- ◆ Applications, processes and performance
- ◆ General backup issues
- ◆ Viruses
- ◆ Backing up and restoring data
- ◆ Diskprobe and disksave