Microsoft Visual Basic 6.0 Desktop: Controls

**Course duration:** 4 Hours

**Audience:** Visual Basic 6.0 developers

**Prerequisites:** An understanding of the fundamentals of Visual Basic 6.0 development; knowledge of Windows interface design principles

**Course aim:** To describe how to Windows interfaces using Visual Basic intrinsic controls and Windows Common Controls

**Learning objectives:**
After taking this course, the user should be able to
- list and describe all Visual Basic intrinsic and custom controls
- use CommandButtons and text controls in applications
- present choices to users
- use Visual Basic's file system, graphical, and timer controls
- display hierarchical data
- use StatusBars and ToolBars in applications
- present and manipulate dates
- display feedback to the user

**Units in Microsoft Visual Basic 6.0 Desktop: Controls:**
Using intrinsic controls
Displaying hierarchical data
Windows Common Controls
Hands-on: Using a TreeView control

Course incorporates: Test, hands-on exercises using live application
Microsoft Visual Basic 6.0 Desktop: Forms, Controls, and Menus

**Course duration:** 4 Hours  
**Audience:** Visual Basic 6.0 developers  
**Prerequisites:** An understanding of the fundamentals of Visual Basic 6.0 development; knowledge of Windows interface design principles  
**Course aim:** To show how to design, implement, and manage forms, controls, and menus in Visual Basic applications  
**Learning objectives:**  
After taking this course, the user should be able to  
- explain control and form events  
- add and delete controls and forms at run time  
- use the Forms Collection and the Controls Collection  
- reference and manipulate forms at run time  
- create MDI applications  
- create menus with the Menu Editor  
- dynamically modify menu appearance at run time  
- add popup menus  
- add and delete menu items at run time  

**Units in Microsoft Visual Basic 6.0 Desktop: Forms, Controls, and Menus:**  
Using controls  
Programming with forms  
Creating menus  
Hands-on: Using forms and controls  

Course incorporates: Test, hands-on exercises using live application
Microsoft Visual Basic 6.0 Desktop: Validation, Error Handling, and Help

**Course duration:** 4 Hours

**Audience:** Visual Basic 6.0 developers

**Prerequisites:** An understanding of the fundamentals of Visual Basic 6.0 development; thorough understanding of how to create and manage forms and controls

**Course aim:** To show how to validate user input, handle errors, and add Help facilities to applications

**Learning objectives:**
After taking this course, the user should be able to
- use the MaskedEdit control
- enable and disable controls in response to user input
- use the LostFocus, GotFocus, and Validate events to manage field validation
- explain the principles underlying error handling in Visual Basic
- create inline and centralized error handlers
- use the Resume statement in error handlers
- define and raise errors with the Err object
- include Help in applications

**Units in Microsoft Visual Basic 6.0 Desktop: Validation, Error Handling, and Help:**
Input validation
Error handling
Adding user Help
Hands-on: Validation and error handling

**Course incorporates:** Test, hands-on exercises using live application
Microsoft Visual Basic 6.0 Desktop: Introduction to Data Access

Course duration: 4 Hours
Audience: Visual Basic 6.0 developers
Prerequisites: A good knowledge of Visual Basic programming principles; a knowledge of relational database design principles; some knowledge of SQL would be an advantage
Course aim: To show how to use the ActiveX Data Object (ADO) model and the ADO Data control to access and manipulate a data source
Learning objectives:
After taking this course, the user should be able to

- use the new Visual Data Access tools in Visual Basic 6.0
- connect to a data source
- retrieve data from a data source
- display and manipulate data with the ADO Data control
- use ADO to sort, search, update, and delete data
- use disconnected data
- create dynamic Recordsets
- identify relevant performance considerations

Units in Microsoft Visual Basic 6.0 Desktop: Introduction to Data Access:
Visual data access tools
Introduction to ActiveX Data Objects
Programming with ADO
Hands-on: Using the ADO Data control

Course incorporates: Test, hands-on exercises using live application
Microsoft Visual Basic 6.0 Desktop: Compilation and Debugging

Course duration: 4 Hours
Audience: Visual Basic 6.0 developers
Prerequisites: A good knowledge of Visual Basic programming
Course aim: To explain compilation options and debugging techniques in Visual Basic.
Learning objectives:
After taking this course, the user should be able to
- explain when to compile projects in native or p-code formats
- describe and use native compilation settings
- save application settings and log events
- step through code, set breakpoints, and use stop statements
- set watch expressions
- use the Locals, Immediate, and Watch windows

Units in Microsoft Visual Basic 6.0 Desktop: Compilation and Debugging:
Compilation issues
Debugging
Hands-on: Debugging and testing

Course incorporates: Test, hands-on exercises using live application

Microsoft Visual Basic 6.0 Desktop: Introduction to COM Components

Course duration: 4 Hours
Audience: Visual Basic 6.0 developers
Prerequisites: A good knowledge of Visual Basic programming
Course aim: To introduce the Component Object Model (COM)
Learning objectives:
After taking this course, the user should be able to
- define the Component Object Model (COM)
- explain the meaning of objects, interfaces, clients, and servers in relation to COM
- create class modules
- add properties, events, and methods to classes
- reference, declare, and instantiate COM objects
- use the properties, methods, and events of COM objects
- navigate object hierarchies
- write code to handle run-time errors and server requests

Units in Microsoft Visual Basic 6.0 Desktop: Introduction to COM Components:
The Component Object Model (COM)
ActiveX clients
Classes and objects
Hands-on: Creating objects and classes

**Course incorporates:** Test, hands-on exercises using live application
Microsoft Visual Basic 6.0 Desktop: Creating COM Components 1

Course duration: 4 Hours
Audience: Visual Basic 6.0 developers
Prerequisites: The course Microsoft Visual Basic 6.0 Desktop: Introduction to COM Components; a good knowledge of Visual Basic programming; an ability to create class modules in Visual Basic

Course aim: To show how to build and manage COM components

Learning objectives:
After taking this course, the user should be able to

- create COM components from class modules
- set properties for COM component projects
- display forms from components
- implement messages from a component
- use the App object
- explain the principles of marshaling and multithreading
- use the Visual Component Manager utility
- register COM components

Units in Microsoft Visual Basic 6.0 Desktop: Creating COM Components 1:
COM components
Building COM components
Managing COM components
Hands-on: Creating a COM component

Course incorporates: Test, hands-on exercises using live application
Microsoft Visual Basic 6.0 Desktop: Creating COM Components 2

Course duration: 4 Hours
Audience: Visual Basic 6.0 developers
Prerequisites: The courses Microsoft Visual Basic 6.0 Desktop: Introduction to COM Components and Microsoft Visual Basic 6.0 Desktop: Creating COM Components 1; a good knowledge of Visual Basic programming
Course aim: To show how to design components, provide polymorphism and asynchronous processing, and test and debug components
Learning objectives:
After taking this course, the user should be able to
• explain the role of interfaces in COM components
• provide polymorphism
• provide for version updates to COM components
• provide for asynchronous processing using callback mechanisms
• list the design considerations for components
• test and debug COM components
• generate errors within COM components

Units in Microsoft Visual Basic 6.0 Desktop: Creating COM Components 2:
Interfaces and object models
Testing and error handling
Component design considerations
Hands-on: Testing and debugging

Course incorporates: Test, hands-on exercises using live application
Microsoft Visual Basic 6.0 Desktop: Creating ActiveX Controls

Course duration: 4 Hours
Audience: Visual Basic 6.0 developers
Prerequisites: The courses Microsoft Visual Basic 6.0 Desktop: Introduction to COM Components, Microsoft Visual Basic 6.0 Desktop: Creating COM Components 1, and Microsoft Visual Basic 6.0 Desktop: Creating COM Components 2; a good knowledge of Visual Basic programming
Course aim: To show how to create, test, and distribute ActiveX controls
Learning objectives:
After taking this course, the user should be able to
• describe the basic features of ActiveX controls
• create ActiveX controls
• expose and persist control properties
• bind controls to a data source
• test and debug ActiveX controls
• add a licence key to a control
• add controls to a web page

Units in Microsoft Visual Basic 6.0 Desktop: Creating ActiveX Controls:
ActiveX controls
Adding functionality
Testing and distributing controls
Hands-on: Creating ActiveX controls

Course incorporates: Test, hands-on exercises using live application
Microsoft Visual Basic 6.0 Desktop: Building Internet Applications

Course duration: 4 Hours
Audience: Visual Basic 6.0 developers and web applications developers
Prerequisites: The course Microsoft Visual Basic 6.0 Desktop: Introduction to COM Components; a good knowledge of Visual Basic programming, HTML, and Internet protocols; an understanding of the principles of web client/server applications
Course aim: To show how to build ActiveX documents and create client-side web applications using the DHTML designer

Learning objectives:
After taking this course, the user should be able to
- list and describe the features of Visual Basic that help programmers create web applications
- use the DHTML designer
- create and test ActiveX documents

Units in Microsoft Visual Basic 6.0 Desktop: Building Internet Applications:
Client-side web applications
ActiveX documents
Positioning and navigation
Hands-on: Creating an ActiveX document

Course incorporates: Test, hands-on exercises using live application

Microsoft Visual Basic 6.0 Desktop: Installation and Deployment

Course duration: 4 Hours
Audience: Visual Basic 6.0 developers and analysts
Prerequisites: A good knowledge of Visual Basic programming
Course aim: To explain how to enable team development and how to design, plan, deploy, and maintain applications

Learning objectives:
After taking this course, the user should be able to
- install and configure Visual Basic 6.0 with Visual SourceSafe for team development
- deploy applications on disks, the Web, or a network
- plan and maintain applications
- use Visual Modeler to design components

Units in Microsoft Visual Basic 6.0 Desktop: Installation and Deployment:
Team development
Deployment
Planning and maintenance
Using Visual Modeler
WebLearning Education Services
Course incorporates: Test, hands-on exercises
Microsoft Visual Basic 6.0 Distributed: Introduction to Enterprise Development

Course duration: 4 Hours
Audience: Visual Basic enterprise developers
Prerequisites: The Microsoft Visual Basic 6.0 Desktop curriculum; advanced Microsoft Visual Basic 6.0 programming skills; an understanding of COM
Course aim: To introduce enterprise development issues for Visual Basic 6.0
Learning objectives:
After taking this course, the user should be able to

- describe Microsoft's enterprise development strategy
- develop a conceptual and logical design for a distributed application
- assess an application's logical design
- install and configure Visual Basic for enterprise development
- configure DCOM on clients and servers
- implement load balancing
- deploy distributed applications and updates
- create Active Server Page (ASP) web applications

Units in: Microsoft Visual Basic 6.0 Distributed: Introduction to Enterprise Development
Developing enterprise applications
Distributed COM
Deploying distributed applications
Active Server Pages

Course incorporates: Test, hands-on exercises
Microsoft Visual Basic 6.0 Distributed: Microsoft Transaction Server

Course duration: 4 Hours  
Audience: Visual Basic enterprise developers  
Prerequisites: The CBT Systems Microsoft Visual Basic 6.0 Desktop curriculum; advanced Microsoft Visual Basic 6.0 programming skills; an understanding of COM component development  
Course aim: To explain how to configure and use Microsoft Transaction Server

Learning objectives:  
After taking this course, the user should be able to
  
- install and configure MTS for clients and servers
- create a package in MTS Explorer
- add components to an MTS package in MTS Explorer
- set role-based security for packages and components

Units in Microsoft Visual Basic 6.0 Distributed: Microsoft Transaction Server:

Overview of MTS  
Using MTS Explorer  
MTS security

Course incorporates: Test, hands-on exercises
Microsoft Visual Basic 6.0 Distributed: Using MTS Services

**Course duration:** 4 Hours  
**Audience:** Visual Basic enterprise developers  
**Prerequisites:** The CBT Systems *Microsoft Visual Basic 6.0 Desktop* curriculum; advanced Microsoft Visual Basic 6.0 programming skills; an understanding of COM component development  
**Course aim:** To show how to use MTS services in COM components

**Learning objectives:**  
After taking this course, the user should be able to  
- explain transactional programming principles  
- design components to use MTS  
- build transactional components  
- manage object state  
- debug MTS components  
- handle errors from MTS components

**Units in Microsoft Visual Basic 6.0 Distributed: Using MTS Services:**  
Transactions  
Building transactional components  
Managing object state  
Debugging and error handling

**Course incorporates:** Test, hands-on exercises
Microsoft Visual Basic 6.0 Distributed: Middle-Tier Data Access

**Course duration:** 4 Hours  
**Audience:** Visual Basic enterprise developers  
**Prerequisites:** The CBT Systems *Microsoft Visual Basic 6.0 Desktop* curriculum; advanced Microsoft Visual Basic 6.0 programming skills; an understanding of database programming principles  
**Course aim:** To outline methods and techniques for accessing data from middle-tier components using the ADO model

**Learning objectives:**  
After taking this course, the user should be able to

- access and manipulate data using the Execute Direct and Prepare/Execute models  
- use different cursor locations and types to access and manipulate data  
- handle database errors using the ADO Errors collection  
- use appropriate locking strategies to ensure data integrity

**Units in Microsoft Visual Basic 6.0 Distributed: Middle-Tier Data Access:**  
Data access and ADO  
Using ADO cursors  
ADO and multiuser considerations  
ADO and stored procedures

**Course incorporates:** Test, hands-on exercises
Microsoft Visual Basic 6.0 Distributed: Building SQL Stored Procedures

Course duration: 4 Hours
Audience: Visual Basic enterprise developers
Prerequisites: The CBT Systems Microsoft Visual Basic 6.0 Desktop curriculum; advanced Microsoft Visual Basic 6.0 programming skills; an understanding of the essentials of database development
Course aim: To show how to write SQL stored procedures
Learning objectives:
After taking this course, the user should be able to

- write SQL statements to access and manipulate data
- use the Data View window to create stored procedures
- debug stored procedures
- use Transact-SQL

Units in Microsoft Visual Basic 6.0 Distributed: Building SQL Stored Procedures:
Introduction to SQL statements
Creating stored procedures
Transact-SQL

Course incorporates: Test, hands-on exercises
Microsoft Visual C++ 5/6.0: Developing MFC Applications - Fundamentals

Course duration: 4 Hours
Audience: Application developers, system analysts, and information managers who are responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies
Prerequisites: Basic C++ programming skills or completion of the C++ Programming suite. Familiarity with object-oriented programming concepts or completion of the courses on object-oriented techniques. A sound knowledge of the Windows Operating System Architecture is necessary. Familiarity with the Microsoft Internet Explorer interface would be an advantage
Course aim: To familiarize the student with the Win32 API and Win32 applications, and to introduce Microsoft Developer Studio, its utilities, and its debugging features

Learning objectives:

After taking this course, the student should be able to

- describe the features and major components of the Win32 API
- discuss the architecture of a Win32 application
- describe the basic components of a Windows application interface
- provide an overview of the Developer Studio environment, its interface, and its features
- outline the functionality of Developer Studio’s AppWizard and ClassWizard
- create a basic application using AppWizard
- describe the features of the Visual C++ debugging environment
- outline how to use the Tracer and Spy++ applications to support debugging

Course incorporates: Test, hands-on exercises
Microsoft Visual C++ 5/6.0: Developing MFC Applications - MFC Programming

Course duration: 4 Hours
Audience: Application developers, system analysts, and information managers who are responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies
Prerequisites: Completion of all preceding content in the Microsoft Visual C++ 5.0: Developing MFC Applications curriculum. Basic C++ programming skills, or completion of the C++ Programming suite. Familiarity with object-oriented programming concepts or completion of the courses on object-oriented techniques. A sound knowledge of the Windows Operating System Architecture is necessary. Familiarity with the Microsoft Internet Explorer interface would be an advantage
Course aim: To introduce the student to the fundamental concepts of programming using the Microsoft Foundation Class library

Learning objectives:
After taking this course, the student should be able to
describe the MFC library and MFC architecture
review the classes that define the framework of an application
outline the document/view architecture
distinguish between single document interface (SDI) and multiple document interface (MDI) applications
describe how to link a document and a view
outline how to add a document template to an application
describe the structure of a message and the types of MFC message explain how window messages are handled
outline how to use the WizardBar to implement a message handler illustrate how errors are handled
describe the MFC diagnostic debugger-enhancing routines and runtime debug routines
explain exceptions and exception handling

Course incorporates: Test, hands-on exercises

MS Visual C++ 5/6.0: Developing MFC Applications - User Interface Programming I

Course duration: 4 Hours
Audience: Application developers, system analysts, and information managers who are responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies
Prerequisites: Completion of all preceding content in the *Microsoft Visual C++ 5.0: Developing MFC Applications* curriculum; basic C++ programming skills or completion of the *C++ Programming* suite; familiarity with object-oriented techniques; a sound knowledge of the Windows Operating System Architecture; familiarity with the Microsoft Internet Explorer interface an advantage

Course aim: To familiarize the student with user interface programming, including commands and menus, toolbars, and status bars

Learning objectives:

After taking this course, the student should be able to

- describe how to plan the programming of a user interface
- outline the main MFC user interface classes
- outline menu features
- explain how to create a menu
- outline how to implement a menu item's command handler
- create toolbars and tooltips
- create dialog bars and status bars

Course incorporates: Test, hands-on exercises
MS Visual C++ 5/6.0: Developing MFC Applications - User Interface Programming II

Course duration: 4 Hours
Audience: Application developers, system analysts, and information managers who are responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies
Prerequisites: Completion of all preceding content in the Microsoft Visual C++ 5.0: Developing MFC Applications curriculum; basic C++ programming skills or completion of the C/C++ Programming suite; familiarity with object-oriented techniques; a sound knowledge of the Windows Operating System Architecture; familiarity with the Microsoft Internet Explorer interface an advantage
Course aim: To familiarize the student with the process of creating dialog boxes
Learning objectives:

After taking this course, the student should be able to

- describe the features of a dialog box interface
- explain how to add controls to a dialog box template using the Dialog editor
- explain how to create a dialog box class using ClassWizard
- outline the differences between modal and modeless dialog boxes
- describe how to display both modal and modeless dialog boxes
- describe the MFC classes that provide functionality for the main types of Windows control
- explain how to add and initialize member variables for Windows controls
- describe how Dialog Data Exchange (DDX) and Dialog Data Validation (DDV) work
- outline how to add complex controls to a dialog box
- create and customize a common dialog box
- create a property sheet

Course incorporates: Test, hands-on exercises
Microsoft Visual C++ 5/6.0: Developing MFC Applications - Viewing and Storing Data

Course duration: 4 Hours

Audience: Application developers, system analysts, and information managers who are responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies

Prerequisites: Completion of all preceding content in the Microsoft Visual C++ 5.0: Developing MFC Applications curriculum; basic C++ programming skills or completion of the C/C++ Programming suite; familiarity with object-oriented techniques; a sound knowledge of the Windows Operating System Architecture; familiarity with the Microsoft Internet Explorer interface an advantage

Course aim: To familiarize students with the different view classes and enable them to persist data

Learning objectives:

After taking this course, the student should be able to

- outline and implement the view classes
- describe how to use multiple views in SDI and MDI applications
- discuss how to store and load data in an application

Course incorporates: Test, hands-on exercises
Microsoft Visual C++ 5/6.0: Developing MFC Applications - Database Applications

Course duration: 4 Hours
Audience: Application developers, system analysts, database and system administrators, and information managers who are responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies
Prerequisites: Completion of all preceding content in the Microsoft Visual C++ 5.0: Developing MFC Applications curriculum; basic C++ programming skills or completion of the C++ Programming curriculum; familiarity with object-oriented programming concepts or completion of the courses on object-oriented techniques; a sound knowledge of the Windows Operating System Architecture; familiarity with the Microsoft Internet Explorer interface an advantage
Course aim: To familiarize the student with the MFC ODBC and DAO database classes, and to demonstrate how to use these classes to access and query database applications
Learning objectives: After taking this course, the student should be able to
- provide an overview of the ODBC and DAO APIs
- discuss MFC database classes
- describe recordsets and discuss how transactions are used to update them
- create an ODBC application using AppWizard
- explain how to connect a recordset to dialog box controls
- explain how to join and build a recordset from several different data sources
- outline how to build and customize a query
- discuss querydefs and stored queries
- outline how to search for records within a recordset
- explain how to implement advanced database techniques using DAO classes
Course incorporates: Test, hands-on exercises

Microsoft Visual C++ 5/6.0: Developing MFC Applications - The Internet and ISAPI

Course duration: 4 Hours
Audience: Application developers, system analysts, and information managers responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies
Prerequisites: Completion of all preceding content in the Microsoft Visual C++ 5.0: Developing MFC Applications curriculum; basic C++
programming skills or completion of the *C++ Programming* curriculum; familiarity with object-oriented programming concepts or completion of the courses on object-oriented techniques; a sound knowledge of the Windows Operating System Architecture; familiarity with the Microsoft Internet Explorer interface an advantage

**Course aim:** To familiarize the student with the Internet framework, and to discuss how to build and customize ISAPI applications and filters

**Learning objectives:**

- After taking this course, the student should be able to discuss the Internet framework
- describe the Internet Server application programming interface (ISAPI)
- explain how HTTP is used to invoke an ISAPI application
- discuss the ISAPI Wizard
- describe how to create an ISAPI application using the ISAPI Wizard
- explain how to customize an ISAPI application
- describe how to install an ISAPI application
- outline how to debug an ISAPI application
- discuss ISAPI filters
- create and customize an ISAPI filter

**Course incorporates:** Test, hands-on exercises using live application
Microsoft Visual C++ 5/6.0: Developing MFC Applications - ActiveX

Course duration: 4 Hours

Audience: Application developers, systems analysts, and information managers responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies

Prerequisites: All preceding content in the Microsoft Visual C++ 5.0: Developing MFC Applications curriculum; basic C++ programming skills or completion of the C++ Programming suite; familiarity with object-oriented programming concepts or completion of the courses on object-oriented techniques; a sound knowledge of the Windows Operating System Architecture; familiarity with the Microsoft Internet Explorer interface an advantage

Course aim: To familiarize the student with ActiveX concepts and to describe how to build and use ActiveX controls in an application

Learning objectives:

After taking this course, the student should be able to

- outline the functionality of ActiveX controls and ActiveX containers
- describe ActiveX control properties, events, and methods
- build ActiveX controls and ActiveX containers
- implement communications between controls and containers
- describe how to create ActiveX control property pages
- explain how to implement data binding in an ActiveX control
- outline how to create an enumerated property
- explain how to optimize ActiveX controls
- describe how to use ActiveX controls on the Internet

Course incorporates: Test, hands-on exercises
Microsoft Visual C++ 5/6.0: Developing MFC Applications - Internet Applications

Course duration: 4 Hours

Audience: Application developers, systems analysts, and information managers responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies

Prerequisites: All preceding content in the Microsoft Visual C++ 5.0: Developing MFC Applications curriculum; basic C++ programming skills or completion of the C++ Programming suite; familiarity with object-oriented programming concepts or completion of the courses on object-oriented techniques; a sound knowledge of the Windows Operating System Architecture; familiarity with the Microsoft Internet Explorer interface an advantage

Course aim: To demonstrate how to design and build Internet applications

Learning objectives:
- After taking this course, the student should be able to explain how MFC supports Internet applications
- describe how to invoke Internet Explorer
- outline how to develop an Internet-aware client application
- describe the WebBrowser control
- show how to create an Internet-enabled client application
- discuss the WinInet classes
- discuss the WinSock classes

Course incorporates: Test
Microsoft Visual C++ 5/6.0: Developing MFC Applications - ATL COM

Course duration: 4 Hours

Audience: Application developers, systems analysts, and information managers who are responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies

Prerequisites: Completion of all preceding content in the Microsoft Visual C++ 5/6.0: Developing MFC Applications curriculum; basic C++ programming skills or completion of the C++ Programming curriculum; familiarity with object-oriented programming concepts or completion of the courses on object-oriented techniques; a sound knowledge of the windows Operating System Architecture; familiarity with the Microsoft Internet Explorer interface an advantage

Course aim: To familiarize the student with the Component Object Model (COM) and the Active Template Library (ATL), and to demonstrate how Visual C++ provides support for these technologies

Learning objectives:
After taking this course, the student should be able to
provide an overview of COM technology
explain the basic ATL concepts
outline how to use the ATL COM AppWizard
explain how to use ATL COM objects in an application
describe how to build a COM object client application

Course incorporates: Test
Microsoft Visual C++ 5/6.0: Developing MFC Applications - Painting and Printing

Course duration: 4 Hours

Audience: Application developers, system analysts, and information managers who are responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies

Prerequisites: Completion of all preceding content in the Microsoft Visual C++ 5.0: Developing MFC Applications curriculum; basic C++ programming skills or completion of the C/C++ Programming suite; familiarity with object-oriented programming concepts or completion of the courses on object-oriented techniques; a sound knowledge of the Windows Operating System Architecture; familiarity with the Microsoft Internet Explorer interface an advantage

Course aim: To enable the student to implement painting and printing using device contexts and GDI objects

Learning objectives:

After taking this course, the student should be able to
- discuss the function of device contexts
- outline the function of the CDC classes, the CPen class, and the CBrush class
- describe the OnDraw architecture
- explain how to create GDI objects
- provide an outline of default and multipage printing
- explain how to implement print preview

Course incorporates: Test
**Microsoft Visual C++ 5/6.0: Developing MFC Applications - Application Deployment**

**Course duration:** 4 Hours
**Audience:** Application developers, system analysts, and information managers who are responsible for implementing sophisticated C++ applications using MFC, ATL, and COM technologies

**Prerequisites:** Completion of all preceding content in the *Microsoft Visual C++ 5/6.0: Developing MFC Applications* curriculum; basic C++ programming skills or completion of the *C++ Programming* curriculum; familiarity with object-oriented programming concepts or completion of the courses on object-oriented techniques; a sound knowledge of the Windows Operating System Architecture; familiarity with the Microsoft Internet Explorer interface an advantage

**Course aim:** To examine issues relating to the deployment of MFC applications and to enable students resolve them

**Learning objectives:**
- After taking this course, the student should be able to provide an overview of the Registry
- explain how to view and modify the Registry
- describe how to install and uninstall applications using the Registry
- update a Registry key programmatically
- differentiate between static-link MFC applications and dynamic-link MFC applications
- describe DLLs under Windows 95 and Windows NT
- describe differences between Windows 95 and Windows NT that the developer needs to consider
- outline the considerations involved in porting applications between Intel and RISC versions of Visual C++
- describe the issues involved in creating different language editions of an application

**Course incorporates:** Test, hands-on exercises
**Microsoft Visual InterDev: Introducing Microsoft Visual InterDev**

**Course duration:** 4 Hours  
**Audience:** Web developers, programmers, and HTML authors wanting to use Microsoft Visual InterDev as their primary web site development tool  
**Prerequisites:** Familiarity with the Windows environment and Internet concepts  
**Course aim:** To discuss the evolution of the World Wide Web, web design and development strategies, and the Developer Studio environment  

**Learning objectives:**  
After taking this course, the user should be able to  
- explain web evolution in terms of Visual InterDev technologies  
- discuss web design and development strategies  
- discuss the Development Studio environment  

**Course incorporates:** Test, hands-on exercises
Microsoft Visual InterDev: Objects and ActiveX

Course duration: 4 Hours
Audience: Web developers and programmers requiring knowledge of the issues surrounding the use of Java and ActiveX in web sites and who wish to use Microsoft Visual InterDev as their primary web site development tool
Prerequisites: A knowledge of the Windows environment, a basic knowledge of web technologies and the Visual InterDev environment
Course aim: To discuss ActiveX and Java and the way in which they are used in Visual InterDev projects
Learning objectives:
After taking this course, the user should be able to
discuss COM, DCOM, and COBRA
describe the nature and use of ActiveX
insert and edit ActiveX controls from within the Visual InterDev environment
discuss the creation and use of Java applets
add a Java applet to a web page using Visual InterDev
discuss the purpose and use of VBCCE 5.0 and its wizards
compare and contrast the use of Java and ActiveX
use the HTML Layout Editor and Object Editor
Course incorporates: Test, hands-on exercises

Microsoft Visual InterDev: The Basics

Course duration: 4 Hours
Audience: Web developers, programmers, and HTML authors who want to use Microsoft Visual InterDev as their primary web site development tool
Prerequisites: Familiarity with the Windows environment and Internet concepts
Course aim: To discuss Visual InterDev projects, HTML basics, and the development of web page controls
Learning objectives:
After taking this course, the user should be able to
outline the components of InterDev projects
create a new project and describe how to edit it
discuss team and project development issues
describe the features of Microsoft FrontPage
demonstrate how to develop frames and Active Server pages
explain HTML forms and ActiveX design-time controls
add an HTML control to a web page
discuss ActiveX control development tools
Course incorporates: Test, hands-on exercises
Microsoft Visual InterDev: Servers and Databases

Course duration: 4 Hours
Audience: Developers requiring a knowledge of server-side and database programming using Visual InterDev
Prerequisites: A knowledge of web technology and the Visual InterDev IDE
Course aim: Provide a knowledge of web servers and databases, SQL, and form creation
Learning objectives:
   After taking this course, the user should be able to
discuss web server technology
describe database development within Visual InterDev
discuss middleware
discuss the use of SQL and its implementation within Visual InterDev
explain and use Visual InterDev tools to create forms
Course incorporates: Test, hands-on exercises


**Microsoft Visual InterDev: Client-side Scripting**

**Course duration:** 4 Hours  
**Audience:** Developers intending to build interactive web applications using Visual InterDev  
**Prerequisites:** A knowledge of the Visual InterDev IDE, ActiveX, and Java; understand how a web browser and server interact  
**Course aim:** To provide students with knowledge of client-side scripting, and its uses within web applications built in the Visual InterDev IDE  

**Learning objectives:**  
After taking this course, the user should be able to  
- describe basic scripting  
- discuss JavaScript and VCScript  
- discuss the functions and benefits of the Visual InterDev Script Wizard  
- describe the insertion of controls and applets  
- explain the use of the MS Script Debugger  
- discuss the HTML Object Model elements  
- discuss validation code and error handling

**Course incorporates:** Test, hands-on exercises
Microsoft Visual InterDev: Server-side Objects

Course duration: 4 Hours
Audience: Developers creating web server/client applications
Prerequisites: A knowledge of web servers and browsers
Course aim: To provide the student with the necessary knowledge to understand and use server-side objects

Learning objectives:
After taking this course, the user should be able to
- explain HTTP
- describe an HTTP session
- explain the use of cookies
- discuss the function of Application objects, and how to use Session objects
- discuss Active Server components

Course incorporates: Test

Microsoft Visual InterDev: Advanced Development

Course duration: 4 Hours
Audience: Developers requiring knowledge of the advanced development options available for web development using Visual InterDev
Prerequisites: A knowledge of web client/server, database technology, and the Visual InterDev IDE
Course aim: To provide a knowledge of advanced web development options such as ADO, ADC, ASC, and Transaction Server using the Visual InterDev IDE

Learning objectives:
After taking this course, the user should be able to
- understand and use ActiveX Data Objects
- describe and use the Advanced Data Connector
- discuss ActiveX Server components
- describe and use Transaction Server

Course incorporates: Test, hands-on exercises
Microsoft Visual Interdev: Web Security

Course duration: 4 Hours

Audience: Developers requiring an understanding of web security issues, and how security can be implemented in projects

Prerequisites: A knowledge of web servers and browsers

Course aim: To give developers the necessary understanding and skill to implement security in web sites

Learning objectives:
After taking this course, the user should be able to
- discuss current web security issues
- understand and use digital certificates
- discuss site logon, navigation, and access
- describe database security implementation

Course incorporates: Test, hands-on exercises
**Microsoft Windows 2000 Professional: Getting Started**

Course duration: 4 Hours

**Audience:** End-users who wish to gain a level of knowledge that will enable them to use Windows 2000 Professional effectively in their daily work

**Prerequisites:** General computer awareness and basic familiarity with Windows operating systems

**Course aim:** To introduce Windows 2000 Professional and demonstrate basic end-user tasks such as logging on, exploring, installing applications, and customization

**Learning objectives:**
After taking this course, the user should be able to

- log on, log off, start, and shut down Windows 2000
- install and run applications
- browse, search, and locate network resources and Active Directory objects
- customize the Windows 2000 working environment

Units in Microsoft Windows 2000 Professional: Getting Started:
Basic skills
Exploring Windows 2000
Installing and getting help
Customizing Windows 2000

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 Professional: Up and Running**

Course duration: 4 Hours

**Audience:** End-users who wish to gain a level of knowledge that will enable them to use Windows 2000 Professional effectively in their daily work

**Prerequisites:** General computer awareness and basic familiarity with Windows operating systems

**Course aim:** To explain how to configure and use Windows 2000 printing, file system, mobility, and Internet features and options

**Learning objectives:**
After taking this course, the user should be able to

- install, use, and manage printers
- manage, share, and secure files and folders
- utilize Windows 2000 mobility options

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· connect to, browse, and use the Internet
· send and receive e-mail

Units in Microsoft Windows 2000 Professional: Up and Running:
Printing
Working with files and folders
Working away from the office
Using the Internet

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 Script Host: Automating Administration Tasks**

**Course duration:** 4 Hours

**Audience:** System administrators, application developers

**Prerequisites:** The SmartCourses Microsoft VBScript: Language Basics I, Microsoft VBScript: Language Basics II, and Microsoft VBScript: Advanced Language Topics; knowledge of the Windows 2000 operating system; previous programming experience would be an advantage

**Course aim:** To explain more advanced aspects of the VBScript programming language

**Learning objectives:**
After taking this course, the user should be able to

· discuss how to use Windows Script Host
· describe the Windows Script Host object model
· explain the difference between logon scripts and batch files
· create logon scripts
· create system management scripts
· explain and work with the main features of Microsoft Active Directory

Units in Microsoft Windows 2000 Script Host: Automating Administration Tasks:
Windows Script Host
Windows Script Host object model
Logon scripts
System management scripts

**Course incorporates:** Test, hands-on exercises
**Microsoft Windows 2000 - Update: The Active Directory**

**Course duration:** 4 Hours

**Audience:** Existing MCSEs and Windows NT 4.0 administrators who wish to upgrade their certification and support skills to Windows 2000

**Prerequisites:** MCSE qualification or good working knowledge of Windows NT 3.51 or Windows NT 4.0 from an administrative, support, or architectural perspective

**Course aim:** To describe how to install, configure, and administer the Active Directory, and how to create key Active Directory objects such as users and groups

**Learning objectives:**
After taking this course, the user should be able to

- install the Active Directory
- configure sites, subnets, and site links
- create and administer key Active Directory objects such as users and groups
- manage access to directory objects
- delegate administrative control to other users

Units in Microsoft Windows 2000 - Update: The Active Directory:
The Active Directory installation
Configuring the Active Directory
Users and groups

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 - Network Design: Addressing and Naming Services**

**Course duration:** 4 Hours

**Audience:** Managers, IT consultants, analysts, network administrators, and support professionals who plan or design Windows 2000 networking services and infrastructure; students interested in obtaining or upgrading an MCP or MCSE qualification

**Prerequisites:** SmartCurricula Microsoft Windows 2000: Implementing and Administering a Network Infrastructure or Microsoft Windows 2000: Core Technologies

**Course aim:** To provide an overview of DHCP, DNS, and WINS services in Windows 2000 and to analyze and design a requirement and implementation strategy using these services

**Learning objectives:**
After taking this course, the user should be able to

- provide an overview of DHCP, DNS, and WINS
- analyze business and technical requirements for each service
WebLearning Education Services
· design a DHCP/DNS/WINS implementation strategy
· design a DHCP/DNS/WINS monitoring and management strategy

Units in Microsoft Windows 2000 - Network Design: Addressing and Naming Services:
Dynamic Host Configuration Protocol
Domain Name Service
Windows Internet Name Service

Course incorporates: Test, hands-on exercises

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**Microsoft Windows 2000 - Installation and Administration: Advanced File and Folder Management**

Course duration: 4 Hours

Audience: Network administrators, support professionals, system engineers, and architects who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server as part of a workgroup or domain, employing file print, Internet, and terminal services

Prerequisites: The SmartCurriculum Microsoft Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture; or a good working knowledge of TCP/IP, Internet technologies, and internetworking

Course aim: To provide an overview of the advanced file and folder services and features in Windows 2000

Learning objectives:
After taking this course, the user should be able to
· explain the features, components, and purposes of Dfs
· create standalone and fault-tolerant Dfs nodes
· configure Dfs settings
· explain the roles and components of Windows 2000 offline folders
· configure offline folders and redirect data
· provide an overview of Internet Information Services 5.0
· configure files and folders for Internet publishing
· secure files and folders used in Internet publishing

Units in Microsoft Windows 2000 - Installation and Administration: Advanced File and Folder Management
Distributed file system
Redirected and offline folders
Web files and folders

Course incorporates: Test, hands-on exercises
**Microsoft Windows 2000 - Installation and Administration: Backup and Recovery**

**Course duration:** 4 Hours

**Audience:** Network administrators, support professionals, system engineers, and architects who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server as part of a workgroup or domain, employing file print, Internet, and terminal services

**Prerequisites:** The SmartCurriculum Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture; or a good working knowledge of TCP/IP, Internet technologies, and internetworking

**Course aim:** To provide the student with the knowledge necessary to implement effective backups and to demonstrate how to recover servers, data, and the Active Directory

**Learning objectives:**
After taking this course, the user should be able to

- discuss effective backup and recovery strategies
- back up user data and the System State
- recover network servers
- restore user data
- recover the Active Directory

Units in Microsoft Windows 2000 - Installation and Administration: Backup and Recovery:
Backing up and restoring data
Server recovery
Active Directory recovery

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 - Active Directory Design: Directory Services Infrastructure**

**Course duration:** 4 Hours

**Audience:** Experienced NT 4.0 administrators who operate in medium to large computing environments, with a minimum of one year's experience implementing and administering network operating systems; support professionals, system architects, and consultants responsible for implementing Active Directory solutions; managers and project managers involved in the design, planning, and deployment of IT systems; candidates for the Microsoft Certified System Engineer Windows 2000 certification; IT professionals who wish to upgrade their current MCSE certification to Windows 2000

**Prerequisites:** Working knowledge of TCP/IP, DNS, DHCP, LAN, and WAN technologies and other Internet protocols; the SmartCurriculaMicrosoft Windows 2000 - Core Technologies, Microsoft Windows
Course aim: To provide an overview of the Active Directory design process and describe the main design considerations when planning network services and security

Learning objectives:
After taking this course, the user should be able to:

· analyze the business and administrative models to design and develop a suitable Active Directory solution
· analyze current technical environments to optimize performance, reliability, and improved security
· design a directory service architecture
· devise a DNS strategy

Units in Microsoft Windows 2000 - Active Directory Design: Directory Services Infrastructure:
- Active Directory planning
- Domain planning and administration
- Organizational units and groups
- Namespace and DNS planning

Course incorporates: Test, hands-on exercises

Microsoft Windows 2000 - Active Directory Design: Directory Services Security

Course duration: 4 Hours

Audience: Experienced NT 4.0 administrators who operate in medium to large computing environments, with a minimum of one year's experience implementing and administering network operating systems; support professionals, system architects, and consultants responsible for implementing Active Directory solutions; managers and project managers involved in the design, planning, and deployment of IT systems; candidates for the Microsoft Certified System Engineer Windows 2000 certification; IT professionals who wish to upgrade their current MCSE certification to Windows 2000

Prerequisites: Working knowledge of TCP/IP, DNS, DHCP, LAN, and WAN technologies and other Internet protocols; the SmartCurricula Microsoft Windows 2000 - Core Technologies, Microsoft Windows 2000 - Installation and Administration, Microsoft Windows 2000 - Network Protocols and Remote Access, and Microsoft Windows 2000 - Group Policy

Course aim: To provide an overview of Active Directory security features and describe the different security management strategies available

Learning objectives:
After taking this course, the user should be able to:

· analyze the business and administrative models to design and develop a suitable Active Directory solution
· analyze current technical environments to optimize performance, reliability, and improved security
design a directory service infrastructure meeting security and delegation requirements
· plan group policy for security, configuration management, and application deployment

Units in Microsoft Windows 2000 - Active Directory Design: Directory Services Security:
Security management
Delegation of administration
Group Policy

Course incorporates: Test, hands-on exercises

Microsoft Windows 2000 - Installation and Administration: Events

Course duration: 4 Hours

Audience: Network administrators, support professionals, system engineers, and architects who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server as part of a workgroup or domain, employing file print, Internet, and terminal services

Prerequisites: The SmartCurriculum Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture; or a good working knowledge of TCP/IP, Internet technologies, and internetworking

Course aim: To demonstrate how to configure events in Windows 2000 to manage resource usage and security and to troubleshoot Windows 2000 services and applications, and show how to configure auditing to implement, manage, and troubleshoot Windows 2000 resource usage, network, and security policies

Learning objectives:
After taking this course, the user should be able to
· provide an overview of the Windows 2000 event log service
· configure and manage event log service settings
· identify relevant events in Windows 2000 logs
· use event logs in troubleshooting Windows 2000 services, applications, and security problems
· provide an overview of auditing
· configure and manage auditing to implement security and resource usage policies on Windows 2000 computers and networks

Units in Microsoft Windows 2000 - Installation and Administration: Events:
Introducing events
Monitoring and analyzing events
Auditing events

Course incorporates: Test, hands-on exercises
Microsoft Windows 2000 - Installation and Administration: Files and Folders

Course duration: 4 Hours

Audience: Network administrators, support professionals, system engineers, and architects who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server as part of a workgroup or domain

Prerequisites: The SmartCurriculum Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture; or a good working knowledge of TCP/IP, Internet technologies, and internetworking

Course aim: To provide an overview of the different systems supported by Windows 2000 and to show how to manage, secure, and share FAT, FAT32, and NTFS files and folders

Learning objectives:
After taking this course, the user should be able to

· describe the different Windows 2000 file systems
· convert from one file system to another
· share folders
· secure files and folders
· manage shared folders
· troubleshoot file access problems

Units in Microsoft Windows 2000 - Installation and Administration: Files and Folders:
Hard disks and file systems
Shared folders
NT File System
Managing shared folders

Course incorporates: Test, hands-on exercises

Microsoft Windows 2000: Group Policy

Course duration: 4 Hours

Audience: Network administrators, support professionals, system engineers, and architects who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server employing File, Print, Internet, and Terminal Services as part of a workgroup or domain, or who wish to implement a Windows 2000 network infrastructure

Prerequisites: The SmartCurriculum Microsoft Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture or a good working knowledge of TCP/IP, Internet technologies, and internetworking; the SmartCurriculum Microsoft Windows 2000 - Installation and Administration
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**Course aim:** To provide an overview of group policy and to demonstrate how to configure, manage, and apply group policy to users, computers, and software deployment

**Learning objectives:**
After taking this course, the user should be able to

- provide an overview of group policy
- configure local and domain group policy
- create group policy to manage users
- configure and manage group policy settings and applications

Units in Microsoft Windows 2000: Group Policy
Introducing Group Policy
Group policy operation
Managing users
Account and security policies
Managing software

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 - Installation and Administration: Groups and Terminal Services**

**Course duration:** 4 Hours

**Audience:** Network administrators, support professionals, system engineers, and architects who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server as part of a workgroup or domain, employing file print, Internet, and Terminal Services

**Prerequisites:** The SmartCurriculum Microsoft Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture; or a good working knowledge of TCP/IP, Internet technologies, and internetworking

**Course aim:** To demonstrate how to plan, configure, and use groups to implement administrative, security, and messaging policies and show how to install and configure Terminal Services to facilitate remote administration and thin-client computing

**Learning objectives:**
After taking this course, the user should be able to

- plan a local and domain group strategy
- use groups to implement administrative, security, and messaging strategies in Windows 2000
- create and configure groups, group memberships, group nesting, and group rights and privileges
- alter group scope
- install Terminal Services on a Windows 2000 server and client
- use Terminal Services to provide application server services and remote administration services
- configure terminal server licensing services and settings
Microsoft Windows 2000 - Installation and Administration: Hardware Configuration and Optimization

Course duration: 5 hours

Audience: Network administrators, support professionals, system engineers, and architects, who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server as part of a workgroup or domain, employing file print, Internet, and terminal services

Prerequisites: The SmartCurriculum Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture; or a good working knowledge of TCP/IP, Internet technologies, and internetworking

Course aim: To demonstrate how to install, configure, and troubleshoot hardware on Windows 2000 computers and to monitor and optimize performance

Learning objectives:
After taking this course, the user should be able to

· install and configure disks, CD-ROMS, and DVDs
· install and configure display adapters
· install and configure I/O, multimedia, and USB devices
· install and configure processors
· configure power management
· troubleshoot hardware
· monitor Windows 2000 performance
· optimize Windows 2000 to maximize performance

Units in Microsoft Windows 2000 - Installation and Administration: Hardware Configuration and Optimization:
Removable storage devices
Display devices
Input/Output devices
Processors, profiles, and APM
Optimizing and troubleshooting

Course incorporates: Test, hands-on exercises
Microsoft Windows 2000 - Installation and Administration: Administration

Course duration: 4 Hours

Audience: Network administrators, support professionals, system engineers, and architects who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server as part of a workgroup or domain, employing file print, Internet, and terminal services

Prerequisites: The SmartCurriculum Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture; or a good working knowledge of TCP/IP, Internet technologies, and internetworking

Course aim: To provide an overview of typical Windows 2000 administrative tasks and strategies and to demonstrate how to use a number of administrative tools

Learning objectives:
After taking this course, the user should be able to

· describe typical administrative tasks
· configure local and accessibility settings
· log on to and log off Windows 2000 computers and domains
· understand the MMC framework
· configure and use standard and customized MMCs
· schedule administrative tasks
· devise and employ effective administrative strategies

Units in Microsoft Windows 2000 - Installation and Administration: Administration:
Basic administration
Administrative tools
Administrative strategies

Course incorporates: Test, hands-on exercises

Microsoft Windows 2000 - Installation and Administration: Installation

Course duration: 4 Hours

Audience: Network administrators, support professionals, system engineers, and architects, who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server as part of a workgroup or domain, employing file print, Internet, and terminal services

Prerequisites: The SmartCurriculum Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture; or a good working knowledge of TCP/IP, Internet technologies, and internetworking

Course aim: To describe the Windows 2000 installation process, options, and how to upgrade to Windows 2000 from other operating systems
Learning objectives:
After taking this course, the user should be able to

· plan an installation of Windows 2000
· install Windows 2000 Professional and Server
· install Windows 2000 using advanced installation options such as remote and automated installation
· plan an upgrade of a network to Windows 2000
· upgrade previous versions of Windows to Windows 2000

Units in Microsoft Windows 2000 - Installation and Administration: Installation:
Windows 2000 installation
Advanced installation options
Preparing for upgrade
Upgrading to Windows 2000

Course incorporates: Test, hands-on exercises

Microsoft Windows 2000 - Implementing a Network Infrastructure: Addressing and Naming Services

Course duration: 4 Hours

Audience: Managers, IT consultants, analysts, network administrators, and support professionals who are tasked with implementing Windows 2000 networking and infrastructure design; students interested in obtaining or upgrading an MCSE or MCP qualification

Prerequisites: The SmartCurricula Microsoft Windows 2000 - Update for existing NT 4.0 administrators and Microsoft Windows 2000 - Installation and Administration for new administrators; the SmartCourse Microsoft Windows 2000: Network Protocols and Remote Access

Course aim: To provide an overview of the Windows 2000 network infrastructure and services, including DHCP, DNS, and WINS

Learning objectives:
After taking this course, the user should be able to

· describe the role of DHCP in a network
· install and configure DHCP
· authorize a DHCP server
· demonstrate the creation of scopes
· manage, monitor, and configure DHCP
· install and configure DNS
· configure forward and reverse lookup zones
· manage, monitor, and troubleshoot DNS
· install and configure WINS and configure a WINS proxy
· manage, monitor, and troubleshoot WINS and configure WINS replication
Microsoft Windows 2000 - Update: Installation and Upgrade

Course duration: 4 Hours

Audience: Existing MCSEs and Windows NT 4.0 administrators who wish to upgrade their certification and support skills to Windows 2000

Prerequisites: MCSE qualification or good working knowledge of Windows NT 3.51 or Windows NT 4.0 from an administrative, support or architectural perspective

Course aim: To describe the Windows 2000 installation process and options, and show how to upgrade to Windows 2000 from other operating systems

Learning objectives:
After taking this course, the user should be able to

· plan an installation of Windows 2000
· install Windows 2000 Professional and Windows 2000 Server
· install Windows 2000 using advanced installation options such as remote and automated installation
· plan an upgrade of your network to Windows 2000
· upgrade previous versions of Windows to Windows 2000

Course incorporates: Test, hands-on exercises
**Microsoft Windows 2000 - Implementing an Active Directory Infrastructure: Installation and Configuration**

**Course duration:** 4 Hours

**Audience:** Experienced NT 4.0 administrators who operate in medium to large computing environments; support professionals, system architects, and consultants responsible for implementing an Active Directory solution; managers and project managers involved in the design, planning, and deployment of IT systems; candidates seeking MCSE certification or wishing to upgrade their current MCSE certification to Windows 2000

**Prerequisites:** The SmartCurriculum Microsoft Windows 2000 - Core Technologies or a good working knowledge of TCP/IP, LAN, and WAN technologies; the SmartCurricula Microsoft Windows 2000 - Update for existing NT 4.0 administrators and Microsoft Windows 2000 - Installation and Administration; the SmartCourse Microsoft Windows 2000: Group Policy for new administrators

**Course aim:** To provide an overview of the Active Directory installation and configuration process

**Learning objectives:**
After taking this course, the user should be able to

- understand the Active Directory logical and physical structure
- install Active Directory components
- configure Active Directory components
- troubleshoot Active Directory components
- manage access to network resources
- manage access to Active Directory components
- configure and troubleshoot RIS
- deploy client images with RIS

Units in Microsoft Windows 2000 - Implementing an Active Directory Infrastructure: Installation and Configuration:
Installation
Implementing trees and forests
Managing Active Directory components
Remote installation

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 - Implementing a Network Infrastructure: IP Routing**

**Course duration:** 4 Hours

**Audience:** Managers, IT consultants, analysts, network administrators, and support professionals who are tasked with implementing Windows 2000 networking and infrastructure design; students interested in obtaining or upgrading an MCSE or MCP qualification
**Prerequisites:** The SmartCurricula Microsoft Windows 2000 - Update for existing NT 4.0 administrators and Microsoft Windows 2000 - Installation and Administration for new administrators; the SmartCourse Microsoft Windows 2000: Network Protocols and Remote Access

**Course aim:** To provide an overview of IP routing in a Windows 2000 network

**Learning objectives:**
After taking this course, the user should be able to

- install and configure IP routing, adding and deleting static routes
- troubleshoot IP routing
- manage and monitor IP routing
- install and configure multicasting
- configure multicast forwarding and IGMP proxy
- develop a multicasting management strategy
- discuss troubleshooting tools for IP multicast network activity
- install and configure demand-dial routing
- troubleshoot demand-dial routing

Units in Microsoft Windows 2000 - Implementing a Network Infrastructure: IP Routing:
- IP routing
- Multicasting
- Demand-dial routing

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 - Network Design: Networking**

**Course duration:** 4 Hours

**Audience:** Managers, IT consultants, analysts, network administrators, and support professionals who plan or design Windows 2000 networking services and infrastructure; students interested in obtaining or upgrading an MCSE or MCP qualification

**Prerequisites:** The SmartCurricula Microsoft Windows 2000 : Update or Microsoft Windows 2000 : Active Directory Implementation and Administration

**Course aim:** To provide an overview of Windows 2000 networking services and to analyze and design a TCP/IP requirement and implementation strategy

**Learning objectives:**
After taking this course, the user should be able to

- provide an overview of Windows 2000 networking services
- analyze the business/technical requirements of a TCP/IP network
- design a TCP/IP implementation strategy
· design a TCP/IP monitoring and management strategy
· design a network interoperability implementation strategy

Units in Microsoft Windows 2000 - Network Design: Networking:
Networking overview
Planning TCP/IP networks
Optimizing TCP/IP networks
Network interoperability

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 - Update: Network Protocols and Services**

**Course duration:** 4 Hours

**Audience:** Windows NT 4.0 MCSE qualification or good working knowledge of Windows NT 3.51 or Windows NT 4.0 from administrative, support, and architectural perspectives; early adoption experience of Windows 2000 Professional and Windows 2000 Server

**Prerequisites:** Existing MCSEs and Windows NT 4.0 administrators who have some early adoption experience of Windows 2000 and who wish to upgrade their certification and support skills to Windows 2000

**Course aim:** To describe how to configure network protocols and services in a Windows 2000 network

**Learning objectives:**
After taking this course, the user should be able to

· describe the networking services and protocols in Windows 2000
· understand the role of dynamic DNS in Windows 2000
· configure dynamic DNS
· configure DHCP
· explain Remote Access protocols and policies
· configure Remote Access

Units in Microsoft Windows 2000 - Update: Network Protocols and Services:
Configuring services and protocols
DNS and WINS
DHCP
Remote access protocols and policies
Remote access connections

**Course incorporates:** Test, hands-on exercises

Course duration: 4 Hours

Audience: Network administrators, support professionals, system engineers, and architects who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server as part of a workgroup or domain, employing file print, Internet, and terminal services; or who wish to implement a Windows 2000 Network infrastructure

Prerequisites: The SmartCurriculum Microsoft Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture; or a good working knowledge of TCP/IP, Internet technologies, and internetworking; the SmartCurriculum Microsoft Windows 2000 - Installation and Administration

Course aim: To show how to configure and manage network protocols and services, routing and remote access, and inbound and outbound connections on Windows 2000 Server and Professional

Learning objectives:
After taking this course, the user should be able to
- configure network protocols and services
- explain how to configure inbound and outbound connections
- configure Internet connection sharing
- install, configure, secure, and manage remote access
- outline how to configure a VPN
- describe how to configure multilink connections

Units in Microsoft Windows 2000: Network Protocols and Remote Access:
Configuring protocols and services
Configuring connections
Remote access
Remote access connections

Course incorporates: Test, hands-on exercises

Microsoft Windows 2000 - Update: New Features and Architecture

Course duration: 4 Hours

Audience: Existing MCSEs and Windows NT 4.0 administrators who wish to upgrade their certification and support skills to Windows 2000

Prerequisites: MCSE qualification or good working knowledge of Windows NT 3.51 or Windows NT 4.0 from an administrative, support, or architectural perspective

Course aim: To explain the positioning of Windows 2000 and describe its architecture, new features, and benefits
Learning objectives:
After taking this course, the user should be able to
· outline the history, positioning, and use of Windows 2000 products
· describe the design goals and new features of Windows 2000
· explain the architecture of Windows 2000
· provide an overview of the Active Directory
· perform an initial Active Directory namespace design
· describe directory replication techniques

Units in Microsoft Windows 2000 - Update: New Features and Architecture:
Introduction to Windows 2000
Features
Architecture
Introduction to Active Directory

Course incorporates: Test, hands-on exercises

Microsoft Windows 2000 - Network Design: Remote Access Services

Course duration: 4 Hours

Audience: Managers, IT consultants, analysts, network administrators, and support professionals who plan or design Windows 2000 networking services and infrastructure; students interested in obtaining or upgrading an MCP or MCSE qualification

Prerequisites: SmartCurricula Microsoft Windows 2000: Implementing and Administering a Network Infrastructure or Microsoft Windows 2000: Core Technologies

Course aim: To provide an overview of remote access in Windows 2000, and to analyze requirements and design an implementation/monitoring strategy for remote access

Learning objectives:
After taking this course, the user should be able to
· provide an overview of remote access
· analyze business/technical requirements for remote access
· design a remote access implementation strategy
· design a remote access monitoring and management strategy

Units in Microsoft Windows 2000 - Network Design: Remote Access Services:
Remote Access
RADIUS
Connection Manager

Course incorporates: Test, hands-on exercises
**Microsoft Windows 2000 - Network Design: Remote Connectivity**

**Course duration:** 4 Hours

**Audience:** Managers, IT consultants, analysts, network administrators, and support professionals who plan or design Windows 2000 networking services and infrastructure; students interested in obtaining or upgrading an MCP or MCSE qualification

**Prerequisites:** SmartCurricula Microsoft Windows 2000: Implementing and Administering a Network Infrastructure or Microsoft Windows 2000: Core Technologies

**Course aim:** To provide an overview of security and connection sharing in Windows 2000, and to analyze requirements and design an implementation/monitoring strategy for each service

**Learning objectives:**
After taking this course, the user should be able to

· provide an overview of security and connection sharing in Windows 2000
· analyze business/technical requirements for security and connection sharing in Windows 2000
· design an implementation strategy for each service
· design a monitoring and management strategy for each service

Units in Microsoft Windows 2000 - Network Design: Remote Connectivity:
Virtual private networking
Internet Protocol Security
Network Address Translation
Proxy Server 2.0

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 - Implementing an Active Directory Infrastructure: Replication and DNS**

**Course duration:** 4 Hours

**Audience:** Experienced NT 4.0 administrators who operate in medium to large computing environments; support professionals, system architects, and consultants responsible for implementing an Active Directory solution; managers and project managers involved in the design, planning, and deployment of IT systems; candidates seeking MCSE certification or wishing to upgrade their current MCSE certification to Windows 2000.

**Prerequisites:** The SmartCurriculum Microsoft Windows 2000 - Core Technologies or a good working knowledge of TCP/IP, LAN, and WAN technologies; the SmartCurricula Microsoft Windows 2000 - Update for existing NT 4.0 administrators and Microsoft Windows 2000 - Installation and Administration; the SmartCourse Microsoft Windows 2000: Group Policy for new administrators
**Course aim:** To provide an overview of the implementation and configuration of DNS services and Active Directory replication

**Learning objectives:**
After taking this course, the user should be able to

- configure Active Directory replication components
- install and configure DNS
- troubleshoot and optimize DNS
- manage and monitor Active Directory replication

Units in Microsoft Windows 2000 - Implementing an Active Directory Infrastructure: Replication and DNS:
Replication
DNS configuration
DNS troubleshooting
Monitoring and managing replication

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 - Network Design: Routing Technologies**

**Course duration:** 4 Hours

**Audience:** Managers, IT consultants, analysts, network administrators, and support professionals who plan or design Windows 2000 networking services and infrastructure; students interested in obtaining or upgrading an MCP or MCSE qualification

**Prerequisites:** SmartCurricula Microsoft Windows 2000: Implementing and Administering a Network Infrastructure or Microsoft Windows 2000: Core Technologies

**Course aim:** To provide an overview of IP routing, multicasting, Demand-Dial Routing in Windows 2000, and to analyze requirements and design an implementation/monitoring strategy for each service

**Learning objectives:**
After taking this course, the user should be able to

- provide an overview of IP routing, multicasting, and Demand-dial routing
- analyze business/technical requirements for IP routing, multicasting, and Demand-dial routing
- design an implementation strategy for each service
- design a monitoring and management strategy for each service

Units in Microsoft Windows 2000 - Network Design: Routing Technologies:
IP Routing
Multicasting
Demand-dial routing

**Course incorporates:** Test, hands-on exercises
Microsoft Windows 2000 - Implementing an ActiveDirectory Infrastructure: Security and Optimization

Course duration: 4 Hours

Audience: Experienced NT 4.0 administrators who operate in medium to large computing environments; support professionals, system architects, and consultants responsible for implementing an Active Directory solution; managers and project managers involved in the design, planning, and deployment of IT systems; candidates seeking MCSE certification or wishing to upgrade their current MCSE certification to Windows 2000

Prerequisites: The SmartCurriculum Microsoft Windows 2000 - Core Technologies or a good working knowledge of TCP/IP, LAN, and WAN technologies; the SmartCurricula Microsoft Windows 2000 - Update for existing NT 4.0 administrators and Microsoft Windows 2000 - Installation and Administration; the SmartCourse Microsoft Windows 2000: Group Policy for new administrators

Course aim: To provide an overview of the configuration of the Active Directory security module

Learning objectives:
After taking this course, the user should be able to

· secure Active Directory objects
· delegate administrative authority to users
· manage access to Active Directory components
· troubleshoot Active Directory components
· monitor and optimize Active Directory components
· back up and restore the Active Directory

Units in Microsoft Windows 2000 - Implementing an Active Directory Infrastructure: Security and Optimization:
Delegation
Security
Optimizing the Active Directory
Maintaining the Active Directory

Course incorporates: Test, hands-on exercises

Microsoft Windows 2000 - Implementing a Network Infrastructure: Security

Course duration: 4 Hours
**Audience:** Managers, IT consultants, analysts, network administrators, and support professionals who are tasked with implementing Windows 2000 networking and infrastructure design; students interested in obtaining or upgrading an MCSE or MCP qualification

**Prerequisites:** The SmartCurricula Microsoft Windows 2000 - Update for existing NT 4.0 administrators and Microsoft Windows 2000 - Installation and Administration for new administrators; the SmartCourse Microsoft Windows 2000: Network Protocols and Remote Access

**Course aim:** To provide an overview of security in a Windows 2000 network

**Learning objectives:**
After taking this course, the user should be able to

- configure a VPN
- configure inbound and outbound VPN connections
- develop a VPN management strategy
- discuss and troubleshoot common VPN problems
- install and configure IPSec
- develop an IPSec management strategy
- install, configure, manage, and monitor NAT
- troubleshoot and discuss common NAT problems and solutions
- install and configure Certificate Services
- manage Certificate Services

Units in Microsoft Windows 2000 - Implementing a Network Infrastructure: Security:
Virtual private networks
Internet Protocol Security
Network Address Translation
Certificate Services

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 - Active Directory Design: Schema and Replication**

**Course duration:** 4 Hours

**Audience:** Experienced NT 4.0 administrators who operate in medium to large computing environments, with a minimum of one year's experience implementing and administering network operating systems; support professionals, system architects, and consultants responsible for implementing Active Directory solutions; managers and project managers involved in the design, planning, and deployment of IT systems; candidates for the Microsoft Certified System Engineer Windows 2000 certification; IT professionals who wish to upgrade their current MCSE certification to Windows 2000

**Prerequisites:** Working knowledge of TCP/IP, DNS, DHCP, LAN, and WAN technologies and other Internet protocols; the SmartCurricula Microsoft Windows 2000 - Core Technologies or equivalent
Course aim: To provide an overview of the Active Directory schema and replication components and give general guidelines on configuring and managing them for optimum performance and reliability.

Learning objectives:
After taking this course, the user should be able to:

- analyze the business and administrative models to design and develop a suitable Active Directory solution.
- analyze current technical environments to optimize performance, reliability, and improved security.
- describe connectivity between different directory services.
- design an active directory site infrastructure.
- design active directory for interoperability with other directory services.

Units in Microsoft Windows 2000 - Active Directory Design: Schema and Replication:
- Schema management
- Directory replication
- Planning directory replication
- Interoperability

Course incorporates: Test, hands-on exercises

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**Microsoft Windows 2000 - Update: Storage and File Systems**

Course duration: 4 Hours

Audience: Existing MCSEs and Windows NT 4.0 administrators who have some early adoption experience of Windows 2000 and who wish to upgrade their certification and support skills to Windows 2000

Prerequisites: Windows NT 4.0 MCSE qualification or good working knowledge of Windows NT 3.51 or Windows NT 4.0 from administrative, support, and architectural perspectives; early adoption experience of Windows 2000 Professional and Windows 2000 Server

Course aim: To describe how to configure storage and file systems.

Learning objectives:
After taking this course, the user should be able to:

- explain the storage architecture of Windows 2000
- manage disks
- create and publish shared folders
- configure DFS
- configure NTFS settings
WebLearning Education Services
- encrypt folders and files using EFS
- describe fault-tolerant strategies
- perform backup and recovery of Windows 2000 computers

Units in Microsoft Windows 2000 - Update: Storage and File Systems:
Disk management
Managing the file system
File system security
Managing disk space
Fault tolerance, backup, and recovery

Course incorporates: Test, hands-on exercises

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**Microsoft Windows 2000 - Installation and Administration: Storage and Printing**

**Course duration:** 4 Hours

**Audience:** Network administrators, support professionals, system engineers, and architects who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server as part of a workgroup or domain, employing file print, Internet, and terminal services

**Prerequisites:** The SmartCurriculum Microsoft Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture; or a good working knowledge of TCP/IP, Internet technologies, and internetworking

**Course aim:** To explain Windows 2000 storage and to demonstrate how to secure files and folders using EFS and how to configure and manage disks and printing

**Learning objectives:**
After taking this course, the user should be able to
- describe Windows 2000 storage types
- configure and manage disks and volumes
- configure fault-tolerant storage in Windows 2000
- troubleshoot Windows 2000 storage
- describe EFS
- configure and manage EFS
- describe Windows 2000 printing
- configure and manage printing
- troubleshoot printing

Units in Microsoft Windows 2000 - Update: Group Policy and Terminal Services:
Disk management
Managing disk space
Encrypting File System
Configuring printers
Printer management and security
**Microsoft Windows 2000 - Update: Group Policy and Terminal Services**

**Course duration:** 4 Hours

**Audience:** Existing MCSEs and Windows NT 4.0 administrators who have some early adoption experience of Windows 2000 and who wish to upgrade their certification and support skills to Windows 2000

**Prerequisites:** Windows NT 4.0 MCSE qualification or good working knowledge of Windows NT 3.51 or Windows NT 4.0 from administrative, support, and architectural perspectives; early adoption experience of Windows 2000 Professional and Windows 2000 Server

**Course aim:** To demonstrate how to configure and use group policy and explain how to implement Terminal Services

**Learning objectives:**
After taking this course, the user should be able to

- configure group policy to manage user and computer settings
- configure local group policy
- deploy and manage software using group policy
- install and configure Terminal Services
- use Terminal Services to run applications remotely and administer remote servers

Units in Microsoft Windows 2000 - Update: Group Policy and Terminal Services:

- Introduction to group policy
- Group inheritance and security
- Managing software with group policies
- Terminal Services

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 - Update: Configuration**

**Course duration:** 4 Hours

**Audience:** Existing MCSEs and Windows NT 4.0 administrators who wish to upgrade their certification and support skills to Windows 2000

**Prerequisites:** MCSE qualification or good working knowledge of Windows NT 3.51 or Windows NT 4.0 from an administrative, support, or architectural perspective
**Course aim:** To describe the principal interface, application, and tool changes in Windows 2000

**Learning objectives:**
After taking this course, the user should be able to

- configure and customize the desktop
- describe the principles of MMC and snap-ins
- create a customized MMC
- use the MMC to perform administrative tasks
- install hardware
- explain and configure Scheduled Tasks
- install and configure network printing
- secure printers

Units in Microsoft Windows 2000 - Update: Configuration:
User interface
Control Panel
Printing

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 2000 - Migration Design: Upgrade and Migration Strategies**

**Course duration:** 4 Hours

**Audience:** System architects, integrators, engineers, and administrators who are planning to migrate from NT 3.5x or NT 4.0 to Windows 2000; existing MCSE's who wish to upgrade their certification and support skills for Windows 2000

**Prerequisites:** Administrative experience with NT 3.5x or NT 4.0; an understanding of DNS, TCP/IP, and WINS; familiarity with Windows 2000 Directory Services and Windows 2000 Server

**Course aim:** To show students how to plan a migration from a Windows NT 3.5x or NT 4.0 domain to Windows 2000

**Learning objectives:**
After taking this course, the user should be able to

- distinguish between migration goals and business goals
- identify an upgrade or restructure path
- outline the steps involved in planning an Active Directory domain
- describe how to plan an upgrade from Windows NT 3.5x or 4.0 to Windows 2000
- evaluate existing network services
- discuss the effects of a domain upgrade on network security
- suggest how to plan the availability of services during an upgrade
- explain how client and user profiles are affected by a domain upgrade
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· point out how to plan for disaster recovery in the event of a upgrade failing
· draw up a pilot migration scheme

Units in Microsoft Windows 2000 - Migration Design: Upgrade and Migration Strategies:
Developing a migration strategy
Developing a migration plan
Domain availability
Planning deployment

Course incorporates: Test

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**Microsoft Windows 2000 - Installation and Administration: Users**

**Course duration:** 4 Hours

**Audience:** Network administrators, support professionals, system engineers, and architects who wish to plan, install, configure, manage, secure, and troubleshoot Windows 2000 Professional and Server as part of a workgroup or domain, employing file print, Internet, and terminal services

**Prerequisites:** The SmartCurriculum Microsoft Windows 2000 - Core Technologies; the SmartCourse Microsoft Windows 2000 - Update: New Features and Architecture; or a good working knowledge of TCP/IP, Internet technologies, and internetworking

**Course aim:** To provide an overview of local and domain user accounts and to demonstrate how to create, configure, and manage user accounts and profiles

**Learning objectives:**
After taking this course, the user should be able to

· provide an overview of user accounts in Windows 2000
· differentiate between the roles of local and domain user accounts
· automate the creation of large numbers of user accounts
· configure user account settings
· provide an overview of user profiles
· create and manage local and roaming user profiles

Units in Microsoft Windows 2000 - Installation and Administration: Users:
Creating users
Creating multiple user accounts
User profiles

Course incorporates: Test, hands-on exercises
**Microsoft Windows 98 New Features - An Overview**

**Course duration:** 4 Hours

**Audience:** Students familiar with Windows 95 who are interested in the new features offered in Windows 98

**Prerequisites:** Familiarity with the Microsoft Windows 95 environment

**Course aim:** To present the new features of Windows 98 and the new technologies supported

**Learning objectives:**
After taking this course, the user should be able to

- outline the new features of Windows 98
- describe how Windows 98 was developed to support advanced technologies
- explain the new management features supported by Windows 98
- explain how Windows 98 was engineered for ease of use
- contrast the Internet and intranet features of Windows 98

Units in Microsoft Windows 98 New Features - An Overview:
Getting started
Advanced technology support
Enhanced networking and management
Internet and intranet integration

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 98 - Implementation and Support: Configuring the Environment**

**Course Duration:** 4 Hours

Audience: IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft exam

**Prerequisites:** All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

**Course Aim:** To explain Windows 98 support for new hardware technologies

**Learning Objectives:**
After taking this course, the user should be able to

- identify and resolve hardware device problems
- explain the various types of system bus supported by Windows 98
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- describe Windows 98 support for multiple display
- configure power management
- explain advanced configuration and power interface
- install and remove programs
- use Winalign

**Course Incorporates:** Test, hands-on exercises

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**Microsoft Windows 98: Getting Started**

**Course duration:** 4 Hours

**Audience:** End-users unfamiliar with Microsoft Windows 98

**Prerequisites:** Basic ability to use a keyboard and a mouse

**Course aim:** To bring new users to a level of competence that will allow them to use Windows 98 in their everyday work

**Learning objectives:**

After taking this course, the student should be able to

- describe the major features of Windows 98
- explain the boot process of Windows 98 and how to run a program
- evaluate the Windows 98 environment and its ease of navigation
- discuss the features of the Active Desktop
- describe the Find utility of Windows 98
- explain how to manage and organize files and folders
- discuss the installation and use of applications and applets

**Course incorporates:** Test, hands-on exercises

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**Microsoft Windows 98 - Implementation and Support: Troubleshooting**

**Course Duration:** 4 Hours
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**Audience:** IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft exam

**Prerequisites:** All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

**Course Aim:** To enable the student to resolve Windows 98 hardware and software problems

**Learning Objectives:**

After taking this course, the user should be able to

- understand the Windows 98 boot process
- manage registry checker utilities
- use System Configuration Utility
- update device drivers
- resolve hardware conflicts
- resolve software problems using System File Checker
- use version conflict manager
- resolve software problems using Dr. Watson
- run the Windows Update utility
- schedule the execution of various maintenance utilities

**Course Incorporates:** Test, hands-on exercises

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**Microsoft Windows 98 - Implementation and Support: Integration with a NetWare Networking Environment**

**Course Duration:** 4 Hours

Audience: IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft exam

**Prerequisites:** All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

**Course Aim:** To demonstrate Windows 98 in a Novell NetWare network environment and describe how to browse a NetWare network

**Learning Objectives:**
After taking this course, the user should be able to

- plan an installation of Windows 98 clients in a NetWare environment
- configure a NetWare server
- network a NetWare client with a Windows 98 computer
- install Client for NetWare Networks
- explain Network Directory Services
- install Microsoft service for NDS
- understand resource sharing in a NetWare environment
- browse a NetWare network

**Course Incorporates:** Test, hands-on exercises

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*Microsoft Windows 98 - Implementation and Support: Integration with a Microsoft Networking Environment*

**Course Duration:** 4 Hours

**Audience:** IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft exam

**Prerequisites:** All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

**Course Aim:** To demonstrate Windows 98 in a mixed Microsoft network environment and describe Network Neighborhood

**Learning Objectives:**

After taking this course, the user should be able to

- install and configure Client for Microsoft Networks
- connect Windows 98 to an NT server
- use Network Neighborhood
- browse a Microsoft network
- map a drive
- discuss and configure file and print sharing
- specify Browse Master settings
**Microsoft Windows 98 - Implementation and Support: Internet and Intranet Technologies**

**Course Duration:** 4 Hours

**Audience:** IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft examination

**Prerequisites:** All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

**Course Aim:** To explain how to configure and implement active desktop technologies and install Personal Web Server

**Learning Objectives:**

After taking this course, the user should be able to

- configure the Active Desktop and its components
- subscribe to Active Channels
- describe the IEAK Profile Manager
- describe how to create an IEAK profile
- install and use Personal Web Server

**Course Incorporates:** Test, hands-on exercises

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**Microsoft Windows 98 - Implementation and Support: Internet Explorer 4.0 Security**

**Course Duration:** 4 Hours

**Audience:** IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft exam

**Prerequisites:** All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

**Course Aim:** To discuss the configuration of Internet Explorer 4.0 security technologies; explain firewalls and COM technologies
Learning Objectives:

After taking this course, the user should be able to

- explain and configure security zones
- describe Authenticode technology and certificate management
- list and explain Outlook Express security features
- manage and use digital IDs
- explain encryption technologies
- understand firewalls
- describe and configure proxy servers and COM

Course Incorporates: Test, hands-on exercises

Microsoft Windows 98 - Implementation and Support: Managing Disks and File Systems

Course Duration: 4 Hours

Audience: IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft examination

Prerequisites: All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

Course Aim: To explain the file systems supported by Windows 98 and describe the various utilities used to manage disks and data

Learning Objectives:

After taking this course, the user should be able to

- distinguish between the file systems supported by Windows 98
- manage long filenames
- list and explain the disk utilities
- explain how to partition and format a hard disk
- describe how to convert a FAT16 drive to a FAT32 drive
- describe how to use the Microsoft Backup utility
- defragment a disk drive
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- explain how to use ScanDisk
- explain and demonstrate how to compress a drive

**Course Incorporates:** Test, hands-on exercises

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**Microsoft Windows 98 - Implementation and Support: Networking**

**Course Duration:** 4 Hours

**Audience:** IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft examination

**Prerequisites:** All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

**Course Aim:** To install and configure network adapters and Windows 98 networking protocols

**Learning Objectives:**

After taking this course, the user should be able to

- plan and install TCP/IP
- install and configure Microsoft IPX/SPX, NetBEUI, and DLC
- distinguish between NDIS and ODI network adapters
- explain Plug and Play
- install and configure network adapters
- configure ATM
- list the product information sources used in troubleshooting
- resolve network adapter problems
- use winipcfg

**Course Incorporates:** Test, hands-on exercises

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**Microsoft Windows 98 - Implementation and Support: Performance Tuning and Optimization**

**Course Duration:** 4 Hours

**Audience:** IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft exam

**Prerequisites:** All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum or equivalent knowledge

**Course Aim:** To demonstrate the various methods and tools used to solve Windows 98 problems

**Learning Objectives:**

After taking this course, the user should be able to

- understand performance tuning
- manage System Monitor
- configure Net Watcher
- describe the swap file
- describe common file system problems
- optimize CD-ROM file systems
- install and configure Network Monitor Agent
- improve network throughput

**Course Incorporates:** Test, hands-on exercises

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**Microsoft Windows 98 - Implementation and Support: Printing**

**Course Duration:** 4 Hours

**Audience:** IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft exam

**Prerequisites:** All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

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Course Aim: To familiarize end-users with managing and configuring printers in a Windows 98 environment

Learning Objectives:
After taking this course, the user should be able to

- describe printing enhancements
- configure Windows 98 as a print server
- install and manage printers
- identify and resolve installation and print problems
- optimize printing performance

Course Incorporates: Test, hands-on exercises

Microsoft Windows 98 - Implementation and Support: Remote Networking

Course Duration: 4 Hours

Audience: IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft exam

Prerequisites: All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

Course Aim: To explain Dial-Up Networking and virtual private networking and to provide an overview of mobile computing and infrared technologies

Learning Objectives:
After taking this course, the user should be able to

- describe and list the components of Dial-Up Networking
- install and configure DUN
- configure Windows 98 as a remote access server
- plan and deploy a virtual private network
- set up a point-to-point tunnelling protocol client
- resolve VPN problems
- describe Direct Cable Connection
- use Briefcase to synchronize files
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- explain the infrared capabilities of Windows 98
- install an infrared device

**Course Incorporates:** Test, hands-on exercises

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**Microsoft Windows 98 - Implementation and Support: Security**

**Course Duration:** 4 Hours

**Audience:** IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft exam

**Prerequisites:** All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

**Course Aim:** To introduce new security features and explain how to manage passwords and shared resources

**Learning Objectives:**

After taking this course, the user should be able to

- discuss IT security
- list Windows 98 security features
- configure share-level and user-level security
- describe password policies
- manage passwords in a NetWare environment
- explain and enable password caching
- use the password List Editor

**Course Incorporates:** Test, hands-on exercises

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**Microsoft Windows 98 - Implementation and Support: Troubleshooting**

**Course Duration:** 4 Hours
Audience: IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft exam

Prerequisites: All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

Course Aim: To enable the student to resolve Windows 98 hardware and software problems

Learning Objectives:
After taking this course, the user should be able to

- understand the Windows 98 boot process
- manage registry checker utilities
- use System Configuration Utility
- update device drivers
- resolve hardware conflicts
- resolve software problems using System File Checker
- use version conflict manager
- resolve software problems using Dr. Watson
- run the Windows Update utility
- schedule the execution of various maintenance utilities

Course Incorporates: Test, hands-on exercises

Microsoft Windows 98: Up and Running

Course duration: 4 Hours

Audience: End-users unfamiliar with Microsoft Windows 98

Prerequisites: A very basic familiarity with Windows 98 as covered in the course Microsoft Windows 98: Getting Started

Course aim: To make new users familiar and comfortable with using Windows 98 in everyday work situations

Learning objectives:
After taking this course, the student should be able to
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- demonstrate how to use the Control Panel, the taskbar, and shortcuts
- outline the use of plug-and-play devices and multiple monitors in Windows 98
- explain networks and how they work with Windows 98
- show how to share resources and access shared resources
- describe how to use Dial-Up Networking to access network resources or resources on another computer from a remote location
- explain the features and uses of My Briefcase and Microsoft Fax
- describe how Internet Explorer and Windows 98 are integrated
- describe how to connect to the Internet and how to use the toolbar to browse the Internet
- demonstrate how to create shortcuts to URLs

Course incorporates: Test, hands-on exercises

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**Microsoft Windows 98 - Implementation and Support: User Profiles and System Policies**

**Course Duration:** 4 Hours

**Audience:** IT managers, system integrators, corporate administrators, support professionals, and strategic IT planners who want to plan, install, configure, and troubleshoot the Windows 98 operating system; students preparing for the relevant Microsoft examination

**Prerequisites:** All preceding courses in the Microsoft Windows 98 - Implementation and Support curriculum

**Course Aim:** To explain and configure user profiles and system policies

**Learning Objectives:**

After taking this course, the user should be able to

- describe user profiles
- enable user profiles on NetWare and NT networks
- explain mandatory and roving user profiles
- describe system policies
- explain how to install and use System Policy Editor
- create system policies
Microsoft Windows NT: Architecture

Course duration: 4 Hours

Audience: Information system professionals interested in the architecture of Windows NT

Prerequisites: A thorough understanding of operating system fundamentals or familiarity with the courses Microsoft Windows NT: Essentials and Microsoft Windows NT: Upgrading

Course aim: To provide an introduction to the technical architecture of Windows NT

Learning objectives:

After taking this course, the student should be able to

- explain the technical architecture of Windows NT
- identify the operating system models that influenced Windows NT design
- outline the operating system goals that influenced the design of Windows NT
- describe the Windows NT file system

Course incorporates: Test

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Microsoft Windows NT: Essentials

Course duration: 4 Hours

Audience: Anyone with responsibility for selecting a strategic multiprogramming operating system

Prerequisites: General computer awareness and the course UNIX, OS/2 and Windows NT

Course aim: To provide information system professionals or line managers with the necessary background knowledge to make a sound business decision on the Windows NT operating system

Learning objectives:

After taking this course, the student should be able to

- outline the historical background of Windows NT
- list the goals that influenced the design of Windows NT
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- describe how Windows NT uses hardware
- explain how NT's independence of hardware leads to portability, scalability, and adaptability
- identify the software issues for Windows NT and assess its attainments in each respect

Course incorporates: Test

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**Microsoft Windows NT: Managing Processes and Memory**

Course duration: 4 Hours

Audience: Information system professionals interested in the architecture of Windows NT processes and memory

Prerequisites: A thorough understanding of operating system fundamentals or familiarity with the courses Microsoft Windows NT: Essentials and Microsoft Windows NT: Upgrading

Course aim: To provide an introduction to the technical architecture of Windows NT

Learning objectives:

After taking this course, the student should be able to

- summarize how Windows NT implement processes and threads
- explain how Windows NT implements virtual memory management
- describe Windows NT kernel components
- outline Windows NT kernel mechanisms
- describe the key features of the cache manager

Course incorporates: Test

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**Microsoft Windows NT: I/O and Networks**

Course duration: 4 Hours

Audience: Information system professionals interested in the architecture of Windows NT

Prerequisites: A thorough understanding of operating system fundamentals; completion of the courses Microsoft Windows NT: Essentials and Microsoft Windows NT: Upgrading
Course aim: To provide an introduction to I/O and networks in Windows NT

Learning objectives:

After taking this course, the student should be able to

- describe the Windows NT I/O system
- explain how Windows NT implements interrupts, exceptions, and synchronization
- outline the components of Windows NT networking software
- describe TCP/IP and Microsoft TCP/IP on Windows NT

Course incorporates: Test

Microsoft Windows NT: Subsystems, Objects, and Security

Course duration: 4 Hours

Audience: Information system professionals interested in the architecture of Windows NT

Prerequisites: A thorough understanding of operating system fundamentals or familiarity with the courses Microsoft Windows NT: Essentials and Microsoft Windows NT: Upgrading

Course aim: To provide an introduction to the technical architecture of Windows NT subsystems, objects, and security

Learning objectives:

After taking this course, the student should be able to

- explain how the final design of the protected subsystems emerged
- describe the server subsystems
- examine the role of objects in Windows NT
- outline the level of security certification that Windows NT achieves

Course incorporates: Test
Microsoft Windows NT: Upgrading

Course duration: 4 Hours

Audience: Anyone with responsibility for selecting a strategic multiprogramming operating system

Prerequisites: General computer awareness and the course UNIX, OS/2 and Windows NT

Course aim: To provide information system professionals or line managers with the necessary background knowledge to make a sound business decision on the Windows NT operating system

Learning objectives:

After taking this course, the student should be able to

- examine the software issues involved in migrating to Windows NT
- outline the current attainments of Windows NT and its potential in the marketplace
- describe the industry trends in both the standalone and networked environments

Course incorporates: Test

Microsoft Windows Millennium Edition: Advanced Users

Course duration: 4 Hours

Audience: End-users who aren't familiar with Microsoft Windows Millennium Edition

Prerequisites: The SmartCourse Windows Millennium Edition: Getting Started; familiarity with Windows 95 or 98 environments; basic knowledge of the Internet would be an advantage

Course aim: To give students an understanding of PC health, home networking, and software and hardware installation features and show them how to use Windows Millennium Edition in a standalone or home networked capacity

Learning objectives:

After taking this course, the user should be able to

- describe how to install hardware and software for Windows Millennium Edition
- discuss the concept of a Plug and Play device
- identify the PC health features of Windows Millennium Edition
- explain how to network PCs using the Home Networking Wizard feature
· show how to connect to the Internet using the Internet Connection Wizard
· outline how to share an Internet connection

Units in Microsoft Windows Millennium Edition: Advanced Users:
Installing hardware and software
Looking after your PC
Home networking
Using the Internet

Course incorporates: Test, hands-on exercises

Microsoft Windows Millennium Edition: Getting Started

Course duration: 4 Hours

Audience: End-users who aren't familiar with Microsoft Windows Millennium Edition

Prerequisites: Familiarity with Windows 95 or Windows 98 environments; basic knowledge of the Internet would be an advantage

Course aim: Familiarity with Windows 95 or Windows 98 environments; basic knowledge of the Internet would be an advantage

Learning objectives:
After taking this course, the user should be able to

· customize the Windows Millennium Edition interface
· outline how to use files and folders
· identify how to install and run applications
· understand the uses and features of the Control Panel

Units in Microsoft Windows Millennium Edition: Getting Started:
Outlining Me
Working with files and folders
Customizing Me

Course incorporates: Test, hands-on exercises

Microsoft Windows Millennium Edition: Multimedia

Course duration: 4 Hours
**Audience:** End-users who aren't familiar with Microsoft Windows Millennium Edition's multimedia features

**Prerequisites:** The SmartCourses Windows Millennium Edition: Getting Started Windows and Millennium Edition: Advanced Users; familiarity with the Windows 95 or 98 environments; basic knowledge of the Internet would be an advantage

**Course aim:** To show students how to use the Windows Media Player and Movie Maker and how to attach a scanner or digital camera to a PC

**Learning objectives:**

After taking this course, the user should be able to

· discuss the features of Media Player
· describe how to customize Media Player
· point out how to copy and play CDs using Media Player
· describe how to record and edit video clips using Movie Maker
· list the steps involved in sending video clips by e-mail
· explain how to install a scanner and digital camera
· summarize the steps involved in linking a scanner and digital camera to other programs

Units in Microsoft Windows Millennium Edition: Multimedia:
Using Media Player
Windows Movie Maker
Using Windows Movie Maker
Additional multimedia features

**Course incorporates:** Test, hands-on exercises
**Microsoft Office 2000: Beginning Word**

**Course duration:** 5 hours

**Audience:** All end-users new to Microsoft Word 2000

**Prerequisites:** Familiarity with a Windows environment

**Course aim:** To introduce the student to Word 2000 and to show how to use Word to create, format, save, and print basic documents

**Learning objectives:**
After taking this course, the user should be able to

- create new Word documents
- use the Office Assistant
- edit and format text in Word
- use paragraph and page formatting features
- insert bullets and numbered lists
- create and format tables
- open and save documents
- print documents

**Units in Microsoft Office 2000: Beginning Word:**
Creating documents
Working with text
Customizing documents
Using tables
Storing and printing documents

**Course incorporates:** Test, hands-on exercises

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**Microsoft Office 2000: Intermediate Word**

**Course duration:** 4 hours

**Audience:** Anyone wishing to become familiar with Microsoft Word 2000 at more than a basic level; students who wish to become certified as a Microsoft Office User Specialist at Expert or Master level

**Prerequisites:** The SmartCourses Microsoft Office 97: Beginning Word 97 or Microsoft Office 2000: Beginning Word

**Course aim:** To provide students with an in-depth knowledge of the functionality of Word 2000

**Learning objectives:**
After taking this course, the user should be able to

- use character effects
- apply styles and themes
- create and modify columns
- apply advanced formatting techniques
- explain how to apply paragraph and section shading
- insert a picture into a document
- create and modify headers and footers
- prepare and print envelopes and labels

**Units in Microsoft Office 2000: Intermediate Word:**
Formatting documents  
Columns  
Advanced formatting options  
Document structure

**Course incorporates:** Test, hands-on exercises

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**Microsoft Office 2000: Beginning Excel**

**Course duration:** 4 hours

**Audience:** Anyone wishing to become familiar with Excel 2000; students wishing to become certified as a Microsoft Office User Specialist: Microsoft Excel 2000 at the Core level

**Prerequisites:** Familiarity with any of the Windows user environments

**Course aim:** To provide an introduction to the core concepts of Microsoft Excel 2000

**Learning objectives:**  
After taking this course, the user should be able to

- create a new spreadsheet  
- enter and edit data in a worksheet  
- edit and format cells, rows, and columns  
- format numbers and apply styles  
- create, save, preview, and print a workbook  
- create and use formulas

**Units in Microsoft Office 2000: Beginning Excel:**
Getting started  
Formatting  
Workbooks  
Formulas

**Course incorporates:** Test, hands-on exercises
Microsoft Office 2000: Intermediate Excel

Course duration: 4 hours

Audience: Anyone wishing to become familiar with Microsoft Excel 2000 at more than a basic level; students wishing to become certified as Microsoft Office User Specialist at Core level

Prerequisites: The SmartCourse Microsoft Office 2000: Beginning Excel; familiarity with any of the Windows user environments

Course aim: To equip students with the knowledge and skills required to accomplish common Excel 2000 tasks efficiently, and to prepare students for certification as Proficient Users of Excel 2000

Learning objectives:
After taking this course, the user should be able to

• use basic and advanced functions
• create and modify worksheets
• check a workbook for spelling errors
• modify page and print settings
• describe how to create, format, and modify charts and objects
• print a chart

Units in Microsoft Office 2000: Intermediate Excel:
- Manipulating worksheets
- Page setting and printing
- Functions
- Charts and objects

Course incorporates: Test, hands-on exercises

Microsoft Office 2000: Beginning PowerPoint

Course duration: 4 hours

Audience: Anyone wishing to become familiar with PowerPoint 2000; students wishing to become certified as a Microsoft Office User Specialist: Microsoft PowerPoint 2000 at the Core level

Prerequisites: Familiarity with any of the Windows user environments

Course aim: To provide an introduction to the core concepts of Microsoft PowerPoint 2000

Learning objectives:
After taking this course, the user should be able to
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- create a new presentation
- use the Office and Presentation Assistants
- copy, delete, and modify the sequence of slides
- format and edit the text in slides
- work with Clip Art, pictures, and other objects
- prepare a presentation
- save a presentation in normal and HTML modes
- print audience and speaker notes
- send a presentation as an e-mail

**Units in Microsoft Office 2000: Beginning PowerPoint:**
Creating presentations
Modifying presentations
Visual elements
Output

**Course incorporates:** Test, hands-on exercises

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**Microsoft Office 2000: Beginning Outlook**

**Course duration:** 4 hours

**Audience:** Anyone wishing to gain a basic understanding of Outlook 2000; students wishing to become certified as a Microsoft Office User Specialist

**Prerequisites:** Familiarity with any of the Windows user environments

**Course aim:** To describe how to use Outlook 2000 in the integration of desktop applications and to show how Outlook 2000 can be used in most organizational and communications tasks

**Learning objectives:**
After taking this course, the user should be able to

- describe the essential features of Outlook 2000
- use Outlook 2000 to send and receive mail
- use Calendar and schedule features
- create and edit contacts
- assign tasks
- organize tasks using categories
- print output from Outlook 2000

**Units in Microsoft Office 2000: Beginning Outlook:**
Sending and receiving mail
Using Calendar
Contacts, tasks, and notes
Organizing and printing

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**Microsoft Office 2000 - Solution Development: Fundamentals**

**Course duration:** 4 hours

**Audience:** Application developers responsible for developing custom Microsoft Office 2000 solutions

**Prerequisites:** A knowledge of the basic features of Microsoft Word, Excel, Access, and PowerPoint; familiarity with recording macros, fundamental programming constructs, and object properties and methods

**Course aim:** To introduce the student to the fundamentals of developing custom Microsoft Office 2000 solutions

**Learning objectives:**
After taking this course, the user should be able to

- explain the relationship between VBA and Office 2000
- list the types of solution that can be built using Office 2000
- describe how to create a VBA project
- use the Visual Basic Editor
- modify a macro using VBA

**Units in Microsoft Office 2000 - Solution Development: Fundamentals:**
Introducing VBA
VBA applications
The Visual Basic Editor
Programming and debugging

**Course incorporates:** Test, hands-on exercises

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**Microsoft Office 2000 - Solution Development: Building Applications**

**Course duration:** 4 hours

**Audience:** Application developers responsible for developing custom Microsoft Office 2000 solutions

**Prerequisites:** The SmartCourse *Microsoft Office 2000 - Solution Development: Fundamentals*; a knowledge of the basic features of Microsoft Word, Excel, Access, and PowerPoint; familiarity with recording macros, fundamental programming constructs, and object properties and methods
Course aim: To familiarize the student with the basic skills necessary to build applications with Office 2000

Learning objectives:
After taking this course, the user should be able to

- discuss and use datatypes
- explain how to declare variables and constants
- describe how to work with procedures
- handle run-time errors
- create custom forms and controls
- use the Control Toolbox

Units in Microsoft Office 2000 - Solution Development: Building Applications:
Variables and constants
Working with procedures
User forms
Input validation

Course incorporates: Test, hands-on exercises

Microsoft Office 2000 - Solution Development: Developing Applications

Course duration: 4 hours

Audience: Application developers responsible for developing custom Microsoft Office 2000 solutions

Prerequisites: The SmartCourses Microsoft Office 2000 - Solution Development: Fundamentals and Microsoft Office 2000 - Solution Development: Building Applications; knowledge of the basic features of Microsoft Word, Excel, Access, and PowerPoint; familiarity with recording macros, fundamental programming constructs, and object properties and methods

Course aim: To acquire the basic skills necessary to develop applications with Office 2000

Learning objectives:
After taking this course, the user should be able to

- describe the benefits of using an object model
- list objects that are members of the Office 2000 object model
- decide when to declare variables using late or early binding
- explain how to customize menus and toolbars manually and programmatically
- give a brief explanation of how to store data and import external data
- describe the ADO object model
- discuss how to manipulate data from a data source using ADO

Units in Microsoft Windows 2000 - Update: Group Policy and Terminal Services:
Office 2000 object models
Customizing menus and toolbars
Data retrieval
Course incorporates: Test, hands-on exercises

**Microsoft Office 2000: New Features for Users**

**Course duration:** 4 hours

**Audience:** All Office 97 users

**Prerequisites:** Completion of all courses in the *Microsoft Office 97* curriculum or equivalent familiarity with Office 97

**Course aim:** To describe the new features and improvements incorporated in Microsoft Office 2000

**Learning objectives:**
After taking this course, the user should be able to

- identify new features common to all Office applications
- understand and use basic new features in Word, Excel, Access, and PowerPoint
- organize and customize items in Outlook

**Units in Microsoft Office 2000: New Features for Users**

- New Office-wide features
- Word and Excel
- PowerPoint and Access
- Outlook

Course incorporates: Test, hands-on exercises

**Microsoft Office 2000: New Features for Power Users**

**Course duration:** 4 hours

**Audience:** Office 97 users who wish to learn about the new advanced features of Office 2000 including web integration

**Prerequisites:** Completion of all courses in the *Microsoft Office 97* curriculum or equivalent familiarity with Office 97 and completion of *Microsoft Office 2000: New Features for Users*

**Course aim:** To describe the new web integration and collaboration features of Office 2000 and other features of interest to power users

**Learning objectives:**
After taking this course, the user should be able to

- understand the collaboration features of Office 2000
- save Office documents as HTML and publish directly to web sites
- use the new features of FrontPage 2000
- use the advanced new features of Excel, PowerPoint, Access, and Outlook
- create documents and graphics using Publisher and PhotoDraw

**Units in Microsoft Office 2000: New Features for Power Users**
- Collaboration and the Web
- FrontPage
- Advanced features
- PhotoDraw and Publisher

**Course incorporates:** Test, hands-on exercises

### Microsoft Office 2000: Deployment and Administration Overview

**Course duration:** 4 hours

**Audience:**
System administrators, system integrators, training managers, and IT support personnel

**Prerequisites:**
Knowledge of deploying and administering Microsoft Office 97, or similar end-user products

**Course aim:**
To introduce some of the tools and techniques available for installing, deploying, and maintaining Microsoft Office 2000

**Learning objectives:**
After taking this course, the user should be able to

- outline the new features of Office which affect the role of the administrator
- use wizards to create customized Office 2000 installation sets
- discuss some of the fundamental benefits of integrating Office 2000 with BackOffice systems
- describe the enhanced developer and support facilities available in Office 2000
- perform restoration of user settings

**Units in Microsoft Office 2000: Deployment and Administration Overview:**
- Introducing Office 2000
- Installation
- Configuration
- Development and support
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Course incorporates: Test, hands-on exercises

Microsoft Office 2000: Advanced Word

Course duration: 4 hours

Audience: Anyone wishing to become familiar with Microsoft Word 2000 at an advanced level, and students who wish to become MOUS certified at Expert or Master level

Prerequisites: Familiarity with Windows 95/98 or Windows NT 4.0/Windows NT 2000 environments at a basic level; the courses Microsoft Office 2000: Beginning Word and Microsoft Office 2000: Intermediate Word or their Microsoft Office 97 equivalents

Course aim:
To enable students to master the more advanced functionality of Word 2000

Learning objectives:
After taking this course, the user should be able to

- create and modify page borders
- use footnotes and endnotes
- create and manage master documents
- insert a bookmark
- develop a table of contents
- embed and link charts and tables

Units in Microsoft Office 2000: Advanced Word:
Advanced formatting
Master documents
Navigation
Tables and charts

Course incorporates: Test, hands-on exercises

Microsoft Office 2000: Word for Power Users

Course duration: 4 hours

Audience: Anyone wishing to become expert at using Word; students wishing to become MOUS certified at Expert or Master level
Prerequisites: Basic familiarity with the Windows 95/98 or Windows NT 4.0 user environments and completion of Microsoft Office 2000: Beginning Word; Microsoft Office 2000: Intermediate Word; and Microsoft Office 2000: Advanced Word or equivalent familiarity with Office 97

Course aim: To provide advanced users of Word 2000 with skills in using mail merge, forms, and macros and in workgroup editing

Learning objectives:
After taking this course, the user should be able to

- create the main document for form letters, mailing labels, envelopes, and a catalog
- understand and use the mail merge facility
- create and modify a form
- add controls and insert fields to forms
- create and apply a macro
- copy, rename, and delete a macro
- protect a document from unauthorized access
- track changes to a document
- round trip documents from HTML
- set default file locations for workgroup editing

Units in Microsoft Office 2000: Word for Power Users:
Using mail merge
Forms and fields
Macros and toolbars
Collaborating with workgroups

Course incorporates: Test, hands-on exercises

Microsoft Office 2000: Advanced Excel

Course duration: 3 hours

Audience: Anyone wishing to become familiar with Microsoft Excel 2000 at an advanced level; students wishing to become MOUS certified at Expert or Master level

Prerequisites: Basic familiarity with the Windows 95/98 or NT 4.0/Windows 2000 user environments and completion of Microsoft Office 2000: Beginning Excel and Microsoft Office 2000: Intermediate Excel

Course aim:
To bring proficient users of Excel 2000 to an advanced level of competence

Learning objectives:
After taking this course, the user should be able to

- create and apply a template
share, merge, and print workbooks
add protection to a workbook
collaborate with workgroups
audit a worksheet
format numbers and ranges
use the Lookup function

Units in Microsoft Office 2000: Advanced Excel:
Advanced editing
Security and auditing
Numbers and ranges

Course incorporates: Test, hands-on exercises

Microsoft Office 2000: Excel for Power Users

Course duration: 4 hours

Audience: Anyone wishing to become familiar with Microsoft Excel 2000 at an advanced level; students wishing to become MOUS certified at Expert or Master level

Prerequisites: Basic familiarity with the Windows 95/98 or NT 4.0/2000 user environments and completion of Microsoft Office 2000: Beginning Excel; Microsoft Office 2000: Intermediate Excel; Microsoft Office 2000: Advanced Excel, or equivalent familiarity with Office 97

Course aim: To bring proficient users of Excel 2000 to an advanced level of competence in using macros and sharing, displaying, formatting, and analyzing data

Learning objectives:
After taking this course, the user should be able to

• record, run, and edit a macro
• use multiple workbooks
• import and export data
• import an HTML file
• apply conditional formatting
• sort, filter, and validate data
• query a database
• use analysis tools

Units in Microsoft Office 2000: Excel for Power Users:
Macros and multiple workbooks
Sharing data
Displaying and formatting data
Analyzing data
Microsoft Office 2000: Beginning Access

Course duration: 4 hours

Audience: Anyone wishing to become familiar with Microsoft Access 2000; students wishing to become MOUS certified at Microsoft Access 2000 at the Core level

Prerequisites: Basic familiarity with the Windows 95/98 or NT 4.0/2000 user environments

Course aim: To provide an introduction to the core concepts of Microsoft Access 2000 and the skill areas of planning and creating a database, creating tables and forms, and entering and querying data

Learning objectives:
After taking this course, the user should be able to

- plan and create a database
- create and modify a table
- use Lookup and Input Mask Wizards
- create and modify forms and controls
- enter, change, and print records
- create and modify queries

Units in Microsoft Office 2000: Beginning Access:
Planning and creating databases
Working with tables
Working with forms
Working with data

Course incorporates: Test, hands-on exercises

Microsoft Office 2000: Intermediate Access

Course duration: 4 hours

Audience: Anyone wishing to become familiar with Microsoft Access 2000; students wishing to become MOUS certified at Microsoft Access 2000 at the Core level

Prerequisites: Basic familiarity with the Windows 95/98 or NT 4.0/2000 user environments and completion of Microsoft Office 2000: Beginning Access
Course aim: To provide an introduction to the core concepts of Microsoft Access 2000 and the skill areas of creating and enhancing a report, working with queries, and integrating data

Learning objectives:
After taking this course, the user should be able to

- create and modify a report
- add and modify controls and sections
- use filters in a query
- use total and parameter queries
- modify and optimize queries
- integrate, chart, and link data

Units in Microsoft Office 2000: Intermediate Access:
Reports
Enhancing reports
Queries
Integrating and saving data

Course incorporates: Test, hands-on exercises

Microsoft Office 2000: Advanced Access

Course duration: 4 hours

Audience: Anyone wishing to become familiar with Microsoft Access 2000; students wishing to become MOUS certified at Microsoft Access 2000 at the Core level

Prerequisites: Basic familiarity with the Windows 95/98 or NT 4.0/2000 user environments and completion of Microsoft Office 2000: Beginning Access and Microsoft Office 2000: Intermediate Access

Course aim: To provide an introduction to the core concepts of Microsoft Access 2000 and the skill areas of modifying and enhancing a table, a form, working with Access tools, and integrating Access with the Web

Learning objectives:
After taking this course, the user should be able to

- define and validate data
- optimize data types
- create, modify, and customize a form
- use subforms and switchboards
- use Access tools
- create and use macros
- create data access pages
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- create hyperlinks

Units in Microsoft Office 2000: Advanced Access:
- Modifying tables and relationships
- Advanced forms
- Access tools
- Access and the Web

Course incorporates: Test, hands-on exercises

Microsoft Office 2000: Advanced PowerPoint

Course duration: 4 hours

Audience: Anyone wishing to become qualified at the Core or Master level for Microsoft Office User Specialist: Microsoft PowerPoint 2000

Prerequisites: Familiarity with the Microsoft Windows 95/98 or NT 4.0/5.0 user environments, and a basic knowledge of PowerPoint for Microsoft Office 97/2000

Course aim: To enable those proficient in PowerPoint to become expert users

Learning objectives:
After taking this course, the user should be able to

- modify and customize presentations
- design a template
- add audio and video clips
- apply a template from another presentation
- create a graphical slide build
- export to 35mm slides
- use the Pack and Go facility
- organize distributed presentations
- generate meeting notes
- incorporate meeting feedback
- specify web options

Units in Microsoft Office 2000: Advanced PowerPoint:
- Enhancing presentations
- Advanced customization tools
- Output formats
- Collaboration

Course incorporates: Test, hands-on exercises
Microsoft Office 2000: Advanced Outlook

Course duration: 4 hours

Audience:
Anyone wishing to understand Outlook 2000 at an advanced level; students wishing to become MOUS certified at Master level

Prerequisites:
Basic familiarity with the Windows 95/98 or NT 4.0/Windows 2000 user environments and completion of Microsoft Office 2000: Beginning Outlook or equivalent familiarity with Office 97

Course aim:
To give students an in-depth understanding of the integrated features of Outlook 2000, to demonstrate collaboration over the Internet, and to show how to customize Outlook 2000 for optimal performance

Learning objectives:
After taking this course, the user should be able to

- use advanced Outlook 2000 mailing features
- schedule meetings over the Internet
- customize Outlook Today
- create and modify forms
- use the integrated features of Outlook 2000

Units in Microsoft Office 2000: Advanced Outlook:
Mail management
Collaboration
Optimization
Integration

Course incorporates: Test, hands-on exercises

Microsoft Office 2000: Beginning FrontPage

Course duration: 4 hours

Audience:
Anyone wishing to become familiar with FrontPage 2000 or needing to create professional-standard Internet or intranet sites quickly and easily; students wishing to become certified as Microsoft Office User Specialist: Microsoft FrontPage 2000 at the Core level

Prerequisites:
Familiarity with the Microsoft Windows 95/98 or NT 4.0/Windows 2000 user environments; basic end-user experience of the Internet or an intranet

Course aim:
Learning objectives:
After taking this course, the user should be able to

- create a new web site
- edit, modify, and enhance a web site
- add hyperlinks, images, and elements to a web site or web page
- create and edit a table on a web page
- add active elements and components to a web page
- view, organize, and manage a web site

Units in Microsoft Office 2000: Beginning FrontPage:
Creating and editing web sites
Enhancing web pages
Tables, images, and elements
Organizing and managing web sites

Course incorporates: Test, hands-on exercises

Microsoft Office 2000: Advanced FrontPage

Course duration: 4 hours

Audience: Anyone wishing to become familiar with FrontPage 2000 at an advanced level or needing to create professional-standard Internet or intranet sites quickly and easily; students wishing to become certified as Microsoft Office User Specialist: Microsoft FrontPage 2000 at the Core level

Prerequisites: Familiarity with the Microsoft Windows 95/98 or NT 4.0/2000 user environments; basic end-user experience of the Internet or an intranet and completion of Microsoft Office 2000: Beginning FrontPage

Course aim: To provide advanced users of FrontPage 2000 with skills in using navigation, themes, frames, forms, and databases on a web site

Learning objectives:
After taking this course, the user should be able to

- import a web site
- apply and edit a theme on a web site
- use a navigation structure
- apply shared borders, navigation bars, and page banners
- add dynamic elements, components, and forms to a web page
- integrate a database
- create and edit frames
- publish a web site
- set user rights and permissions

Units in Microsoft Office 2000: Advanced FrontPage:
Working with web sites
Course incorporates: Test, hands-on exercises