

CORPORATE PROPOSAL FINAL ITT-121

System Administration and Maintenance

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Table of Contents

Windows Server.....	3
Directory Services	3
Base Server & Workstation.....	4
Server Roles.....	4
Web server	4
Application Server.....	4
Email	5
DNS.....	5
RDP	5
DHCP	5
Proxy server	5
Print server.....	5
Computer Usage and Restriction Policies.....	7
Triplets	7
User Accounts.....	7
Shares & Network Access	7
NFTS / Security Permissions	7
Security Guidelines	8
Overview	8
Purpose	8
Scope.....	8
Policy	8
General Requirements.....	8
Configuration Requirements.....	9
Monitoring	10
Policy Compliance.....	10
Related Standards, Policies and Processes	10
Definitions and Terms	10
Revision History	11
Audit Common Threats.....	11
Group Policy Additions & Restrictions	12
Windows & Linux Integration	12
Introduction	12

Linux Server	12
Windows Server	13
Linux & Windows Integration.....	13
Conclusion	14
Budget	15
WBS (Work Breakdown Structure).....	17
Appendices	18
Appendix 1	18
Appendix 2	20
Appendix 3	30
Appendix 4	40
Appendix 5	98
Appendix 6	112
Appendix 7	119
Appendix 8	124
Appendix 9	132
Appendix 10	166
Appendix 11	167

Windows Server

Windows Server is a line of Microsoft operating systems (OSes) comprised of extremely powerful machines. It was launched in April 2003. The servers are usually used and installed as a backbone for most IT companies, departments, applications, and services. Servers can handle the administrative tasks on a network. It organizes, stores, requests, and receives the data across the network. There are many versions of Windows Servers. Microsoft always updates and releases the latest version of Windows Server every four years and a minor version every two years. Windows Server 2019 is the most updated version, and it was released in October 2018. It has a few features such as Windows Admin Center, Hyper Converged Infrastructure (HCI), and Microsoft Defender Advanced Threat Protection.

Tri Arrow Printing company uses the Hyper-V feature of a Windows Server. A hypervisor is defined as software that creates an abstract layer between the virtual Operating System and the real or physical computers. It can help with creating and running multiple Virtual Machines on a single physical computer. The computer is named colors1. For more information, check [Appendix 1](#).

Directory Services

Directory Services are used to store, organize, and manage the users, computers, and other information in a database. These directory services support managing user access, authentication for the users, and security across the network. It consists of at least one directory server and at least one directory client program. Some examples of directory services include Microsoft's Active Directory, OpenLDAP, LDAP, eDirectory, DNS, and others. DNS is a domain name system that maps the computer host names to the IP addresses. LDAP is a Lightweight Directory Access Protocol used for accessing and maintaining information over an IP network. For more information, check out [Appendix 3](#).

Active Directory (AD) consists of databases and services that can connect users to the network. This directory includes information and objects such as user accounts, computer accounts, groups, email accounts, contact information, organizational units, sites, domain controllers, group policy objects, and others. The service that is provided is to verify the users before connecting to the network. For example, an employee needs to log in to the system by providing the username and password that matches the data in the server. If it matches, then the employee can gain

access to the system. Nowadays, many companies use a hybrid Active Directory that has a better setup. I will choose to use a hybrid Active Directory for my company. It is a cloud-based service such as Azure Active Directory. It allows the company to increase the number of users and more workloads. Its flexibility is good for the company, especially for the IT departments, because it allows the users to access its information from anywhere. Its security features such as multi-factor authentication can support the company to protect the information from cyber threats.

Base Server & Workstation

A base server is a foundational server or the administration computer that controls and runs the applications and services. It can be a physical or virtual machine where Tri Arrow Printing company uses Azure Lab and a Hyper-V to create multiple virtual machines. On the other hand, a workstation is a computer system that is used by an individual or a user to do such an office task. The computer also needs to set the IP address and have the other computer that is connected over the network ping the other computer so they all can communicate with each other. For more information, check out [Appendix 2](#).

Server Roles

Web server

It is a server used to deliver web content such as HTML pages, images, videos, and files. A web server is particularly important because it helps to protect and store website data from unauthorized users. It helps to run one or more applications, websites, and other data services in a virtual environment. Since Tri-Arrow Printing company uses the website as the second platform to connect with clients over the internet, having a web server is useful because of its primary role. It processes and manages web requests and responds to the clients. Its security is another aspect of having a secure website database.

Application Server

The application server is created to support the applications with the foundation to make them functional and efficient. It also provides security, transaction support, and complex database access. Tri-Arrow Printing company has 5 different locations, and it needs transaction support such as cash registration for in-store services. The application server provides support for the website



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when the clients add items and check out items. In this scenario, the clients interact with the application server.

Email

Email is needed by every employee which is 2000 employees. Tri-Arrow Printing Company needs to have an email server to store important information and keep it safe. We can also manage email accounts and scan emails for any malicious and phishing.

DNS

Tri-Arrow Printing company needs to have a DNS server to allow us to change our website, so the customers can still access the website even if we moved it to the new location. When the company needs to make any changes, having DNS is useful for using IP addresses.

RDP

Remote Desktop Protocol is a virtual desktop computer. It means that any employee can access their own desktop computer remotely. Many employees might have to work remotely when they are traveling or working from home.

DHCP

Dynamic Host Configuration Protocol assigns IP addresses, default gateways, and network parameters to users' devices.

Proxy server

It is a system that supports a wall between the users and the internet. It prevents cyber attackers from entering a company's private network.

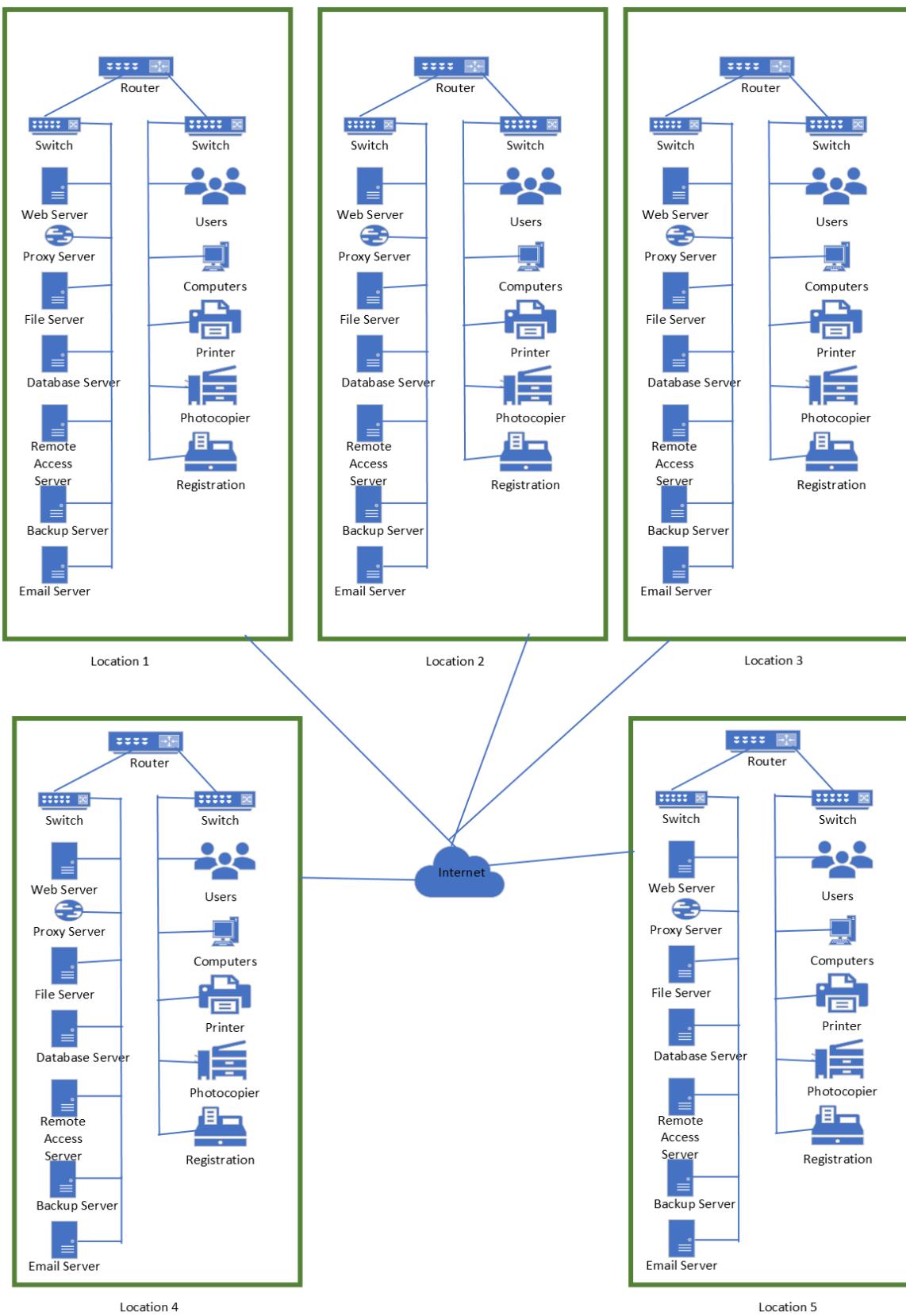
Print server

This server provides access for the users to access the printer inside the network. Tri-Arrow Printing company needs to use a lot of printers and different types of printers to meet the client's needs.



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Computer Usage and Restriction Policies

The logon banner is a virtual “No Trespassing” sign based on a paper “Global Information Assurance Certificate by GIAC certification. (Stewart, 2019) The legal notice banner is important to be displayed in computer environments before the users try to log into the system. The primary purpose is to ensure legality by providing users with important terms, cautions, and agreements before allowing them to access the system. This technique also helps the company to keep the rules and regulations. It also helps to avoid any legal risks associated with unauthorized use or inappropriate conduct. Additionally, the banner can function as a reminder, and strengthen users’ awareness of their responsibilities and the consequences of violating the policies. For more information, check out [Appendix 7](#).

Triplets

User Accounts

User accounts were imported from an Excel Spreadsheet that has all the user’s information. It was imported into a PowerShell and does some DS ADD commands to sort and add the users into their department. The challenges are duplicate users, errors, punctuation, and typos. The Active Directory Domain Services (AD DS) refers to adding a new object to an Active Directory domain using the command line tools like ‘dsadd’, or “DS ADD” means adding data to a database. For more information, check out [Appendix 4](#).

Shares & Network Access

Each department is allowed to access specific shared resources over the network such as files, folders, and other devices. Each department has permission for everyone to have full control access. For more information, check out [Appendix 5](#).

NFTS / Security Permissions

NFTS stands for “New Technology File System” and it is used to do some access control lists. It allows who can have access to some files and folders and what actions they can perform. For more information, check out [Appendix 6](#).



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Security Guidelines

Server Security Policy

Last Update Status: Updated March 2024

Overview

Unsecured and vulnerable servers continue to be a major entry point for malicious threat actors. Consistent Server installation policies, ownership and configuration management are all about doing the basics well.

Purpose

The purpose of this policy is to establish standards for the base configuration of internal server equipment that is owned and/or operated by Tri-Arrow Printing. Effective implementation of this policy will minimize unauthorized access to Tri-Arrow Printing proprietary information and technology.

Scope

All employees, contractors, consultants, temporary and other workers at Tri-Arrow Printing and its subsidiaries must adhere to this policy. This policy applies to server equipment that is owned, operated, or leased by Tri-Arrow Printing or registered under a Tri-Arrow Printing-owned internal network domain.

This policy specifies requirements for equipment on the internal Tri-Arrow Printing network. For secure configuration of equipment external to Tri-Arrow Printing on the DMZ, see the Internet DMZ Equipment Policy.

Policy

General Requirements

- 4.1.1 All internal servers deployed at Tri-Arrow Printing must be owned by an operational group that is responsible for system administration. Approved server configuration guides must be established and maintained by each operational group, based on business needs, and approved by the InfoSec team. Operational groups should monitor configuration compliance and implement an exception policy tailored to their

environment. Each operational group must establish a process for changing the configuration guides, which includes review and approval by InfoSec. The following items must be met:

- Servers must be registered within the corporate enterprise management system. At a minimum, the following information is required to positively identify the point of contact:
 - Server contact(s) and location, and a backup contact
 - Hardware and Operating System/Version
 - Main functions and applications, if applicable
 - Information in the corporate enterprise management system must be kept up to date.
 - Configuration changes for production servers must follow the appropriate change management procedures
- 4.1.2 For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, processes, and network traffic per the *Audit Policy*.

Configuration Requirements

- 4.1.3 Operating System configuration should be in accordance with approved InfoSec team guidelines.
- 4.1.4 Services and applications that will not be used must be disabled where practical.
- 4.1.5 Access to services should be logged and/or protected through access-control methods such as a web application firewall, if possible.
- 4.1.6 The most recent security patches must be installed on the system as soon as practical, the only exception being when immediate application would interfere with business requirements.
- 4.1.7 Trust relationships between systems are a security risk, and their use should be avoided. Do not use a trust relationship when some other method of communication is sufficient.
- 4.1.8 Always use standard security principles of least required access to perform a function. Do not use root when a non-privileged account will do.
- 4.1.9 If a methodology for secure channel connection is available (i.e., technically feasible), privileged access must be performed over secure channels, (e.g., encrypted network connections using SSH or IPSec).
- 4.1.10 Servers should be physically located in an access-controlled, secured environment.
- 4.1.11 Servers are specifically prohibited from operating from uncontrolled or unsecured cubicle areas.

Monitoring

4.1.12 All security-related events on critical or sensitive systems must be logged and audit trails saved as follows:

- All security related logs will be kept online for a minimum of 1 week.
- Daily incremental tape backups will be retained for at least 1 month.
- Weekly full tape backups of logs will be retained for at least 1 month.
- Monthly full backups will be retained for a minimum of 2 years.

4.1.13 Security-related events will be reported to InfoSec, who will review logs and report incidents to IT management. Corrective measures will be prescribed as needed. Security-related events include, but are not limited to:

- Port-scan attacks
- Evidence of unauthorized access to privileged accounts
- Anomalous occurrences that are not related to specific applications on the host.

Policy Compliance

5.1 Compliance Measurement

The Infosec team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Infosec team in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Related Standards, Policies, and Processes

- Audit Policy
- DMZ Equipment Policy

Definitions and Terms

The following definition and terms can be found in the SANS Glossary located at:
<https://www.sans.org/security-resources/glossary-of-terms/>

- De-militarized zone (DMZ)

Revision History

Date of Change	Responsible	Summary of Change
June 2014	SANS Policy Team	Updated and converted to new format.
October 2022	SANS Policy Team	Updated and converted to new format.
March 2024	Tri-Arrow Printing	Customized for Tri-Arrow Printing.

Audit Common Threats

A honeypot is a cybersecurity technology that generates weak systems or networks to attract hackers into a trap. It allows the company to analyze what hacker strategies to get into the system. Moreover, it can help the company to improve the security measures. Honeypots are classified into two types: producing honeypots and research honeypots. Each of these types serves a particular purpose and level of interaction with attackers. However, they have obstacles, including the inability to identify intrusions in real systems and the possibility of attackers moving across into the actual network. Honeypot can be used together with the other methods to improve security operations, such as the canary trap strategy. In addition, a honeypot network that offers a deeper approach to gather intelligence on attackers and redirecting them away from the main network is called the honeynet.

Auditing is used to examine and evaluate an organization's financial, operational, or security controls. Based on an article from Track G2, "IT audit maintains the effectiveness, security and compliance of an IT environment while ensuring that all employees are following the established security protocols and standards." (Calvello, 2023) For more information, check out Appendix 8.



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Group Policy Additions & Restrictions

Group Policy Objects (GPOs) are essential for preserving network consistency, security, and operational efficiency in a printing firm setup. With the use of GPOs, managers may enforce standards and control certain configurations centrally, guaranteeing that all systems associated with printing follow predetermined guidelines. For more information, check out [Appendix 9](#).

Windows & Linux Integration

Introduction

In the constantly evolving environment of networked computing, Linux and Windows servers stand out as powerful platforms, with each offering unique benefits and features. A Linux server, known for its scalability and cost-effectiveness, acts as the foundation for a wide range of computer operations, including web hosting, database management, email hosting, file storage, and development environments. Linux demonstrates security, stability, and flexibility due to its open-source nature, and it supports popular software such as Apache, Nginx, MySQL, and Docker. Windows Server, a Microsoft product since its creation in April 2003, focuses on corporate settings by providing a package of enterprise management software that enables server tasks such as Active Directory, DHCP, File and Storage Services, and Print Services.

Linux Server

A Linux Server is a networked computer system that is well-known for its scalability and low cost in managing a wide variety of computing tasks which include web hosting, database management, email hosting, file storage, and development environments. As an open-source project, it provides security, reliability, and flexibility. Linux servers can run popular software like Apache, Nginx, MySQL, and Docker. (Monovm, 2024) It can support them in hosting websites, databases, emails, and development environments. When compared to other operating systems, Linux server offers significant advantages when it comes to security, dependability, and

affordability. For example, firewall configurations, encryption, and access control are the security features. There are many popular Linux servers including Ubuntu and Red Hat. They connect easily with major cloud platforms such as AWS, Microsoft Azure, and Google Cloud to provide scalable hosting solutions. The administrators can maximize the performance by monitoring the performance and configuring the networking features. Networking features like DNS, DHCP, NFS, and Samba. (Monovm, 2024)

Windows Server

Microsoft developed Windows Server, and Microsoft has published Windows Server under this name since it was launched in April 2003. (Stegner, 2021) Windows Server is an operating system for servers that provides resources to other computers in a network. It is mostly used in business settings. Windows Server is different from a consumer version of Windows. Windows Server has enterprise management software that supports a variety of server functions such as active directory, DHCP, File and Storage services, Print services, and Windows update services. It can support extensive hardware configurations such as up to 24TB of RAM and 64 CPU sockets. (Stegner, 2021)

Linux & Windows Integration

There are many ways to integrate Windows servers and Linux servers. Cross-platform file sharing is one way to integrate Windows servers with Linux. It allows users and applications to access, change, and send files between two or multiple operating systems. Server Message Block (SMB) protocol allows users to create and share folders with users and groups. (LinkedIn, 2024)

The other way to integrate different servers is to ensure that the authentication and identity management across the network is consistent and secure. The company can use Active Directory (AD) which is a place to store user and computer accounts, groups, policies, and other resources. (LinkedIn, 2024) Using VMware and Hyper-V can support the Windows and Linux servers to

operate together on the same hardware. My company is a printing service where we must use a lot of different kinds of printer machines. Windows servers can be the host of the printer infrastructures, managing printers and printing jobs over the network using a role like Print Management. Linux server can be used to store the files relevant to printing projects from clients. Some Linux server roles cover a wide range of network infrastructure. Distribution File System (DFS) allows all users with proper permission to access the files that are stored in the file servers. A domain controller is another server role that manages all the authentication requests in a network. (Team Nuggets, 2024) A print server handles in-network printing requests using printer drivers and preinstalled print services. A web server keeps the website contents and acts as a database and backup database. The last role is email server to help send and receive emails over the network. Linux admins configure the mail server using SMTP, IMAP, or POP3. I decided to name the printing company as Tiw Printing company because the first word is a part of my name and there is a printing word to tell people that it is a printing company.

Conclusion

In today's network infrastructure, integrating Linux and Windows servers is a strategic requirement in modern businesses. Organizations that utilize the benefits of both platforms benefit from cross-platform file sharing and streamlined authentication processes, which are supported by tools such as Active Directory and virtualization technologies. From Linux's distributed file systems and domain controllers to Windows Server's powerful enterprise management software, the combination of these server platforms provides efficient resource usage and smooth operations. As technology advances, the collaboration of both Windows and Linux servers continues to expand the limits of networked computing, and secure, and flexible options are adapted to the changing needs of the digital era.

Budget

The PowerEdge MX760c Compute Sled stands out as an ideal server solution for a printing company for several reasons. Firstly, the Intel Xeon Platinum 8461V processor, which has an amazing 48 cores and 96 threads, powers the system with substantial processing capability that makes handling the complicated duties involved in printing process easy and effective. When combined with multiple 16GB RDIMM memory modules, for a total of 256GB, the server can readily handle concurrent user requests and large-scale print tasks.

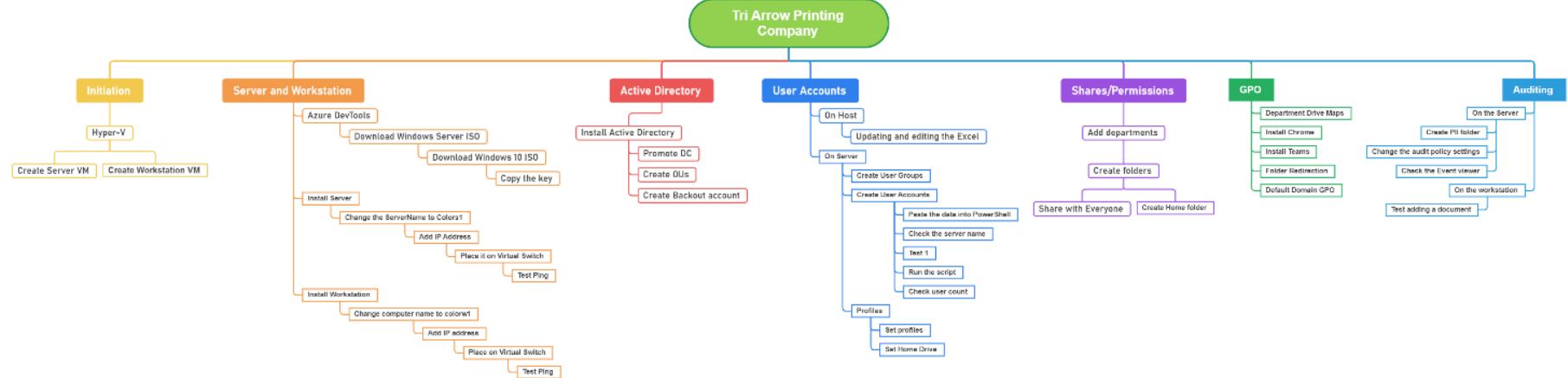
The PowerEdge T150 Tower Server is a low-cost option with its dependable Intel Xeon E-2324G processor, 8GB ECC memory that guarantees data integrity, and supports for up to four hard drives- including two 1TB SATA drives set up in RAID 0 for better performance and capacity. Trusted Platform Module 2.0 V3 improves security, and UEFI BIOS boot mode with GPT partition and performances BIOS options guarantee optimal system performance and compatibility. In addition, the sufficient hard drives ports and power cord that come with the chassis give flexibility and ease of setup, making it an affordable option for Tri Arrow Printing company. For more information, check out [Appendix 10](#).



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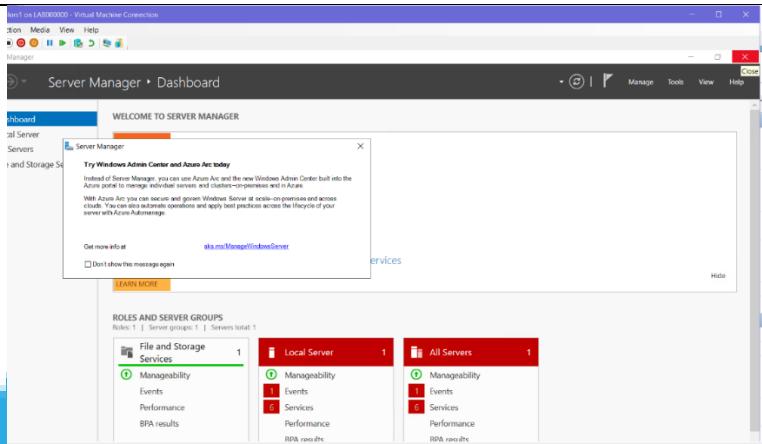
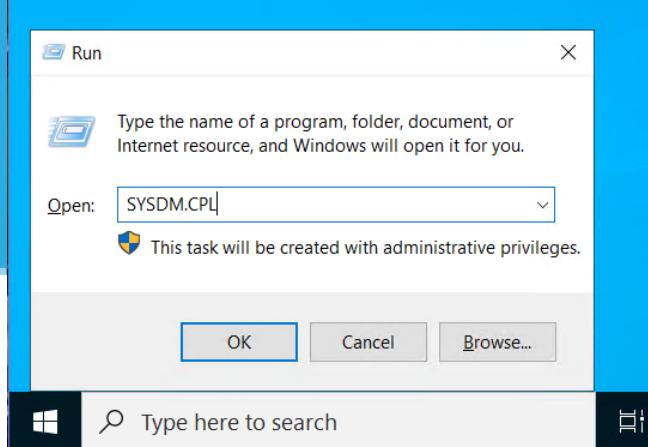
	Qty	Description	Link	Price	Cost
Windows Servers					
Ideal	10	PowerEdge MX760c Compute Sled	https://www.dell.com/en-us/shop/servers-storage-and-networking/poweredge-mx760c-compute-sled/spd/poweredge-mx760c/pe_mx760c_15883_v1_vp?configurationid=69ac92dc-7d23-42e6-b0a5-3d0099fdcaa0f	\$58,080.04	\$580,800.40
Sufficient	10	PowerEdge R250 Rack Server	https://www.dell.com/en-us/shop/servers-storage-and-networking/poweredge-r760xa-rack-server/spd/poweredge-r760xa/pe_r760xa_16902_v1_vp?gl=1*56d33p*up*MO..&gclid=CiwlKCAjww_iwBhApEiwAuG6ccByg4vcclm3b3wA8VTXF-Vj0uG4_1Q4prhmGxVKzkDTFpKCtdPklRoCkPEQAvD_BwE&gclsrc=aw.ds&configurationid=42e3a32b-7aac-4f40-a763-1841c0f670bb	\$29,596.41	\$295,964.10
Minimal	10	PowerEdge T150 Tower Server	https://www.dell.com/en-us/shop/servers-storage-and-networking/poweredge-t150-tower-server/spd/poweredge-t150/pe_t150_tm_v1_vp_sb?configurationid=d08fd1dc-ca6f-48d0-a735-87e70dcd5243	\$1,531.54	\$15,315.40

WBS (Work Breakdown Structure)

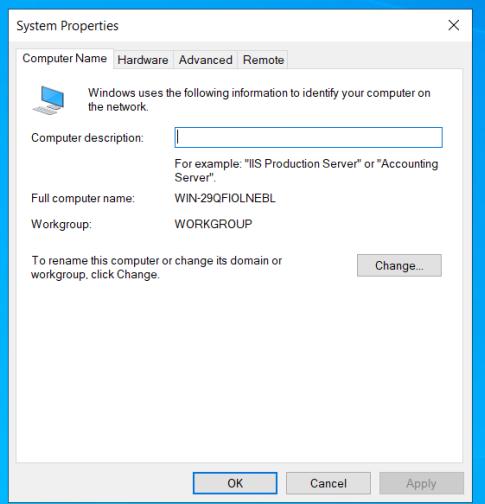


Appendices

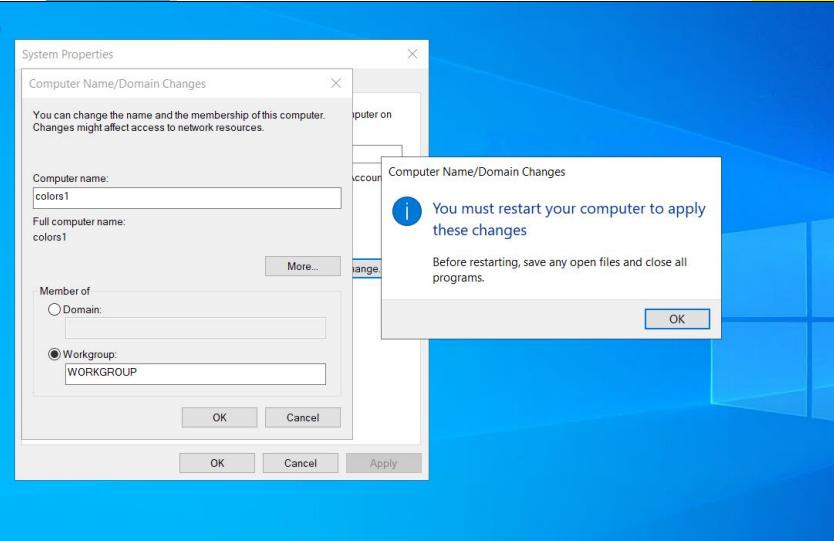
Appendix 1

<ul style="list-style-type: none">• Name• Open Hyper-V Manager.• Double-click on the virtual machine for the server.• Log in with a password.• Close the server manager.	<p>Pratiwi Ningrum</p>  <p>The screenshot shows the Server Manager Dashboard. It displays a message box about the Windows Admin Center and Azure Arc. Below it, there's a 'ROLES AND SERVER GROUPS' section with two main categories: 'File and Storage Services' (under 'Local Server') and 'Management' (under 'All Servers'). Each category has sub-options like Events, Performance, and BPA results.</p>
<ul style="list-style-type: none">• Use the keyboard to open this dialog box, press Windows and "R" keys.• Type SYSDM.CPL.• Click Ok.	 <p>The screenshot shows the Windows Run dialog box. The 'Open:' field contains 'SYSDM.CPL'. A note below says 'This task will be created with administrative privileges.' At the bottom are 'OK', 'Cancel', and 'Browse...' buttons.</p>

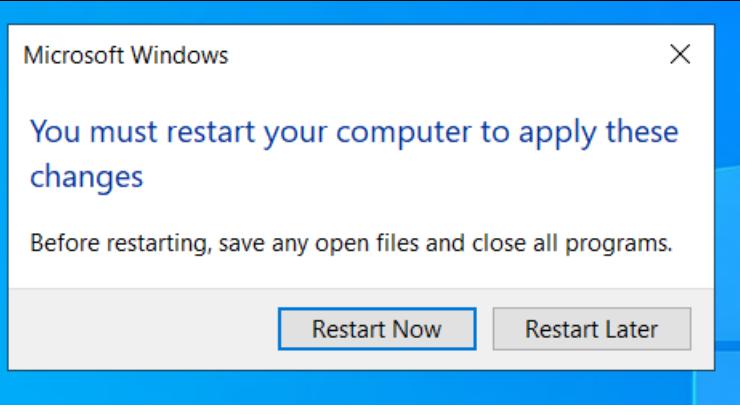
- Type the server's name in the computer description textbox.
- On this computer, type colors1.
- Click the "Change" box to rename the computer.



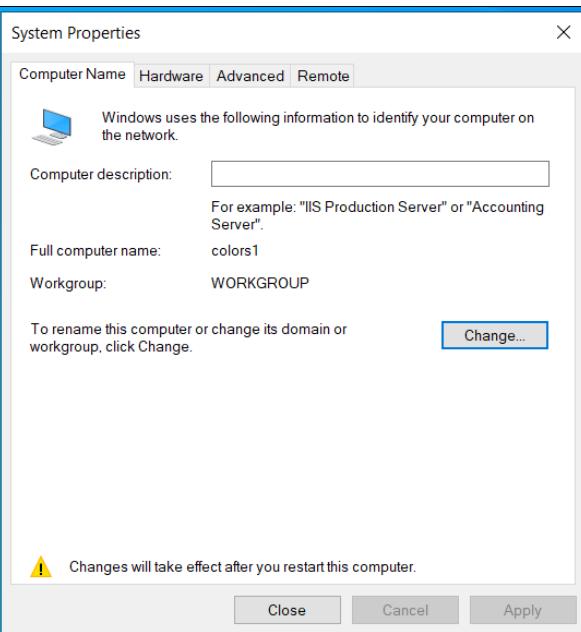
- Once you rename it as "colors1", click OK. It will show a new dialog box that says, "You must restart your computer to apply these changes."
- Click OK, then Close.



- Once you hit close, click "Restart Now."
- It will restart the computer and take you to log in again using the password.

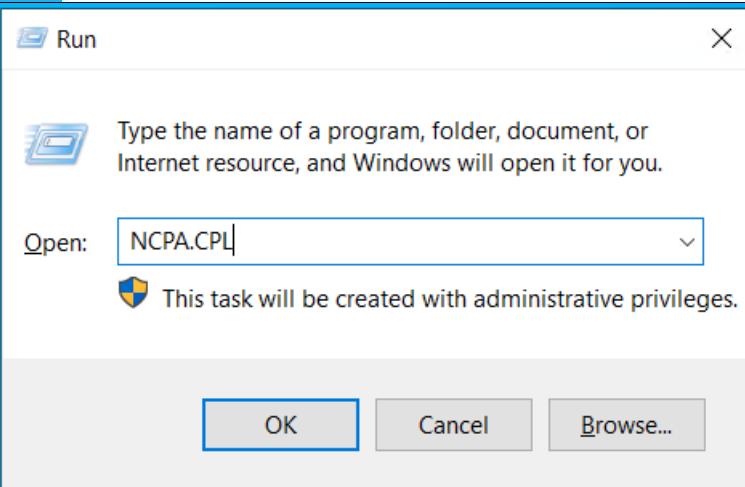


- Check if the changes were successful by pressing the Windows key and “R” key at the same time.
- If it shows like the picture, it is successful.
- Do the same process for the workstation.



Appendix 2

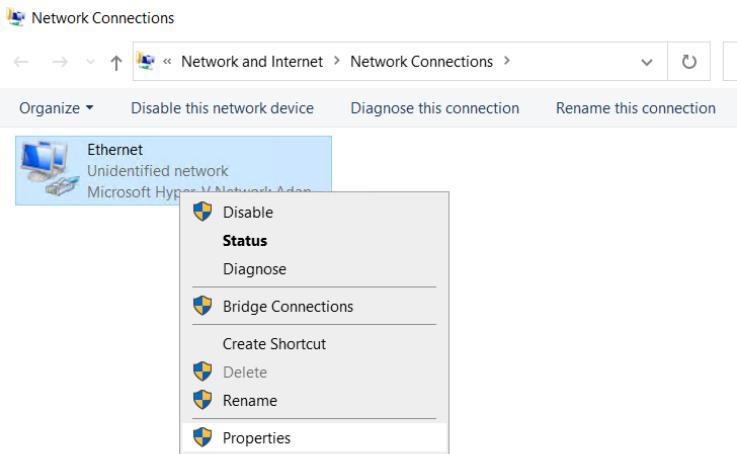
- Turn on the HWcolors1 and HW colorw1 virtual machines.
- Press Windows key + R.
- Type NCPA.CPL, press Enter key.



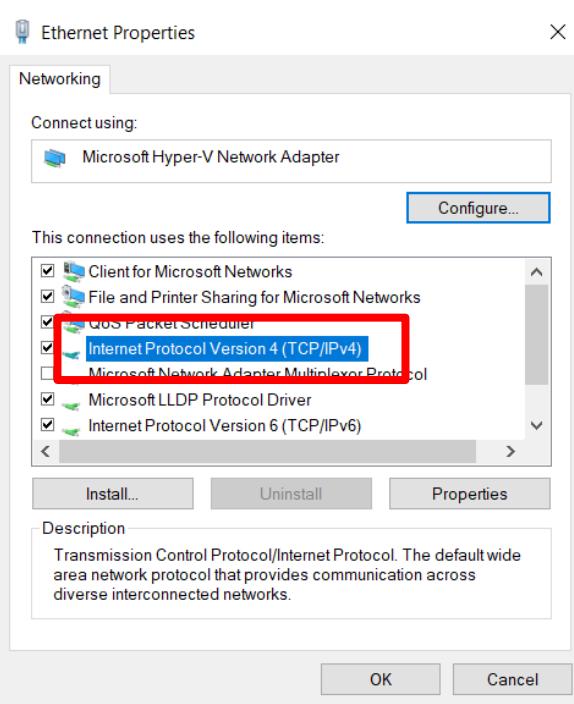


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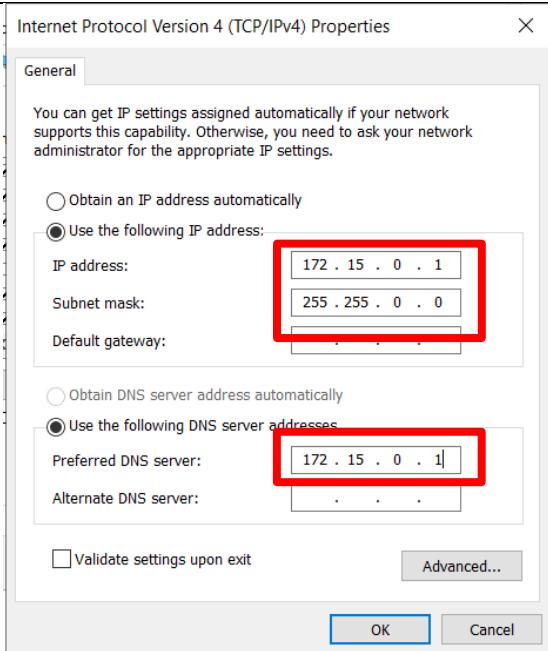
- Right click on the Ethernet.
- Click Properties.



- Double click the "Internet Protocol Version 4 (TCP/IPv4)".



- In the Internet Protocol Version 4 (TCP/IPv4) Properties dialog box, choose “Use the following IP address.”
- Add IP address and DNS server. Click on the subnet mask textbox, it will automatically add the numbers.
- The picture next to it is for the HWcolors1 (Server).



- After clicking “OK”. It will ask you to restart the computer.
- Click “OK” to restart.

Computer Name/Domain Changes



You must restart your computer to apply these changes

Before restarting, save any open files and close all programs.

OK

- Click “Restart Now” button.

Microsoft Windows

X

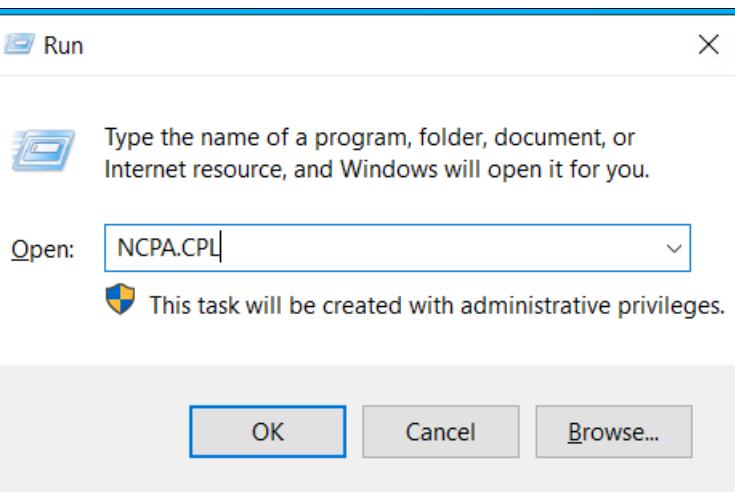
You must restart your computer to apply these changes

Before restarting, save any open files and close all programs.

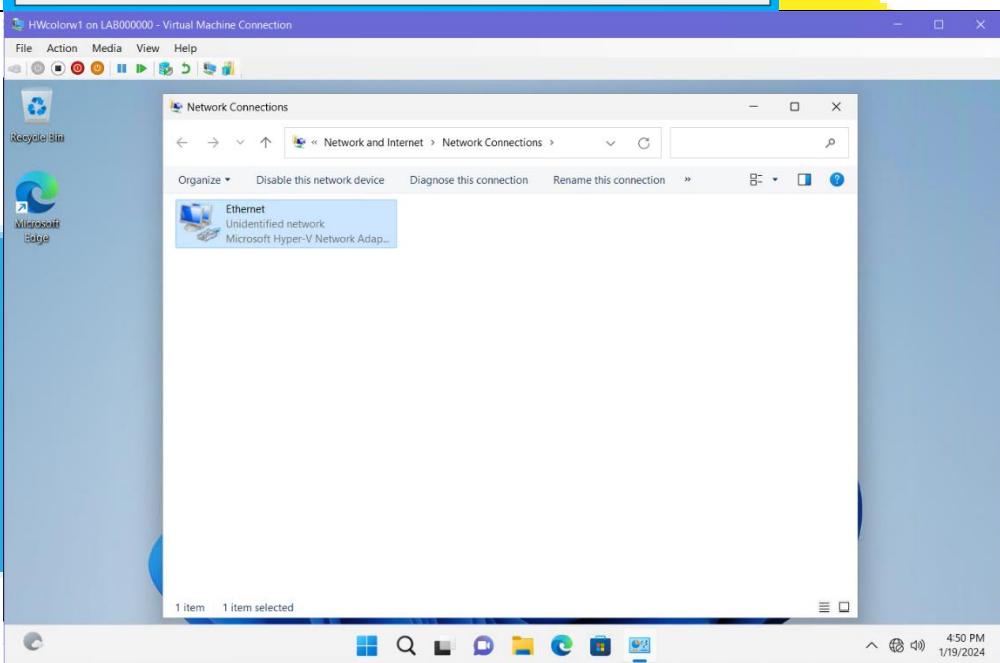
Restart Now

Restart Later

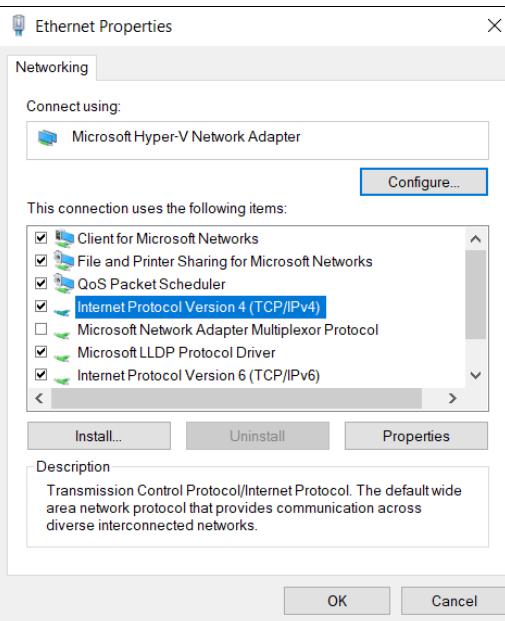
- Do the same processes for HWcolorw1 virtual machine.
- Press Windows key + R.
- Type NCPA.CPL, press Enter key.



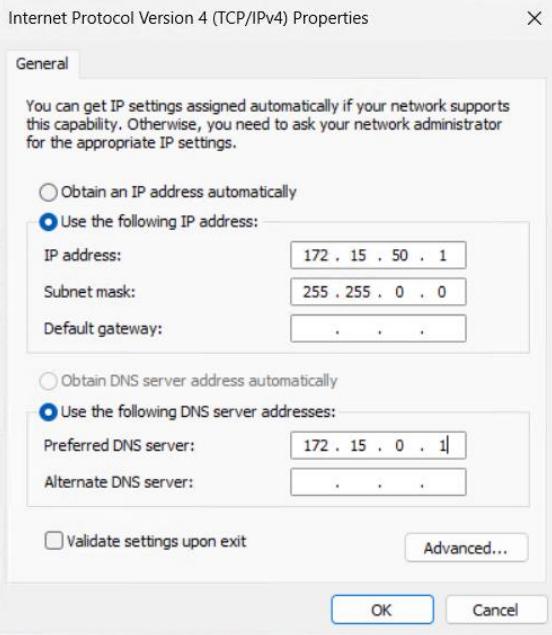
- Right-click on the Ethernet and choose "Properties".



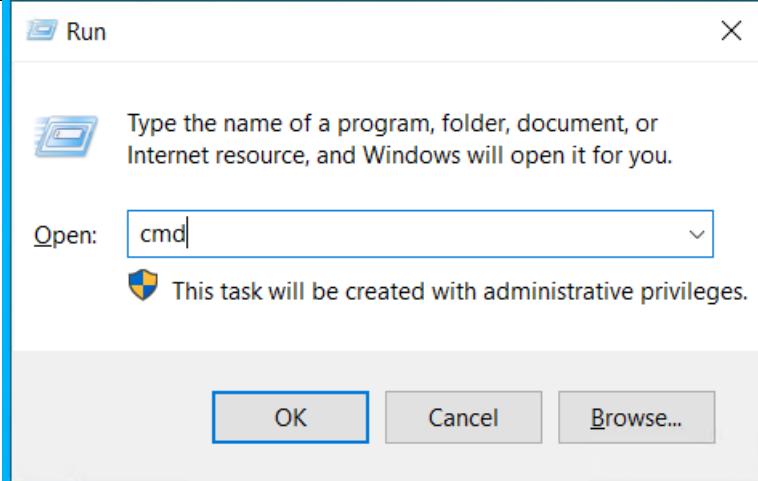
- Double click on the “Internet Protocol Version 4 (TCP/IPv4).”



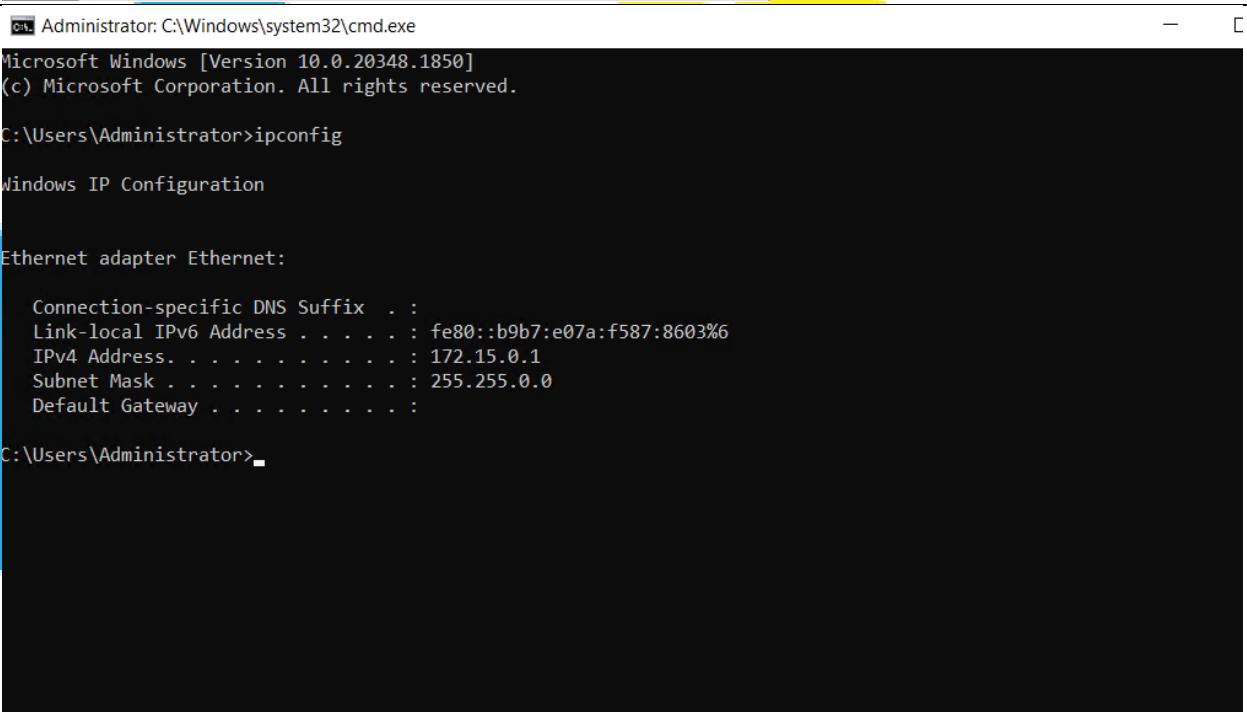
- Click on the “Use the following IP address.”
- Add the IP address for Windows.
- Click on the subnet mask.
- Add the server IP address in the DNS server.
- Click “OK” then restart the computer.



- Go back to the HWcolors1 virtual machine.
- Press Windows key + R.
- Type cmd to open a Windows Prompt.



- Type "ipconfig". Press enter key.
- Ipconfig is used to display the IP addresses, subnet mask, and the default gateway for all adapters.



The image shows a Windows Command Prompt window. The title bar says 'Administrator: C:\Windows\system32\cmd.exe'. The window content is as follows:

```

Microsoft Windows [Version 10.0.20348.1850]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Administrator>ipconfig

Windows IP Configuration

Ethernet adapter Ethernet:

    Connection-specific DNS Suffix . . . . . : fe80::b9b7:e07a:f587:8603%6
    Link-local IPv6 Address . . . . . : fe80::b9b7:e07a:f587:8603%6
    IPv4 Address. . . . . : 172.15.0.1
    Subnet Mask . . . . . : 255.255.0.0
    Default Gateway . . . . . :

C:\Users\Administrator>

```

- Do the same thing on the HWcolorw1 virtual machine.
- Go to the command prompt and type “ipconfig”. Press enter key.
- Try pinging the server with server IP address.
- “Ping 172.15.0.1”

```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 10.0.22621.525]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Otto>ipconfig

Windows IP Configuration

Ethernet adapter Ethernet:

Connection-specific DNS Suffix . :
Link-local IPv6 Address . . . . . : fe80::ccc:aedc:2f88:8b83%11
IPv4 Address. . . . . : 172.15.50.1
Subnet Mask . . . . . : 255.255.0.0
Default Gateway . . . . . :

C:\Users\Otto>ping 172.15.0.1

Pinging 172.15.0.1 with 32 bytes of data:
Request timed out.
Request timed out.
Request timed out.
Request timed out.

Ping statistics for 172.15.0.1:
Packets: Sent = 4, Received = 0, Lost = 4 (100% loss),
C:\Users\Otto>
```

- On the HWcolors1 computer.
- Type “ping 172.15.50.1” to ping the other computer HWcolorw1.
- Press the Enter key.

```
C:\Users\Administrator>ping 172.15.50.1

Pinging 172.15.50.1 with 32 bytes of data:
Request timed out.
Request timed out.
Request timed out.
Request timed out.

Ping statistics for 172.15.50.1:
Packets: Sent = 4, Received = 0, Lost = 4 (100% loss),
C:\Users\Administrator>
```

- Type tracert command to trace the path that an IP packet takes to its destination.

Administrator: C:\Windows\system32\cmd.exe

```
C:\Users\Administrator>tracert 172.15.50.1

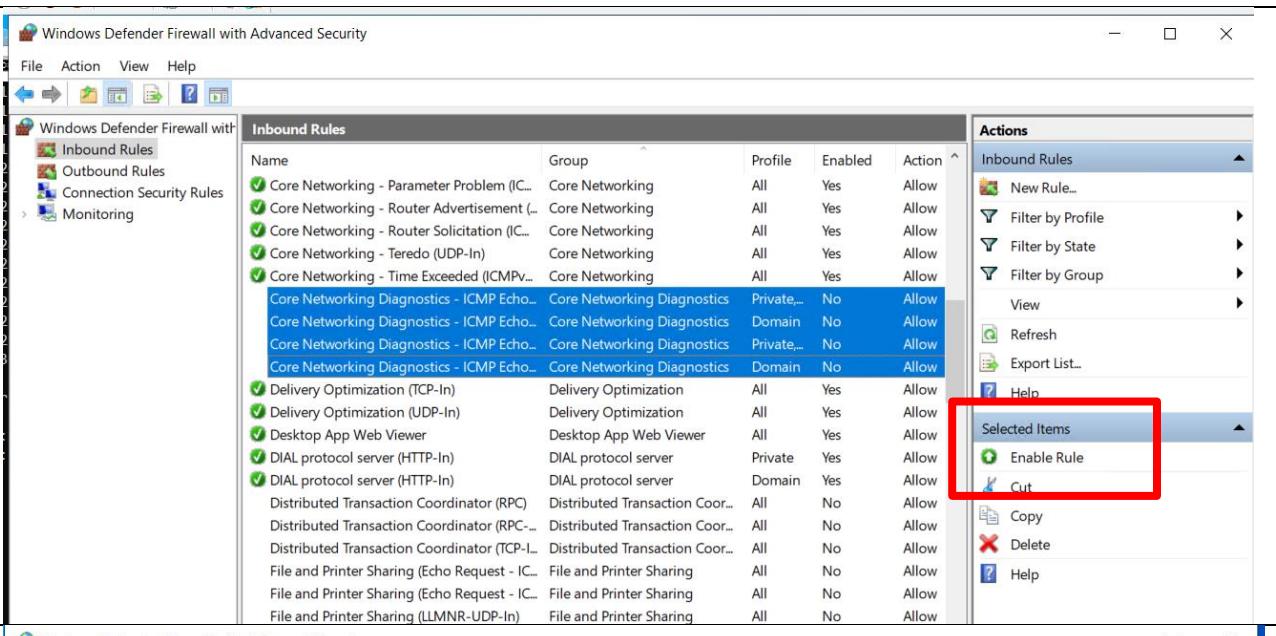
Tracing route to 172.15.50.1 over a maximum of 30 hops

 1  *      *      *      Request timed out.
 2  *      *      *      Request timed out.
 3  *      *      *      Request timed out.
 4  *      *      *      Request timed out.
 5  *      *      *      Request timed out.
 6  *      *      *      Request timed out.
 7  *      *      *      Request timed out.
 8  *      *      *      Request timed out.
 9  *      *      *      Request timed out.
10  *      *      *      Request timed out.
11  *      *      *      Request timed out.
12  *      *      *      Request timed out.
13  *      *      *      Request timed out.
14  *      *      *      Request timed out.
15  *      *      *      Request timed out.
16  *      *      *      Request timed out.
17  *      *      *      Request timed out.
18  *      *      *      Request timed out.
19  *      *      *      Request timed out.
20  *      *      *      Request timed out.
21  *      *      *      Request timed out.
22  *      *      *      Request timed out.
23  *      *      *      Request timed out.
24  *      *      *      Request timed out.
25  *      *      *      Request timed out.
```

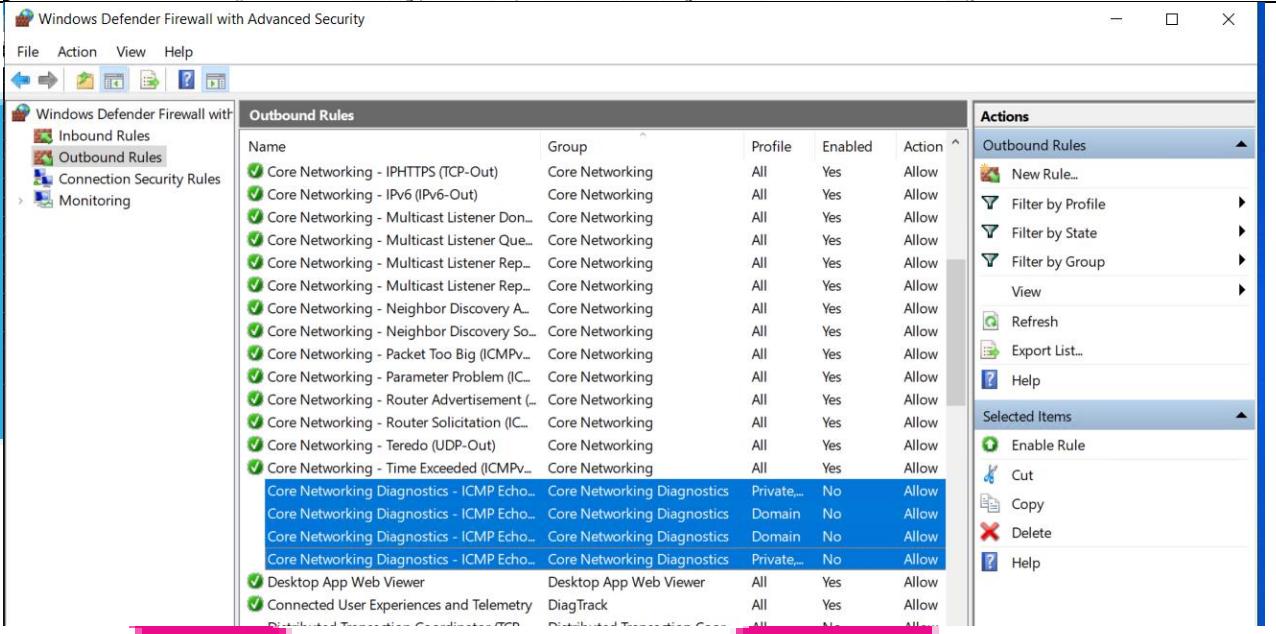
- Open Windows or type in the search bar “Firewall & network protection”.
- Click on the Windows Defender Firewall with Advanced Security.



- Click Inbound Rules.
- Scroll down to look for "Core Networking Diagnostic – ICMP".
- Press the Shift key and select the four of them. Show in the picture.
- On the right bar, click on the Enable Rule.



- Do the same thing for Outbound Rules.
- Do this process again for HWcolorw1 Windows machine.
- Go to the Windows Defender Firewall with Advanced Security and enable the ICMP rules for both inbound and outbound.



- Go back to the Command Prompt for both machines.
- On server machine/
HWcolors1 computer, type “ping 172.15.50.1”. Press the Enter key.
- If it’s successful, it will show “Reply from ...”

```
Administrator: C:\Windows\system32\cmd.exe
19   *   *   * Request timed out.
20   *   *   * Request timed out.
21   *   *   * Request timed out.
22   *   *   * Request timed out.
23   *   *   * Request timed out.
24   *   *   * Request timed out.
25   *   *   * Request timed out.
26   *   *   * Request timed out.
27   *   *   * Request timed out.
28   *   *   * Request timed out.
29   *   *   * Request timed out.
30   *   *   * Request timed out.

Trace complete.

C:\Users\Administrator>
C:\Users\Administrator>ping 172.15.50.1

Pinging 172.15.50.1 with 32 bytes of data:
Reply from 172.15.50.1: bytes=32 time<1ms TTL=128

Ping statistics for 172.15.50.1:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 0ms, Maximum = 1ms, Average = 0ms

C:\Users\Administrator>
```

- For Windows machine/
HWcolorw1 computer, go to the Command Prompt.
- Type “Ping 172.15.0.1”
- It will show “Reply from...” with 0% loss.

```
C:\Windows\system32\cmd.exe
Link-local IPv6 Address . . . . . : fe80::ccc:aedc:2f88:8b83%11
IPv4 Address . . . . . : 172.15.50.1
Subnet Mask . . . . . : 255.255.0.0
Default Gateway . . . . . :

C:\Users\Otto>ping 172.15.0.1

Pinging 172.15.0.1 with 32 bytes of data:
Request timed out.
Request timed out.
Request timed out.
Request timed out.

Ping statistics for 172.15.0.1:
    Packets: Sent = 4, Received = 0, Lost = 4 (100% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 0ms, Maximum = 1ms, Average = 0ms

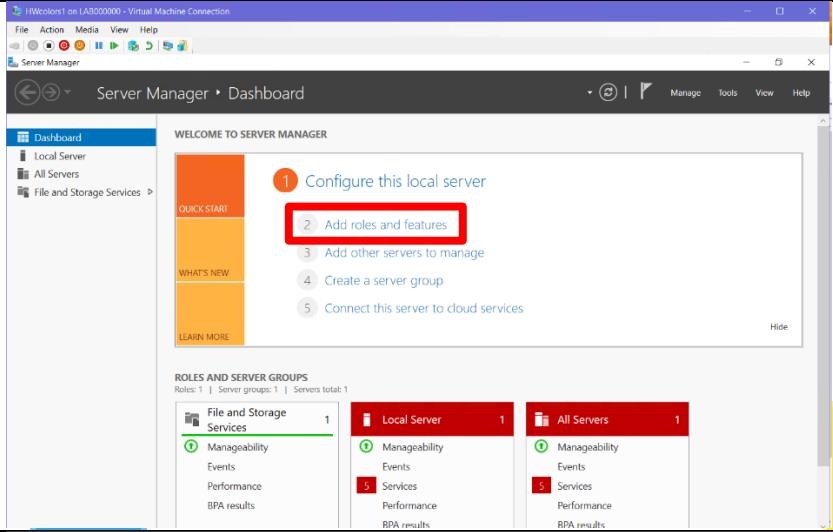
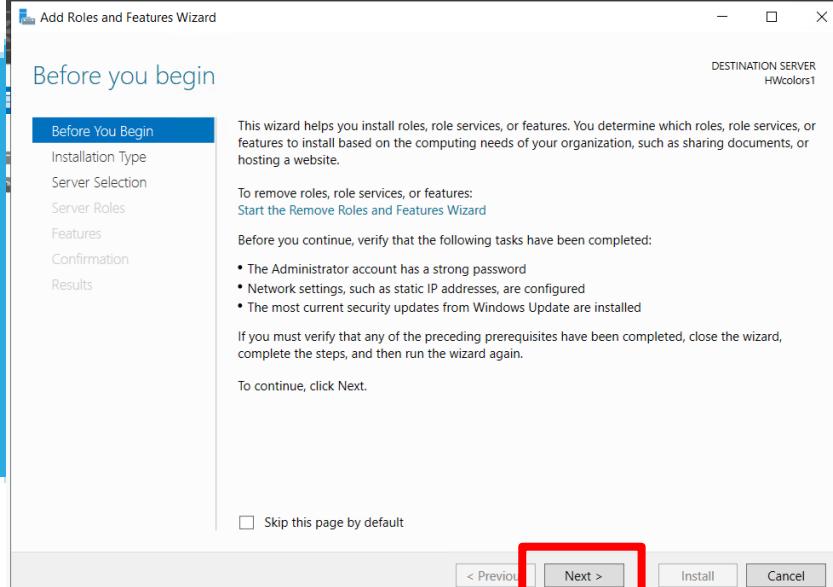
C:\Users\Otto>ping 172.15.0.1

Pinging 172.15.0.1 with 32 bytes of data:
Reply from 172.15.0.1: bytes=32 time<1ms TTL=128
Reply from 172.15.0.1: bytes=32 time<1ms TTL=128
Reply from 172.15.0.1: bytes=32 time<1ms TTL=128
Reply from 172.15.0.1: bytes=32 time=1ms TTL=128

Ping statistics for 172.15.0.1:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 0ms, Maximum = 1ms, Average = 0ms

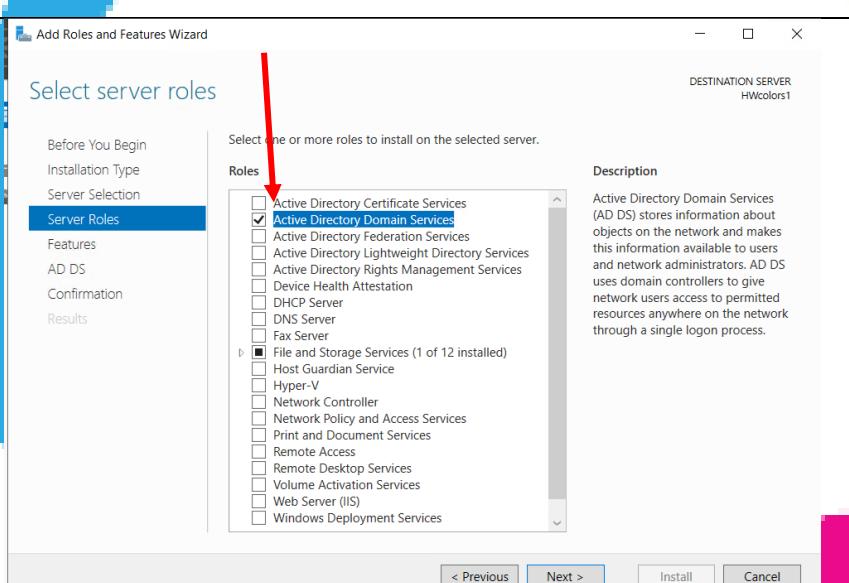
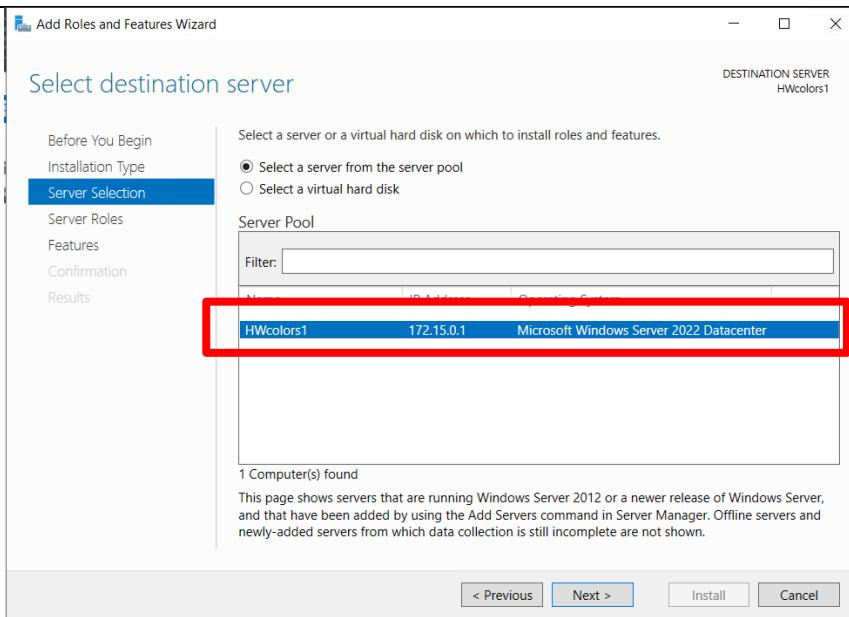
C:\Users\Otto>
```

Appendix 3

<ul style="list-style-type: none"> • Run the server workstation. • Open Server Manager. • Click on “Add roles and features.” 	
<ul style="list-style-type: none"> • Click Next to begin. • Make sure to choose “Role-based or feature-based installation.” 	

- Check the computer name and make sure it is the same as the server's name.
- Then, click on the Next button.
- Check the roles and choose "Active Directory Domain Services."

- The new dialog will show up when you click the role, click on the "Add Features" button.
- Click Next.





TRI-ARROW PRINTING

<ul style="list-style-type: none"> Click the Next button until you see the install button, then click on the “Install” button. Wait until the installation is completed. Click on the “Close” button 		
<ul style="list-style-type: none"> Once it is installed, the yellow sign will show up on the server manager navigation bar. Click on it. 		
<ul style="list-style-type: none"> Click on “Promote this server to a domain controller.” 		

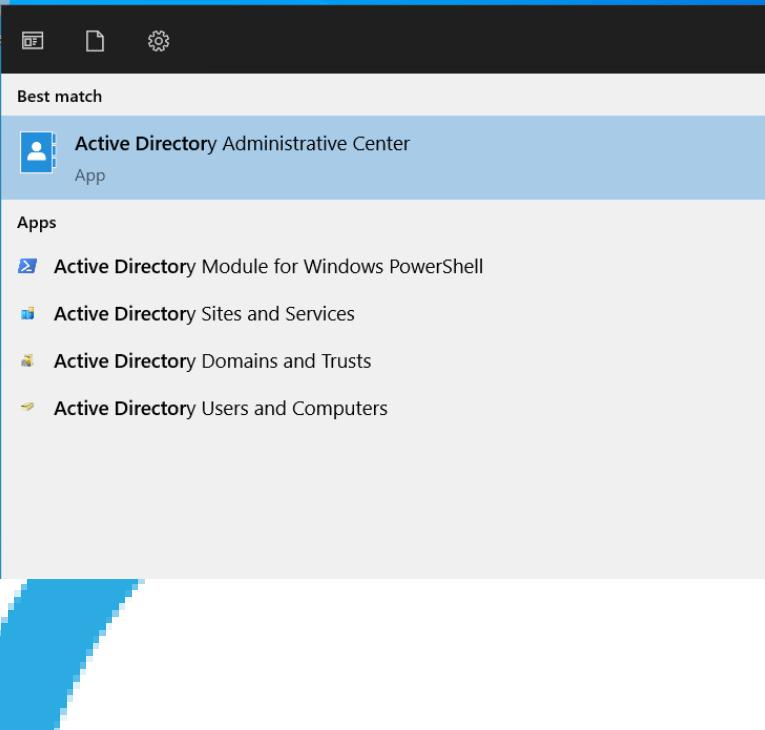
<ul style="list-style-type: none"> Choose “Add a new forest.” Add the root domain name. The picture shows that the domain name is colors.up. 	<p>Active Directory Domain Services Configuration Wizard</p> <p>Deployment Configuration</p> <p>Select the deployment operation</p> <p><input type="radio"/> Add a domain controller to an existing domain <input type="radio"/> Add a new domain to an existing forest <input checked="" type="radio"/> Add a new forest</p> <p>Specify the domain information for this operation</p> <p>Root domain name: colors.up</p> <p>More about deployment configurations</p> <p>< Previous Next > Install Cancel</p>	
<ul style="list-style-type: none"> Add password, Red.vine1. 	<p>Active Directory Domain Services Configuration Wizard</p> <p>Domain Controller Options</p> <p>Select functional level of the new forest and root domain</p> <p>Forest functional level: Windows Server 2016 Domain functional level: Windows Server 2016</p> <p>Specify domain controller capabilities</p> <p><input checked="" type="checkbox"/> Domain Name System (DNS) server <input checked="" type="checkbox"/> Global Catalog (GC) <input type="checkbox"/> Read only domain controller (RODC)</p> <p>Type the Directory Services Restore Mode (DSRM) password</p> <p>Password: <input type="password"/> Confirm password: <input type="password"/></p> <p>More about domain controller options</p> <p>< Previous Next > Install Cancel</p>	



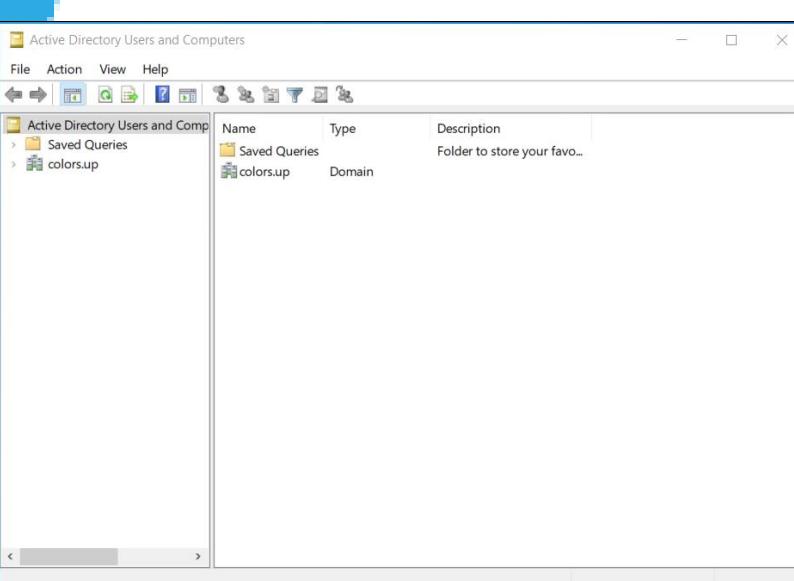
TRI-ARROW PRINTING

<ul style="list-style-type: none">Click next after that and until you reach this Additional Options box, wait until the NetBIOS textbox fills in.Click next.	<p>The screenshot shows the "Additional Options" step of the Active Directory Domain Services Configuration Wizard. The target server is HWcolors1. The "NetBIOS domain name" field contains the value "COLORS". The "DNS Options" tab is selected. Other tabs include Deployment Configuration, Domain Controller Options, Paths, Review Options, Prerequisites Check, Installation, and Results. Buttons at the bottom include < Previous, Next >, Install, and Cancel.</p>	
<ul style="list-style-type: none">On Prerequisites Check box, if you see yellow signs, proceed to the next step.Click "Install" button.It will reboot the computer.	<p>The screenshot shows the "Prerequisites Check" step of the Active Directory Domain Services Configuration Wizard. The target server is HWcolors1. A message box says "All prerequisite checks passed successfully. Click 'Install' to begin installation." The "Prerequisites Check" tab is selected. Other tabs include Deployment Configuration, Domain Controller Options, DNS Options, Additional Options, Paths, Review Options, Installation, and Results. A "View results" section lists two warnings:<ul style="list-style-type: none">Windows Server 2022 domain controllers have a default for the security setting named "Allow cryptography algorithms compatible with Windows NT 4.0" that prevents weaker cryptography algorithms when establishing security channel sessions.A delegation for this DNS server cannot be created because the authoritative parent zone cannot be found or it does not run Windows DNS server. If you are integrating with an existing DNS infrastructure, you should manually create a delegation to this DNS server in the parent zone to ensure reliable name resolution from outside the domain "colors.up". Otherwise, no action is required.Buttons at the bottom include < Previous, Next >, Install, and Cancel.</p>	

- Log back into the computer.
- You can use colors\Administrator as username and Red.vine1 as password.
- Go to the “Active Directory Users and Computers.”
- Pin into the taskbar by right-click on it and click on pin to taskbar.



- If you see this once you open the “Active Directory Users and Computers”, all the installation is completed.



- Next step is to run the Windows workstation and press on Windows + R key and type CMD to open the Command Prompt.
- Type ipconfig /all to see if the computer name, IP address, and DNS Servers numbers are correct.

```
Administrator: Command Prompt
                           127.0.0.1
   NetBIOS over Tcpip. . . . . : Enabled

C:\Users\Administrator>ncpa.cpl

C:\Users\Administrator>ipconfig /all

Windows IP Configuration

 Host Name . . . . . : HWcolors1
 Primary Dns Suffix . . . . . : colors.up
 Node Type . . . . . : Hybrid
 IP Routing Enabled. . . . . : No
 WINS Proxy Enabled. . . . . : No
 DNS Suffix Search List. . . . . : colors.up

Ethernet adapter Ethernet:

 Connection-specific DNS Suffix . :
 Description . . . . . : Microsoft Hyper-V Network Adapter
 Physical Address. . . . . : 00-15-5D-00-04-05
 DHCP Enabled. . . . . : No
 Autoconfiguration Enabled . . . . . : Yes
 IPv4 Address. . . . . : 172.15.0.1(Preferred)
 Subnet Mask . . . . . : 255.255.0.0
 Default Gateway . . . . . :
 DNS Servers . . . . . : 172.15.0.1
 NetBIOS over Tcpip. . . . . : Enabled

C:\Users\Administrator>
```

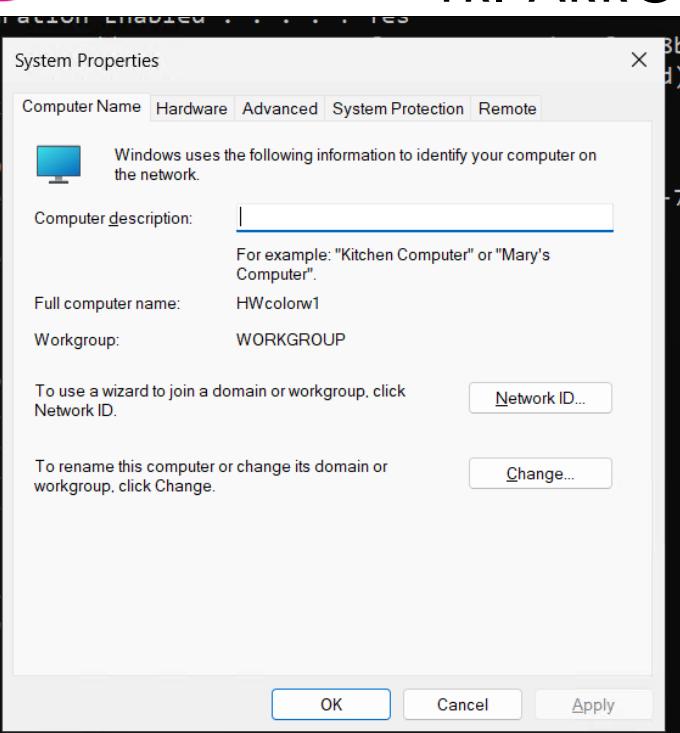
- Try to ping the server's name (HWcolors1).
- If you get Reply... It is successful.

```
C:\Users\Otto>ping HWcolors1
E
Pinging HWcolors1 [172.15.0.1] with 32 bytes of data:
Reply from 172.15.0.1: bytes=32 time<1ms TTL=128

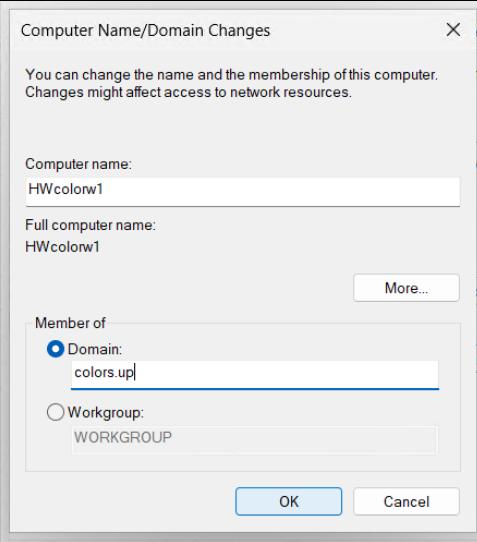
Ping statistics for 172.15.0.1:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
Approximate round trip times in milli-seconds:
        Minimum = 0ms, Maximum = 0ms, Average = 0ms
C

C:\Users\Otto>sysdm.cpl
```

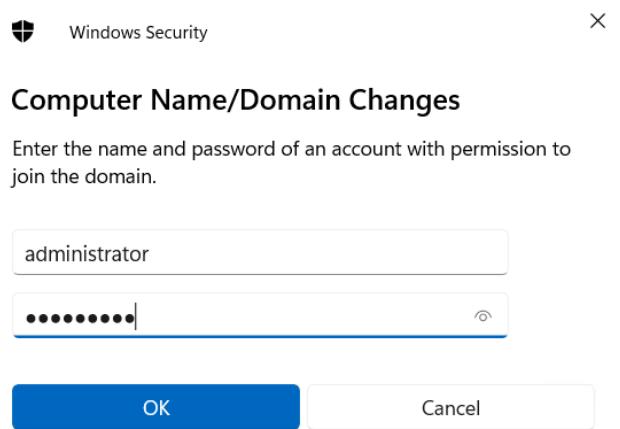
- Still on Windows workstation.
- Press Windows + R keys and type SYSDM.CPL. It will open the System Properties.
- Click on the “Change” button.



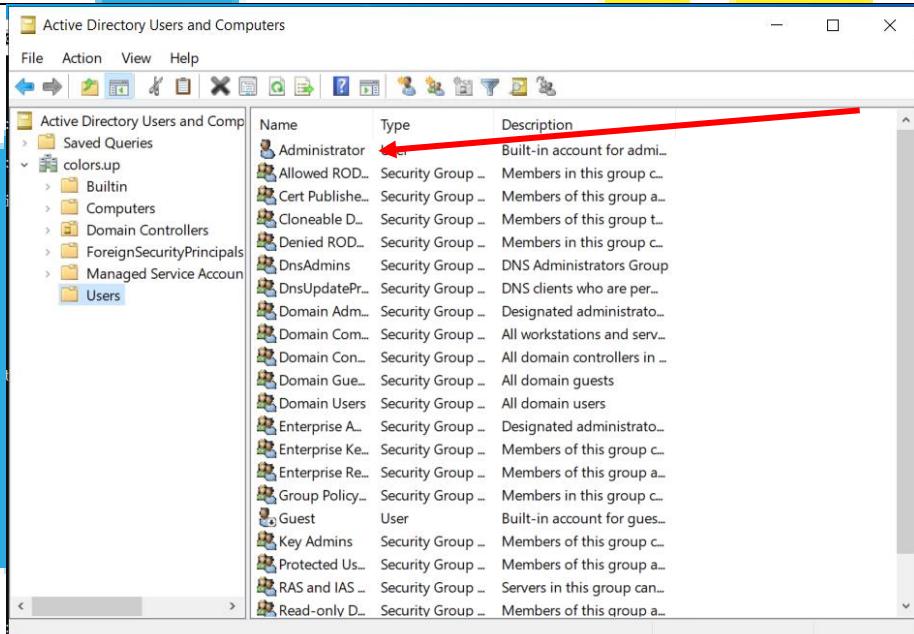
- On Member of option, choose the “Domain” radio button.
- Add the domain name as “colors.up”
- Click on “OK” button.

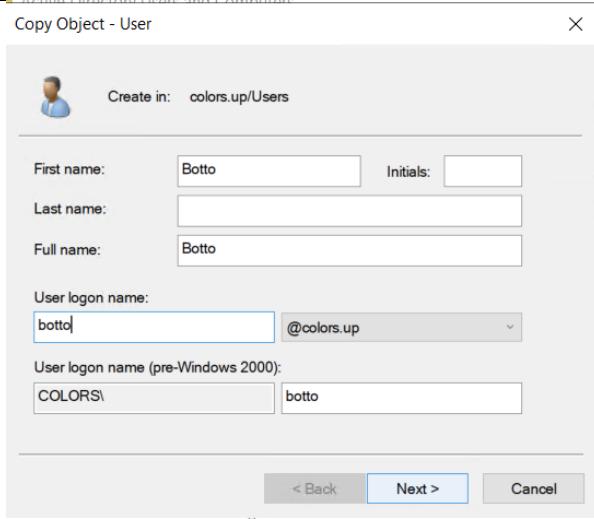
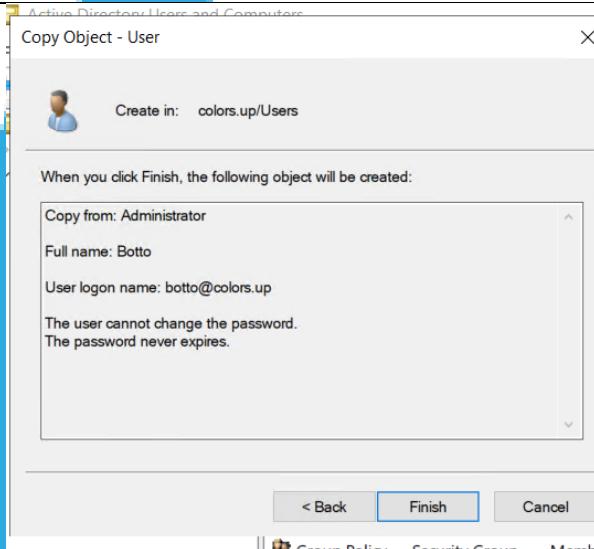
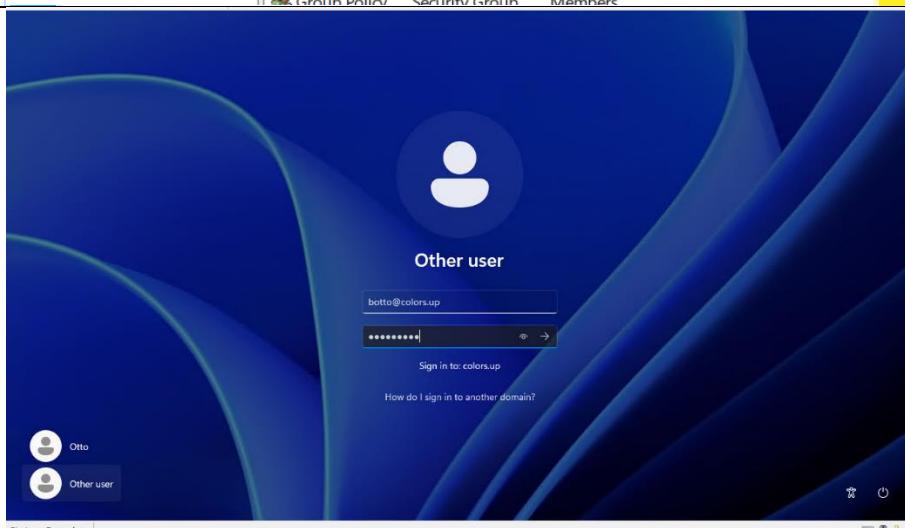


- Type “administrator” as the username.
- Type Red.vine1 as password.
- Click OK then click close and restart now button to restart the computer.

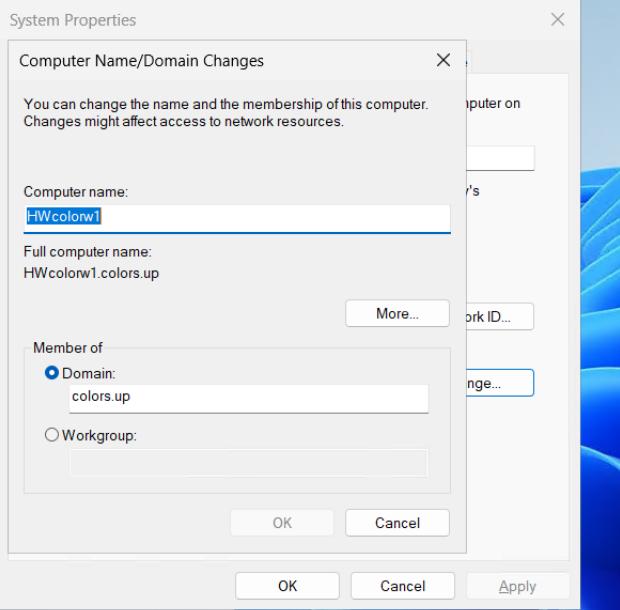


- Do not log in yet into the Windows workstation.
- Go back to the server workstation.
- Go to the Active Directory Users and Computers.
- Click the colors.up.
- Click on the Users.
- Right-click on the Administrator.
- Click copy.



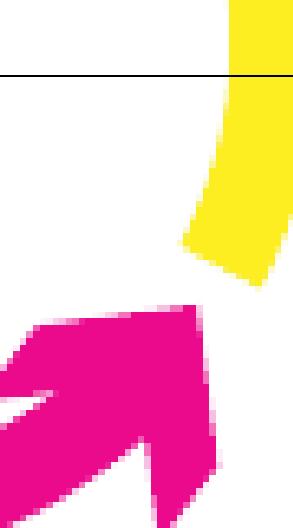
<ul style="list-style-type: none"> • Add the first name as Botto • Add the full name as Botto • Add the User logon name as botto. 	
<ul style="list-style-type: none"> • Make sure it is the same as the picture. • Click on the Finish button. 	
<ul style="list-style-type: none"> • Click on "Other user" in the bottom left corner. • Log in with <u>botto@color</u> <u>s.up</u> as the username. • Red.vine1 as the password. 	

- Once you log in to the Windows workstation.
- Press Windows + R keys and type SYSDM.CPL.
- Click on the Change button.
- Make sure the computer name, full computer name, and the domain are the same as the picture.



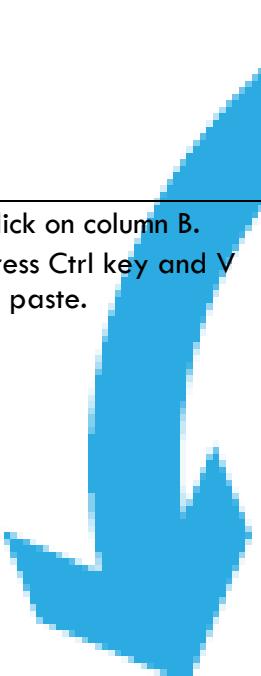
Appendix 4

- On the Excel Spreadsheet, we are going to scrub the database

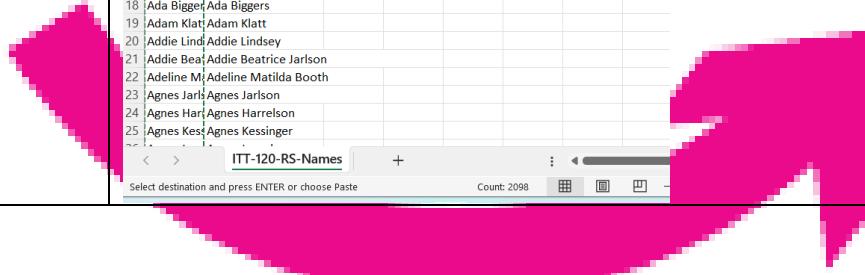
	A	B	C	D	E	F	G	H	I	J	K	L
1	Aaron Condit											
2	Aaron Kirkland											
3	Aaron Skaggs											
4	Abigail Powell											
5	Abigail Alders											
6	Abigail Aumiller											
7	Abigail Borah											
8	Abigail Byram											
9	Abigail Condit											
10	Abigail Harrison											
11	Abigail Sheffield											
12	Abigail Wins											
13	Abbie Jarlon											
14	Abbie Maxwell											
15	Abraham Butterbury											
16	Abraham Meredith											
17	Abraham Vanmeter											
18	Ada Biggers											
19	Adam Klatt											
20	Addie Lindsey											
21	Addie Beatrice Jarlon											
22	Adeline Matilda Booth											
23	Agnes Jarlon											
24	Agnes Harrelson											
25	Agnes Kessinger											

- Select column A.
- Press Ctrl key and C to copy the text in column A.



	A	B	C	D	E	F	G	H	I
1	Aaron Condit								
2	Aaron Kirkland								
3	Aaron Skaggs								
4	Abegail Powell								
5	Abigail Alden								
6	Abigail Aumiller								
7	Abigail Borah								
8	Abigail Byram								
9	Abigail Condit								
10	Abigail Harrison								
11	Abigail Sheffield								
12	Abigail Wines								
13	Abner Jarlson								
14	Abner Maxwell								
15	Abraham Atterbury								
16	Abraham Meredith								
17	Abraham Vanmeter								
18	Ada Biggers								
19	Adam Klatt								
20	Addie Lindsey								
21	Addie Beatrice Jarlson								
22	Adeline Matilda Booth								
23	Agnes Jarlson								
24	Agnes Harrelson								
25	Agnes Kessinger								

- Click on column B.
- Press Ctrl key and V to paste.

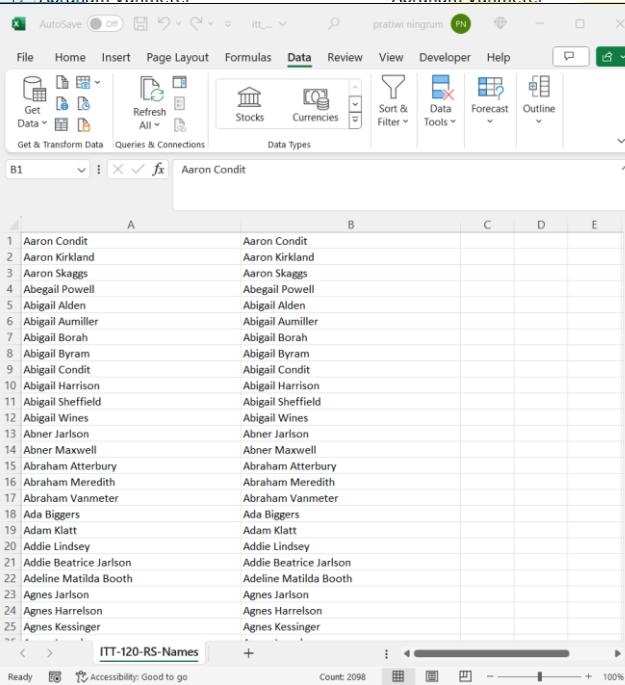



	A	B	C	D	E	F	G	H	I
1	Aaron Condit	Aaron Condit							
2	Aaron Kirkland	Aaron Kirkland							
3	Aaron Skaggs	Aaron Skaggs							
4	Abegail Powell	Abegail Powell							
5	Abigail Alden	Abigail Alden							
6	Abigail Auf	Abigail Aumiller							
7	Abigail Bot	Abigail Borah							
8	Abigail Byr	Abigail Byram							
9	Abigail Co	Abigail Condit							
10	Abigail Hat	Abigail Harrison							
11	Abigail She	Abigail Sheffield							
12	Abigail Wri	Abigail Wines							
13	Abner Jarlson	Abner Jarlson							
14	Abner Max	Abner Maxwell							
15	Abraham A	Abraham Atterbury							
16	Abraham Abra	Abraham Abraham							
17	Abraham Abraham	Abraham Meredith							
18	Ada Bigger	Ada Biggers							
19	Adam Klatt	Adam Klatt							
20	Addie Lind	Addie Lindsey							
21	Addie Beat	Addie Beatrice Jarlson							
22	Adeline M	Adeline Matilda Booth							
23	Agnes Jarlson	Agnes Jarlson							
24	Agnes Har	Agnes Harrelson							
25	Agnes Kest	Agnes Kessinger							

- Double click the line between two columns to make them fit to column.

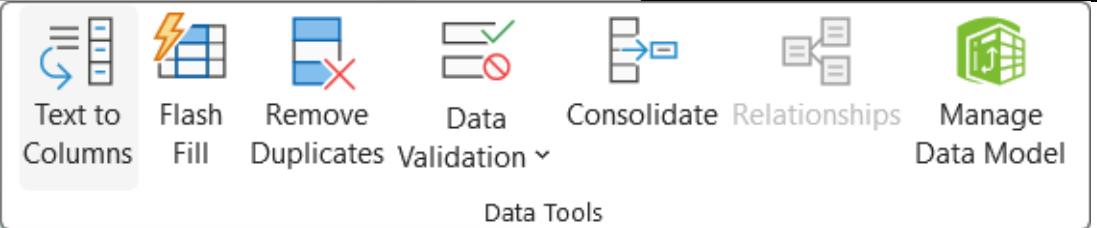
	A	B	C	D	E
1	Aaron Condit	Aaron Condit			
2	Aaron Kirkland	Aaron Kirkland			
3	Aaron Skaggs	Aaron Skaggs			
4	Abegail Powell	Abegail Powell			
5	Abigail Alden	Abigail Alden			
6	Abigail Aumiller	Abigail Aumiller			
7	Abigail Borah	Abigail Borah			
8	Abigail Byram	Abigail Byram			
9	Abigail Condit	Abigail Condit			
10	Abigail Harrison	Abigail Harrison			
11	Abigail Sheffield	Abigail Sheffield			
12	Abigail Wines	Abigail Wines			
13	Abner Jarlson	Abner Jarlson			
14	Abner Maxwell	Abner Maxwell			
15	Abraham Atterbury	Abraham Atterbury			
16	Abraham Meredith	Abraham Meredith			
17	Abraham Vanmeter	Abraham Vanmeter			

- Go to Data tab.



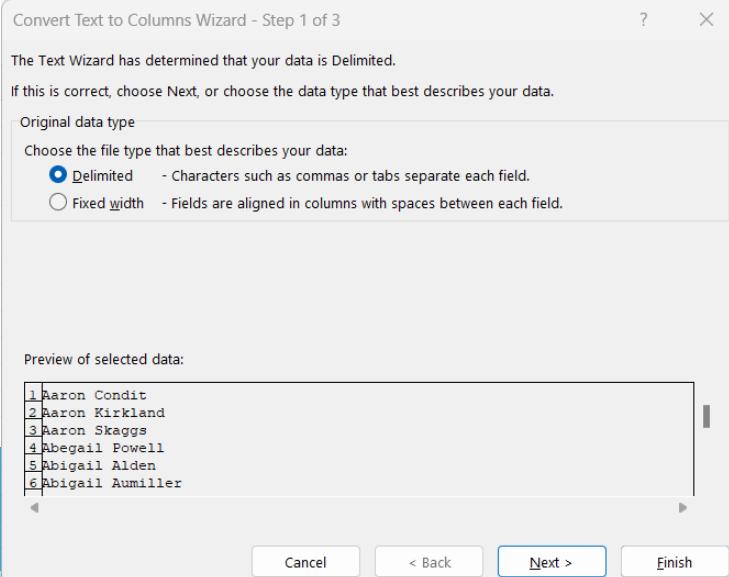
1 Aaron Condit Aaron Condit
2 Aaron Kirkland Aaron Kirkland
3 Aaron Skaggs Aaron Skaggs
4 Abegail Powell Abegail Powell
5 Abigail Alden Abigail Alden
6 Abigail Aumiller Abigail Aumiller
7 Abigail Borah Abigail Borah
8 Abigail Byram Abigail Byram
9 Abigail Condit Abigail Condit
10 Abigail Harrison Abigail Harrison
11 Abigail Sheffield Abigail Sheffield
12 Abigail Wines Abigail Wines
13 Abner Jarlson Abner Jarlson
14 Abner Maxwell Abner Maxwell
15 Abraham Atterbury Abraham Atterbury
16 Abraham Meredith Abraham Meredith
17 Abraham Vanmeter Abraham Vanmeter
18 Ada Biggers Ada Biggers
19 Adam Klett Adam Klett
20 Addie Lindsey Addie Lindsey
21 Addie Beatrice Jarlson Addie Beatrice Jarlson
22 Adeline Matilda Booth Adeline Matilda Booth
23 Agnes Jarlson Agnes Jarlson
24 Agnes Harrelson Agnes Harrelson
25 Agnes Kessinger Agnes Kessinger

- On the data tools, click on Text to Columns.

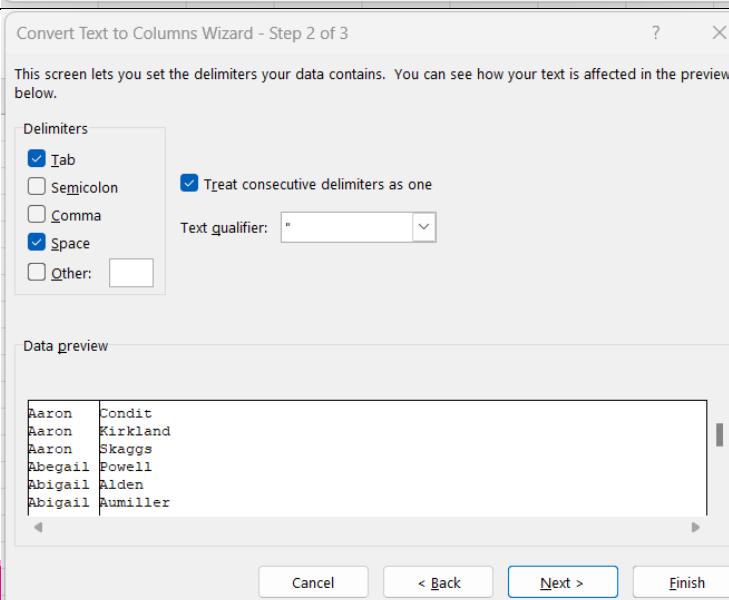


Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate Relationships Manage Data Model

- Make sure the Delimited is checked.
- Click on the Next button.



- Click on “Space”.
- Click on the Next button.





**TRI-ARROW
PRINTING**

TRI-ARROW PRINTING

- Click Finish.

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

Destination: \$B\$1

Data preview

General	General
Aaron	Condit
Aaron	Kirkland
Aaron	Skaggs
Abigail	Powell
Abigail	Alden
Abigail	Aumiller

- Highlight column B – G.

- On the Data tab.
Click on Sort.



**TRI-ARROW
PRINTING**

TRI-ARROW PRINTING

- Choose column F as sort by A to Z.
 - Click on the Ok button.

The screenshot shows the 'Sort' dialog box with the following settings:

- Add Level**: A green plus sign icon.
- Delete Level**: A red minus sign icon.
- Copy Level**: A clipboard icon.
- Options...**: A button with three dots.
- My data has headers**: An unchecked checkbox.
- Column**: A dropdown menu currently set to "Sort by Column F".
- Sort On**: A dropdown menu currently set to "Cell Values".
- Order**: A dropdown menu currently set to "A to Z".

At the bottom right are the **OK** and **Cancel** buttons.

- There will be names that have more middle names.
 - Delete some names or combine them together.
 - When deleting, click on Shift cells left.

- The two names on the top after the scrub.

B	C	D	E	F
Martin	VanBuren	Lawson		
LydiaAnn	Brooks	VanMeter		
Aaron	Condit			
Aaron	Kirkland			
Aaron	Skaggs			
Abigail	Powell			
Abigail	Alden			
Abigail	Aumiller			
Abigail	Borah			
Abigail	Byram			
Abigail	Condit			

- The next step is to highlight column B to F.

Martin

B	C	D	E	F	G	H
Martin		VanBuren	Lawson			
LydiaAnn		Brooks		VanMeter		
Aaron		Condit				
Aaron		Kirkland				
Aaron		Skaggs				
Abigail		Powell				
Abigail		Alden				
Abigail		Aumiller				
Abigail		Borah				
Abigail		Byram				
Abigail		Condit				
Abigail		Harrison				
Abigail		Sheffield				
Abigail		Wines				
Abner		Jarlon				
Abner		Maxwell				
Abraham		Atterbury				
Abraham		Meredith				
Abraham		Vanmeter				
Ada		Biggers				
Adam		Klatt				
Addie		Lindsey				
Addie		Beatrice	Jarlon			
Adeline		Matilda	Booth			
Agnes		Jarlon				

- Click on Sort on Data tab.

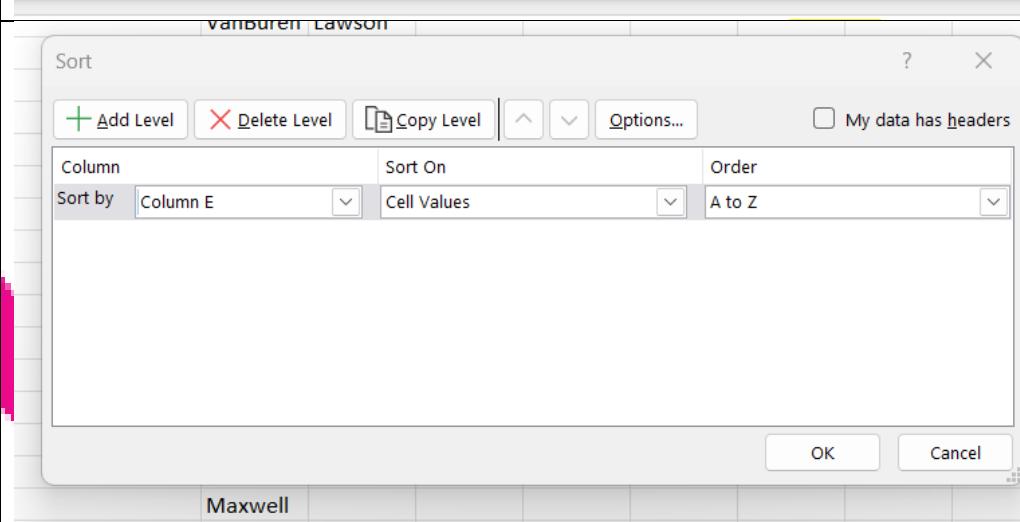
Names

Sort
 Filter
 Reapply
 Advanced

Text to Columns
 What-If Analysis
 Forecast

Group
 Ungroup
 Subtotal

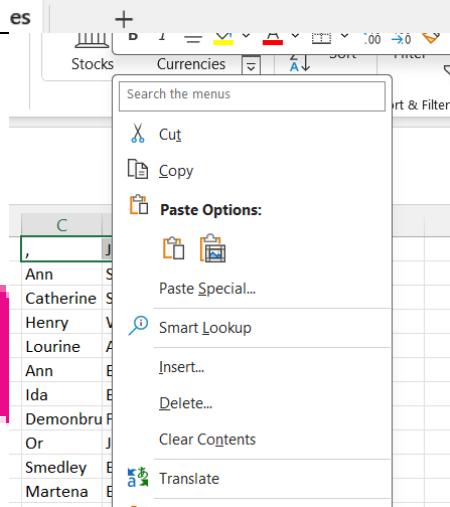
- Sort by Column E.
- Click on the Ok button.



- The data will look like this after sorting it.

	B	C	D	E	F	G	H
	James	,	Jr	Breeding			
	Cynthia	Ann	Scherer	Brown			
	Johanna	Catherine	Susan	Dales			
	John	Henry	Weaver	Darden			
	Mary	Lourine	Adeline	Darden			
	Frances	Ann	Elizabeth	Dover			
	Sarah	Ida	Belle	Dover			
	Manicia	Demonbru	Fleming	Farrell			
	James	Or	Judge	Henry			
	Thomas	Smedley	Elijah	Jarlson			
	Unity	Martena	Blackburn	Jenkins			
	Martha	Sarah	Rosetta	Johns			
	America	(Aunt	Sis)	Kasinger			
	Silas	Zachary	Taylor	Kessinger			
	Malachi	Carl	Lougene	Kirkland			
	Mary	Jane	Rebecca	Lane			
	Charles	Sylvester	(Vess)	Lewis			
	Jasper	(Jack)	Norman	Lewis			
	Martha	Francis	Clementin	McGee			
	Lucy	Rebecca	van	Meter			
	Sally	Jane	Blair	Poteet			
	James	Ernest	(Jack)	Railsback			
	Armetti	Virgil	(Fred)	Reed			
	John	Henry	Powell	Reed			
	Nancy	Ann	Cordella	Roberts			

- Delete some names or combine them in one word.
- Highlight C1 and D1.
- Right-click and select delete.



- Select shift cells left.

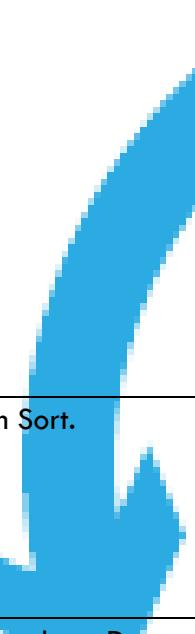
C	D	E	F	G	H
,	Jr	Breeding			
Ann	Scherer	Brown			
Catherine	Susan	Dales			
Henry	Delete	?	X		
Lourine					
Ann	Delete				
Ida	<input checked="" type="radio"/> Shift cells left				
Demonbr	<input type="radio"/> Shift cells up				
Or	<input type="radio"/> Entire row				
Smedley	<input type="radio"/> Entire column				
Martena	OK	Cancel			
Sarah					
(Aunt	Sis)	Kasinger			
Zachary	Taylor	Kessinger			
Carl	Lougene	Kirkland			
Jane	Rebecca	Lane			

- Check the data and it shows that there are 34 names that need to be adjusted.
- Make the names to have three columns.

D19 McGee

A	B	C	D	E	F	G
14 Abner Maxwell	Silas	Zachary	Kessinger			
15 Abraham Atterbury	Malachi	Carl	Kirkland			
16 Abraham Meredith	Mary	Jane	Lane			
17 Abraham Vanmeter	Charles	Sylvester	Lewis			
18 Ada Biggers	Jasper	Norman	Lewis			
19 Adam Klatt	Jack	Francis	McGee			
20 Addie Lindsey	Martha	Rebecca	V Meter			
21 Addie Beatrice Jarlson	Lucy	Jane	Blair	Poteet		
22 Adeline Matilda Booth	Sally	Ernest	(Jack)	Railsback		
23 Agnes Jarlson	James	Virgil	(Fred)	Reed		
24 Agnes Harrelson	Armetti	Henry	Powell	Reed		
25 Agnes Kessinger	John	Ann	Cordella	Roberts		
26 Agnes Logsdon	Nancy	Duncan	(Dunk)	Sanders		
27 Agness Mitchell	Edward	Elizabeth	Betty	Sheffield		
28 Aileen Hyland	Mary	Thomas	Brown	Stice		
29 Ailey Butler	John	Jane	Lee	Stovall		
30 Al James	Susan	Malissa	(Lizzie)	Taylor		
31 Albert Biggers	Margaret	Clementin	Jenny	Taylor		
32 Albert Parmer	Martina	Nancy	Emerline	Thompson		
33 Albert Gertrude Kirkland	Ellen	,	Jr	Warren		
34 Aldebert James Harelson	Elmer	Ann	Eliza	Weaver		
35 Alena Jarlson	Mary	VanBuren	Lawson			
36 Alexander Bentley	Martin	Brooks	VanMeter			
37 Alexander Deas	LydiaAnn	Condit				
	Aaron					

- Highlight Column B until D.



James

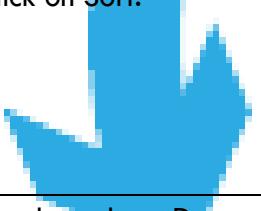
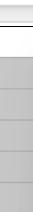
A	B	C	D	E	F	G
	James	Breeding				
	CynthiaAnn	Scherer	Brown			
	Johanna	Catherine	Dales			
	John	Henry	Darden			
	Mary	Lourine	Darden			
	FrancesAnn	Elizabeth	Dover			
	Sarah	Belle	Dover			
	Manicia	Fleming	Farrell			
	James	Judge	Henry			
	Thomas	Smedley	Jarlson			
	Unity	Martena	Jenkins			
	Martha	Sarah	Johns			
	America	Kasinger				
	Silas	Zachary	Kessinger			
	Malachi	Carl	Kirkland			
	Mary	Jane	Lane			
	Charles	Sylvester	Lewis			
	JasperJack	Norman	Lewis			
	Martha	Francis	McGee			
	Lucy	Rebecca	Meter			
	Sally	Jane	Poteet			
	James	Ernest	Railsback			
	Armetti	Virgil	Reed			
	John	Henry	Reed			
	NancyAnn	Cordella	Roberts			
		Doris	Sanders			

T-120-RS-Names +

Good to go



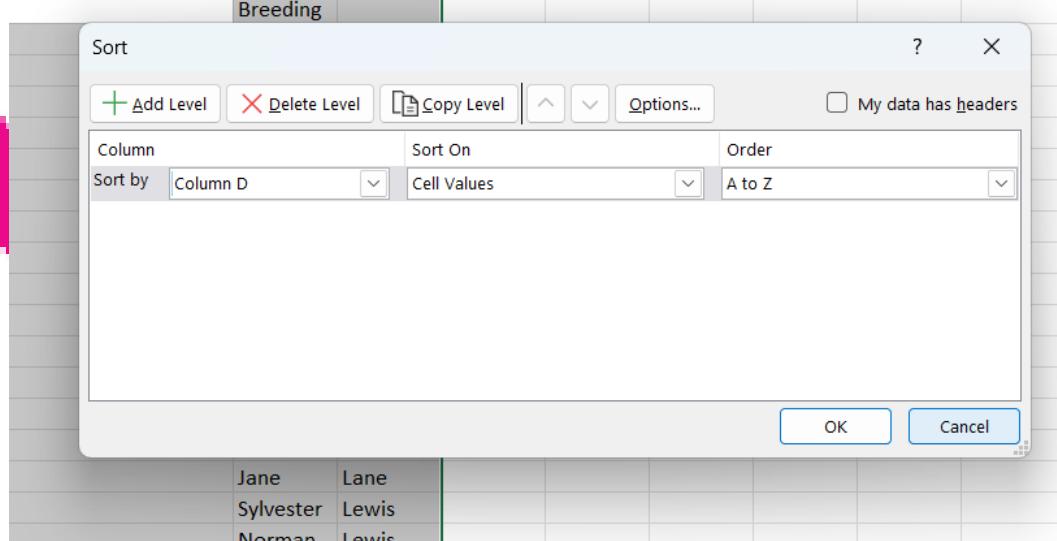
- Click on Sort.

Search

Sort & Filter Data Tools Forecast Outline

- Sort by column D.
- Click on the Ok button.





TRI-ARROW PRINTING

- Scroll down until you see names without any middle name.
- Click on C-837.
- Press on Ctrl+ Shift + down arrow keys to select the cells to the bottom.

Breeding

A	B	C	D	E	F	G	H	I
831 James Herman Sheffield	Mary	Polly	Woolard					
832 James Hervey Condit	Jeremiah	Boyd	Worley					
833 James Ivy Lawson	Inez	Elizabeth	Wright					
834 James Joe Sheffield	Nancy	Jones	Wright					
835 James Kinchen Jarlson	Hans	Georg	Wurtenberger					
836 James Kinyard Wiggins	Henry	Michael	Wurtenberger					
837 James Marion Webb	James	Breeding						
838 James Milledge Sanders	America	Kasinger						
839 James Nelson Borah	Elmer	Warren						
840 James Norman Lewis	Aaron	Condit						
841 James Norris Bigger	Aaron	Kirkland						
842 James Or Judge Henry	Aaron	Skaggs						
843 James Oscar Sanders	Abegail	Powell						
844 James Randolph Dover	Abigail	Alden						
845 James Riley Lawson	Abigail	Aumiller						
846 James Stanford Sanders	Abigail	Borah						
847 James Talmadge Sheffield	Abigail	Byram						
848 James Uzal Timmonds	Abigail	Condit						
849 James Walter Sanders	Abigail	Harrison						
850 James Warren Johns	Abigail	Sheffield						
851 James Washington Stice	Abigail	Wines						
852 James Welton Bird	Abner	Jarlson						
853 James William Kessinger	Abner	Maxwell						
854 James William Jarlson	Abraham	Atterbury						
855 James William Kessinger	Abraham	Meredith						

- Ctrl + X to cut the cells.
- Click on D-837.
- Press Ctrl + V to paste.

Kessinger

A	B	C	D	E	F	G	H
826 James Everett Anderson	Saran	Elizabeth	Wilimotn				
827 James Gideon Skaggs	Henry	Judson	Wilson				
828 James Harm Cunningham	Ingram	E	Wilson				
829 James Henry Roberts	Monchier	Evans	Wilson				
830 James Henry Robertson	Sarah	Addie	Wilson				
831 James Herman Sheffield	Mary	Polly	Woolard				
832 James Hervey Condit	Jeremiah	Boyd	Worley				
833 James Ivy Lawson	Inez	Elizabeth	Wright				
834 James Joe Sheffield	Nancy	Jones	Wright				
835 James Kinchen Jarlson	Hans	Georg	Wurtenberger				
836 James Kinyard Wiggins	Henry	Michael	Wurtenberger				
837 James Marion Webb	James	Breeding					
838 James Milledge Sanders	America	Kasinger					
839 James Nelson Borah	Elmer	Warren					
840 James Norman Lewis	Aaron	Condit					
841 James Norris Bigger	Aaron	Kirkland					
842 James Or Judge Henry	Aaron	Skaggs					
843 James Oscar Sanders	Abegail	Powell					
844 James Randolph Dover	Abigail	Alden					
845 James Riley Lawson	Abigail	Aumiller					
846 James Stanford Sanders	Abigail	Borah					
847 James Talmadge Sheffield	Abigail	Byram					
848 James Uzal Timmonds	Abigail	Condit					
849 James Walter Sanders	Abigail	Harrison					
850 James Warren Johns	Abigail	Sheffield					
851 James Washington Stice	Abigail	Wines					

- Select column A and delete the entire column.

Get & Transform Data | Queries & Connections | Data types | Sort & Filter

A826 : fx James Everett Anderson

	A	B	C	D	E	F	G	H
1	Aaron Condit	Alice	Careline	Anderson				
2	Aaron Kirkland	America	Elizabeth	Anderson				
3	Aaron Skaggs	Charles	Robert	Anderson				
4	Abigail Powell	Edward	James	Anderson				
5	Abigail Alden	Emily	Viola	Anderson				
6	Abigail Aumiller	James	Everett	Anderson				
7	Abigail Borah	Malissa	Jane	Anderson				
8	Abigail Byram	Martha	Arana	Anderson				
9	Abigail Condit	Mary	Lucinda	Anderson				
10	Abigail Harrison	Sarah	Isabelle	Anderson				
11	Abigail Sheffield	William	Edward	Anderson				
12	Abigail Wines	Lucinda	Parlee	Arnold				
13	Abner Jarlson	Sarah	Ellen	Arnold				
14	Abner Maxwell	George	McNella	Atterbury				
15	Abraham Atterbury	Anna	Hannah	Bailey				
16	Abraham Meredith	Arles	Fredric	Bailey				
17	Abraham Vanmeter	Flora	Meoma	Bailey				
18	Ada Biggers	Paul	Rosco	Bailey				
19	Adam Klett	Thomas	Maurice	Bailey				
20	Addie Lindsey	Youple	Tresa	Bailey				
21	Addie Beatrice Jarlson	Nancy	Jane	Barlow				
22	Adeline Matilda Booth	William	Curtis	Barnett				
23	Agnes Jarlson	Nancy	Ann	Bayless				
24	Agnes Harrelson	Mary	Frances	Beagles				
25	Agnes Kessinger	Anna	Maria	Benedict				

ITT-120-RS-Names +

- Insert a new column by clicking column A, and right click to select insert.
- A new column will be created.
- On the new column which is column A.
- On A1, type dsadd user-upn .
- Do not forget to add space after -upn .

Ready Accessibility: Good to go

A	B	C	D	E	F	G	H	I	J	K
1	dsadd user-upn Alice	Careline	Anderson							
2	America	Elizabeth	Anderson							
3	Charles	Robert	Anderson							
4	Edward	James	Anderson							
5	Emily	Viola	Anderson							
6	James	Everett	Anderson							
7	Malissa	Jane	Anderson							
8	Martha	Arana	Anderson							
9	Mary	Lucinda	Anderson							
10	Sarah	Isabelle	Anderson							
11	William	Edward	Anderson							
12	Lucinda	Parlee	Arnold							
13	Sarah	Ellen	Arnold							
14	George	McNella	Atterbury							
15	Anna	Hannah	Bailey							
16	Arles	Fredric	Bailey							
17	Flora	Meoma	Bailey							
18	Paul	Rosco	Bailey							
19	Thomas	Maurice	Bailey							
20	Youple	Tresa	Bailey							
21	Nancy	Jane	Barlow							
22	William	Curtis	Barnett							
23	Nancy	Ann	Bayless							
24	Mary	Frances	Beagles							
25	Anna	Maria	Benedict							

ITT-120-RS-Names +

- Double click the end corner of A1 to copy paste the exact same value into cells in column A.

A1 : dsadd user-upn

	A	B	C	D	E	F	G
1	dsadd user-upn	Alice	Careline	Anderson			
2	dsadd user-upn	America	Elizabeth	Anderson			
3	dsadd user-upn	Charles	Robert	Anderson			
4	dsadd user-upn	Edward	James	Anderson			
5	dsadd user-upn	Emily	Viola	Anderson			
6	dsadd user-upn	James	Everett	Anderson			
7	dsadd user-upn	Malissa	Jane	Anderson			
8	dsadd user-upn	Martha	Arana	Anderson			
9	dsadd user-upn	Mary	Lucinda	Anderson			
10	dsadd user-upn	Sarah	Isabelle	Anderson			
11	dsadd user-upn	William	Edward	Anderson			
12	dsadd user-upn	Lucinda	Parlee	Arnold			
13	dsadd user-upn	Sarah	Ellen	Arnold			
14	dsadd user-upn	George	McNella	Atterbury			
15	dsadd user-upn	Anna	Hannah	Bailey			
16	dsadd user-upn	Arles	Fredric	Bailey			
17	dsadd user-upn	Flora	Meoma	Bailey			
18	dsadd user-upn	Paul	Rosco	Bailey			
19	dsadd user-upn	Thomas	Maurice	Bailey			
20	dsadd user-upn	Youple	Tresa	Bailey			
21	dsadd user-upn	Nancy	Jane	Barlow			
22	dsadd user-upn	William	Curtis	Barnett			
23	dsadd user-upn	Nancy	Ann	Bayless			
24	dsadd user-upn	Mary	Frances	Beagles			
25	dsadd user-upn	Anna	Maria	Benedict			

< > ITT-120-RS-Names +

Ready Accessibility: Good to go

- On F1, type =B1&"&(LEFT(C1,1)) &"&D1.
- Hit enter key to see the result.

Get & Transform Data | Queries & Connections | Data Types | Sort & Filter

=B1&"&(LEFT(C1,1))&"&D1

	A	B	C	D	E	F	G	H	I	J
user-upn	Alice	Careline	Anderson		=B1&"&(LEFT(C1,1))&"&D1					
user-upn	America	Elizabeth	Anderson							
user-upn	Charles	Robert	Anderson							
user-upn	Edward	James	Anderson							
user-upn	Emily	Viola	Anderson							
user-upn	James	Everett	Anderson							
user-upn	Malissa	Jane	Anderson							
user-upn	Martha	Arana	Anderson							
user-upn	Mary	Lucinda	Anderson							
user-upn	Sarah	Isabelle	Anderson							

- Copy and paste the rest of the cells in column F.
- You can do select F1 right corner bottom, then drag it until the end of the database which is around 2000 rows.

F1 fx =B1&"&(LEFT(C1,1))&"&D1

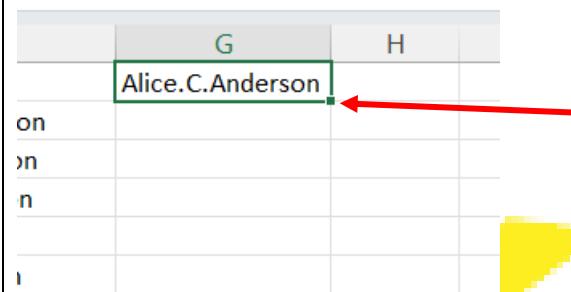
	A	B	C	D	E	F	G	H
1	dsadd user-upn	Alice	Careline	Anderson		Alice C Anderson		
2	dsadd user-upn	America	Elizabeth	Anderson		America E Anderson		
3	dsadd user-upn	Charles	Robert	Anderson		Charles R Anderson		
4	dsadd user-upn	Edward	James	Anderson		Edward J Anderson		
5	dsadd user-upn	Emily	Viola	Anderson		Emily V Anderson		
6	dsadd user-upn	James	Everett	Anderson		James E Anderson		
7	dsadd user-upn	Malissa	Jane	Anderson		Malissa J Anderson		
8	dsadd user-upn	Martha	Arana	Anderson		Martha A Anderson		
9	dsadd user-upn	Mary	Lucinda	Anderson		Mary L Anderson		
10	dsadd user-upn	Sarah	Isabelle	Anderson		Sarah I Anderson		
11	dsadd user-upn	William	Edward	Anderson		William E Anderson		
12	dsadd user-upn	Lucinda	Parlee	Arnold		Lucinda P Arnold		
13	dsadd user-upn	Sarah	Ellen	Arnold		Sarah E Arnold		
14	dsadd user-upn	George	McNella	Atterbury		George M Atterbury		
15	dsadd user-upn	Anna	Hannah	Bailey		Anna H Bailey		
16	dsadd user-upn	Arles	Fredric	Bailey		Arles F Bailey		
17	dsadd user-upn	Flora	Meoma	Bailey		Flora M Bailey		
18	dsadd user-upn	Paul	Rosco	Bailey		Paul R Bailey		
19	dsadd user-upn	Thomas	Maurice	Bailey		Thomas M Bailey		
20	dsadd user-upn	Youple	Tresa	Bailey		Youple T Bailey		
21	dsadd user-upn	Nancy	Jane	Barlow		Nancy J Barlow		
22	dsadd user-upn	William	Curtis	Barnett		William C Barnett		
23	dsadd user-upn	Nancy	Ann	Bayless		Nancy A Bayless		
24	dsadd user-upn	Mary	Frances	Beagles		Mary F Beagles		
25	dsadd user-upn	Anna	Maria	Benedict		Anna M Benedict		

- On G1, type the same formula but change the space to dot.
- Check the formula bar.

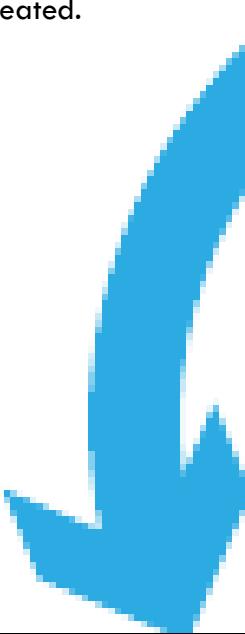
=B1&"&(LEFT(C1,1))&"&D1

	B	C	D	E	F	G	H	I
		Careline	Anderson		Alice C Anderson			
		Elizabeth	Anderson		America E Anderson			
		Robert	Anderson		Charles R Anderson			
		James	Anderson		Edward J Anderson			
		Viola	Anderson		Emily V Anderson			
		Everett	Anderson		James E Anderson			
		Jane	Anderson		Malissa J Anderson			
		Arana	Anderson		Martha A Anderson			
		Lucinda	Anderson		Mary L Anderson			
		Isabelle	Anderson		Sarah I Anderson			
		Edward	Anderson		William E Anderson			
		Parlee	Arnold		Lucinda P Arnold			
		Ellen	Arnold		Sarah E Arnold			
		McNella	Atterbury		George M Atterbury			
		Hannah	Bailey		Anna H Bailey			
		Fredric	Bailey		Arles F Bailey			
		Meoma	Bailey		Flora M Bailey			
		Rosco	Bailey		Paul R Bailey			

- Double click on the right corner on the bottom of cell G1.



- The rest of the cells will be automatically created.




Screenshot of Microsoft Excel showing a table of names. The table has columns A through J. Column A contains names like 'dsadd user-upn' followed by first names. Columns B through D contain last names and middle names. Column E contains full names. Column F contains a formula: =B1&"."&(LEFT(C1,1))&"."&D1. Column G contains the result of the formula, which is a combination of the first name and last name from columns B and D respectively. The formula is copied down from row 1 to row 25.

	A	B	C	D	E	F	G	H	I	J
1	dsadd user-upn	Alice	Careline	Anderson	Alice C Anderson	Alice.C.Anderson				
2	dsadd user-upn	America	Elizabeth	Anderson	America E Anderson	America.E.Anderson				
3	dsadd user-upn	Charles	Robert	Anderson	Charles R Anderson	Charles.R.Anderson				
4	dsadd user-upn	Edward	James	Anderson	Edward J Anderson	Edward.J.Anderson				
5	dsadd user-upn	Emily	Viola	Anderson	Emily V Anderson	Emily.V.Anderson				
6	dsadd user-upn	James	Everett	Anderson	James E Anderson	James.E.Anderson				
7	dsadd user-upn	Malissa	Jane	Anderson	Malissa J Anderson	Malissa.J.Anderson				
8	dsadd user-upn	Martha	Arana	Anderson	Martha A Anderson	Martha.A.Anderson				
9	dsadd user-upn	Mary	Lucinda	Anderson	Mary L Anderson	Mary.L.Anderson				
10	dsadd user-upn	Sarah	Isabelle	Anderson	Sarah I Anderson	Sarah.I.Anderson				
11	dsadd user-upn	William	Edward	Anderson	William E Anderson	William.E.Anderson				
12	dsadd user-upn	Lucinda	Parlee	Arnold	Lucinda P Arnold	Lucinda.P.Arnold				
13	dsadd user-upn	Sarah	Ellen	Arnold	Sarah E Arnold	Sarah.E.Arnold				
14	dsadd user-upn	George	McNella	Atterbury	George M Atterbury	George.M.Atterbury				
15	dsadd user-upn	Anna	Hannah	Bailey	Anna H Bailey	Anna.H.Bailey				
16	dsadd user-upn	Arles	Fredric	Bailey	Arles F Bailey	Arles.F.Bailey				
17	dsadd user-upn	Flora	Meoma	Bailey	Flora M Bailey	Flora.M.Bailey				
18	dsadd user-upn	Paul	Rosco	Bailey	Paul R Bailey	Paul.R.Bailey				
19	dsadd user-upn	Thomas	Maurice	Bailey	Thomas M Bailey	Thomas.M.Bailey				
20	dsadd user-upn	Youple	Tresa	Bailey	Youple T Bailey	Youple.T.Bailey				
21	dsadd user-upn	Nancy	Jane	Barlow	Nancy J Barlow	Nancy.J.Barlow				
22	dsadd user-upn	William	Curtis	Barnett	William C Barnett	William.C.Barnett				
23	dsadd user-upn	Nancy	Ann	Bayless	Nancy A Bayless	Nancy.A.Bayless				
24	dsadd user-upn	Mary	Frances	Beagles	Mary F Beagles	Mary.F.Beagles				
25	dsadd user-upn	Anna	Maria	Benedict	Anna M Benedict	Anna.M.Benedict				



- Select column G, right-click and select insert to add new column on the left side.

D	E	F	G	H	I	J	K
erson	Alice C Anderson	Alic					
erson	America E Anderson	Am	Cut				
erson	Charles R Anderson	Cha	Copy				
erson	Edward J Anderson	Edw	Paste Options:				
erson	Emily V Anderson	Emi	Paste Special...				
erson	James E Anderson	Jam					
erson	Malissa J Anderson	Mal					
erson	Martha A Anderson	Mar					
erson	Mary L Anderson	Mary					
erson	Sarah I Anderson	Sara					
erson	William E Anderson	Will					
old	Lucinda P Arnold	Luci					
old	Sarah E Arnold	Sara					
erbury	George M Atterbury	Geo					
ley	Anna H Bailey	Ann					
ley	Arles F Bailey	Arle					
ley	Flora M Bailey	Flor					
ley	Paul R Bailey	Paul					
ley	Thomas M Bailey	Tho					
ley	Youple T Bailey	You					
low	Nancy J Barlow	Nancy.J.Barlow					
nnett	William C Barnett	William.C.Barnett					
less	Nancy A Bayless	Nancy.A.Bayless					
ngles	Mary F Beagles	Mary.F.Beagles					
edict	Anna M Benedict	Anna.M.Benedict					

- Select the whole column F. Just by clicking the F on the top.
- Ctrl + C to copy the cells.
- Click on column G or G on the top.
- Right-click and then select paste special or paste values.

E	F	G	H	I	J	K
	Alice C Anderson	Alic				
	America E Anderson	Am	Cut			
	Charles R Anderson	Cha	Copy			
	Edward J Anderson	Edw	Paste Options:			
	Emily V Anderson	Emi	Paste Special...			
	James E Anderson	Jam				
	Malissa J Anderson	Mal				
	Martha A Anderson	Mar				
	Mary L Anderson	Mary				
	Sarah I Anderson	Sara				
	William E Anderson	Will				
	Lucinda P Arnold	Luci				
	Sarah E Arnold	Sara				
	George M Atterbury	Geo				
	Anna H Bailey	Ann				
	Arles F Bailey	Arle				
	Flora M Bailey	Flor				
	Paul R Bailey	Paul				
	Thomas M Bailey	Tho				
	Youple T Bailey	You				
	Nancy J Barlow	Nancy.J.Barlow				
	William C Barnett	William.C.Barnett				
	Nancy A Bayless	Nancy.A.Bayless				

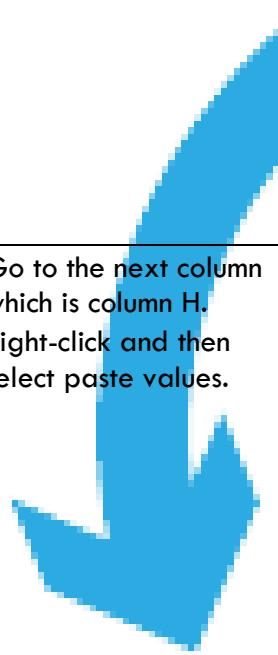
- The G column will have the same value as column F but with no formula.

	B	C	D	E	F	G	H	I	J
ca	Caroline	Anderson	Alice C Anderson	Alice C Anderson	Alice.C.Anderson				
ts	Elizabeth	Anderson	America E Anderson	America E Anderson	America.E.Anderson				
rd	Robert	Anderson	Charles R Anderson	Charles R Anderson	Charles.R.Anderson				
j	James	Anderson	Edward J Anderson	Edward J Anderson	Edward.J.Anderson				
ia	Viola	Anderson	Emily V Anderson	Emily V Anderson	Emily.V.Anderson				
ia	Everett	Anderson	James E Anderson	James E Anderson	James.E.Anderson				
ia	Jane	Anderson	Malissa J Anderson	Malissa J Anderson	Malissa.J.Anderson				
m	Arlene	Anderson	Martha A Anderson	Martha A Anderson	Martha.A.Anderson				
ja	Lucinda	Anderson	Mary L Anderson	Mary L Anderson	Mary.L.Anderson				
as	Isabelle	Anderson	Sarah I Anderson	Sarah I Anderson	Sarah.I.Anderson				
e	Edward	Anderson	William E Anderson	William E Anderson	William.E.Anderson				
r	Parlee	Arnold	Lucinda P Arnold	Lucinda P Arnold	Lucinda.P.Arnold				
m	Ellen	Arnold	Sarah E Arnold	Sarah E Arnold	Sarah.E.Arnold				
r	McNella	Atterbury	George M Atterbury	George M Atterbury	George.M.Atterbury				
h	Hannah	Bailey	Anna H Bailey	Anna H Bailey	Anna.H.Bailey				
	Fredric	Bailey	Arles F Bailey	Arles F Bailey	Arles.F.Bailey				
	Meoma	Bailey	Flora M Bailey	Flora M Bailey	Flora.M.Bailey				
	Rosco	Bailey	Paul R Bailey	Paul R Bailey	Paul.R.Bailey				
	Maurice	Bailey	Thomas M Bailey	Thomas M Bailey	Thomas.M.Bailey				
	Tresa	Bailey	Youple T Bailey	Youple T Bailey	Youple.T.Bailey				
	Jane	Barlow	Nancy J Barlow	Nancy J Barlow	Nancy.J.Barlow				
	Curtis	Barnett	William C Barnett	William C Barnett	William.C.Barnett				
	Ann	Bayless	Nancy A Bayless	Nancy A Bayless	Nancy.A.Bayless				
	Frances	Beagles	Mary F Beagles	Mary F Beagles	Mary.F.Beagles				
	Maria	Benedict	Anna M Benedict	Anna M Benedict	Anna.M.Benedict				

- Select column F, the names that have formulas.
- Right-click and select delete.

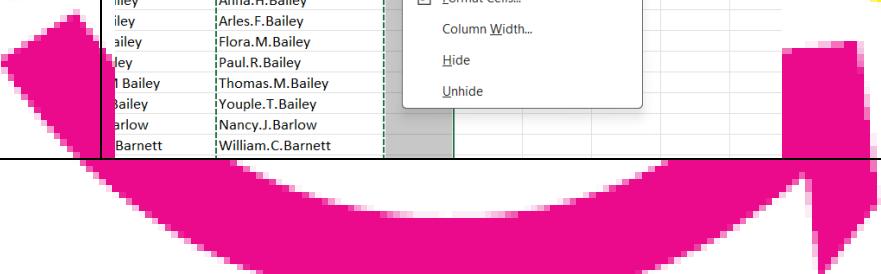
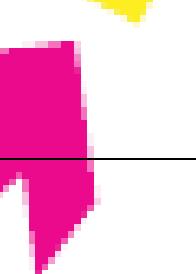
D	E	F	G	H
erson	Alice C A	Alice C Anderson	Alice.C.Anderson	
erson	America E A	America E Anderson	America.E.Anderson	
erson	Charles R A	Charles R Anderson	Charles.R.Anderson	
erson	Edward J A	Edward J Anderson	Edward.J.Anderson	
erson	Emily V A	Emily V Anderson	Emily.V.Anderson	
erson	James E A	James E Anderson	James.E.Anderson	
erson	Malissa J A	Malissa J Anderson	Malissa.J.Anderson	
erson	Martha A A	Martha A Anderson	Martha.A.Anderson	
erson	Mary L A	Mary L Anderson	Mary.L.Anderson	
erson	Sarah I A	Sarah I Anderson	Sarah.I.Anderson	
old	William A	William A Arnold	William.A.Arnold	
old	Lucinda P A	Lucinda P Arnold	Lucinda.P.Arnold	
erbury	Sarah E A	Sarah E Arnold	Sarah.E.Arnold	
ley	George M A	George M Atterbury	George.M.Atterbury	
ley	Anna H B	Anna H Bailey	Anna.H.Bailey	
ley	Arles F B	Arles F Bailey	Arles.F.Bailey	
ley	Flora M B	Flora M Bailey	Flora.M.Bailey	
ley	Paul R B	Paul R Bailey	Paul.R.Bailey	
ley	Thomas M B	Thomas M Bailey	Thomas.M.Bailey	
ley	Youple T B	Youple T Bailey	Youple.T.Bailey	
low	Nancy J Barl	Nancy J Barlow	Nancy.J.Barlow	
nett	William C Barn	William C Barnett	William.C.Barnett	
ayless	Nancy A Bayle	Nancy A Bayless	Nancy.A.Bayless	
agles	Mary F Beagl	Mary F Beagles	Mary.F.Beagles	
agles	Anna M Benedic	Anna M Benedict	Anna.M.Benedict	

- Do the same thing for column G that has dots in the names.
- Right-click and select copy.



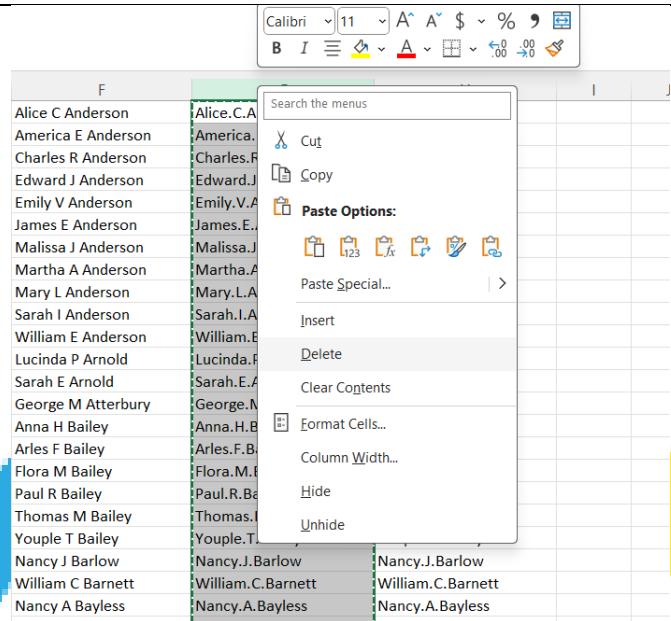

F	G	K	L
e C Anderson	Alice.C.Anderson		
erica E Anderson	America.E.Anderson		
rles R Anderson	Charles.R.Anderson		
ward J Anderson	Edward.J.Anderson		
ly V Anderson	Emily.V.Anderson		
es E Anderson	James.E.Anderson		
issa J Anderson	Malissa.J.Anderson		
tha A Anderson	Martha.A.Anderson		
y L Anderson	Mary.L.Anderson		
ah I Anderson	Sarah.I.Anderson		
iam E Anderson	William.E.Anderson		
nda P Arnold	Lucinda.P.Arnold		
ih E Arnold	Sarah.E.Arnold		
orge M Atterbury	George.M.Att		
a H Bailey	Anna.H.Bailey		
s F Bailey	Arles.F.Bailey		
a M Bailey	Flora.M.Bailey		
J R Bailey	Paul.R.Bailey		
omas M Bailey	Thomas.M.Bailey		
ple T Bailey	Youple.T.Bailey		
icy J Barlow	Nancy.J.Barlow		
iam C Barnett	William.C.Barnett		
icy A Bayless	Nancy.A.Bayless		
y F Beagles	Mary.F.Beagles		
a M Benedict	Anna.M.Benedict		

- Go to the next column which is column H.
- Right-click and then select paste values.

F	G	L	M
derson	Alice.C.Anderson		
Anderson	America.E.Anderson		
Anderson	Charles.R.Anderson		
nderson	Edward.J.Anderson		
iderson	Emily.V.Anderson		
nderson	James.E.Anderson		
nderson	Malissa.J.Anderson		
nderson	Martha.A.Anderson		
derson	Mary.L.Anderson		
derson	Sarah.I.Anderson		
nderson	William.E.A		
Arnold	Lucinda.P.Arnold		
nold	Sarah.E.Arnold		
Atterbury	George.M.Att		
iley	Anna.H.Bailey		
iley	Arles.F.Bailey		
iley	Flora.M.Bailey		
iley	Paul.R.Bailey		
1 Bailey	Thomas.M.Bailey		
Bailey	Youple.T.Bailey		
arlow	Nancy.J.Barlow		
Barnett	William.C.Barnett		

- Select column G.
- Right-click on it and then select delete.



- The spreadsheet will now look like this.

J19

	A	B	C	D	E	F	G	H	I
1	dsadd user-upn	Alice	Careline	Anderson	Alice C Anderson	Alice.C.Anderson			
2	dsadd user-upn	America	Elizabeth	Anderson	America E Anderson	America.E.Anderson			
3	dsadd user-upn	Charles	Robert	Anderson	Charles R Anderson	Charles.R.Anderson			
4	dsadd user-upn	Edward	James	Anderson	Edward J Anderson	Edward.J.Anderson			
5	dsadd user-upn	Emily	Viola	Anderson	Emily V Anderson	Emily.V.Anderson			
6	dsadd user-upn	James	Everett	Anderson	James E Anderson	James.E.Anderson			
7	dsadd user-upn	Malissa	Jane	Anderson	Malissa J Anderson	Malissa.J.Anderson			
8	dsadd user-upn	Martha	Arana	Anderson	Martha A Anderson	Martha.A.Anderson			
9	dsadd user-upn	Mary	Lucinda	Anderson	Mary L Anderson	Mary.L.Anderson			
10	dsadd user-upn	Sarah	Isabelle	Anderson	Sarah I Anderson	Sarah.I.Anderson			
11	dsadd user-upn	William	Edward	Anderson	William E Anderson	William.E.Anderson			
12	dsadd user-upn	Lucinda	Parlee	Arnold	Lucinda P Arnold	Lucinda.P.Arnold			
13	dsadd user-upn	Sarah	Ellen	Arnold	Sarah E Arnold	Sarah.E.Arnold			
14	dsadd user-upn	George	McNella	Atterbury	George M Atterbury	George.M.Atterbury			
15	dsadd user-upn	Anna	Hannah	Bailey	Anna H Bailey	Anna.H.Bailey			
16	dsadd user-upn	Arlis	Fredric	Bailey	Arles F Bailey	Arles.F.Bailey			
17	dsadd user-upn	Flora	Meoma	Bailey	Flora M Bailey	Flora.M.Bailey			
18	dsadd user-upn	Paul	Rosco	Bailey	Paul R Bailey	Paul.R.Bailey			
19	dsadd user-upn	Thomas	Maurice	Bailey	Thomas M Bailey	Thomas.M.Bailey			
20	dsadd user-upn	Youple	Tresa	Bailey	Youple T Bailey	Youple.T.Bailey			
21	dsadd user-upn	Nancy	Jane	Barlow	Nancy J Barlow	Nancy.J.Barlow			
22	dsadd user-upn	William	Curtis	Barnett	William C Barnett	William.C.Barnett			
23	dsadd user-upn	Nancy	Ann	Bayless	Nancy A Bayless	Nancy.A.Bayless			
24	dsadd user-upn	Mary	Frances	Beagles	Mary F Beagles	Mary.F.Beagles			
25	dsadd user-upn	Anna	Maria	Benedict	Anna M Benedict	Anna.M.Benedict			

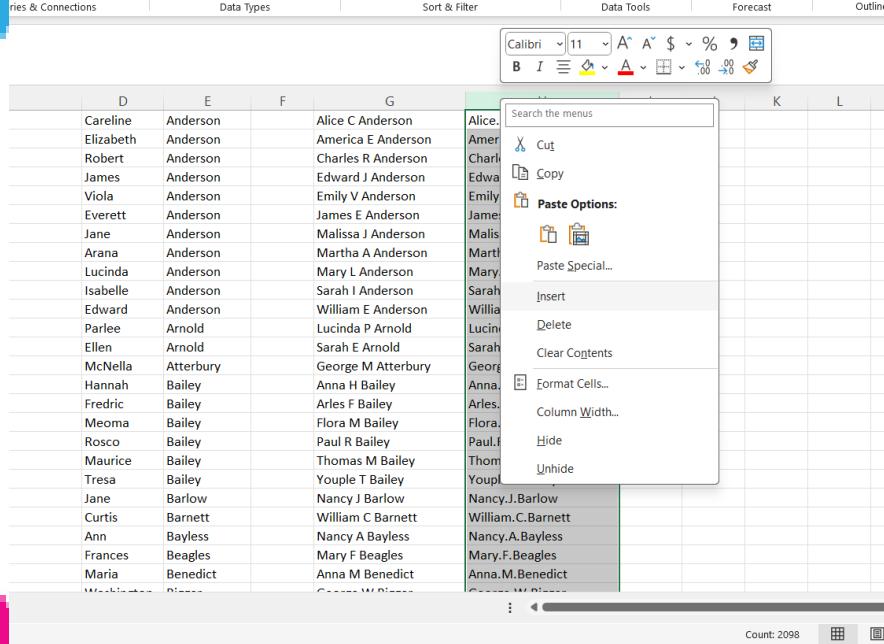
Ready  Accessibility: Good to go

ITT-120-RS-Names

- Right-click on column B and select insert.
- A new column will be created, and it is column B.

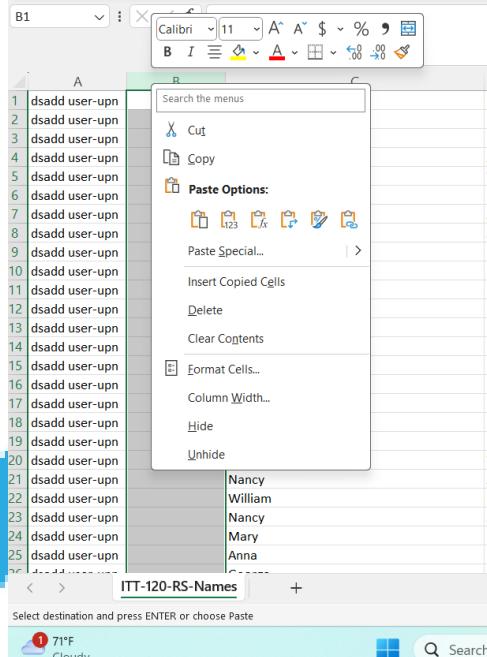
A	B	C	D	E	F	G	H	I	J
1	dsadd user-upn	Alice	Careline	Anderson	Alice C Anderson	Alice.C.Anderson			
2	dsadd user-upn	America	Elizabeth	Anderson	America E Anderson	America.E.Anderson			
3	dsadd user-upn	Charles	Robert	Anderson	Charles R Anderson	Charles.R.Anderson			
4	dsadd user-upn	Edward	James	Anderson	Edward J Anderson	Edward.J.Anderson			
5	dsadd user-upn	Emily	Viola	Anderson	Emily V Anderson	Emily.V.Anderson			
6	dsadd user-upn	James	Everett	Anderson	James E Anderson	James.E.Anderson			
7	dsadd user-upn	Malissa	Jane	Anderson	Malissa J Anderson	Malissa.J.Anderson			
8	dsadd user-upn	Martha	Arana	Anderson	Martha A Anderson	Martha.A.Anderson			
9	dsadd user-upn	Mary	Lucinda	Anderson	Mary L Anderson	Mary.L.Anderson			
10	dsadd user-upn	Sarah	Isabelle	Anderson	Sarah I Anderson	Sarah.I.Anderson			
11	dsadd user-upn	William	Edward	Anderson	William E Anderson	William.E.Anderson			
12	dsadd user-upn	Lucinda	Parlee	Arnold	Lucinda P Arnold	Lucinda.P.Arnold			
13	dsadd user-upn	Sarah	Ellen	Arnold	Sarah E Arnold	Sarah.E.Arnold			
14	dsadd user-upn	George	McNella	Atterbury	George M Atterbury	George.M.Atterbury			
15	dsadd user-upn	Anna	Hannah	Bailey	Anna H Bailey	Anna.H.Bailey			
16	dsadd user-upn	Arles	Fredric	Bailey	Arles F Bailey	Arles.F.Bailey			
17	dsadd user-upn	Flora	Meoma	Bailey	Flora M Bailey	Flora.M.Bailey			
18	dsadd user-upn	Paul	Rosco	Bailey	Paul R Bailey	Paul.R.Bailey			
19	dsadd user-upn	Thomas	Maurice	Bailey	Thomas M Bailey	Thomas.M.Bailey			
20	dsadd user-upn	Youple	Tresa	Bailey	Youple T Bailey	Youple.T.Bailey			
21	dsadd user-upn	Nancy	Jane	Barlow	Nancy J Barlow	Nancy.J.Barlow			
22	dsadd user-upn	William	Curtis	Barnett	William C Barnett	William.C.Barnett			
23	dsadd user-upn	Nancy	Ann	Bayless	Nancy A Bayless	Nancy.A.Bayless			
24	dsadd user-upn	Mary	Frances	Beagles	Mary F Beagles	Mary.F.Beagles			
25	dsadd user-upn	Anna	Maria	Benedict	Anna M Benedict	Anna.M.Benedict			

- Right-click on column H.
- Select Copy.

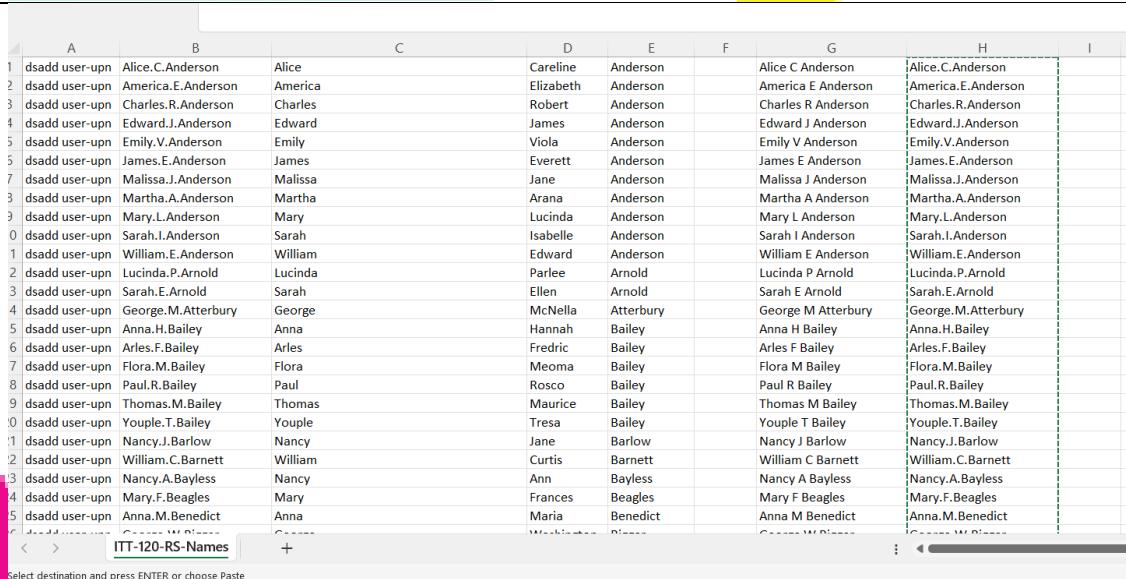


The screenshot shows a Microsoft Excel spreadsheet with data in columns D through G. A context menu is open over a cell in column H, specifically over the cell containing "George M Atterbury". The menu includes options for cutting and copying the cell, as well as paste options. Other visible options include Insert, Delete, Clear Contents, Format Cells, Column Width, Hide, and Unhide. The menu also features a search bar at the top.

- Click on column B.
- Right-click column B.
- Select paste.



- This is what it will look like after copy-pasting the text.



	A	B	C	D	E	F	G	H	I
1	dsadd user-upn	Alice.C.Anderson	Alice	Careline	Anderson	Alice C Anderson	Alice.C.Anderson	Alice.C.Anderson	
2	dsadd user-upn	America.E.Anderson	America	Elizabeth	Anderson	America E Anderson	America.E.Anderson	America.E.Anderson	
3	dsadd user-upn	Charles.R.Anderson	Charles	Robert	Anderson	Charles R Anderson	Charles.R.Anderson	Charles.R.Anderson	
4	dsadd user-upn	Edward.J.Anderson	Edward	James	Anderson	Edward J Anderson	Edward.J.Anderson	Edward.J.Anderson	
5	dsadd user-upn	Emily.V.Anderson	Emily	Viola	Anderson	Emily V Anderson	Emily.V.Anderson	Emily.V.Anderson	
6	dsadd user-upn	James.E.Anderson	James	Everett	Anderson	James E Anderson	James.E.Anderson	James.E.Anderson	
7	dsadd user-upn	Malissa.J.Anderson	Malissa	Jane	Anderson	Malissa J Anderson	Malissa.J.Anderson	Malissa.J.Anderson	
8	dsadd user-upn	Martha.A.Anderson	Martha	Arlana	Anderson	Martha A Anderson	Martha.A.Anderson	Martha.A.Anderson	
9	dsadd user-upn	Mary.L.Anderson	Mary	Lucinda	Anderson	Mary L Anderson	Mary.L.Anderson	Mary.L.Anderson	
0	dsadd user-upn	Sarah.I.Anderson	Sarah	Isabelle	Anderson	Sarah I Anderson	Sarah.I.Anderson	Sarah.I.Anderson	
1	dsadd user-upn	William.E.Anderson	William	Edward	Anderson	William E Anderson	William.E.Anderson	William.E.Anderson	
2	dsadd user-upn	Lucinda.P.Arnold	Lucinda	Parlee	Arnold	Lucinda P Arnold	Lucinda.P.Arnold	Lucinda.P.Arnold	
3	dsadd user-upn	Sarah.E.Arnold	Sarah	Ellen	Arnold	Sarah E Arnold	Sarah.E.Arnold	Sarah.E.Arnold	
4	dsadd user-upn	George.M.Attberry	George	McNella	Atterbury	George M Atterbury	George.M.Attberry	George.M.Attberry	
5	dsadd user-upn	Anna.H.Bailey	Anna	Hannah	Bailey	Anna H Bailey	Anna.H.Bailey	Anna.H.Bailey	
6	dsadd user-upn	Arles.F.Bailey	Arles	Fredric	Bailey	Arles F Bailey	Arles.F.Bailey	Arles.F.Bailey	
7	dsadd user-upn	Flora.M.Bailey	Flora	Meoma	Bailey	Flora M Bailey	Flora.M.Bailey	Flora.M.Bailey	
8	dsadd user-upn	Paul.R.Bailey	Paul	Rosco	Bailey	Paul R Bailey	Paul.R.Bailey	Paul.R.Bailey	
9	dsadd user-upn	Thomas.M.Bailey	Thomas	Maurice	Bailey	Thomas M Bailey	Thomas.M.Bailey	Thomas.M.Bailey	
0	dsadd user-upn	Youple.T.Bailey	Youple	Tresa	Bailey	Youple T Bailey	Youple.T.Bailey	Youple.T.Bailey	
1	dsadd user-upn	Nancy.J.Barlow	Nancy	Jane	Barlow	Nancy J Barlow	Nancy.J.Barlow	Nancy.J.Barlow	
2	dsadd user-upn	William.C.Barnett	William	Curtis	Barnett	William C Barnett	William.C.Barnett	William.C.Barnett	
3	dsadd user-upn	Nancy.A.Bayless	Nancy	Ann	Bayless	Nancy A Bayless	Nancy.A.Bayless	Nancy.A.Bayless	
4	dsadd user-upn	Mary.F.Beagles	Mary	Frances	Beagles	Mary F Beagles	Mary.F.Beagles	Mary.F.Beagles	
5	dsadd user-upn	Anna.M.Benedict	Anna	Maria	Benedict	Anna M Benedict	Anna.M.Benedict	Anna.M.Benedict	



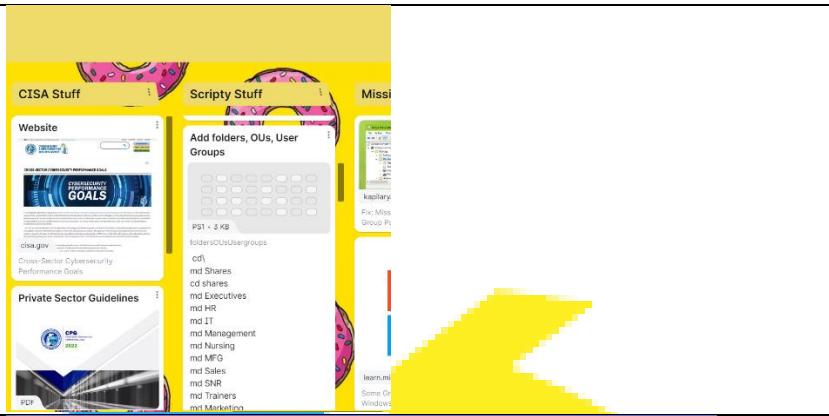
- Add a new column between column B and C.
- Right-click column C and select insert.

A	B	C	F	G
1 dsadd user-upn	Alice.C.Anderson	Alice	on	Alice C Anderson
2 dsadd user-upn	America.E.Anderson	America	on	America E Anderson
3 dsadd user-upn	Charles.R.Anderson	Charles	on	Charles R Anderson
4 dsadd user-upn	Edward.J.Anderson	Edward	on	Edward J Anderson
5 dsadd user-upn	Emily.V.Anderson	Emily	on	Emily V Anderson
6 dsadd user-upn	James.E.Anderson	James	on	James E Anderson
7 dsadd user-upn	Malissa.J.Anderson	Malissa	on	Malissa J Anderson
8 dsadd user-upn	Martha.A.Anderson	Martha	on	Martha A Anderson
9 dsadd user-upn	Mary.L.Anderson	Mary	on	Mary L Anderson
10 dsadd user-upn	Sarah.I.Anderson	Sarah	on	Sarah I Anderson
11 dsadd user-upn	William.E.Anderson	William	on	William E Anderson
12 dsadd user-upn	Lucinda.P.Arnold	Lucinda	on	Lucinda P Arnold
13 dsadd user-upn	Sarah.E.Arnold	Sarah	on	Sarah E Arnold
14 dsadd user-upn	George.M.Attterbury	George	on	George M Attterbury
15 dsadd user-upn	Anna.H.Bailey	Anna	on	Anna H Bailey
16 dsadd user-upn	Arles.F.Bailey	Arles	on	Arles F Bailey
17 dsadd user-upn	Flora.M.Bailey	Flora	on	Flora M Bailey
18 dsadd user-upn	Paul.R.Bailey	Paul	on	Paul R Bailey
19 dsadd user-upn	Thomas.M.Bailey	Thomas	on	Thomas M Bailey
20 dsadd user-upn	Youple.T.Bailey	Youple	on	Youple T Bailey
21 dsadd user-upn	Nancy.J.Barlow	Nancy	on	Nancy J Barlow
22 dsadd user-upn	William.C.Barnett	William	on	William C Barnett
23 dsadd user-upn	Nancy.A.Bayless	Nancy	on	Nancy A Bayless
24 dsadd user-upn	Mary.F.Beagles	Mary	on	Mary F Beagles
25 dsadd user-upn	Anna.M.Benedict	Anna	on	Anna M Benedict

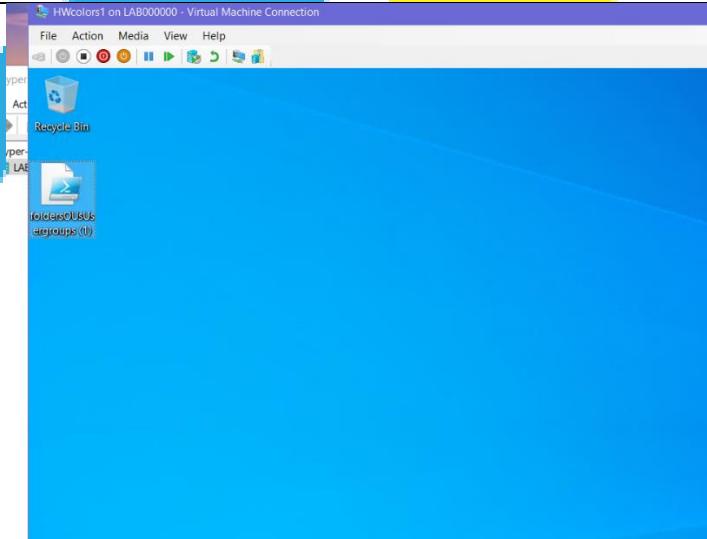
- Click C1.
- Type space, quote " , cn and then equal sign =.
- Hit the Enter key.
- Click the bridge to make the column smaller.
- Double-click the right corner on the bottom of cell C1 to copy-paste for the rest of the cells in the column.

A	B	C	D	E	F	G
1 dsadd user-upn	Alice.C.Anderson	"cn= Alice		Careline	Anderson	
2 dsadd user-upn	America.E.Anderson	"cn= America		Elizabeth	Anderson	
3 dsadd user-upn	Charles.R.Anderson	"cn= Charles		Robert	Anderson	
4 dsadd user-upn	Edward.J.Anderson	"cn= Edward		James	Anderson	
5 dsadd user-upn	Emily.V.Anderson	"cn= Emily		Viola	Anderson	
6 dsadd user-upn	James.E.Anderson	"cn= James		Everett	Anderson	
7 dsadd user-upn	Malissa.J.Anderson	"cn= Malissa		Jane	Anderson	
8 dsadd user-upn	Martha.A.Anderson	"cn= Martha		Arana	Anderson	
9 dsadd user-upn	Mary.L.Anderson	"cn= Mary		Lucinda	Anderson	
10 dsadd user-upn	Sarah.I.Anderson	"cn= Sarah		Isabelli	Anderson	
11 dsadd user-upn	William.E.Anderson	"cn= William		Edward	Anderson	
12 dsadd user-upn	Lucinda.P.Arnold	"cn= Lucinda		Parlee	Arnold	
13 dsadd user-upn	Sarah.E.Arnold	"cn= Sarah		Ellen	Arnold	
14 dsadd user-upn	George.M.Attterbury	"cn= George		McNella	Attterbury	
15 dsadd user-upn	Anna.H.Bailey	"cn= Anna		Hannah	Bailey	
16 dsadd user-upn	Arles.F.Bailey	"cn= Arles		Fredric	Bailey	
17 dsadd user-upn	Flora.M.Bailey	"cn= Flora		Meoma	Bailey	
18 dsadd user-upn	Paul.R.Bailey	"cn= Paul		Rosco	Bailey	
19 dsadd user-upn	Thomas.M.Bailey	"cn= Thomas		Maurice	Bailey	
20 dsadd user-upn	Youple.T.Bailey	"cn= Youple		Tresa	Bailey	
21 dsadd user-upn	Nancy.J.Barlow	"cn= Nancy		Jane	Barlow	
22 dsadd user-upn	William.C.Barnett	"cn= William		Curtis	Barnett	
23 dsadd user-upn	Nancy.A.Bayless	"cn= Nancy		Ann	Bayless	
24 dsadd user-upn	Mary.F.Beagles	"cn= Mary		Frances	Beagles	
25 dsadd user-upn	Anna.M.Benedict	"cn= Anna		Maria	Benedict	

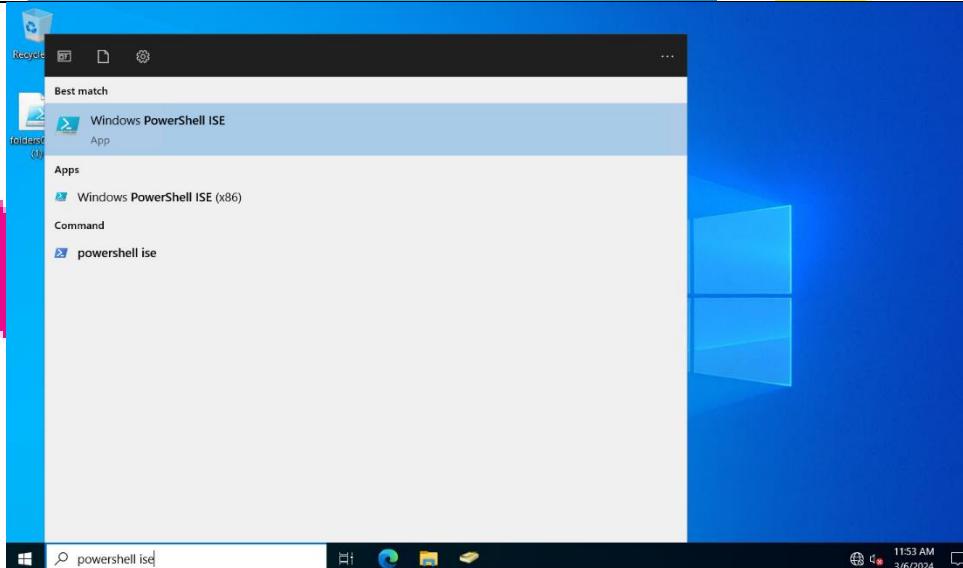
- Now go to Padlet.
- Go to the Scripty Stuff and download the Add folders, OUs, and User Groups.



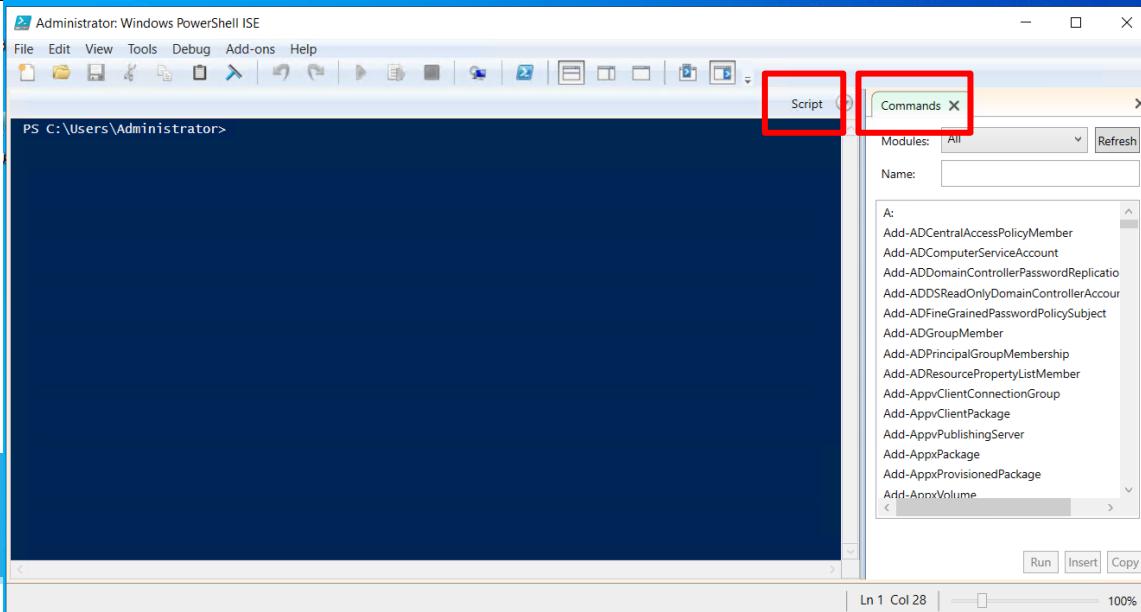
- Now Open Azure Lab and run the server.
- Copy-paste the downloaded file into the server's desktop.



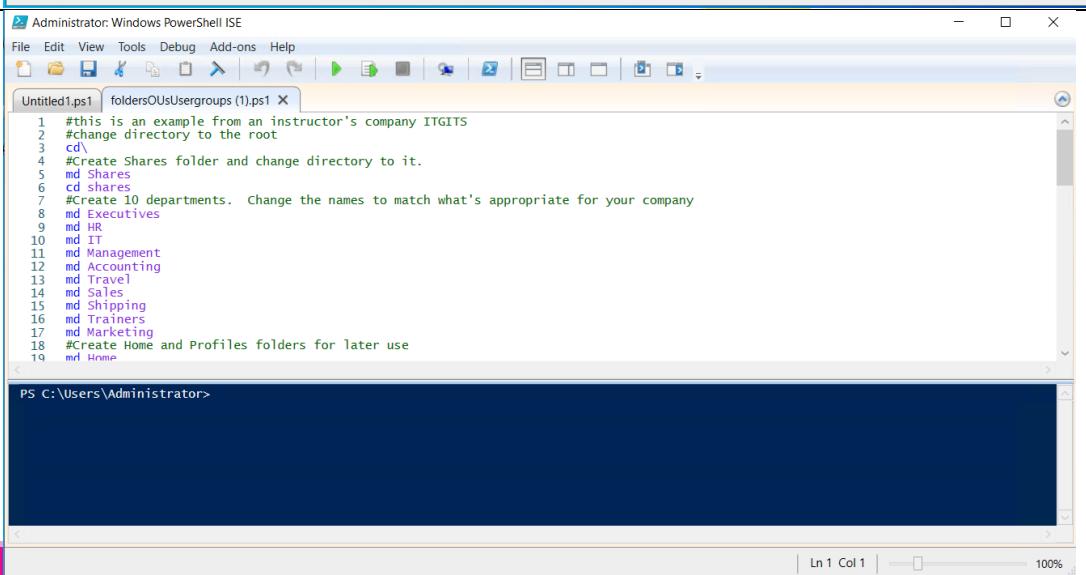
- Go to the search and type PowerShell ISE.



- Close the commands windows on the right side.
- Click on the Script to open the script windows.



- Open the downloaded file into PowerShell.
- You can drag the file from the desktop into the Script windows screen.



- Change the word “Travel” into “Associates”.
- Change the word “Trainer” into “Storemanager”.
- Don’t forget to write it in one word.

Administrator: Windows PowerShell ISE

```
Untitled1.ps1 foldersOUssUsergroups (1).ps1* X
1 #this is an example from an instructor's company ITGITS
2 #change directory to the root
3 cd\
4 #Create Shares folder and change directory to it.
5 md Shares
6 cd shares
7 #Create 10 departments. Change the names to match what's appropriate for your company
8 md Executives
9 md HR
10 md IT
11 md Management
12 md Accounting
13 md Associates
14 md Sales
15 md Shipping
16 md Storemanager
17 md Marketing
18 #Create Home and Profiles folders for later use
19 md Home
```

PS C:\Users\Administrator>

Administrator: Windows PowerShell ISE

```
Untitled1.ps1 foldersOUssUsergroups (1).ps1* X
13 md Associates
14 md Sales
15 md Shipping
16 md Storemanager
17 md Marketing
18 #Create Home and Profiles folders for later use
19 md Home
20 md Profiles
21
22 #create OUs Be sure to change the Name to what's appropriate for your company
23 #also change the path to be your domain.
24 #Example:
25 New-ADOrganizationalUnit -Name "OUNAME" -Path "DC=FIRSTPARTOFTHEDOMAIN,DC=LASTPARTOFTHEDOMAIN"
26 New-ADOrganizationalUnit -Name "Executives" -Path "DC=itgits,DC=ORG"
27 New-ADOrganizationalUnit -Name "HR" -Path "DC=itgits,DC=ORG"
28 New-ADOrganizationalUnit -Name "IT" -Path "DC=itgits,DC=ORG"
29 New-ADOrganizationalUnit -Name "Management" -Path "DC=itgits,DC=ORG"
30 New-ADOrganizationalUnit -Name "Accounting" -Path "DC=itgits,DC=ORG"
31 New-ADOrganizationalUnit -Name "Associates" -Path "DC=itgits,DC=ORG"
32 New-ADOrganizationalUnit -Name "Sales" -Path "DC=itgits,DC=ORG"
33 New-ADOrganizationalUnit -Name "Shipping" -Path "DC=itgits,DC=ORG"
34 New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=itgits,DC=ORG"
35 New-ADOrganizationalUnit -Name "Marketing" -Path "DC=itgits,DC=ORG"
36
37 #create user group. The name must match the OUs and Folders created above. Same for the Path.
38 #Example:
39 New-ADGroup -Name "GROUPNAME" -SamAccountName GROUPNAME -GroupCategory Security -GroupScope Global -Path "OU=FIRSTPARTOFTHEDOMAIN,DC=itgits,DC=ORG"
40 New-ADGroup -Name "Executives" -SamAccountName Executives -GroupCategory Security -GroupScope Global -Path "OU=Executives,DC=itgits,DC=ORG"
```

PS C:\Users\Administrator>

<ul style="list-style-type: none"> Change the itgits from "DC=itgits" to your domain name. My domain name is colors.up. I change the itsgits into colors. 	<pre>#create OUs Be sure to change the Name to what's appropriate for your company #also change the path to be your domain. #Example: #New-ADOrganizationalUnit -Name "OUNAME" -Path "DC=FIRSTPARTOFTHEDOMAIN,DC=LASTPARTOFTHEDOMAIN" New-ADOrganizationalUnit -Name "Executives" -Path "DC=colors,DC=ORG" new-adorganizationalunit -Name "HR" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "IT" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Management" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Accounting" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Associates" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Sales" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Shipping" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Marketing" -Path "DC=colors,DC=ORG" #create user group. The name must match the OUs and Folders created above.</pre>
<ul style="list-style-type: none"> Now change the "DC=ORG" into "DC=up". To match your domain. 	<pre>20 md Profiles 21 22 #create OUs Be sure to change the Name to what's appropriate for your company #also change the path to be your domain. #Example: 25 #New-ADOrganizationalUnit -Name "OUNAME" -Path "DC=FIRSTPARTOFTHEDOMAIN,DC=LASTPARTOFTHEDOMAIN" 26 New-ADOrganizationalUnit -Name "Executives" -Path "DC=colors,DC=up" 27 new-adorganizationalunit -Name "HR" -Path "DC=colors,DC=up" 28 New-ADOrganizationalUnit -Name "IT" -Path "DC=colors,DC=up" 29 New-ADOrganizationalUnit -Name "Management" -Path "DC=colors,DC=up" 30 New-ADOrganizationalUnit -Name "Accounting" -Path "DC=colors,DC=up" 31 New-ADOrganizationalUnit -Name "Associates" -Path "DC=colors,DC=up" 32 New-ADOrganizationalUnit -Name "Sales" -Path "DC=colors,DC=up" 33 New-ADOrganizationalUnit -Name "Shipping" -Path "DC=colors,DC=up" 34 New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=colors,DC=up" 35 New-ADOrganizationalUnit -Name "Marketing" -Path "DC=colors,DC=up" 37 #create user group. The name must match the OUs and Folders created above. Same for the Path.</pre>
<ul style="list-style-type: none"> Scroll down to the next part. Change and match the name to the previous part. Here, I change -Name "Travel" into -Name "Associates." Then, I change -Name "Trainer" into -Name "Storemanager." 	<pre>28 New-ADOrganizationalUnit -Name "IT" -Path "DC=colors,DC=up" 29 New-ADOrganizationalUnit -Name "Management" -Path "DC=colors,DC=up" 30 New-ADOrganizationalUnit -Name "Accounting" -Path "DC=colors,DC=up" 31 New-ADOrganizationalUnit -Name "Associates" -Path "DC=colors,DC=up" 32 New-ADOrganizationalUnit -Name "Sales" -Path "DC=colors,DC=up" 33 New-ADOrganizationalUnit -Name "Shipping" -Path "DC=colors,DC=up" 34 New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=colors,DC=up" 35 New-ADOrganizationalUnit -Name "Marketing" -Path "DC=colors,DC=up" 37 #create user group. The name must match the OUs and Folders created above. Same for the Path. #Example: 39 #New-ADGroup -Name "GROUPNAME" -SamAccountName GROUPNAME -GroupCategory Security -GroupScope Global -Path "OU=Groups,DC=colors,DC=up" 40 New-ADGroup -Name "Executives" -SamAccountName Executives -GroupCategory Security -GroupScope Global -Path "OU=Groups,DC=colors,DC=up" 41 New-ADGroup -Name "HR" -SamAccountName HR -GroupCategory Security -GroupScope Global -Path "OU=HR,DC=itgits,DC=up" 42 New-ADGroup -Name "IT" -SamAccountName IT -GroupCategory Security -GroupScope Global -Path "OU=IT,DC=itgits,DC=up" 43 New-ADGroup -Name "Management" -SamAccountName Management -GroupCategory Security -GroupScope Global -Path "OU=Management,DC=up" 44 New-ADGroup -Name "Accounting" -SamAccountName Accounting -GroupCategory Security -GroupScope Global -Path "OU=Accounting,DC=up" 45 New-ADGroup -Name "Associates" -SamAccountName Associates -GroupCategory Security -GroupScope Global -Path "OU=Associates,DC=up" 46 New-ADGroup -Name "Sales" -SamAccountName Sales -GroupCategory Security -GroupScope Global -Path "OU=Sales,DC=up" 47 New-ADGroup -Name "Shipping" -SamAccountName Shipping -GroupCategory Security -GroupScope Global -Path "OU=Shipping,DC=up" 48 New-ADGroup -Name "Storemanager" -SamAccountName Storemanager -GroupCategory Security -GroupScope Global -Path "OU=Storemanager,DC=up" 49 New-ADGroup -Name "Marketing" -SamAccountName Marketing -GroupCategory Security -GroupScope Global -Path "OU=Marketing,DC=up" 50 51 52 53 54</pre>

- Make sure - SamAccountName is matched with the - Name.
- Here, I change - SamAccountName Travel into - SamAccountName Associates.
- Then, I changed - SamAccountName Trainers into - SamAccountName Storemanager.

```
Untitled1.ps1 | foldersOUssUsergroups (1).ps1* X
28 New-ADOrganizationalUnit -Name "IT" -Path "DC=colors,DC=up"
29 New-ADOrganizationalUnit -Name "Management" -Path "DC=colors,DC=up"
30 New-ADOrganizationalUnit -Name "Accounting" -Path "DC=colors,DC=up"
31 New-ADOrganizationalUnit -Name "Associates" -Path "DC=colors,DC=up"
32 New-ADOrganizationalUnit -Name "Sales" -Path "DC=colors,DC=up"
33 New-ADOrganizationalUnit -Name "Shipping" -Path "DC=colors,DC=up"
34 New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=colors,DC=up"
35 New-ADOrganizationalUnit -Name "Marketing" -Path "DC=colors,DC=up"
36
37 #create user group. The name must match the OUs and Folders created above. Same for the Path.
#Example:
38
39 New-ADGroup -Name "GROUPNAME" -SamAccountName GROUPNAME -GroupCategory Security -GroupScope Global -Path "OU=F
40 New-ADGroup -Name "Executives" -SamAccountName Executives -GroupCategory Security -GroupScope Global -Path "OU=
41 New-ADGroup -Name "HR" -SamAccountName HR -GroupCategory Security -GroupScope Global -Path "OU=HR,DC=itgits,DC=
42 New-ADGroup -Name "IT" -SamAccountName IT -GroupCategory Security -GroupScope Global -Path "OU=IT,DC=itgits,DC=
43 New-ADGroup -Name "Management" -SamAccountName Management -GroupCategory Security -GroupScope Global -Path "OU=
44 New-ADGroup -Name "Accounting" -SamAccountName Accounting -GroupCategory Security -GroupScope Global -Path "OU=
45 New-ADGroup -Name "Associates" -SamAccountName Associates -GroupCategory Security -GroupScope Global -Path "OU=
46 New-ADGroup -Name "Sales" -SamAccountName Sales -GroupCategory Security -GroupScope Global -Path "OU=Sales,DC=i
47 New-ADGroup -Name "Shipping" -SamAccountName Shipping -GroupCategory Security -GroupScope Global -Path "OU=Ship
48 New-ADGroup -Name "Storemanager" -SamAccountName Storemanager -GroupCategory Security -GroupScope Global -Path "
49 New-ADGroup -Name "Marketing" -SamAccountName Marketing -GroupCategory Security -GroupScope Global -Path "OU=Ma
50
51
52
53
54
55
```

S C:\Users\Administrator>

Ln 48 Col 62

- Scroll to the right to see more.
- Change the part “OU= [name], DC=first part of the domain, DC= last part of the domain”
- Here I changed the name for associates and store manager to match the names.
- Change the domain to colors and up.

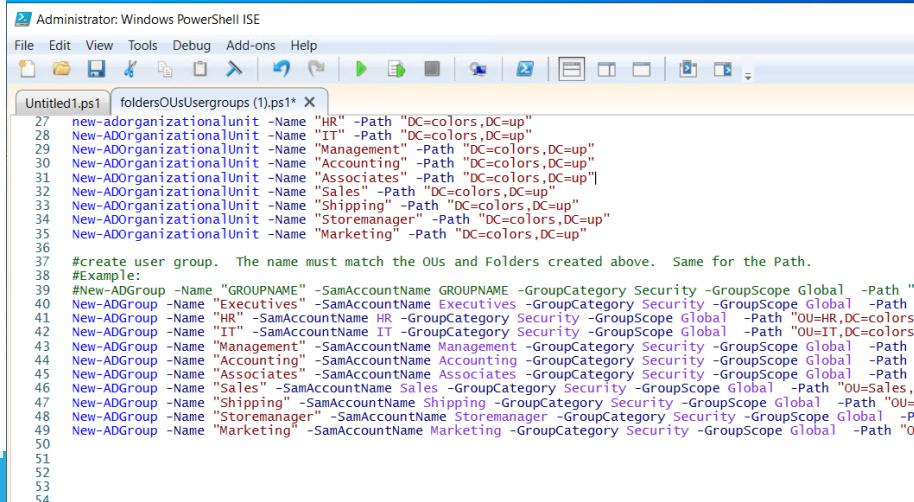
```
Administrator: Windows PowerShell ISE
File Edit View Tools Debug Add-ons Help
Untitled1.ps1 | foldersOUssUsergroups (1).ps1* X
28 -Path "DC=colors,DC=up"
29 agement" -Path "DC=colors,DC=up"
30 ounting" -Path "DC=colors,DC=up"
31 sociates" -Path "DC=colors,DC=up"
32 es" -Path "DC=colors,DC=up"
33 ping" -Path "DC=colors,DC=up"
34 remanager" -Path "DC=colors,DC=up"
35 eting" -Path "DC=colors,DC=up"
36
37 match the OUs and Folders created above. Same for the Path.
38
39 AccountName GROUPNAME -GroupCategory Security -GroupScope Global -Path "OU=FIRSTPARTOFTHEDOMAIN,DC=itgits,DC=LASTPARTOFTHEDOMAIN"
40 AccountName Executives -GroupCategory Security -GroupScope Global -Path "OU=Executives,DC=colors,DC=up"
41 ame HR -GroupCategory Security -GroupScope Global -Path "OU=HR,DC=colors,DC=up"
42 ame IT -GroupCategory Security -GroupScope Global -Path "OU=IT,DC=colors,DC=up"
43 AccountName Management -GroupCategory Security -GroupScope Global -Path "OU=Management,DC=colors,DC=up"
44 AccountName Accounting -GroupCategory Security -GroupScope Global -Path "OU=Accounting,DC=colors,DC=up"
45 AccountName Associates -GroupCategory Security -GroupScope Global -Path "OU=Associates,DC=colors,DC=up"
46 AccountName Sales -GroupCategory Security -GroupScope Global -Path "OU=Sales,DC=colors,DC=up"
47 AccountName Shipping -GroupCategory Security -GroupScope Global -Path "OU=Shipping,DC=colors,DC=up"
48 AccountName Storemanager -GroupCategory Security -GroupScope Global -Path "OU=Storemanager,DC=colors,DC=up"
49 AccountName Marketing -GroupCategory Security -GroupScope Global -Path "OU=Marketing,DC=colors,DC=up"
50
51
52
53
54
55
```

PS C:\Users\Administrator>

Ln 49 Col 138

100%

- Make sure everything is correct.
- Click Run on the top navigation bar that has a symbol of a green right arrow.

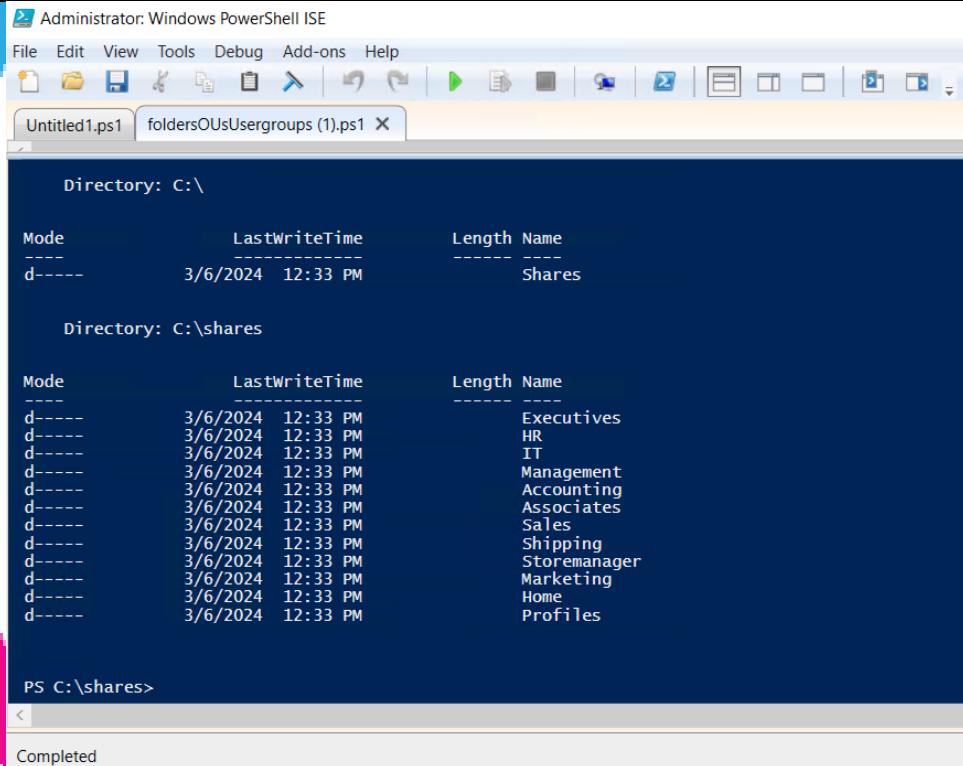


```

Administrator: Windows PowerShell ISE
File Edit View Tools Debug Add-ons Help
Untitled1.ps1 foldersOUSUsergroups (1).ps1* X
27 New-ADOrganizationalUnit -Name "HR" -Path "DC=colors,DC=up"
28 New-ADOrganizationalUnit -Name "IT" -Path "DC=colors,DC=up"
29 New-ADOrganizationalUnit -Name "Management" -Path "DC=colors,DC=up"
30 New-ADOrganizationalUnit -Name "Accounting" -Path "DC=colors,DC=up"
31 New-ADOrganizationalUnit -Name "Associates" -Path "DC=colors,DC=up"
32 New-ADOrganizationalUnit -Name "Sales" -Path "DC=colors,DC=up"
33 New-ADOrganizationalUnit -Name "Shipping" -Path "DC=colors,DC=up"
34 New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=colors,DC=up"
35 New-ADOrganizationalUnit -Name "Marketing" -Path "DC=colors,DC=up"
36
37 #create user group. The name must match the OUs and Folders created above. Same for the Path.
38 #example:
39 New-ADGroup -Name "GROUPNAME" -SamAccountName GROUPNAME -GroupCategory Security -GroupScope Global -Path "OU=HR,DC=colors,DC=up"
40 New-ADGroup -Name "Executives" -SamAccountName Executives -GroupCategory Security -GroupScope Global -Path "OU=HR,DC=colors,DC=up"
41 New-ADGroup -Name "HR" -SamAccountName HR -GroupCategory Security -GroupScope Global -Path "OU=HR,DC=colors,DC=up"
42 New-ADGroup -Name "IT" -SamAccountName IT -GroupCategory Security -GroupScope Global -Path "OU=IT,DC=colors,DC=up"
43 New-ADGroup -Name "Management" -SamAccountName Management -GroupCategory Security -GroupScope Global -Path "OU=Management,DC=colors,DC=up"
44 New-ADGroup -Name "Accounting" -SamAccountName Accounting -GroupCategory Security -GroupScope Global -Path "OU=Accounting,DC=colors,DC=up"
45 New-ADGroup -Name "Associates" -SamAccountName Associates -GroupCategory Security -GroupScope Global -Path "OU=Associates,DC=colors,DC=up"
46 New-ADGroup -Name "Sales" -SamAccountName Sales -GroupCategory Security -GroupScope Global -Path "OU=Sales,DC=colors,DC=up"
47 New-ADGroup -Name "Shipping" -SamAccountName Shipping -GroupCategory Security -GroupScope Global -Path "OU=Shipping,DC=colors,DC=up"
48 New-ADGroup -Name "Storemanager" -SamAccountName Storemanager -GroupCategory Security -GroupScope Global -Path "OU=Storemanager,DC=colors,DC=up"
49 New-ADGroup -Name "Marketing" -SamAccountName Marketing -GroupCategory Security -GroupScope Global -Path "OU=Marketing,DC=colors,DC=up"
50
51
52
53
54

```

- Once it is completed, check the command window to see if it runs successfully.
- The picture shows that it runs successfully.



```

Administrator: Windows PowerShell ISE
File Edit View Tools Debug Add-ons Help
Untitled1.ps1 foldersOUSUsergroups (1).ps1 X
Directory: C:\

Mode LastWriteTime Length Name
---- ----- ----- ---
d---- 3/6/2024 12:33 PM Shares

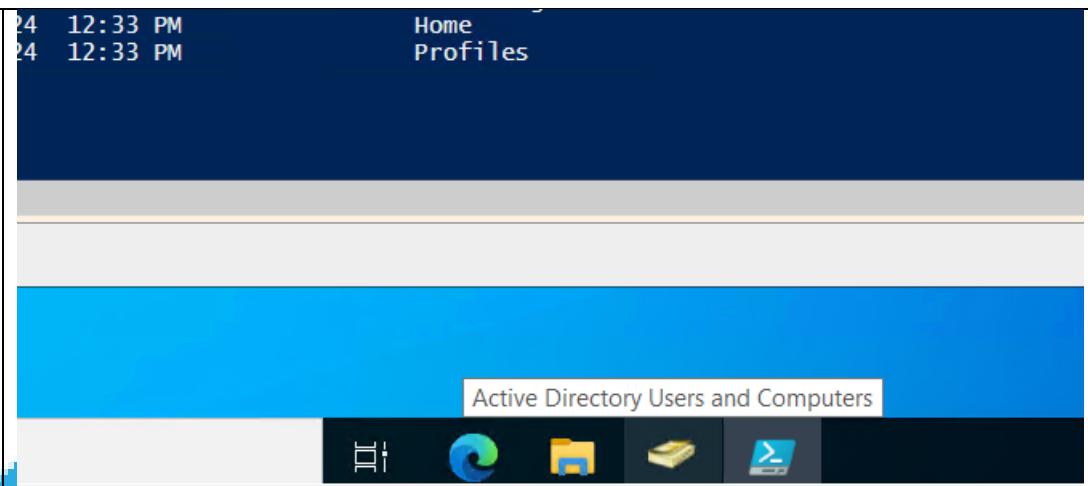
Directory: C:\shares

Mode LastWriteTime Length Name
---- ----- ----- ---
d---- 3/6/2024 12:33 PM Executives
d---- 3/6/2024 12:33 PM HR
d---- 3/6/2024 12:33 PM IT
d---- 3/6/2024 12:33 PM Management
d---- 3/6/2024 12:33 PM Accounting
d---- 3/6/2024 12:33 PM Associates
d---- 3/6/2024 12:33 PM Sales
d---- 3/6/2024 12:33 PM Shipping
d---- 3/6/2024 12:33 PM Storemanager
d---- 3/6/2024 12:33 PM Marketing
d---- 3/6/2024 12:33 PM Home
d---- 3/6/2024 12:33 PM Profiles

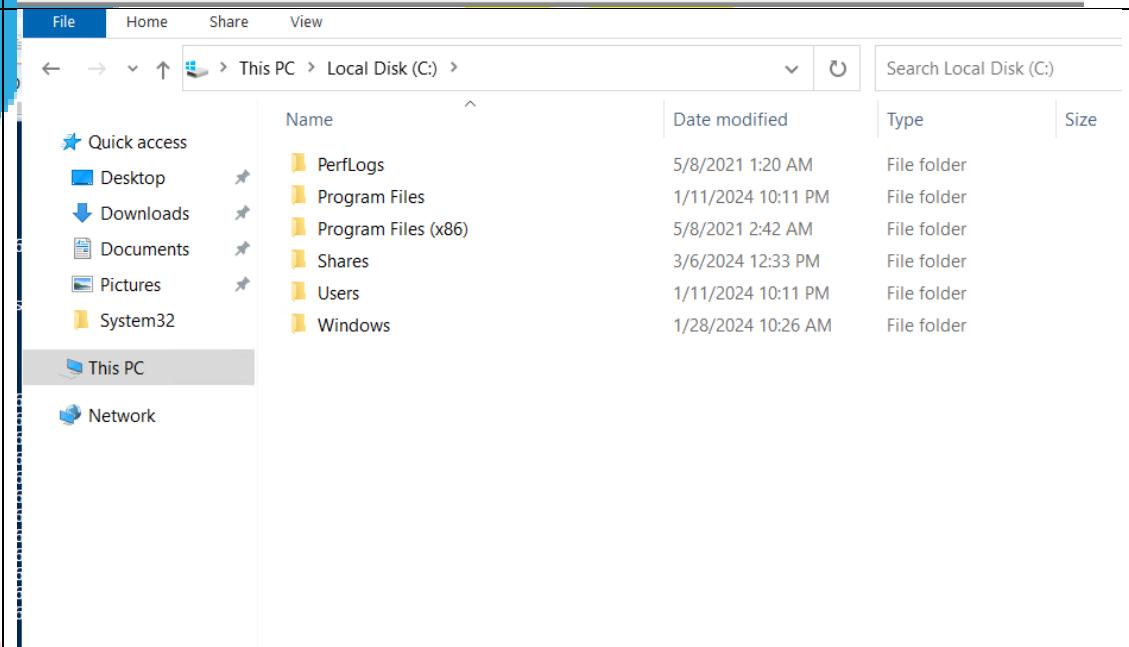
PS C:\shares>
Completed

```

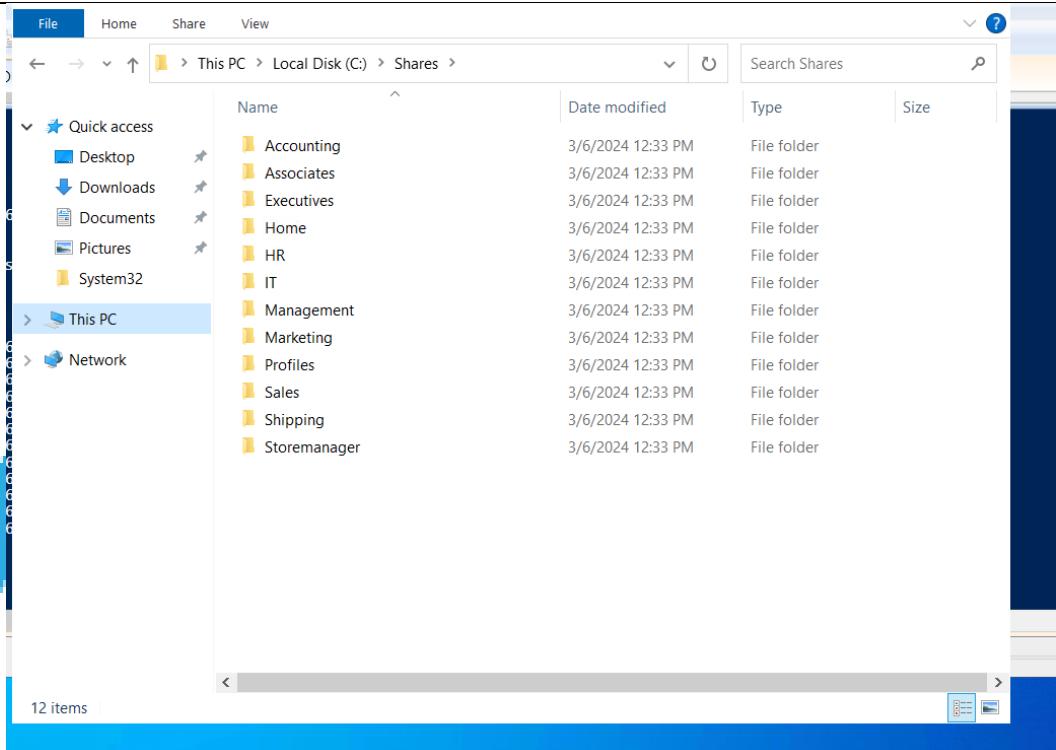
- Check the folders by going to file explorer on the bottom bar.



- Open the file explorer.
- Double-click on the This PC.
- Double-click Shares folder.



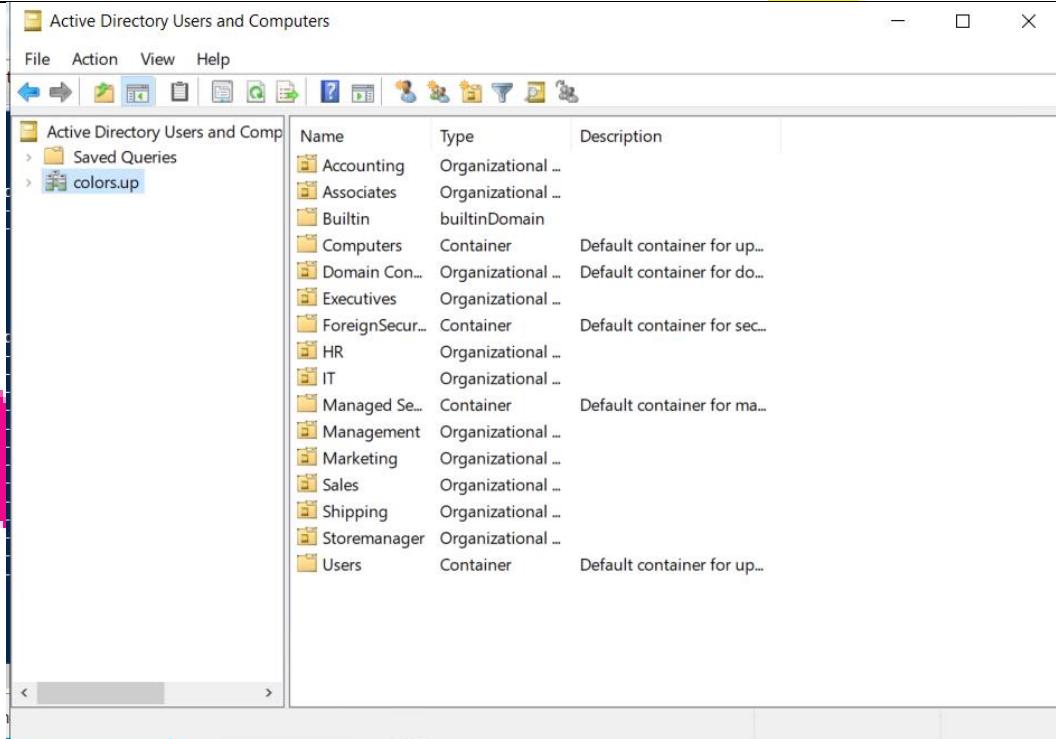
- These are the folders.



A screenshot of Windows File Explorer. The path is This PC > Local Disk (C:) > Shares. The left sidebar shows 'Quick access' with Desktop, Downloads, Documents, Pictures, and System32. Below that is 'This PC' and 'Network'. The main pane lists 12 items under 'Shares' with the following details:

Name	Date modified	Type	Size
Accounting	3/6/2024 12:33 PM	File folder	
Associates	3/6/2024 12:33 PM	File folder	
Executives	3/6/2024 12:33 PM	File folder	
Home	3/6/2024 12:33 PM	File folder	
HR	3/6/2024 12:33 PM	File folder	
IT	3/6/2024 12:33 PM	File folder	
Management	3/6/2024 12:33 PM	File folder	
Marketing	3/6/2024 12:33 PM	File folder	
Profiles	3/6/2024 12:33 PM	File folder	
Sales	3/6/2024 12:33 PM	File folder	
Shipping	3/6/2024 12:33 PM	File folder	
Storemanager	3/6/2024 12:33 PM	File folder	

- Then, go to Active Directory to check if the script works.
- You will see the folders that we just created when you click your domain name on Active Directory.



A screenshot of the Active Directory Users and Computers (ADUC) console. The title bar says 'Active Directory Users and Computers'. The left navigation pane shows 'Active Directory Users and Computers', 'Saved Queries', and 'colors.up'. The right pane displays a list of organizational units (OUs) with the following details:

Name	Type	Description
Accounting	Organizational ...	
Associates	Organizational ...	
Builtin	builtinDomain	
Computers	Container	Default container for up...
Domain Con...	Organizational ...	Default container for do...
Executives	Organizational ...	
ForeignSecur...	Container	Default container for sec...
HR	Organizational ...	
IT	Organizational ...	
Managed Se...	Container	Default container for ma...
Management	Organizational ...	
Marketing	Organizational ...	
Sales	Organizational ...	
Shipping	Organizational ...	
Storemanager	Organizational ...	
Users	Container	Default container for up...

- Now I'm going back to Excel.
- Insert a new column between column C and E.

Get & Transform Data | Queries & Connections | Data Types | Sort & Filter | Data Tools | Forecast

A	B	C	D	E	F	G	H	I	J
Isadd user-upn	Alice.C.Anderson	"cn=	Alice	Careline	Anderson	Alice C Anderson	Alice.C.Anderson		
Isadd user-upn	America.E.Anderson	"cn=	America	Elizabeth	Anderson	America E Anderson	America.E.Anderson		
Isadd user-upn	Charles.R.Anderson	"cn=	Charles	Robert	Anderson	Charles R Anderson	Charles.R.Anderson		
Isadd user-upn	Edward.J.Anderson	"cn=	Edward	James	Anderson	Edward J Anderson	Edward.J.Anderson		
Isadd user-upn	Emily.V.Anderson	"cn=	Emily	Viola	Anderson	Emily V Anderson	Emily.V.Anderson		
Isadd user-upn	James.E.Anderson	"cn=	James	Everett	Anderson	James E Anderson	James.E.Anderson		
Isadd user-upn	Malissa.J.Anderson	"cn=	Malissa	Jane	Anderson	Malissa J Anderson	Malissa.J.Anderson		
Isadd user-upn	Martha.A.Anderson	"cn=	Martha	Aran	Anderson	Martha A Anderson	Martha.A.Anderson		
Isadd user-upn	Mary.L.Anderson	"cn=	Mary	Lucinda	Anderson	Mary L Anderson	Mary.L.Anderson		
Isadd user-upn	Sarah.I.Anderson	"cn=	Sarah	Isabelle	Anderson	Sarah I Anderson	Sarah.I.Anderson		
Isadd user-upn	William.E.Anderson	"cn=	William	Edward	Anderson	William E Anderson	William.E.Anderson		
Isadd user-upn	Lucinda.P.Arnold	"cn=	Lucinda	Parlee	Arnold	Lucinda P Arnold	Lucinda.P.Arnold		
Isadd user-upn	Sarah.E.Arnold	"cn=	Sarah	Ellen	Arnold	Sarah E Arnold	Sarah.E.Arnold		
Isadd user-upn	George.M.Atterbury	"cn=	George	McNella	Atterbury	George M Atterbury	George.M.Atterbury		
Isadd user-upn	Anna.H.Bailey	"cn=	Anna	Hannah	Bailey	Anna H Bailey	Anna.H.Bailey		
Isadd user-upn	Arles.F.Bailey	"cn=	Arles	Fredric	Bailey	Arles F Bailey	Arles.F.Bailey		
Isadd user-upn	Flora.M.Bailey	"cn=	Flora	Meoma	Bailey	Flora M Bailey	Flora.M.Bailey		
Isadd user-upn	Paul.R.Bailey	"cn=	Paul	Rosco	Bailey	Paul R Bailey	Paul.R.Bailey		
Isadd user-upn	Thomas.M.Bailey	"cn=	Thomas	Maurice	Bailey	Thomas M Bailey	Thomas.M.Bailey		
Isadd user-upn	Youple.T.Bailey	"cn=	Youple	Tresa	Bailey	Youple T Bailey	Youple.T.Bailey		
Isadd user-upn	Nancy.J.Barlow	"cn=	Nancy	Jane	Barlow	Nancy J Barlow	Nancy.J.Barlow		
Isadd user-upn	William.C.Barnett	"cn=	William	Curtis	Barnett	William C Barnett	William.C.Barnett		
Isadd user-upn	Nancy.A.Bayless	"cn=	Nancy	Ann	Bayless	Nancy A Bayless	Nancy.A.Bayless		
Isadd user-upn	Mary.F.Beagles	"cn=	Mary	Frances	Beagles	Mary F Beagles	Mary.F.Beagles		
Isadd user-upn	Anna.M.Benedict	"cn=	Anna	Maria	Benedict	Anna M Benedict	Anna.M.Benedict		

- Copy column I and paste it into column D.

E	F	G	H	I	J	K	L
Careline	Anderson	Alice C Anderson	Alice	Alice C Anderson	Alice.C.Anderson		
Elizabeth	Anderson	America E Anderson	America	America E Anderson	America.E.Anderson		
Robert	Anderson	Charles R Anderson	Charles	Charles R Anderson	Charles.R.Anderson		
James	Anderson	Edward J Anderson	Edward	Edward J Anderson	Edward.J.Anderson		
Viola	Anderson	Emily V Anderson	Emily	Emily V Anderson	Emily.V.Anderson		
Everett	Anderson	James E Anderson	James	James E Anderson	James.E.Anderson		
Jane	Anderson	Malissa J Anderson	Malissa	Malissa J Anderson	Malissa.J.Anderson		
Aran	Anderson	Martha A Anderson	Martha	Martha A Anderson	Martha.A.Anderson		
Lucinda	Anderson	Mary L Anderson	Mary	Mary L Anderson	Mary.L.Anderson		
Isabelle	Anderson	Sarah I Anderson	Sarah	Sarah I Anderson	Sarah.I.Anderson		
Edward	Anderson	William E Anderson	William	William E Anderson	William.E.Anderson		
Parlee	Arnold	Lucinda P Arnold	Lucinda	Lucinda P Arnold	Lucinda.P.Arnold		
Ellen	Arnold	Sarah E Arnold	Sarah	Sarah E Arnold	Sarah.E.Arnold		
McNella	Atterbury	George M Atterbury	George	George M Atterbury	George.M.Atterbury		
Hannah	Bailey	Anna H Bailey	Anna	Anna H Bailey	Anna.H.Bailey		
Fredric	Bailey	Arles F Bailey	Arles	Arles F Bailey	Arles.F.Bailey		
Meoma	Bailey	Flora M Bailey	Flora	Flora M Bailey	Flora.M.Bailey		
Rosco	Bailey	Paul R Bailey	Paul	Paul R Bailey	Paul.R.Bailey		
Maurice	Bailey	Thomas M Bailey	Thomas	Thomas M Bailey	Thomas.M.Bailey		
Tresa	Bailey	Youple T Bailey	Youple	Youple T Bailey	Youple.T.Bailey		
Jane	Barlow	Nancy J Barlow	Nancy	Nancy J Barlow	Nancy.J.Barlow		
Curtis	Barnett	William C Barnett	William	William C Barnett	William.C.Barnett		
Ann	Bayless	Nancy A Bayless	Nancy	Nancy A Bayless	Nancy.A.Bayless		
Frances	Beagles	Mary F Beagles	Mary	Mary F Beagles	Mary.F.Beagles		
Maria	Benedict	Anna M Benedict	Anna	Anna M Benedict	Anna.M.Benedict		

- Now the spreadsheet will look like this.

Alice C Anderson

A	B	C	D	E	F	G	H	I	J
user-upn	Alice.C.Anderson	"cn=	Alice C Anderson	Alice	Careline	Anderson	Alice C Anderson	Alice.C.Anderson	
user-upn	America.E.Anderson	"cn=	America E Anderson	America	Elizabeth	Anderson	America E Anderson	America.E.Anderson	
user-upn	Charles.R.Anderson	"cn=	Charles R Anderson	Charles	Robert	Anderson	Charles R Anderson	Charles.R.Anderson	
user-upn	Edward.J.Anderson	"cn=	Edward J Anderson	Edward	James	Anderson	Edward J Anderson	Edward.J.Anderson	
user-upn	Emily.V.Anderson	"cn=	Emily V Anderson	Emily	Viola	Anderson	Emily V Anderson	Emily.V.Anderson	
user-upn	James.E.Anderson	"cn=	James E Anderson	James	Everett	Anderson	James E Anderson	James.E.Anderson	
user-upn	Malissa.J.Anderson	"cn=	Malissa J Anderson	Malissa	Jane	Anderson	Malissa J Anderson	Malissa.J.Anderson	
user-upn	Martha.A.Anderson	"cn=	Martha A Anderson	Martha	Aran	Anderson	Martha A Anderson	Martha.A.Anderson	
user-upn	Mary.L.Anderson	"cn=	Mary L Anderson	Mary	Lucinda	Anderson	Mary L Anderson	Mary.L.Anderson	
user-upn	Sarah.I.Anderson	"cn=	Sarah I Anderson	Sarah	Isabelle	Anderson	Sarah I Anderson	Sarah.I.Anderson	
user-upn	William.E.Anderson	"cn=	William E Anderson	William	Edward	Anderson	William E Anderson	William.E.Anderson	
user-upn	Lucinda.P.Arnold	"cn=	Lucinda P Arnold	Lucinda	Parlee	Arnold	Lucinda P Arnold	Lucinda.P.Arnold	
user-upn	Sarah.E.Arnold	"cn=	Sarah E Arnold	Sarah	Ellen	Arnold	Sarah E Arnold	Sarah.E.Arnold	
user-upn	George.M.Atterbury	"cn=	George M Atterbury	George	McNella	Atterbury	George M Atterbury	George.M.Atterbury	
user-upn	Anna.H.Bailey	"cn=	Anna H Bailey	Anna	Hannah	Bailey	Anna H Bailey	Anna.H.Bailey	
user-upn	Arles.F.Bailey	"cn=	Arles F Bailey	Arles	Fredric	Bailey	Arles F Bailey	Arles.F.Bailey	
user-upn	Flora.M.Bailey	"cn=	Flora M Bailey	Flora	Meoma	Bailey	Flora M Bailey	Flora.M.Bailey	
user-upn	Paul.R.Bailey	"cn=	Paul R Bailey	Paul	Rosco	Bailey	Paul R Bailey	Paul.R.Bailey	
user-upn	Thomas.M.Bailey	"cn=	Thomas M Bailey	Thomas	Maurice	Bailey	Thomas M Bailey	Thomas.M.Bailey	
user-upn	Youple.T.Bailey	"cn=	Youple T Bailey	Youple	Tresa	Bailey	Youple T Bailey	Youple.T.Bailey	
user-upn	Nancy.J.Barlow	"cn=	Nancy J Barlow	Nancy	Jane	Barlow	Nancy J Barlow	Nancy.J.Barlow	
user-upn	William.C.Barnett	"cn=	William C Barnett	William	Curtis	Barnett	William C Barnett	William.C.Barnett	
user-upn	Nancy.A.Bayless	"cn=	Nancy A Bayless	Nancy	Ann	Bayless	Nancy A Bayless	Nancy.A.Bayless	
user-upn	Mary.F.Beagles	"cn=	Mary F Beagles	Mary	Frances	Beagles	Mary F Beagles	Mary.F.Beagles	
user-upn	Anna.M.Benedict	"cn=	Anna M Benedict	Anna	Maria	Benedict	Anna M Benedict	Anna.M.Benedict	

- Insert a new column between column D and F.
- You can do it by right-clicking on column E and selecting insert.

E1

A	B	C	D	E	F	G	H
dsadd user-upn	Alice.C.Anderson	"cn=	Alice C Anderson		Alice	Careline	Anderson
dsadd user-upn	America.E.Anderson	"cn=	America E Anderson		America	Elizabeth	Anderson
dsadd user-upn	Charles.R.Anderson	"cn=	Charles R Anderson		Charles	Robert	Anderson
dsadd user-upn	Edward.J.Anderson	"cn=	Edward J Anderson		Edward	James	Anderson
dsadd user-upn	Emily.V.Anderson	"cn=	Emily V Anderson		Emily	Viola	Anderson
dsadd user-upn	James.E.Anderson	"cn=	James E Anderson		James	Everett	Anderson
dsadd user-upn	Malissa.J.Anderson	"cn=	Malissa J Anderson		Malissa	Jane	Anderson
dsadd user-upn	Martha.A.Anderson	"cn=	Martha A Anderson		Martha	Arana	Anderson
dsadd user-upn	Mary.L.Anderson	"cn=	Mary L Anderson		Mary	Lucinda	Anderson
dsadd user-upn	Sarah.I.Anderson	"cn=	Sarah I Anderson		Sarah	Isabelle	Anderson
dsadd user-upn	William.E.Anderson	"cn=	William E Anderson		William	Edward	Anderson
dsadd user-upn	Lucinda.P.Arnold	"cn=	Lucinda P Arnold		Lucinda	Parlee	Arnold
dsadd user-upn	Sarah.E.Arnold	"cn=	Sarah E Arnold		Sarah	Ellen	Arnold
dsadd user-upn	George.M.Attterbury	"cn=	George M Attterbury		George	McNella	Attterbury
dsadd user-upn	Anna.H.Bailey	"cn=	Anna H Bailey		Anna	Hannah	Bailey
dsadd user-upn	Arles.F.Bailey	"cn=	Arles F Bailey		Arles	Fredric	Bailey
dsadd user-upn	Flora.M.Bailey	"cn=	Flora M Bailey		Flora	Meoma	Bailey
dsadd user-upn	Paul.R.Bailey	"cn=	Paul R Bailey		Paul	Rosco	Bailey
dsadd user-upn	Thomas.M.Bailey	"cn=	Thomas M Bailey		Thomas	Maurice	Bailey
dsadd user-upn	Youple.T.Bailey	"cn=	Youple T Bailey		Youple	Tresa	Bailey
dsadd user-upn	Nancy.J.Barlow	"cn=	Nancy J Barlow		Nancy	Jane	Barlow
dsadd user-upn	William.C.Barnett	"cn=	William C Barnett		William	Curtis	Barnett
dsadd user-upn	Nancy.A.Bayless	"cn=	Nancy A Bayless		Nancy	Ann	Bayless
dsadd user-upn	Mary.F.Beagles	"cn=	Mary F Beagles		Mary	Frances	Beagles
dsadd user-upn	Anna.M.Benedict	"cn=	Anna M Benedict		Anna	Maria	Benedict

- On E1, type, ou=the first folder,dc= the first part of the domain,dc= the last part of the domain and then quote, space, dash, and then samid.

& Transform Data

E1

B	C	D	E	F
ce.C.Anderson	"cn=	Alice C Anderson	,ou=Accounting,dc=colors,dc=up"-samid	Alice
merica.E.Anderson	"cn=	America E Anderson		America
arles.R.Anderson	"cn=	Charles R Anderson		Charles
ward.J.Anderson	"cn=	Edward J Anderson		Edward
ily.V.Anderson	"cn=	Emily V Anderson		Emily
mes.E.Anderson	"cn=	James E Anderson		James
lissa.J.Anderson	"cn=	Malissa J Anderson		Malissa
artha.A.Anderson	"cn=	Martha A Anderson		Martha
ary.L.Anderson	"cn=	Mary L Anderson		Mary
rah.I.Anderson	"cn=	Sarah I Anderson		Sarah
lliam.E.Anderson	"cn=	William E Anderson		William
cindia.P.Arnold	"cn=	Lucinda P Arnold		Lucinda
rah.E.Arnold	"cn=	Sarah E Arnold		Sarah
orge.M.Attterbury	"cn=	George M Attterbury		George
na.H.Bailey	"cn=	Anna H Bailey		Anna
es.F.Bailey	"cn=	Arles F Bailey		Arles
ra.M.Bailey	"cn=	Flora M Bailey		Flora
ul.R.Bailey	"cn=	Paul R Bailey		Paul
omas.M.Bailey	"cn=	Thomas M Bailey		Thomas
uple.T.Bailey	"cn=	Youple T Bailey		Youple
ncy.J.Barlow	"cn=	Nancy J Barlow		Nancy
lliam.C.Barnett	"cn=	William C Barnett		William
ncy.A.Bayless	"cn=	Nancy A Bayless		Nancy
ary.F.Beagles	"cn=	Mary F Beagles		Mary



TRI-ARROW PRINTING

- Copy it until row 10.

=up" -samid

D	E
erson	,ou=Accounting,dc=colors,dc=up" -samid
nderson	,ou=Accounting,dc=colors,dc=up" -samid
nderson	,ou=Accounting,dc=colors,dc=up" -samid
iderson	,ou=Accounting,dc=colors,dc=up" -samid
erson	,ou=Accounting,dc=colors,dc=up" -samid
derson	,ou=Accounting,dc=colors,dc=up" -samid
nderson	,ou=Accounting,dc=colors,dc=up" -samid
erson	,ou=Accounting,dc=colors,dc=up" -samid
erson	,ou=Accounting,dc=colors,dc=up" -samid
nderson	,ou=Accounting,dc=colors,dc=up" -samid
rnold	
old	
tterbury	
ey	
ey	
ley	
y	
Bailev	

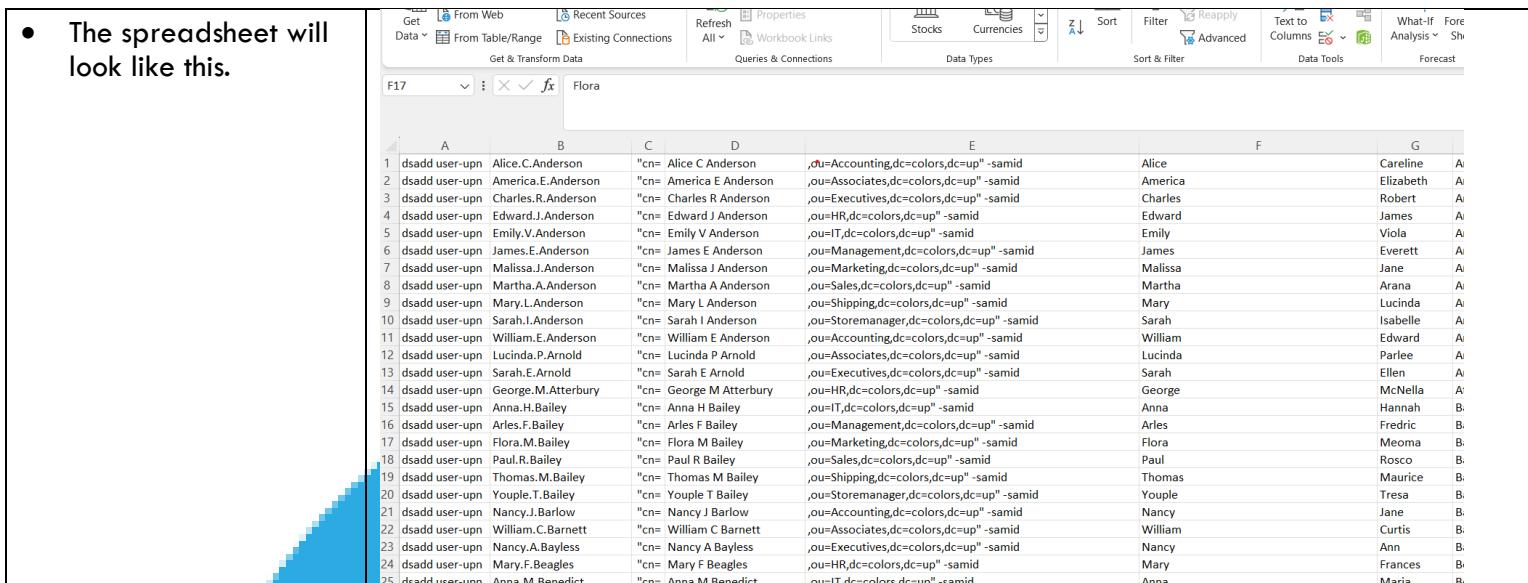
- Change the name to match the folder's name on the server.
- Highlight E1 – E10 and double click on the right corner to copy it all the way to the end of the column.

Get & Transform Data | Queries & Connections | Data Types | Sort & Filter

E1 : fx ,ou=Accounting,dc=colors,dc=up" -samid

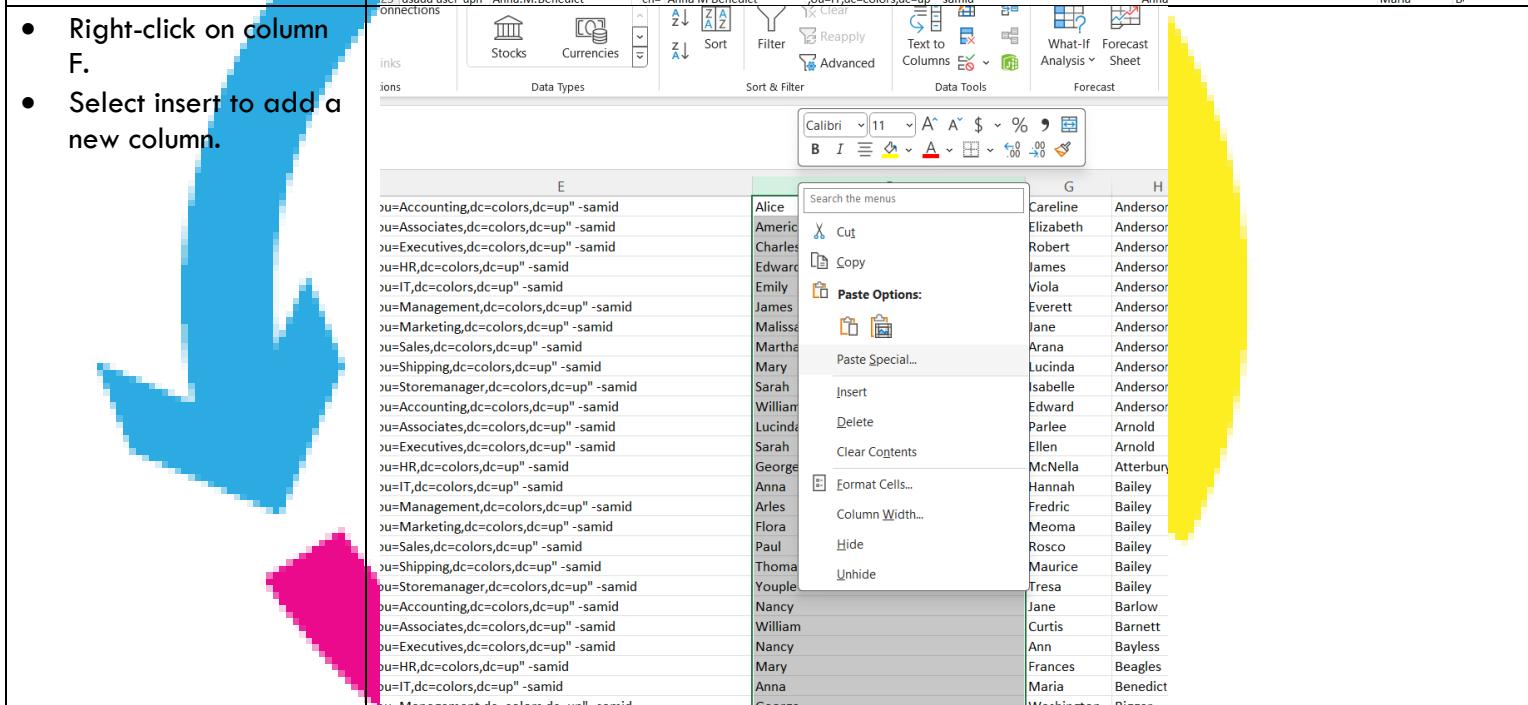
A	B	C	D	E
1	dsadd user-upn Alice.C.Anderson	"cn= Alice C Anderson	,ou=Accounting,dc=colors,dc=up" -samid	Alice
2	dsadd user-upn America.E.Anderson	"cn= America E Anderson	,ou=Associates,dc=colors,dc=up" -samid	America
3	dsadd user-upn Charles.R.Anderson	"cn= Charles R Anderson	,ou=Executives,dc=colors,dc=up" -samid	Charles
4	dsadd user-upn Edward.J.Anderson	"cn= Edward J Anderson	,ou=HR,dc=colors,dc=up" -samid	Edward
5	dsadd user-upn Emily.V.Anderson	"cn= Emily V Anderson	,ou=IT,dc=colors,dc=up" -samid	Emily
6	dsadd user-upn James.E.Anderson	"cn= James E Anderson	,ou=Management,dc=colors,dc=up" -samid	James
7	dsadd user-upn Malissa.J.Anderson	"cn= Malissa J Anderson	,ou=Marketing,dc=colors,dc=up" -samid	Malissa
8	dsadd user-upn Martha.A.Anderson	"cn= Martha A Anderson	,ou=Sales,dc=colors,dc=up" -samid	Martha
9	dsadd user-upn Mary.L.Anderson	"cn= Mary L Anderson	,ou=Shipping,dc=colors,dc=up" -samid	Mary
10	dsadd user-upn Sarah.I.Anderson	"cn= Sarah I Anderson	,ou=Storemanager,dc=colors,dc=up" -samid	Sarah
11	dsadd user-upn William.E.Anderson	"cn= William E Anderson		
12	dsadd user-upn Lucinda.P.Arnold	"cn= Lucinda P Arnold		
13	dsadd user-upn Sarah.E.Arnold	"cn= Sarah E Arnold		
14	dsadd user-upn George.M.Atterbury	"cn= George M Atterbury		
15	dsadd user-upn Anna.H.Bailey	"cn= Anna H Bailey		
16	dsadd user-upn Arles.F.Bailey	"cn= Arles F Bailey		
17	dsadd user-upn Flora.M.Bailey	"cn= Flora M Bailey		
18	dsadd user-upn Paul.R.Bailey	"cn= Paul R Bailey		
19	dsadd user-upn Thomas.M.Bailey	"cn= Thomas M Bailey		
20	dsadd user-upn Youple.T.Bailey	"cn= Youple T Bailey		
21	dsadd user-upn Nancy.J.Barlow	"cn= Nancy J Barlow		
22	dsadd user-upn William.C.Barnett	"cn= William C Barnett		

- The spreadsheet will look like this.



A screenshot of a Microsoft Excel spreadsheet titled "Flora". The data consists of 25 rows of employee records, each starting with "dsadd user-upn" followed by a name and their department. The columns are labeled A through G. The data is as follows:

	A	B	C	D	E	F	G
1	dsadd user-upn	Alice.C.Anderson	"cn= Alice C Anderson	,ou=Accounting,dc=colors,dc=up"-samid	Alice	Careline	A
2	dsadd user-upn	America.E.Anderson	"cn= America E Anderson	,ou=Associates,dc=colors,dc=up"-samid	America	Elizabeth	A
3	dsadd user-upn	Charles.R.Anderson	"cn= Charles R Anderson	,ou=Executives,dc=colors,dc=up"-samid	Charles	Robert	A
4	dsadd user-upn	Edward.J.Anderson	"cn= Edward J Anderson	,ou=HR,dc=colors,dc=up"-samid	Edward	James	A
5	dsadd user-upn	Emily.V.Anderson	"cn= Emily V Anderson	,ou=IT,dc=colors,dc=up"-samid	Emily	Viola	A
6	dsadd user-upn	James.E.Anderson	"cn= James E Anderson	,ou=Management,dc=colors,dc=up"-samid	James	Everett	A
7	dsadd user-upn	Malissa.J.Anderson	"cn= Malissa J Anderson	,ou=Marketing,dc=colors,dc=up"-samid	Malissa	Jane	A
8	dsadd user-upn	Martha.A.Anderson	"cn= Martha A Anderson	,ou=Sales,dc=colors,dc=up"-samid	Martha	Arana	A
9	dsadd user-upn	Mary.L.Anderson	"cn= Mary L Anderson	,ou=Shipping,dc=colors,dc=up"-samid	Mary	Lucinda	A
10	dsadd user-upn	Sarah.I.Anderson	"cn= Sarah I Anderson	,ou=Storemanager,dc=colors,dc=up"-samid	Sarah	Isabelle	A
11	dsadd user-upn	William.E.Anderson	"cn= William E Anderson	,ou=Accounting,dc=colors,dc=up"-samid	William	Edward	A
12	dsadd user-upn	Lucinda.P.Arnold	"cn= Lucinda P Arnold	,ou=Associates,dc=colors,dc=up"-samid	Lucinda	Parlee	A
13	dsadd user-upn	Sarah.E.Arnold	"cn= Sarah E Arnold	,ou=Executives,dc=colors,dc=up"-samid	Sarah	Ellen	A
14	dsadd user-upn	George.M.Attterbury	"cn= George M Attterbury	,ou=HR,dc=colors,dc=up"-samid	George	McNella	A
15	dsadd user-upn	Anna.H.Bailey	"cn= Anna H Bailey	,ou=IT,dc=colors,dc=up"-samid	Anna	Hannah	B
16	dsadd user-upn	Arles.F.Bailey	"cn= Arles F Bailey	,ou=Management,dc=colors,dc=up"-samid	Arles	Fredric	B
17	dsadd user-upn	Flora.M.Bailey	"cn= Flora M Bailey	,ou=Marketing,dc=colors,dc=up"-samid	Flora	Meoma	B
18	dsadd user-upn	Paul.R.Bailey	"cn= Paul R Bailey	,ou=Sales,dc=colors,dc=up"-samid	Paul	Rosco	B
19	dsadd user-upn	Thomas.M.Bailey	"cn= Thomas M Bailey	,ou=Shipping,dc=colors,dc=up"-samid	Thomas	Maurice	B
20	dsadd user-upn	Youple.T.Bailey	"cn= Youple T Bailey	,ou=Storemanager,dc=colors,dc=up"-samid	Youple	Tresa	B
21	dsadd user-upn	Nancy.J.Barlow	"cn= Nancy J Barlow	,ou=Accounting,dc=colors,dc=up"-samid	Nancy	Jane	B
22	dsadd user-upn	William.C.Barnett	"cn= William C Barnett	,ou=Associates,dc=colors,dc=up"-samid	William	Curtis	B
23	dsadd user-upn	Nancy.A.Bayless	"cn= Nancy A Bayless	,ou=Executives,dc=colors,dc=up"-samid	Nancy	Ann	B
24	dsadd user-upn	Mary.F.Beagles	"cn= Mary F Beagles	,ou=HR,dc=colors,dc=up"-samid	Mary	Frances	B
25	dsadd user-upn	Anna.M.Benedict	"cn= Anna M Benedict	,ou=IT,dc=colors,dc=up"-samid	Anna	Maria	B



A screenshot of the same Excel spreadsheet, but now with a context menu open over the header of column F. The menu is titled "Connections" and includes options for "Stocks", "Currencies", "Data Types", "Sort", "Filter", "Advanced", "Text to Columns", "What-if Analysis", and "Forecast". The "Insert" option is highlighted with a yellow arrow. The menu also shows "Sort & Filter" and "Data Tools" buttons.

The context menu is open over the header of column F, specifically over the cell containing "Alice". The menu items are:

- Connections
- Stocks
- Currencies
- Data Types
- Sort
- Filter
- Advanced
- Text to Columns
- What-if Analysis
- Forecast

The "Insert" option is highlighted in the menu.

- Right-click on column F.
- Select insert to add a new column.

- Type space, dash, samid and then space. “-samid “

E	F	
,ou=Accounting,dc=colors,dc=up" -samid	-samid	Alice
,ou=Associates,dc=colors,dc=up" -samid		America
,ou=Executives,dc=colors,dc=up" -samid		Charles
,ou=HR,dc=colors,dc=up" -samid		Edward
,ou=IT,dc=colors,dc=up" -samid		Emily
,ou=Management,dc=colors,dc=up" -samid		James
,ou=Marketing,dc=colors,dc=up" -samid		Malissa
,ou=Sales,dc=colors,dc=up" -samid		Martha
,ou=Shipping,dc=colors,dc=up" -samid		Mary
,ou=Storemanager,dc=colors,dc=up" -samid		Sarah
,ou=Accounting,dc=colors,dc=up" -samid		William
,ou=Associates,dc=colors,dc=up" -samid		Lucinda
,ou=Executives,dc=colors,dc=up" -samid		Sarah
,ou=HR,dc=colors,dc=up" -samid		George
,ou=IT,dc=colors,dc=up" -samid		Anna
,ou=Management,dc=colors,dc=up" -samid		Arles
,ou=Marketing,dc=colors,dc=up" -samid		Flora

- Double-click the right corner on the bottom of the cell to copy the text to the rest of the cells in the column.

E	F	G	H	I
,ou=Accounting,dc=colors,dc=up" -samid	-samid	Alice	Careline	A
,ou=Associates,dc=colors,dc=up" -samid	-samid	America	Elizabeth	A
,ou=Executives,dc=colors,dc=up" -samid	-samid	Charles	Robert	A
,ou=HR,dc=colors,dc=up" -samid	-samid	Edward	James	A
,ou=IT,dc=colors,dc=up" -samid	-samid	Emily	Viola	A
,ou=Management,dc=colors,dc=up" -samid	-samid	James	Everett	A
,ou=Marketing,dc=colors,dc=up" -samid	-samid	Malissa	Jane	A
,ou=Sales,dc=colors,dc=up" -samid	-samid	Martha	Arana	A
,ou=Shipping,dc=colors,dc=up" -samid	-samid	Mary	Lucinda	A
,ou=Storemanager,dc=colors,dc=up" -samid	-samid	Sarah	Isabelle	A
,ou=Accounting,dc=colors,dc=up" -samid	-samid	William	Edward	A
,ou=Associates,dc=colors,dc=up" -samid	-samid	Lucinda	Parlee	A
,ou=Executives,dc=colors,dc=up" -samid	-samid	Sarah	Ellen	A
,ou=HR,dc=colors,dc=up" -samid	-samid	George	McNella	A
,ou=IT,dc=colors,dc=up" -samid	-samid	Anna	Hannah	E
,ou=Management,dc=colors,dc=up" -samid	-samid	Arles	Fredric	E
,ou=Marketing,dc=colors,dc=up" -samid	-samid	Flora	Meoma	E
,ou=Sales,dc=colors,dc=up" -samid	-samid	Paul	Rosco	E
,ou=Shipping,dc=colors,dc=up" -samid	-samid	Thomas	Maurice	E
,ou=Storemanager,dc=colors,dc=up" -samid	-samid	Youple	Tresa	E
,ou=Accounting,dc=colors,dc=up" -samid	-samid	Nancy	Jane	E

- Insert a new column in between column F and H.
- Copy column M.

F	G	H	I	J	K	L	M
-samid	Joe		Careline	Anderson	Alice C Anderson	Alice.C.Anderson	
-samid	America		Elizabeth	Anderson	America E Anderson	America.E.Anderson	
-samid	Charles		Robert	Anderson	Charles R Anderson	Charles.R.Anderson	
-samid	Edward		James	Anderson	Edward J Anderson	Edward.J.Anderson	
-samid	Emily		Viola	Anderson	Emily V Anderson	Emily.V.Anderson	
-samid	James		Everett	Anderson	James E Anderson	James.E.Anderson	
-samid	Malissa		Jane	Anderson	Malissa J Anderson	Malissa.J.Anderson	
-samid	Martha		Arana	Anderson	Martha A Anderson	Martha.A.Anderson	
-samid	Mary		Lucinda	Anderson	Mary L Anderson	Mary.L.Anderson	
-samid	Sarah		Isabelle	Anderson	Sarah I Anderson	Sarah.I.Anderson	
-samid	William		Edward	Anderson	William E Anderson	William.E.Anderson	
-samid	Lucinda		Parlee	Arnold	Lucinda P Arnold	Lucinda.P.Arnold	
-samid	Sarah		Ellen	Arnold	Sarah E Arnold	Sarah.E.Arnold	
-samid	George		McNella	Atterbury	George M Atterbury	George.M.Atterbury	
-samid	Anna		Hannah	Bailey	Anna H Bailey	Anna.H.Bailey	
-samid	Arles		Fredric	Bailey	Arles F Bailey	Arles.F.Bailey	
-samid	Flora		Meoma	Bailey	Flora M Bailey	Flora.M.Bailey	
-samid	Paul		Rosco	Bailey	Paul R Bailey	Paul.R.Bailey	
-samid	Thomas		Maurice	Bailey	Thomas M Bailey	Thomas.M.Bailey	
-samid	Youple		Tresa	Bailey	Youple T Bailey	Youple.T.Bailey	
-samid	Nancy		Jane	Barlow	Nancy J Barlow	Nancy.J.Barlow	
-samid	William		Curtis	Barnett	William C Barnett	William.C.Barnett	
-samid	Nancy		Ann	Bayless	Nancy A Bayless	Nancy.A.Bayless	
-samid	Mary		Frances	Beagles	Mary F Beagles	Mary.F.Beagles	
-samid	Anna		Maria	Benedict	Anna M Benedict	Anna.M.Benedict	

- Paste it into column G.

E	F	G	H	I	J
:lors,dc=up" -samid	-samid	Alice.C.Anderson		Careline	Anderson
lors,dc=up" -samid	-samid	America.E.Anderson		Elizabeth	Anderson
lors,dc=up" -samid	-samid	Charles.R.Anderson		Robert	Anderson
up" -samid	-samid	Edward.J.Anderson		James	Anderson
ip" -samid	-samid	Emily.V.Anderson		Viola	Anderson
:colors,dc=up" -samid	-samid	James.E.Anderson		Everett	Anderson
lors,dc=up" -samid	-samid	Malissa.J.Anderson		Jane	Anderson
c=up" -samid	-samid	Martha.A.Anderson		Arana	Anderson
rs,dc=up" -samid	-samid	Mary.L.Anderson		Lucinda	Anderson
=colors,dc=up" -samid	-samid	Sarah.I.Anderson		Isabelle	Anderson
:lors,dc=up" -samid	-samid	William.E.Anderson		Edward	Anderson
lors,dc=up" -samid	-samid	Lucinda.P.Arnold		Parlee	Arnold
lors,dc=up" -samid	-samid	Sarah.E.Arnold		Ellen	Arnold
up" -samid	-samid	George.M.Atterbury		McNella	Atterbury
ip" -samid	-samid	Anna.H.Bailey		Hannah	Bailey
:colors,dc=up" -samid	-samid	Arles.F.Bailey		Fredric	Bailey
lors,dc=up" -samid	-samid	Flora.M.Bailey		Flora	Bailey
c=up" -samid	-samid	Paul.R.Bailey		Rosco	Bailey
rs,dc=up" -samid	-samid	Thomas.M.Bailey		Maurice	Bailey
=colors,dc=up" -samid	-samid	Youple.T.Bailey		Tresa	Bailey
:lors,dc=up" -samid	-samid	Nancy.J.Barlow		Jane	Barlow
lors,dc=up" -samid	-samid	William.C.Barnett		Curtis	Barnett
lors,dc=up" -samid	-samid	Nancy.A.Bayless		Ann	Bayless
up" -samid	-samid	Mary.F.Beagles		Frances	Beagles
up" -samid	-samid	Anna.M.Benedict		Maria	Benedict



- Add a new column next to column G.
- Right-click column H and select insert to ass a new column on the left side of column H.

F	G	H	I	J
amid	Alice.C.Anderson	Alice	Jane	Anderson
amid	America.E.Anderson	America	Ebeth	Anderson
amid	Charles.R.Anderson	Charles	Art	Anderson
amid	Edward.J.Anderson	Edward	s	Anderson
amid	Emily.V.Anderson	Emily	Anderson	Anderson
amid	James.E.Anderson	James	ett	Anderson
amid	Malissa.J.Anderson	Malissa	a	Anderson
amid	Martha.A.Anderson	Martha	da	Anderson
amid	Mary.L.Anderson	Mary	lle	Anderson
amid	Sarah.I.Anderson	Sarah	ard	Anderson
amid	William.E.Anderson	William	e	Arnold
amid	Lucinda.P.Arnold	Lucinda	Arnold	Arnold
amid	Sarah.E.Arnold	Sarah	ella	Atterbury
amid	George.M.Atterbury	George	ah	Bailey
amid	Anna.H.Bailey	Anna	ic	Bailey
amid	Arles.F.Bailey	Arles	ma	Bailey
amid	Flora.M.Bailey	Flora	po	Bailey
amid	Paul.R.Bailey	Paul	rice	Bailey
amid	Thomas.M.Bailey	Thomas	Jane	Barlow
amid	Youple.T.Bailey	Youple	Curtis	Barnett
amid	Nancy.J.Barlow	Nancy	Ann	Bayless
amid	William.C.Barnett	William	Frances	Beagles
amid	Nancy.A.Bayless	Nancy	Maria	Benedict
amid	Mary.F.Beagles	Mary		
amid	Anna.M.Benedict	Anna		

- Since we have samid already said in column E, we need to delete column F.
- Right-click column F and click Delete.

E	F	G	H	I	J
ou=Accounting,dc=colors,dc=up"-samid					
ou=Associates,dc=colors,dc=up"-samid					
ou=Executives,dc=colors,dc=up"-samid					
ou=HR,dc=colors,dc=up"-samid					
ou=IT,dc=colors,dc=up"-samid					
ou=Management,dc=colors,dc=up"-samid					
ou=Marketing,dc=colors,dc=up"-samid					
ou=Sales,dc=colors,dc=up"-samid					
ou=Shipping,dc=colors,dc=up"-samid					
ou=Storemanager,dc=colors,dc=up"-samid					
ou=Accounting,dc=colors,dc=up"-samid					
ou=Associates,dc=colors,dc=up"-samid					
ou=Executives,dc=colors,dc=up"-samid					
ou=HR,dc=colors,dc=up"-samid					
ou=IT,dc=colors,dc=up"-samid					
ou=Management,dc=colors,dc=up"-samid					
ou=Marketing,dc=colors,dc=up"-samid					
ou=Sales,dc=colors,dc=up"-samid					
ou=Shipping,dc=colors,dc=up"-samid					
ou=Storemanager,dc=colors,dc=up"-samid					
Nancy.J.Barlow					
William.C.Barnett					
Nancy.A.Bayless					
Mary.F.Beagles					
Anna.M.Benedict					

- On column G, type “-disabled no, -pwd “Red.vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”
- Don’t forget to add space before -disabled.

F	G	
Alice.C.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Alice
America.E.Anderson		America
Charles.R.Anderson		Charles
Edward.J.Anderson		Edward
Emily.V.Anderson		Emily
James.E.Anderson		James
Malissa.J.Anderson		Malissa
Martha.A.Anderson		Martha
Mary.L.Anderson		Mary
Sarah.I.Anderson		Sarah
William.E.Anderson		William
Lucinda.P.Arnold		Lucinda
Sarah.E.Arnold		Sarah
George.M.Atterbury		George
Anna.H.Bailey		Anna
Arles.F.Bailey		Arles
Flora.M.Bailey		Flora
Paul.R.Bailey		Paul
Thomas.M.Bailey		Thomas

- Copy-paste it until G10.

F	G	
.C.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Alice
ica.E.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Amer
les.R.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Charl
ard.J.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Edwa
r.V.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Emily
s.E.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Jame
sa.J.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Malis
ha.A.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Mart
l.L.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Mary
i.I.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Sara
am.E.Anderson		Lucin
da.P.Arnold		Sarah
l.E.Arnold		Geor
ge.M.Atterbury		Anna
h.Bailey		Arles
F.Bailey		Flora
M.Bailey		

- Change the name to match the names for each row.
- Double-click on the right corner on the bottom to copy-paste the text into the rest of the cells in the column.

F	G	
Alice.C.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”	Alice
America.E.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Associates, ou=Associates, dc=colors, dc=up”	Amer
Charles.R.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Executives, ou=Executives, dc=colors, dc=up”	Charl
Edward.J.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=HR, ou=HR, dc=colors, dc=up”	Edwa
Emily.V.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=IT, ou=IT, dc=colors, dc=up”	Emily
James.E.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Management, ou=Management, dc=colors, dc=up”	Jame
Malissa.J.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Marketing, ou=Marketing, dc=colors, dc=up”	Malis
Martha.A.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Sales, ou=Sales, dc=colors, dc=up”	Mart
Mary.L.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Shipping, ou=Shipping, dc=colors, dc=up”	Mary
Sarah.I.Anderson	-disabled no, -pwd “Red.Vine2”, -mustchpwd yes, -memberof “cn=Storemanager, ou=Storemanager, dc=colors, dc=up”	Sara
William.E.Anderson		Lia
Lucinda.P.Arnold		Sarah
Sarah.E.Arnold		Geor
George.M.Atterbury		Anna
Anna.H.Bailey		Arles
Arles.F.Bailey		Flora
Flora.M.Bailey		Paul
Paul.R.Bailey		Thom
Thomas.M.Bailey		Youpl
Youple.T.Bailey		
Naomi.U.Bailey		

- The column should look like this.

F	G
Alice.C.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=col
America.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colo
Charles.R.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colo
Edward.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"
Emily.V.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"
James.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc
Malissa.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=color
Martha.A.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"
Mary.L.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, d
Sarah.I.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, c
William.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=col
Lucinda.P.Arnold	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colo
Sarah.E.Arnold	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colo
George.M.Attterbury	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"
Anna.H.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"
Arles.F.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc
Flora.M.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=color
Paul.R.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"
Thomas.M.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, d
Youple.T.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, c
Nancy.J.Barlow	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=col
William.C.Barnett	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colo
Nancy.A.Bayless	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colo
Mary.F.Beagles	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"
Anna.M.Benedict	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"

- Add a new column by right-clicking on column H.
- Select Insert.
- On H1, type (space, dash, fn, and space)
"-fn "

G	H	I	J	K
nustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Alice	Careline	Anderson	
nustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colors, dc=up"	America	Elizabeth	Anderson	
nustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colors, dc=up"	Charles	Robert	Anderson	
nustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"	Edward	James	Anderson	
nustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"	Emily	Viola	Anderson	
nustchpwd yes, -memberof "cn=Management, ou=Management, dc=colors, dc=up"	James	Everett	Anderson	
nustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"	Malissa	Jane	Anderson	
nustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"	Martha	Arana	Anderson	
nustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"	Mary	Lucinda	Anderson	
nustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	Sarah	Isabelle	Anderson	
nustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	William	Edward	Anderson	
nustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colors, dc=up"	Lucinda	Parlee	Arnold	
nustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colors, dc=up"	Sarah	Ellen	Arnold	
nustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"	George	McNella	Attterbury	
nustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"	Anna	Hannah	Bailey	
nustchpwd yes, -memberof "cn=Management, ou=Management, dc=colors, dc=up"	Arles	Fredric	Bailey	
nustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"	Flora	Meoma	Bailey	
nustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"	Paul	Rosco	Bailey	
nustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"	Thomas	Maurice	Bailey	
nustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	Youple	Tresa	Bailey	
nustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Nancy	Lena	Barlow	

- Hover to the right corner of cell H1. When the + sign shows, double click it to copy-paste for the rest of the cells in the column.

G	H	I	J	K
mberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn Alice		Careline	Anderson
mberof "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn America		Elizabeth	Anderson
mberof "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn Charles		Robert	Anderson
mberof "cn=HR, ou=HR, dc=colors, dc=up"	-fn Edward		James	Anderson
mberof "cn=IT, ou=IT, dc=colors, dc=up"	-fn Emily		Viola	Anderson
mberof "cn=Management, ou=Management, dc=colors, dc=up"	-fn James		Everett	Anderson
mberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"	-fn Malissa		Jane	Anderson
mberof "cn=Sales, ou=Sales, dc=colors, dc=up"	-fn Martha		Arana	Anderson
mberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"	-fn Mary		Lucinda	Anderson
mberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	-fn Sarah		Isabelle	Anderson
mberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn William		Edward	Anderson
mberof "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn Lucinda		Parlee	Arnold
mberof "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn Sarah		Ellen	Arnold
mberof "cn=HR, ou=HR, dc=colors, dc=up"	-fn George		McNella	Atterbury
mberof "cn=IT, ou=IT, dc=colors, dc=up"	-fn Anna		Hannah	Bailey
mberof "cn=Management, ou=Management, dc=colors, dc=up"	-fn Arles		Fredric	Bailey
mberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"	-fn Flora		Meoma	Bailey
mberof "cn=Sales, ou=Sales, dc=colors, dc=up"	-fn Paul		Rosco	Bailey
mberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"	-fn Thomas		Maurice	Bailey
mberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	-fn Youple		Tresa	Bailey

- Add a new column by clicking column J.
- Right-click and select Insert.
- On J1, type (space, dash, mi, and space) "-mi "

H	I	J	K	L	M	N
-fn Alice		-mi	Careline	Anderson	Alice C Anderson	
-fn America			Elizabeth	Anderson	America E Anderson	
-fn Charles			Robert	Anderson	Charles R Anderson	
-fn Edward			James	Anderson	Edward J Anderson	
-fn Emily			Viola	Anderson	Emily V Anderson	
"			Everett	Anderson	James E Anderson	
-fn James			Jane	Anderson	Malissa J Anderson	
-fn Malissa			Arana	Anderson	Martha A Anderson	
-fn Martha			Lucinda	Anderson	Mary L Anderson	
-fn Mary			Isabelle	Anderson	Sarah I Anderson	
up"			Edward	Anderson	William E Anderson	
-fn Sarah			Parlee	Arnold	Lucinda P Arnold	
-fn William			Ellen	Arnold	Sarah E Arnold	
-fn Lucinda			McNella	Atterbury	George M Atterbury	
-fn Sarah			Hannah	Bailey	Anna H Bailey	
-fn George			Fredric	Bailey	Arles F Bailey	
"			Meoma	Bailey	Flora M Bailey	
-fn Anna			Rosco	Bailey	Paul R Bailey	
"			Maurice	Bailey	Thomas M Bailey	
-fn Arles			Tresa	Bailey	Youple T Bailey	
-fn Flora						
-fn Paul						
-fn Thomas						
up"						
-fn Youple						

- Hover to the right corner of cell J1. When the + sign shows, double click it to copy-paste for the rest of the cells in the column.

H	I	J	K	L	M	N
-fn Alice		-mi	Careline	Anderson		Alice C Anderson
-fn America		-mi	Elizabeth	Anderson		America E Anderson
-fn Charles		-mi	Robert	Anderson		Charles R Anderson
-fn Edward		-mi	James	Anderson		Edward J Anderson
-fn Emily		-mi	Viola	Anderson		Emily V Anderson
-fn James		-mi	Everett	Anderson		James E Anderson
-fn Malissa		-mi	Jane	Anderson		Malissa J Anderson
-fn Martha		-mi	Arana	Anderson		Martha A Anderson
-fn Mary		-mi	Lucinda	Anderson		Mary L Anderson
-fn Sarah		-mi	Isabelle	Anderson		Sarah I Anderson
-fn William		-mi	Edward	Anderson		William E Anderson
-fn Lucinda		-mi	Parlee	Arnold		Lucinda P Arnold
-fn Sarah		-mi	Ellen	Arnold		Sarah E Arnold
-fn George		-mi	McNella	Atterbury		George M Atterbury
-fn Anna		-mi	Hannah	Bailey		Anna H Bailey
-fn Arles		-mi	Fredric	Bailey		Arles F Bailey
-fn Flora		-mi	Meoma	Bailey		Flora M Bailey
-fn Paul		-mi	Rosco	Bailey		Paul R Bailey
-fn Thomas		-mi	Maurice	Bailey		Thomas M Bailey
-fn Youple		-mi	Tresa	Bailey		Youple T Bailey
-fn Nancy		-mi	Jane	Barlow		Nancy J Barlow
-fn William		-mi	Curtis	Barnett		William C Barnett
-fn Nancy		-mi	Ann	Bayless		Nancy A Bayless
-fn Mary		-mi	Frances	Beagles		Mary F Beagles
-fn Anna		-mi	Dorodist			Anne M Dorodist

- Add a new column by right-click on column K.
- Then select Insert.
- On K1, type a formula.
- The formula is = (LEFT(L1,1))
- Hit the Enter key.
- Double-click the plus sign on the right corner of K1.

H	I	J	K	L	M	N	O
-fn Alice		-mi	C	Careline	Anderson		Alice C Anderson
-fn America		-mi	E	Elizabeth	Anderson		America E Anderson
-fn Charles		-mi	R	Robert	Anderson		Charles R Anderson
-fn Edward		-mi	J	James	Anderson		Edward J Anderson
-fn Emily		-mi	V	Viola	Anderson		Emily V Anderson
-fn James		-mi	E	Everett	Anderson		James E Anderson
-fn Malissa		-mi	J	Jane	Anderson		Malissa J Anderson
-fn Martha		-mi	A	Arana	Anderson		Martha A Anderson
-fn Mary		-mi	L	Lucinda	Anderson		Mary L Anderson
-fn Sarah		-mi	I	Isabelle	Anderson		Sarah I Anderson
-fn William		-mi	E	Edward	Anderson		William E Anderson
-fn Lucinda		-mi	P	Parlee	Arnold		Lucinda P Arnold
-fn Sarah		-mi	E	Ellen	Arnold		Sarah E Arnold
-fn George		-mi	M	McNella	Atterbury		George M Atterbury
-fn Anna		-mi	H	Hannah	Bailey		Anna H Bailey
-fn Arles		-mi	F	Fredric	Bailey		Arles F Bailey
-fn Flora		-mi	M	Meoma	Bailey		Flora M Bailey
-fn Paul		-mi	R	Rosco	Bailey		Paul R Bailey
-fn Thomas		-mi	M	Maurice	Bailey		Thomas M Bailey
-fn Youple		-mi	T	Tresa	Bailey		Youple T Bailey
-fn Nancy		-mi	I	Jane	Barlow		Nancy I Barlow

- This is the formula.

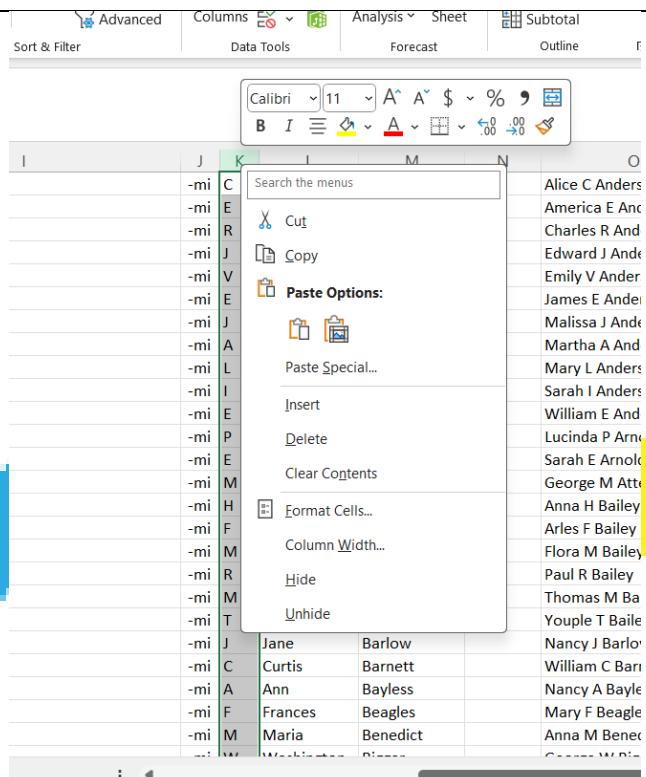
File Home Insert Page Layout Formulas **Data** Review View Developer Help

From Text/CSV From Picture
Get From Web Recent Sources
Data From Table/Range Existing Connections
Get & Transform Data

Queries & Connections Properties Workbook Links
Refresh All Workbook Links
Queries & Connections Data Types

K1 =(LEFT(L1,1))

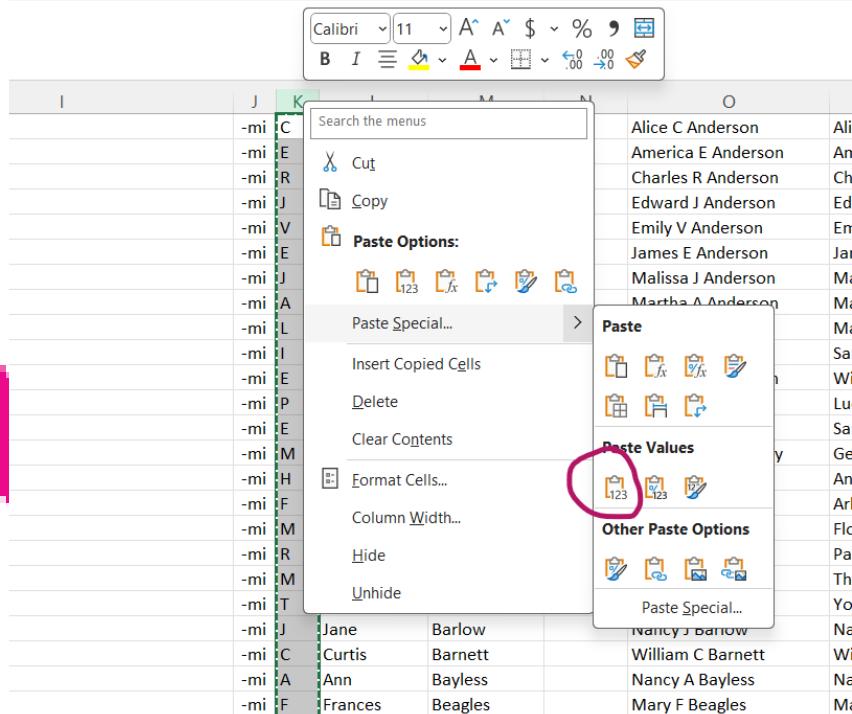
- Right-click on column K.
- Select Copy.



A screenshot of Microsoft Excel showing a context menu open over column K. The menu includes options like Cut, Copy, Paste Options, Paste Special, Insert, Delete, Clear Contents, Format Cells, Column Width, Hide, and Unhide. The 'Copy' option is selected.

I	J	K	L	M	N	O
-mi	C		Search the menus			Alice C Anders
-mi	E					America E Anc
-mi	R					Charles R And
-mi	J					Edward J Ande
-mi	V					Emily V Ander
-mi	E					James E Ande
-mi	J					Malissa J Ande
-mi	A					Martha A And
-mi	L					Mary L Anders
-mi	I					Sarah I Anders
-mi	E					William E And
-mi	P					Lucinda P Arne
-mi	E					Sarah E Arnolt
-mi	M					George M Att
-mi	H					Anna H Bailey
-mi	F					Arles F Bailey
-mi	M					Flora M Bailey
-mi	R					Paul R Bailey
-mi	M					Thomas M Baile
-mi	T					Youple T Baile
-mi	J	Jane	Barlow			Nancy J Barlo
-mi	C	Curtis	Barnett			William C Bari
-mi	A	Ann	Bayless			Nancy A Bayle
-mi	F	Frances	Beagles			Mary F Beagle
-mi	M	Maria	Benedict			Anna M Benec

- Then select column K.
- Right-click and select Paste Special, click Paste Value.
- The circle is the paste value for Windows.
- This method is to remove the formula and replace it with the result.



A screenshot of Microsoft Excel showing a context menu open over column K. The menu includes options like Cut, Copy, Paste Options, Paste Special, Insert Copied Cells, Delete, Clear Contents, Format Cells, Column Width, Hide, and Unhide. The 'Paste Options' section is expanded, showing 'Paste Values' with a circled icon, which is highlighted with a yellow arrow. Other options like 'Insert Copied Cells' and 'Other Paste Options' are also visible.

I	J	K	L	M	N	O
-mi	C		Search the menus			Alice C Anderson
-mi	E					America E Anderson
-mi	R					Charles R Anderson
-mi	J					Edward J Anderson
-mi	V					Emily V Anderson
-mi	E					James E Anderson
-mi	J					Malissa J Anderson
-mi	A					Martha A Anderson
-mi	L					Mary L Anderson
-mi	I					Sarah I Anderson
-mi	E					William E Anderson
-mi	P					Lucinda P Anderson
-mi	E					Sarah E Arnolt
-mi	M					George M Att
-mi	H					Anna H Bailey
-mi	F					Arles F Bailey
-mi	M					Flora M Bailey
-mi	R					Paul R Bailey
-mi	M					Thomas M Bailey
-mi	T					Youple T Bailey
-mi	J	Jane	Barlow			Nancy J Barlow
-mi	C	Curtis	Barnett			William C Barnett
-mi	A	Ann	Bayless			Nancy A Bayless
-mi	F	Frances	Beagles			Mary F Beagles

- Now add a new column.
- Right-click on column L.
- Select Insert.
- On L1, type (space, dash, ln, and space) “-ln”

I	J	K	L	M	N	O
-mi C	-ln	Careline	Anderson	Alic		
-mi E	-ln	Elizabeth	Anderson	Am		
-mi R	-ln	Robert	Anderson	Cha		
-mi J	-ln	James	Anderson	Edv		
-mi V	-ln	Viola	Anderson	Emi		
-mi E	-ln	Everett	Anderson	Jarr		
-mi J	-ln	Jane	Anderson	Mal		
-mi A	-ln	Arana	Anderson	Ma		
-mi L	-ln	Lucinda	Anderson	Ma		
-mi I	-ln	Isabelle	Anderson	Sari		
-mi E	-ln	Edward	Anderson	Will		
-mi P	-ln	Parlee	Arnold	Luc		
-mi E	-ln	Ellen	Arnold	Sari		
-mi M	-ln	McNella	Atterbury	Gec		
-mi H	-ln	Hannah	Bailey	Ann		
-mi F	-ln	Fredric	Bailey	Arle		
-mi M	-ln	Meoma	Bailey	Flor		
-mi R	-ln	Rosco	Bailey	Pau		
-mi M	-ln	Maurice	Bailey	Tho		
-mi T	-ln	Tresa	Bailey	You		
-mi J	-ln	Jane	Barlow	Nan		
-mi C	-ln	Curtis	Barnett	Will		
-mi A	-ln	Ann	Bayless	Nan		
-mi F	-ln	Frances	Beagles	Ma		
-mi M	-ln	Maria	Benedict	Ann		

- Add a new column next to it.
- Right-click on column M.
- Select Insert.
- And we need to copy the data from column O, and paste it into column M.
- Right-click on column O.
- Select Copy.

I	J	K	L	M	N	O
-mi C	-ln	Careline	Anderson	Anderson	Alic	
-mi E	-ln	Elizabeth	Anderson	Anderson	Am	
-mi R	-ln	Robert	Anderson	Anderson	Cha	
-mi J	-ln	James	Anderson	Anderson	Edv	
-mi V	-ln	Viola	Anderson	Anderson	Emi	
-mi E	-ln	Everett	Anderson	Anderson	Jarr	
-mi J	-ln	Jane	Anderson	Anderson	Mal	
-mi A	-ln	Arana	Anderson	Anderson	Ma	
-mi L	-ln	Lucinda	Anderson	Anderson	Ma	
-mi I	-ln	Isabelle	Anderson	Anderson	Sari	
-mi E	-ln	Edward	Arnold	Arnold	Will	
-mi P	-ln	Parlee	Arnold	Arnold	Luc	
-mi E	-ln	Ellen	Arnold	Arnold	Sari	
-mi M	-ln	McNella	Atterbury	Atterbury	Gec	
-mi H	-ln	Hannah	Bailey	Bailey	Ann	
-mi F	-ln	Fredric	Bailey	Bailey	Arle	
-mi M	-ln	Meoma	Bailey	Bailey	Flor	
-mi R	-ln	Rosco	Bailey	Bailey	Pau	
-mi M	-ln	Maurice	Bailey	Bailey	Tho	
-mi T	-ln	Tresa	Bailey	Bailey	You	
-mi J	-ln	Jane	Barlow	Barlow	Nan	
-mi C	-ln	Curtis	Barnett	Barnett	William C Barnett	
-mi A	-ln	Ann	Bayless	Bayless	Nancy A Bayless	
-mi F	-ln	Frances	Beagles	Beagles	Mary F Beagles	
-mi M	-ln	Maria	Benedict	Benedict	Anna M Benedict	



**TRI-ARROW
PRINTING**

TRI-ARROW PRINTING

- Click on column M.
 - Right-click and select Paste.

A screenshot of Microsoft Excel showing a context menu for column M. The menu includes options like Cut, Copy, Paste Options, Paste Special, Insert Copied Cells, Delete, Clear Contents, Format Cells, Column Width, Hide, and Unhide. The menu is overlaid on a table with columns J, K, L, and M. Column M is currently selected.

	J	K	L	M
-mi	C	-In		
-mi	E	-In		
-mi	R	-In		
-mi	J	-In		
-mi	V	-In		
-mi	E	-In		
-mi	J	-In		
-mi	A	-In		
-mi	L	-In		
-mi	I	-In		
-mi	E	-In		
-mi	P	-In		
-mi	E	-In		
-mi	M	-In		
-mi	H	-In		
-mi	F	-In		
-mi	M	-In		
-mi	R	-In		
-mi	M	-In		
-mi	T	-In		
-mi	J	-In		
-mi	C	-In		
-mi	A	-In		
-mi	F	-In		
-mi	M	-In		

- The spreadsheet should look like this.

H	I	J	K	L	M	N	O	P
-fn Alice		-mi C	-In	Anderson	Careline	Anderson		
-fn America		-mi E	-In	Anderson	Elizabeth	Anderson		
-fn Charles		-mi R	-In	Anderson	Robert	Anderson		
-fn Edward		-mi J	-In	Anderson	James	Anderson		
-fn Emily		-mi V	-In	Anderson	Viola	Anderson		
-fn James		-mi E	-In	Anderson	Everett	Anderson		
-fn Malissa		-mi J	-In	Anderson	Jane	Anderson		
-fn Martha		-mi A	-In	Anderson	Arana	Anderson		
-fn Mary		-mi L	-In	Anderson	Lucinda	Anderson		
-fn Sarah		-mi I	-In	Anderson	Isabelle	Anderson		
-fn William		-mi E	-In	Anderson	Edward	Anderson		
-fn Lucinda		-mi P	-In	Arnold	Parlee	Arnold		
-fn Sarah		-mi E	-In	Arnold	Ellen	Arnold		
-fn George		-mi M	-In	Atterbury	McNella	Atterbury		
-fn Anna		-mi H	-In	Bailey	Hannah	Bailey		
-fn Arles		-mi F	-In	Bailey	Fredric	Bailey		
-fn Flora		-mi M	-In	Bailey	Meoma	Bailey		
-fn Paul		-mi R	-In	Bailey	Rosco	Bailey		
-fn Thomas		-mi M	-In	Bailey	Maurice	Bailey		
-fn Youple		-mi T	-In	Bailey	Tresa	Bailey		
-fn Nancy		-mi J	-In	Barlow	Jane	Barlow		
-fn William		-mi C	-In	Barnett	Curtis	Barnett		
-fn Nancy		-mi A	-In	Bayless	Ann	Bayless		
-fn Mary		-mi F	-In	Beagles	Frances	Beagles		
-fn Anna		-mi M	-In	Benedict	Maria	Benedict		
-fn George		-mi W	-In	Pierce	Wendell	Pierce		

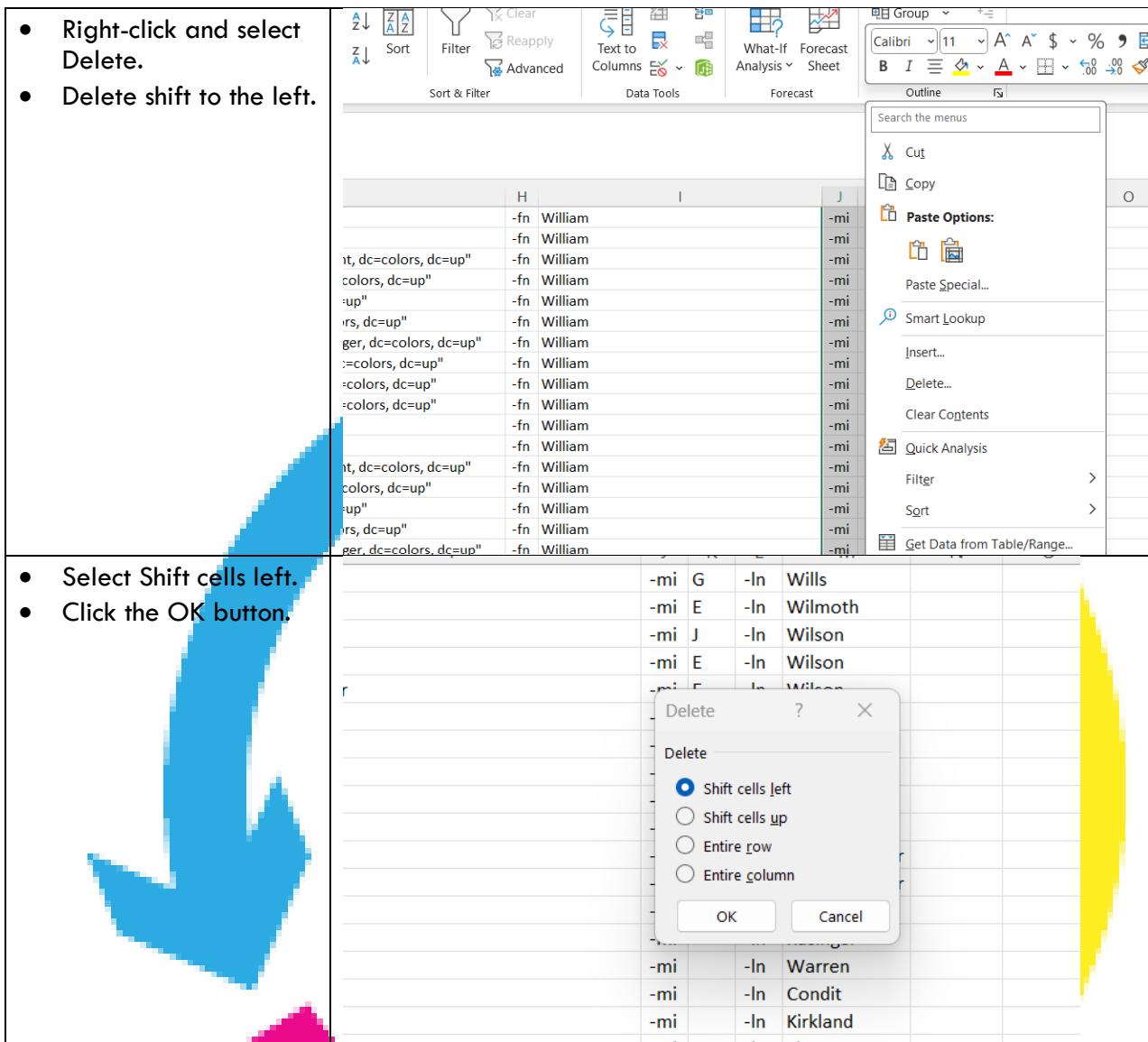
- Highlight column N, O, P, Q, and R.
- You can click column N and hold it and drag until column R. It will select those columns.
- Right-click and select Delete.

J	K	L	M	N	O	P	Q	R
-mi	C	-In	Anderson	Careline	Anderson	Alice C Anderson	Alice.C.Anderson	America.E.Anderson
-mi	E	-In	Anderson	Elizabeth	Anderson	Charles.R.Anderson		Charles.R.Anderson
-mi	R	-In	Anderson	Robert	Anderson	Edward.J.Anderson		Edward.J.Anderson
-mi	J	-In	Anderson	James	Anderson	Emily.V.Anderson		Emily.V.Anderson
-mi	V	-In	Anderson	Viola	Anderson	Emily V Anderson		James.E.Anderson
-mi	E	-In	Anderson	Everett	Anderson			Malissa.J.Anderson
-mi	J	-In	Anderson	Jane	Anderson			Martha.A.Anderson
-mi	A	-In	Anderson	Arlana	Anderson			Mary.L.Anderson
-mi	L	-In	Anderson	Lucinda	Anderson			Sarah.I.Anderson
-mi	I	-In	Anderson	Isabelle	Anderson			William.E.Anderson
-mi	E	-In	Anderson	Edward	Anderson			Lucinda.P.Arnold
-mi	P	-In	Arnold	Parlee	Arnold			Sarah.E.Arnold
-mi	E	-In	Arnold	Ellen	Arnold			George.M.Attterbury
-mi	M	-In	Atterbury	McNella	Atterbury			Anna.H.Bailey
-mi	H	-In	Bailey	Hannah	Bailey			Arles.F.Bailey
-mi	F	-In	Bailey	Fredri	Bailey			Flora.M.Bailey
-mi	M	-In	Bailey	Meoma	Bailey			Paul.R.Bailey
-mi	R	-In	Bailey	Rosco	Bailey			Thomas.M.Bailey
-mi	M	-In	Bailey	Maurice	Bailey			Youple.T.Bailey
-mi	T	-In	Bailey	Tresa	Bailey			Nancy.J.Barlow
-mi	J	-In	Barlow	Jane	Barlow			William.C.Barnett
-mi	C	-In	Barnett	Curtis	Barne			Nancy.A.Bayless
-mi	A	-In	Bayless	Ann	Bayles			Mary.F.Beagles
-mi	F	-In	Beagles	Frances	Beagle			Anna.M.Benedict
-mi	M	-In	Benedict	Maria	Bened			Caron.W.Binet

- Now, scroll down to row 837.
- Click on J837.
- Hold on Ctrl and Shift key.
- Press the down arrow key.
- Then press the Shift key and right arrow key.

G	H	I	J	K	L	W
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn Mary		-mi P	-In Wool		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn Jeremiah		-mi B	-In Wrigl		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn Inez		-mi E	-In Wrigl		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"	-fn Nancy		-mi J	-In Wrigl		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"	-fn Han		-mi G	-In Wurt		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc=colors, dc=up"	-fn Henry		-mi M	-In Wurt		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"	-fn James		-mi A	-In Brec		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"	-fn America		-mi K	-In Kasin		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"	-fn Elmer		-mi I	-In Warr		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	-fn Aaron		-mi C	-In Cond		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn Aaron		-mi L	-In Kirkla		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn Aaron		-mi D	-In Skagg		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn Abigail		-mi F	-In Powe		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"	-fn Abigail		-mi H	-In Alden		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"	-fn Abigail		-mi J	-In Aumil		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc=colors, dc=up"	-fn Abigail		-mi G	-In Boral		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"	-fn Abigail		-mi B	-In Byrar		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"	-fn Abigail		-mi D	-In Cond		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"	-fn Abigail		-mi F	-In Harr		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	-fn Abigail		-mi H	-In Sheff		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn Abigail		-mi J	-In Wine		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn Abner		-mi K	-In Jarisc		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn Abner		-mi L	-In Maxv		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"	-fn Abraham		-mi I	-In Atterl		
led no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"	-fn Abraham		-mi C	-In Mer		

- Right-click and select Delete.
- Delete shift to the left.



The screenshot shows a Microsoft Excel spreadsheet with data in columns H, I, and J. A right-click context menu is open over the data, specifically over the first row. The menu includes options like Cut, Copy, Paste Options, Smart Lookup, Insert..., Delete..., Clear Contents, Quick Analysis, Filter, Sort, and Get Data from Table/Range... The 'Delete...' option is highlighted. A secondary 'Delete' dialog box is also visible, showing options for Shift cells left (which is selected), Shift cells up, Entire row, and Entire column, with OK and Cancel buttons.

	H	I	J
-fn	William	-mi	
-fn	William	-mi	
"nt, dc=colors, dc=up"		-mi	
"colors, dc=up"	-fn	William	
"-up"	-fn	William	
"rs, dc=up"	-fn	William	
"ger, dc=colors, dc=up"	-fn	William	
"-colors, dc=up"	-fn	William	
"-colors, dc=up"	-fn	William	
"-colors, dc=up"	-fn	William	
"nt, dc=colors, dc=up"	-fn	William	
"colors, dc=up"	-fn	William	
"-up"	-fn	William	
"rs, dc=up"	-fn	William	
"ger, dc=colors, dc=up"	-fn	William	

	-mi	G	-In	Wills
-mi	E	-In	Wilmoth	
-mi	J	-In	Wilson	
-mi	E	-In	Wilson	
-mi	F	-In	Wilson	
-mi		-In	Warren	
-mi		-In	Condit	
-mi		-In	Kirkland	

- The spreadsheet should look like this.

	H	I	J	K	L	M	N
lc=colors, dc=up"	-fn	Lewis	-mi	G	-In	Wills	
nt, ou=Management, dc=colors, dc=up"	-fn	Sarah	-mi	E	-In	Wilmoth	
ou=Marketing, dc=colors, dc=up"	-fn	Henry	-mi	J	-In	Wilson	
ales, dc=colors, dc=up"	-fn	Ingram	-mi	E	-In	Wilson	
u=Shipping, dc=colors, dc=up"	-fn	Monchier	-mi	E	-In	Wilson	
ger, ou=Storemanager, dc=colors, dc=up"	-fn	Sarah	-mi	A	-In	Wilson	
, ou=Accounting, dc=colors, dc=up"	-fn	Mary	-mi	P	-In	Woolard	
, ou=Associates, dc=colors, dc=up"	-fn	Jeremiah	-mi	B	-In	Worley	
, ou=Executives, dc=colors, dc=up"	-fn	Inez	-mi	E	-In	Wright	
, dc=colors, dc=up"	-fn	Nancy	-mi	J	-In	Wright	
lc=colors, dc=up"	-fn	Hans	-mi	G	-In	Wurtenberger	
nt, ou=Management, dc=colors, dc=up"	-fn	Henry	-mi	M	-In	Wurtenberger	
ou=Marketing, dc=colors, dc=up"	-fn	James	-In	Breeding			
ales, dc=colors, dc=up"	-fn	America	-In	Kasinger			
u=Shipping, dc=colors, dc=up"	-fn	Elmer	-In	Warren			
ger, ou=Storemanager, dc=colors, dc=up"	-fn	Aaron	-In	Condit			
, ou=Accounting, dc=colors, dc=up"	-fn	Aaron	-In	Kirkland			
, ou=Associates, dc=colors, dc=up"	-fn	Aaron	-In	Skaggs			
, ou=Executives, dc=colors, dc=up"	-fn	Abigail	-In	Powell			
, dc=colors, dc=up"	-fn	Abigail	-In	Alden			
c=colors, dc=up"	-fn	Abigail	-In	Aumiller			
nt, ou=Management, dc=colors, dc=up"	-fn	Abigail	-In	Borah			
ou=Marketing, dc=colors, dc=up"	-fn	Abigail	-In	Byram			
ales, dc=colors, dc=up"	-fn	Abigail	-In	Condit			

- Now Press Ctrl key and F key.
- Type open parentheses "(" and click the Find Next button.
- If there is a data with (in it. Delete the row.
- Then find next until you cannot find it anymore.
- Type) and click on the Find Next button.
- If there is no data with). You are good to go to the next step.

D	E	F
ooks ,ou=HR,dc=colors,dc=up" -samid		Mary.P.Brooks
n S Brown ,ou=IT		-disabled no,
3rown ,ou=M		-disabled no,
'own ,ou=M		-disabled no,
M Brown ,ou=Sa		-disabled no,
1 Burge ,ou=Sh		-disabled no,
rks ,ou=St		-disabled no,
irns ,ou=A		-disabled no,
utcher ,ou=As		-disabled no,
Byrd ,ou=Ex		-disabled no,
Byrd ,ou=HI		-disabled no,
mpbell ,ou=IT,dc=colors,dc=up" -samid		Mary.A.Campbell
J Campbell ,ou=Marketing,dc=colors,dc=up" -samid		Thomas.W.Campbell
P Carr ,ou=Sales,dc=colors,dc=up" -samid		Margaret.P.Carr
Causey ,ou=Shipping,dc=colors,dc=up" -samid		Cynthia.A.Causey
apman ,ou=Storemanager,dc=colors,dc=up" -samid		Sarah.A.Chapman
Christman ,ou=Accounting,dc=colors,dc=up" -samid		Harriet.A.Christman
ayton ,ou=Associates,dc=colors,dc=up" -samid		Pearl.L.Clayton
hran ,ou=Executives,dc=colors,dc=up" -samid		John.P.Cochran



TRI-ARROW PRINTING

- Now select A1.
- Hold on Ctrl and Shift keys, press right arrow key.
- And hold on Ctrl and Shift keys, press down arrow key.
- It will select all data.
- Hold Ctrl + C key to copy.

Get & Transform Data Queries & Connections Data Types Sort & Filter Data Tools Forecast Outline Ig

A1 x fx dsadd user-upn

F	G	H	I	J	K	L	M	N	O
1 Alice.C.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn Alice	-mi C	-In	Anderson				
2 America.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn America	-mi E	-In	Anderson				
3 Charles.R.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn Charles	-mi R	-In	Anderson				
4 Edward.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"	-fn Edward	-mi J	-In	Anderson				
5 Emily.V.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"	-fn Emily	-mi V	-In	Anderson				
6 James.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc=colors, dc=up"	-fn James	-mi E	-In	Anderson				
7 Malissa.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"	-fn Malissa	-mi J	-In	Anderson				
8 Martha.A.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"	-fn Martha	-mi A	-In	Anderson				
9 Mary.L.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"	-fn Mary	-mi L	-In	Anderson				
10 William.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	-fn Sarah	-mi I	-In	Anderson				
11 William.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn William	-mi P	-In	Anderson				
12 Leontine.P.Arnold	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn Lucinda	-mi E	-In	Arnold				
13 Sarah.E.Arnold	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc=colors, dc=up"	-fn Sarah	-mi M	-In	Atterbury				
14 George.M.Attberry	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"	-fn George	-mi H	-In	Bailey				
15 Anna.H.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc=colors, dc=up"	-fn Anna	-mi F	-In	Bailey				
16 Arles.F.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"	-fn Arles	-mi M	-In	Bailey				
17 Flora.M.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"	-fn Flora	-mi R	-In	Bailey				
18 Paul.R.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"	-fn Paul	-mi T	-In	Bailey				
19 Thomas.M.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	-fn Thomas	-mi E	-In	Bailey				
20 Youpelle.T.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn Youpelle	-mi J	-In	Bailey				
21 Nancy.J.Barlow	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn Nancy	-mi C	-In	Barlow				
22 William.C.Barnett	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc=colors, dc=up"	-fn William	-mi A	-In	Barnett				
23 Nancy.A.Bayless	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn Nancy	-mi F	-In	Bayless				
24 Mary.F.Beagles	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"	-fn Mary	-mi M	-In	Beagles				
25 Anna.M.Benedict	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"	-fn Anna	-mi I	-In	Benedict				

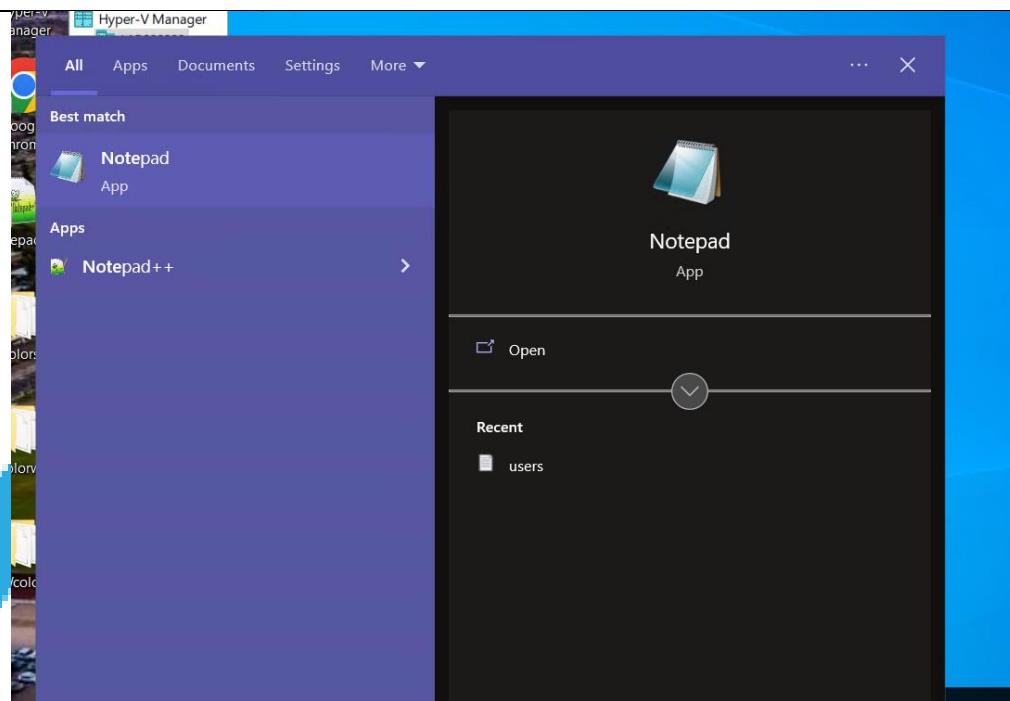
- Open Azure Lab.





TRI-ARROW PRINTING

- Click on windows and type notepad.
- Hit the Enter key to open it.



- On the Notepad, click anywhere on the screen.
- Hold Ctrl + V to paste.

*Untitled - Notepad

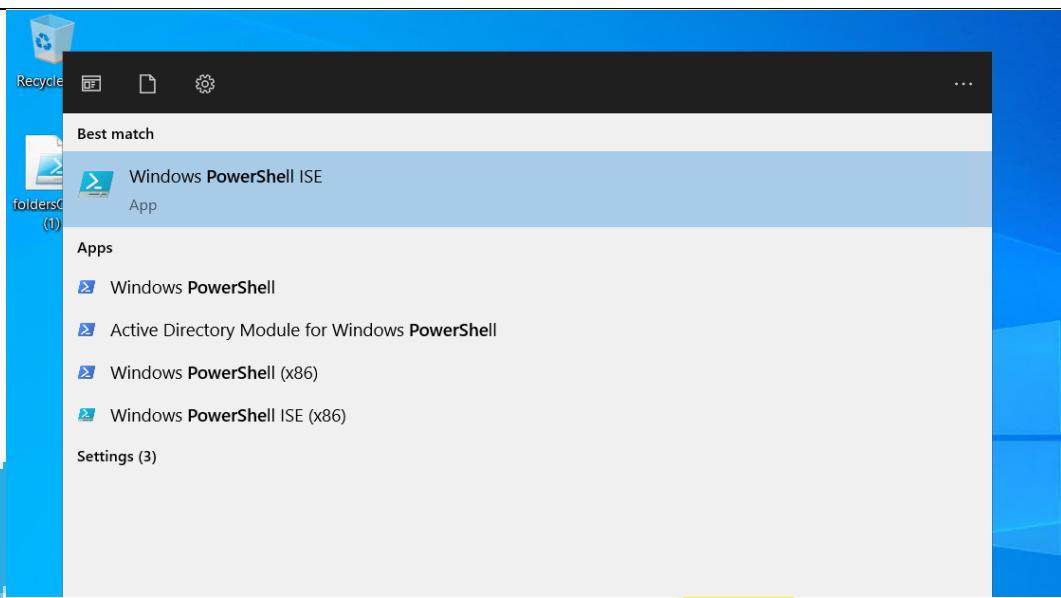
```

File Edit Format View Help
dsadd user-upn Alice.C.Anderson "cn= Alice C Anderson ,ou=Accounting,dc=colors,dc=up" -samid Alice.C.Anderson -d ^
dsadd user-upn America.E.Anderson "cn= America E Anderson ,ou=Associates,dc=colors,dc=up" -samid America.E.Anderson -d ^
dsadd user-upn Charles.R.Anderson "cn= Charles R Anderson ,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -d ^
dsadd user-upn Edward.J.Anderson "cn= Edward J Anderson ,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled ^
dsadd user-upn Emily.V.Anderson "cn= Emily V Anderson ,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled ^
dsadd user-upn James.E.Anderson "cn= James E Anderson ,ou=Management,dc=colors,dc=up" -samid James.E.Anderson -d ^
dsadd user-upn Malissa.J.Anderson "cn= Malissa J Anderson ,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -d ^
dsadd user-upn Martha.A.Anderson "cn= Martha A Anderson ,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -d ^
dsadd user-upn Mary.L.Anderson "cn= Mary L Anderson ,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn Sarah.I.Anderson "cn= Sarah I Anderson ,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -d ^
dsadd user-upn William.E.Anderson "cn= William E Anderson ,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -d ^
dsadd user-upn Lucinda.P.Arnold "cn= Lucinda P Arnold ,ou=Associates,dc=colors,dc=up" -samid Lucinda.P.Arnold -d ^
dsadd user-upn Sarah.E.Arnold "cn= Sarah E Arnold ,ou=Executives,dc=colors,dc=up" -samid Sarah.E.Arnold -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn George.M.Atterbury "cn= George M Attterbury ,ou=HR,dc=colors,dc=up" -samid George.M.Attterbury -disabled ^
dsadd user-upn Anna.H.Bailey "cn= Anna H Bailey ,ou=IT,dc=colors,dc=up" -samid Anna.H.Bailey -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn Arles.F.Bailey "cn= Arles F Bailey ,ou=Management,dc=colors,dc=up" -samid Arles.F.Bailey -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn Flora.M.Bailey "cn= Flora M Bailey ,ou=Marketing,dc=colors,dc=up" -samid Flora.M.Bailey -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn Paul.R.Bailey "cn= Paul R Bailey ,ou=Sales,dc=colors,dc=up" -samid Paul.R.Bailey -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn Thomas.M.Bailey "cn= Thomas M Bailey ,ou=Shipping,dc=colors,dc=up" -samid Thomas.M.Bailey -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn Youpyle.T.Bailey "cn= Youpyle T Bailey ,ou=Storemanager,dc=colors,dc=up" -samid Youpyle.T.Bailey -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn Nancy.J.Barlow "cn= Nancy J Barlow ,ou=Accounting,dc=colors,dc=up" -samid Nancy.J.Barlow -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn William.C.Barnett "cn= William C Barnett ,ou=Associates,dc=colors,dc=up" -samid William.C.Barnett -d ^
dsadd user-upn Nancy.A.Bayless "cn= Nancy A Bayless ,ou=Executives,dc=colors,dc=up" -samid Nancy.A.Bayless -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn Mary.F.Beagles "cn= Mary F Beagles ,ou=HR,dc=colors,dc=up" -samid Mary.F.Beagles -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn Anna.M.Benedict "cn= Anna M Benedict ,ou=IT,dc=colors,dc=up" -samid Anna.M.Benedict -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn George.W.Bigger "cn= George W Bigger ,ou=Management,dc=colors,dc=up" -samid George.W.Bigger -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn James.N.Bigger "cn= James N Bigger ,ou=Marketing,dc=colors,dc=up" -samid James.N.Bigger -disabled no, -pwd "Red.Vinez" ^
dsadd user-upn Margaret.P.Bigger "cn= Margaret P Bigger ,ou=Sales,dc=colors,dc=up" -samid Margaret.P.Bigger -d ^
dsadd user-upn Marv.A.Ripper "cn= Marv A Ripper ,ou=Shipping,dc=colors,dc=up" -samid Marv.A.Ripper -disabled no, -pwd "Red.Vinez" ^

```

Ln 2098, Col 1 100% Windows (CRLF) UTF-8

- Open the server.
- Open Windows PowerShell ISE.



- Go back to the Notepad.
- Click anywhere.
- Hold on Ctrl + A. It will select all data.
- Hold on Ctrl + C. It will copy the data.

```
dsadd user-upn William..McDowell "cn= William McDowell ,ou=Executives,dc=colors,dc=up" -samid William..McDowell -d
dsadd user-upn William..Meredith "cn= William Meredith ,ou=HR,dc=colors,dc=up" -samid William..Meredith -disabled
dsadd user-upn William..Morrison "cn= William Morrison ,ou=IT,dc=colors,dc=up" -samid William..Morrison -disabled
dsadd user-upn William..Murray "cn= William Murray ,ou=Management,dc=colors,dc=up" -samid William..Murray -disabled no, -pwd "Red.Vine2", -m
dsadd user-upn William..Neville "cn= William Neville ,ou=Marketing,dc=colors,dc=up" -samid William..Neville -d
dsadd user-upn William..Perkins "cn= William Perkins ,ou=Sales,dc=colors,dc=up" -samid William..Perkins -d
dsadd user-upn William..Provow "cn= William Provow ,ou=Shipping,dc=colors,dc=up" -samid William..Provow -disabled no, -pwd "Red.Vine2", -m
dsadd user-upn William..Read "cn= William Read ,ou=Storemanager,dc=colors,dc=up" -samid William..Read -disabled no, -pwd "Red.Vine2", -m
dsadd user-upn William..Sanders "cn= William Sanders ,ou=Accounting,dc=colors,dc=up" -samid William..Sanders -d
dsadd user-upn William..Sheffield "cn= William Sheffield ,ou=Associates,dc=colors,dc=up" -samid William..Sheffield -d
dsadd user-upn William..Spangler "cn= William Spangler ,ou=Executives,dc=colors,dc=up" -samid William..Spangler -d
dsadd user-upn William..Stout "cn= William Stout ,ou=HR,dc=colors,dc=up" -samid William..Stout -disabled no, -pwd "Red.Vine2", -m
dsadd user-upn William..Thurston "cn= William Thurston ,ou=IT,dc=colors,dc=up" -samid William..Thurston -disabled
dsadd user-upn William..Tripp "cn= William Tripp ,ou=Management,dc=colors,dc=up" -samid William..Tripp -disabled no, -pwd "Red.Vine2", -m
dsadd user-upn William..Wheeler "cn= William Wheeler ,ou=Marketing,dc=colors,dc=up" -samid William..Wheeler -d
dsadd user-upn William..Whittenberg "cn= William Whittenberg ,ou=Sales,dc=colors,dc=up" -samid William..Whittenberg -d
dsadd user-upn William..Whittenburg "cn= William Whittenburg ,ou=Shipping,dc=colors,dc=up" -samid William..Whittenburg -d
dsadd user-upn William..Wiggins "cn= William Wiggins ,ou=Storemanager,dc=colors,dc=up" -samid William..Wiggins -d
dsadd user-upn Williams..Maxwell "cn= Williams Maxwell ,ou=Accounting,dc=colors,dc=up" -samid Williams..Maxwell -d
dsadd user-upn Willie..Endeman "cn= Willie Endeman ,ou=Associates,dc=colors,dc=up" -samid Willie..Endeman -disabled no, -pwd "Red.Vine2", -m
dsadd user-upn Willie..Webb "cn= Willie Webb ,ou=Executives,dc=colors,dc=up" -samid Willie..Webb -disabled no, -pwd "Red.Vine2", -m
dsadd user-upn Willis..Meredith "cn= Willis Meredith ,ou=HR,dc=colors,dc=up" -samid Willis..Meredith -disabled
dsadd user-upn Wilmoth..Farris "cn= Wilmoth Farris ,ou=IT,dc=colors,dc=up" -samid Wilmoth..Farris -disabled no, -pwd "Red.Vine2", -m
dsadd user-upn Woodford..Meredith "cn= Woodford Meredith ,ou=Management,dc=colors,dc=up" -samid Woodford..Meredith -d
dsadd user-upn Wyatte..Hazelwood "cn= Wyatte Hazelwood ,ou=Marketing,dc=colors,dc=up" -samid Wyatte..Hazelwood -d
dsadd user-upn Zenas..Condit "cn= Zenas Condit ,ou=sales,dc=colors,dc=up" -samid Zenas..Condit -disabled no, -pwd "Red.Vine2", -m
```

- Go back to the server and PowerShell ISE.
- Click on the script screen.
- Hold on Ctrl + V. It will paste the data into the PowerShell.

Administrator: Windows PowerShell ISE

```
Untitled1.ps1* X
1 dsadd user -upn Alice.C.Anderson "cn= Alice C Anderson ,ou=Accounting,dc=colors,dc=up" -samid Alice.C.Anderson -disabled r
2 dsadd user -upn America.E.Anderson "cn= America E Anderson ,ou=Associate,dc=colors,dc=up" -samid America.E.Anderson -disabled r
3 dsadd user -upn Charles.R.Anderson "cn= Charles R Anderson ,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -disabled r
4 dsadd user -upn Edward.J.Anderson "cn= Edward J Anderson ,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled no, -pwd
5 dsadd user -upn Emily.V.Anderson "cn= Emily V Anderson ,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled no, -pwd
6 dsadd user -upn James.E.Anderson "cn= James E Anderson ,ou=Management,dc=colors,dc=up" -samid James.E.Anderson -disabled r
7 dsadd user -upn Malissa.J.Anderson "cn= Malissa J Anderson ,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled r
8 dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson ,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no, -pwd
9 dsadd user -upn Mary.L.Anderson "cn= Mary L Anderson ,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no, -pwd "Re
10 dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson ,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled r
11 dsadd user -upn William.E.Anderson "cn= William E Anderson ,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -disabled r
12 dsadd user -upn Lucinda.P.Arnold "cn= Lucinda P Arnold ,ou=Associate dc=colors dc=up" -samid Lucinda.P.Arnold -disabled r
```

PS C:\Users\Administrator>

- Find a tab.
- We need to replace the tab to space.
- Click next to “cn=.
- Hold Ctrl key and Shift key.
- Press the right arrow key on the keyboard.

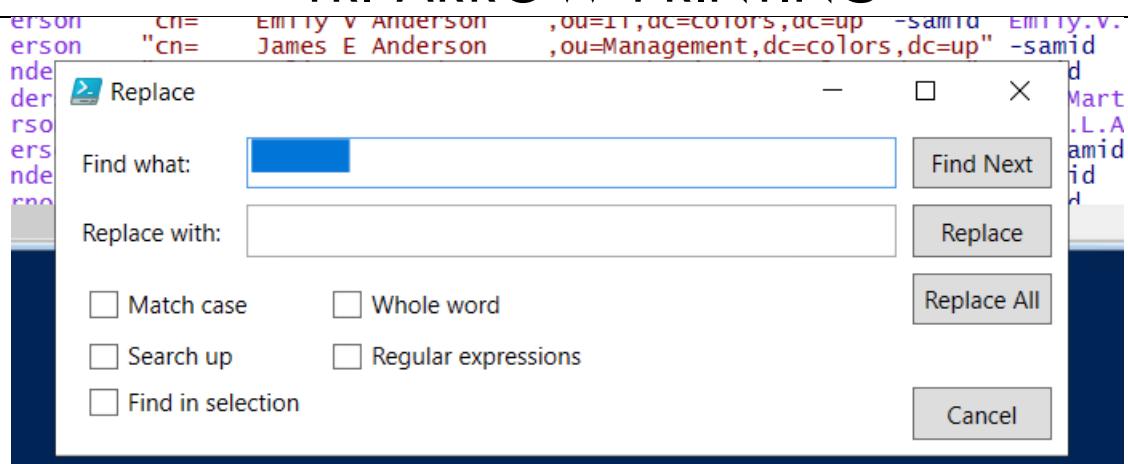
Administrator: Windows PowerShell ISE

```
Untitled1.ps1* X
1 dsadd user -upn Alice.C.Anderson "cn= Alice C Anderson ,ou=Accounting,dc=colors,dc=up" -samid Alice.C.Anderson -disabled r
2 dsadd user -upn America.E.Anderson "cn= America E Anderson ,ou=Associate,dc=colors,dc=up" -samid America.E.Anderson -disabled r
3 dsadd user -upn Charles.R.Anderson "cn= Charles R Anderson ,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -disabled r
4 dsadd user -upn Edward.J.Anderson "cn= Edward J Anderson ,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled no, -pwd
5 dsadd user -upn Emily.V.Anderson "cn= Emily V Anderson ,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled no, -pwd
6 dsadd user -upn James.E.Anderson "cn= James E Anderson ,ou=Management,dc=colors,dc=up" -samid James.E.Anderson -disabled r
7 dsadd user -upn Malissa.J.Anderson "cn= Malissa J Anderson ,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled r
8 dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson ,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no, -pwd
9 dsadd user -upn Mary.L.Anderson "cn= Mary L Anderson ,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no, -pwd "Mary.
10 dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson ,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled r
11 dsadd user -upn William.E.Anderson "cn= William E Anderson ,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -disabled r
12 dsadd user -upn Lucinda.P.Arnold "cn= Lucinda P Arnold ,ou=Associate dc=colors dc=up" -samid Lucinda.P.Arnold -disabled r
```

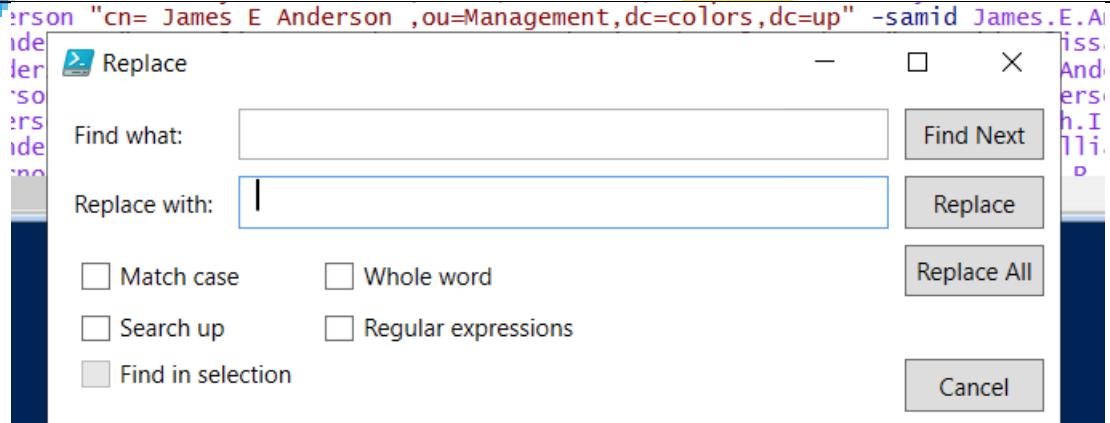
PS C:\Users\Administrator>

TRI-ARROW PRINTING

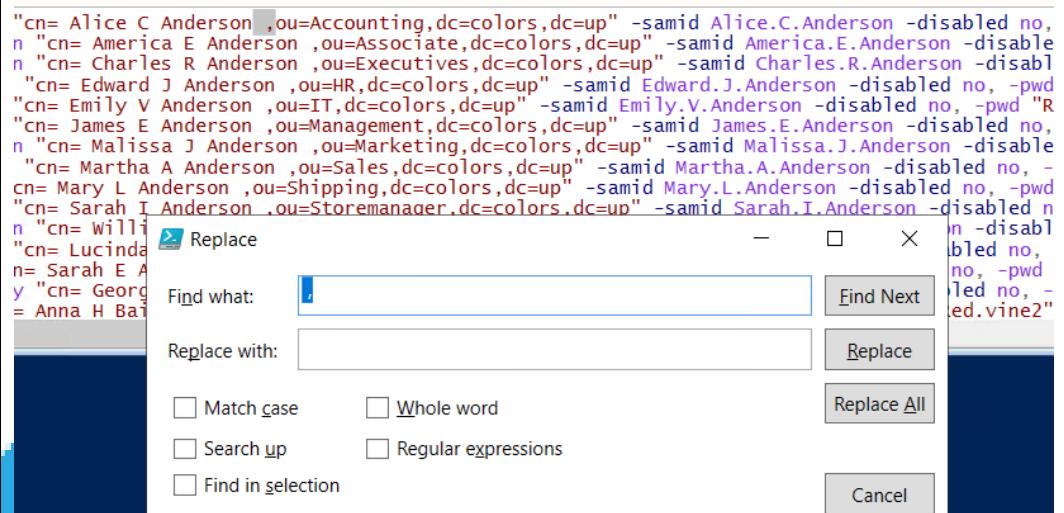
- Hold Ctrl + H key to open Replace dialog box.
- On the Replace with textbox, type a space.
- Click the Replace All button.



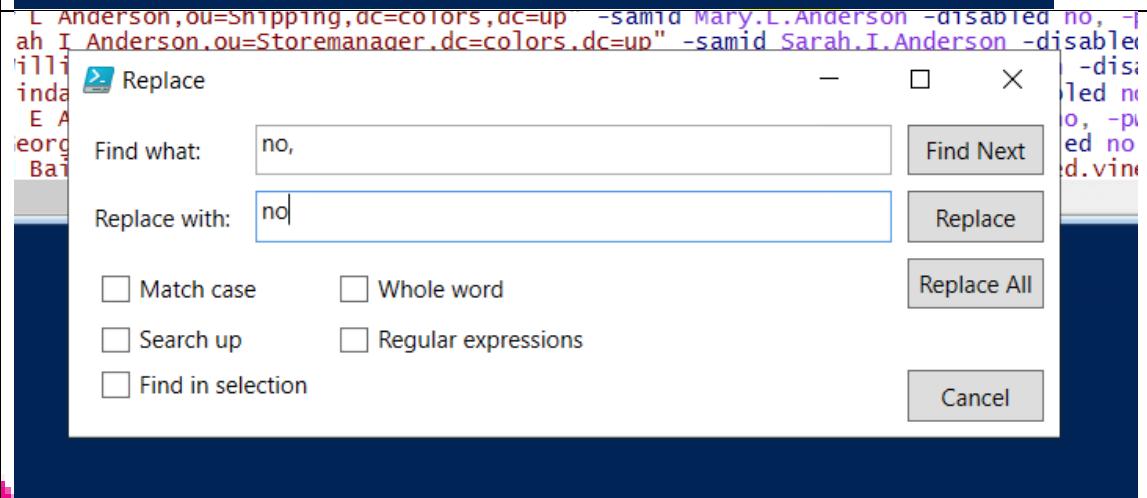
- The next thing is to replace two spaces with one space.
- On the Find what textbox, press the space bar two times.
- On the Replace with textbox, press the space bar one time.
- Click on the Replace All button.



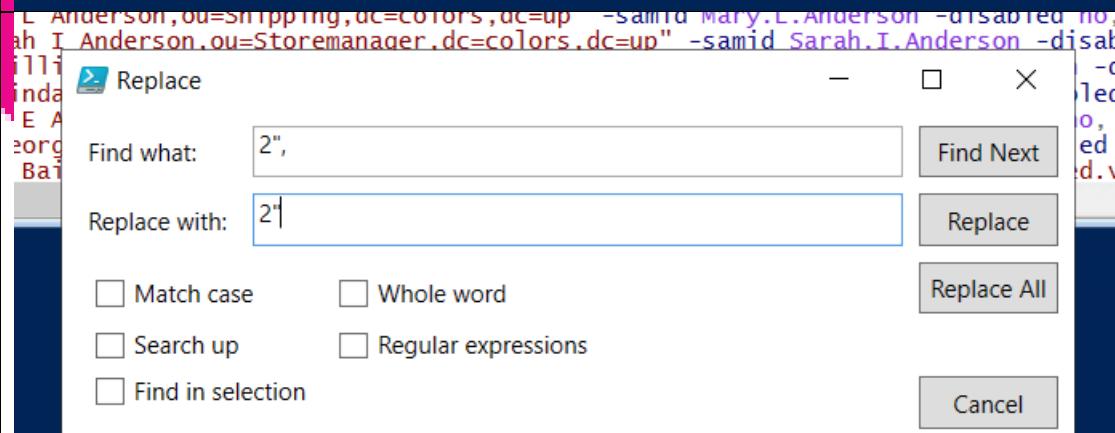
- Replace space comma with just one comma.
- On the Find what textbox, type a space and a comma.
- On the Replace with textbox, type a comma.
- Click on the Replace All button.



- Find what textbox is no, (no, and a comma).
- Replace it with no.
- Click on the Replace All button.

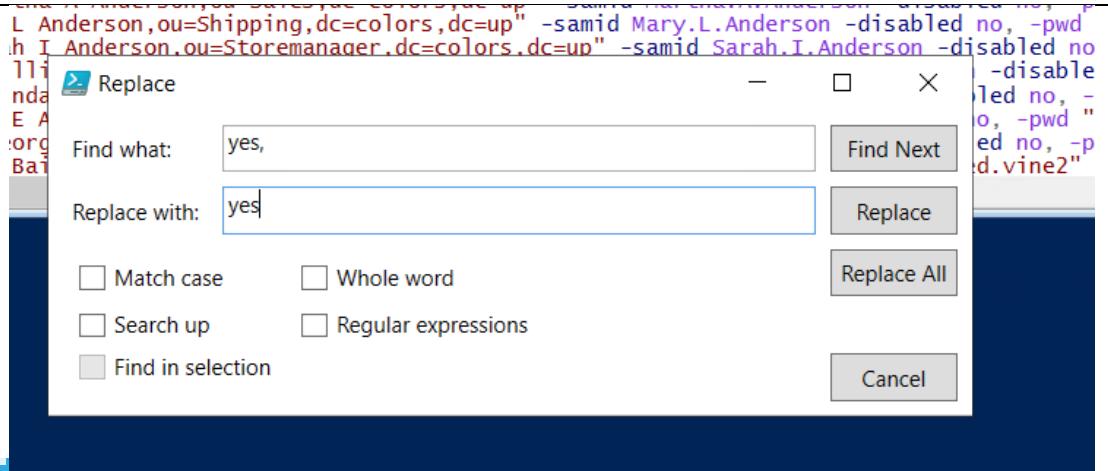


- Replace 2", (two double quote comma) with just 2" (two double quote).





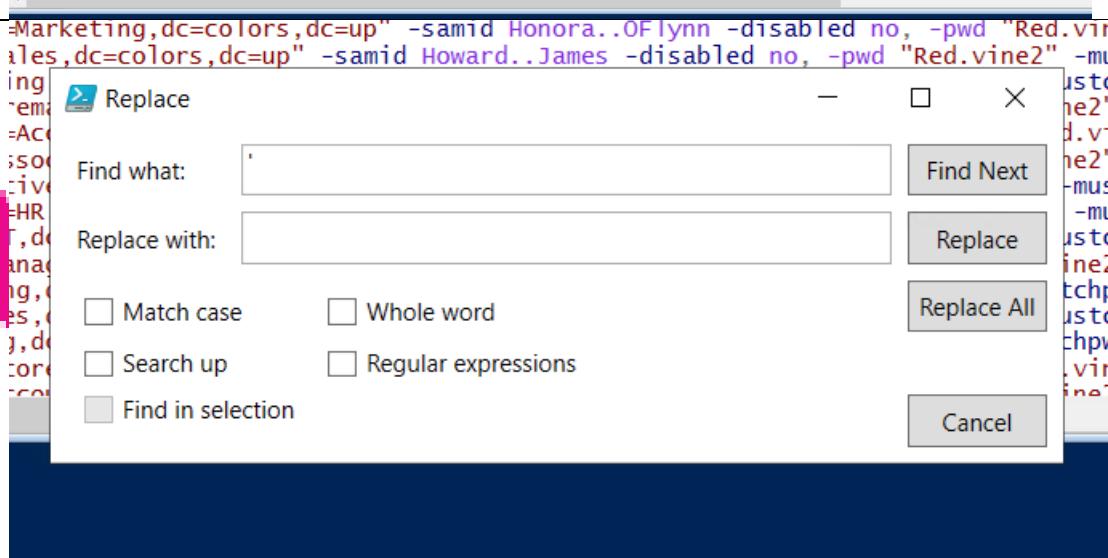
- The last part replaced yes with yes.



- Now scroll down to check if there are any errors.
- The color will tell.
- On row 1286 until down. The color is not right.
- The problem here is because the name contains '(a single quote)'.

```
Untitled1.ps1
1272 dsadd user -upn Henry..Connaway "cn= Henry Connaway,ou=Executives,dc=up" -samid Henry..Connaway -disabled
1273 dsadd user -upn Henry..Cottrell "cn= Henry Cottrell,ou=HR,dc=colors,dc=up" -samid Henry..Cottrell -disabled no, -pwd "Red.vir
1274 dsadd user -upn Henry..Dover "cn= Henry Dover,ou=IT,dc=colors,dc=up" -samid Henry..Dover -disabled no, -pwd "Red.vir
1275 dsadd user -upn Henry..Harrelson "cn= Henry Harrelson,ou=Management,dc=colors,dc=up" -samid Henry..Harrelson -disab
1276 dsadd user -upn Henry..Hun "cn= Henry Hun,ou=Marketing,dc=colors,dc=up" -samid Henry..Hun -disabled no, -pwd "Red.vi
1277 dsadd user -upn Henry..Meredith "cn= Henry Meredith,ou=Sales,dc=colors,dc=up" -samid Henry..Meredith -disabled no, -
1278 dsadd user -upn Henry..Utt "cn= Henry Utt,ou=Shipping,dc=colors,dc=up" -samid Henry..Utt -disabled no, -pwd "Red.vi
1279 dsadd user -upn Henry..Whittenburg "cn= Henry Whittenburg,ou=Storemanager,dc=colors,dc=up" -samid Henry..Whittenburg
1280 dsadd user -upn Herndon..Jarlson "cn= Herndon Jarlson,ou=Accounting,dc=colors,dc=up" -samid Herndon..Jarlson -disabl
1281 dsadd user -upn Hettie..Wells "cn= Hettie Wells,ou=Associate,dc=colors,dc=up" -samid Hettie..Wells -disabled no, -
1282 dsadd user -upn Hilda..Medlin "cn= Hilda Medlin,ou=Executives,dc=colors,dc=up" -samid Hilda..Medlin -disabled no, -
1283 dsadd user -upn Hilton..Sheffield "cn= Hilton Sheffield,ou=HR,dc=colors,dc=up" -samid Hilton..Sheffield -disabled nc
1284 dsadd user -upn Hiram..Condit "cn= Hiram Condit,ou=IT,dc=colors,dc=up" -samid Hiram..Condit -disabled no, -pwd "Red.
1285 dsadd user -upn Honor..Logsdon "cn= Honor Logsdon,ou=Management,dc=colors,dc=up" -samid Honor..Logsdon -disabled no,
1286 dsadd user -upn Honora..O'Flynn "cn= Honora O'Flynn,ou=Marketing,dc=colors,dc=up" -samid Honora..O'Flynn -disabled r
1287 dsadd user -upn Howard..James "cn= Howard James,ou=Sales,dc=colors,dc=up" -samid Howard..James -disabled no, -pwd "Red.
1288 dsadd user -upn Hubert..Cook "cn= Hubert Cook,ou=Storemanager,dc=colors,dc=up" -samid Hubert..Cook -disabled no, -
1289 dsadd user -upn Hugh..Meredith "cn= Hugh Meredith,ou=Accounting,dc=colors,dc=up" -samid Hugh..Meredith -disabled no,
1290 dsadd user -upn Ida..Dutton "cn= Ida Dutton,ou=Executives,dc=colors,dc=up" -samid Ida..Dutton -disabled no, -pwd "Re
1291 dsadd user -upn Ida..Harrelson "cn= Ida Harrelson,ou=HR,dc=colors,dc=up" -samid Ida..Harrelson -disabled no, -pwd "R
1292 dsadd user -upn Ida..Thurston "cn= Ida Thurston,ou=IT,dc=colors,dc=up" -samid Ida..Thurston -disabled no, -pwd "Red.
1293 dsadd user -upn Inez..Dockery "cn= Inez Dockery,ou=Management,dc=colors,dc=up" -samid Inez..Dockery -disabled no, -
1294 dsadd user -upn Inez..Deas "cn= Inez Deas,ou=Marketing,dc=colors,dc=up" -samid Inez..Deas -disabled no, -pwd "Red.vi
1295 dsadd user -upn Ira..Fortner "cn= Ira Fortner,ou=Sales,dc=colors,dc=up" -samid Ira..Fortner -disabled no, -pwd "Red.
1296 dsadd user -upn Ira..Rawls "cn= Ira Rawls,ou=Shipping,dc=colors,dc=up" -samid Ira..Rawls -disabled no, -pwd "Red.vi
1297 dsadd user -upn Isaac..Condit "cn= Isaac Condit,ou=Storemanager,dc=colors,dc=up" -samid Isaac..Condit -disabled no,
1298 dsadd user -upn Tease..Carrie "cn= Tease Carrie,ou=Accounting,dc=colors,dc=up" -samid Tease..Carrie -disabled no,
```

- Hold on Ctrl + H key.
- On Find what textbox, type a single quote (').
- On the Replace with textbox, type nothing. It is empty.
- Click the Replace All button.



- Make sure everything is correct with no errors.
- Select row 1 – 10.
- Click on the Run Selection on the top bar.

- Once you click on the run selection.
- If there are any errors, troubleshoot it.
- There is an error for row 2. The directory is not found.

File Edit View Tools Debug Add-ons Help

names.ps1 X

```

1 dsadd user -upn Alice.C.Anderson "cn= Alice C Anderson,ou=Accounting,dc=colors,dc=up" -samid Alice.C.Anderson -disabled no, -pwd "Red.vine2"
2 dsadd user -upn America.E.Anderson "cn= America E Anderson,ou=Associate,dc=colors,dc=up" -samid America.E.Anderson -disabled no, -pwd "Red.vine2"
3 dsadd user -upn Charles.R.Anderson "cn= Charles R Anderson,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -disabled no, -pwd "Red.vine2"
4 dsadd user -upn Edward.J.Anderson "cn= Edward J Anderson,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled no, -pwd "Red.vine2" -mustchp
5 dsadd user -upn Emily.V.Anderson "cn= Emily V Anderson,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled no, -pwd "Red.vine2" -mustchp
6 dsadd user -upn Malissa.J.Anderson "cn= Malissa J Anderson,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled no, -pwd "Red.vine2"
7 dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no, -pwd "Red.vine2"
8 dsadd user -upn Mary.L.Anderson "cn= Mary L Anderson,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no, -pwd "Red.vine2" -mustchp
9 dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled no, -pwd "Red.vine2" -mustchp
10 dsadd user -upn William.E.Anderson "cn= William E Anderson,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -disabled no, -pwd "Red.vine2" -mustchp
11 dsadd user -upn Lucinda.P.Arnold "cn= Lucinda P Arnold,ou=Associate,dc=colors,dc=up" -samid Lucinda.P.Arnold -disabled no, -pwd "Red.vine2" -mustchp
12 dsadd user -upn Sarah.E.Arnold "cn= Sarah E Arnold,ou=Executives,dc=colors,dc=up" -samid Sarah.E.Arnold -disabled no, -pwd "Red.vine2" -mustchp
13 dsadd user -upn George.M.Attterbury "cn= George M Attterbury,ou=HR,dc=colors,dc=up" -samid George.M.Attterbury -disabled no, -pwd "Red.vine2" -mustchp
14 dsadd user -upn Anna.H.Bailey "cn= Anna H Bailey,ou=IT,dc=colors,dc=up" -samid Anna.H.Bailey -disabled no, -pwd "Red.vine2" -mustchp
15 dsadd user -upn Arles.F.Bailey "cn= Arles F Bailey,ou=Management,dc=colors,dc=up" -samid Arles.F.Bailey -disabled no, -pwd "Red.vine2" -mustchp
16 dsadd user -upn Flora.M.Bailey "cn= Flora M Bailey,ou=Marketing,dc=colors,dc=up" -samid Flora.M.Bailey -disabled no, -pwd "Red.vine2" -mustchp
17 dsadd user -upn Paul.R.Bailey "cn= Paul R Bailey,ou=Sales,dc=colors,dc=up" -samid Paul.R.Bailey -disabled no, -pwd "Red.vine2" -mustchp
18 dsadd user -upn Thomas.M.Bailey "cn= Thomas M Bailey,ou=Shipping,dc=colors,dc=up" -samid Thomas.M.Bailey -disabled no, -pwd "Red.vine2" -mustchp
19 dsadd user -upn Youple.T.Bailey "cn= Youple T Bailey,ou=Storemanager,dc=colors,dc=up" -samid Youple.T.Bailey -disabled no, -pwd "Red.vine2" -mustchp
20 dsadd user -upn Nancy.J.Barlow "cn= Nancy J Barlow,ou=Accounting,dc=colors,dc=up" -samid Nancy.J.Barlow -disabled no, -pwd "Red.vine2" -mustchp
21 dsadd user -upn William.C.Barnett "cn= William C Barnett,ou=Associate,dc=colors,dc=up" -samid William.C.Barnett -disabled no, -pwd "Red.vine2" -mustchp
22 dsadd user -upn Nancy.A.Bayless "cn= Nancy A Bayless,ou=Executives,dc=colors,dc=up" -samid Nancy.A.Bayless -disabled no, -pwd "Red.vine2" -mustchp
23 dsadd user -upn Mary.F.Beagles "cn= Mary F Beagles,ou=HR,dc=colors,dc=up" -samid Mary.F.Beagles -disabled no, -pwd "Red.vine2" -mustchp
24 dsadd user -upn Anna.M.Benedict "cn= Anna M Benedict,ou=IT,dc=colors,dc=up" -samid Anna.M.Benedict -disabled no, -pwd "Red.vine2" -mustchp
25 dsadd user -upn George.W.Bigger "cn= George W Bigger,ou=Management,dc=colors,dc=up" -samid George.W.Bigger -disabled no, -pwd "Red.vine2" -mustchp
26 dsadd user -upn James.N.Bigger "cn= James N Bigger,ou=Marketing,dc=colors,dc=up" -samid James.N.Bigger -disabled no, -pwd "Red.vine2" -mustchp
27 dsadd user -upn George.M.Bittner "cn= George M Bittner,ou=Sales,dc=colors,dc=up" -samid George.M.Bittner -disabled no, -pwd "Red.vine2" -mustchp
28 dsadd user -upn Malissa.J.Anderson "cn= Malissa J Anderson,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled no, -pwd "Red.vine2" -mustchp
29 dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no, -pwd "Red.vine2" -mustchp
30 dsadd user -upn Mary.L.Anderson "cn= Mary L Anderson,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no, -pwd "Red.vine2" -mustchp
31 dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled no, -pwd "Red.vine2" -mustchp
32 dsadd user -upn William.E.Anderson "cn= William E Anderson,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -disabled no, -pwd "Red.vine2" -mustchp
33 dsadd user -upn Lucinda.P.Arnold "cn= Lucinda P Arnold,ou=Associate,dc=colors,dc=up" -samid Lucinda.P.Arnold -disabled no, -pwd "Red.vine2" -mustchp
34 dsadd user -upn Sarah.E.Arnold "cn= Sarah E Arnold,ou=Executives,dc=colors,dc=up" -samid Sarah.E.Arnold -disabled no, -pwd "Red.vine2" -mustchp
35 dsadd user -upn George.M.Attterbury "cn= George M Attterbury,ou=HR,dc=colors,dc=up" -samid George.M.Attterbury -disabled no, -pwd "Red.vine2" -mustchp

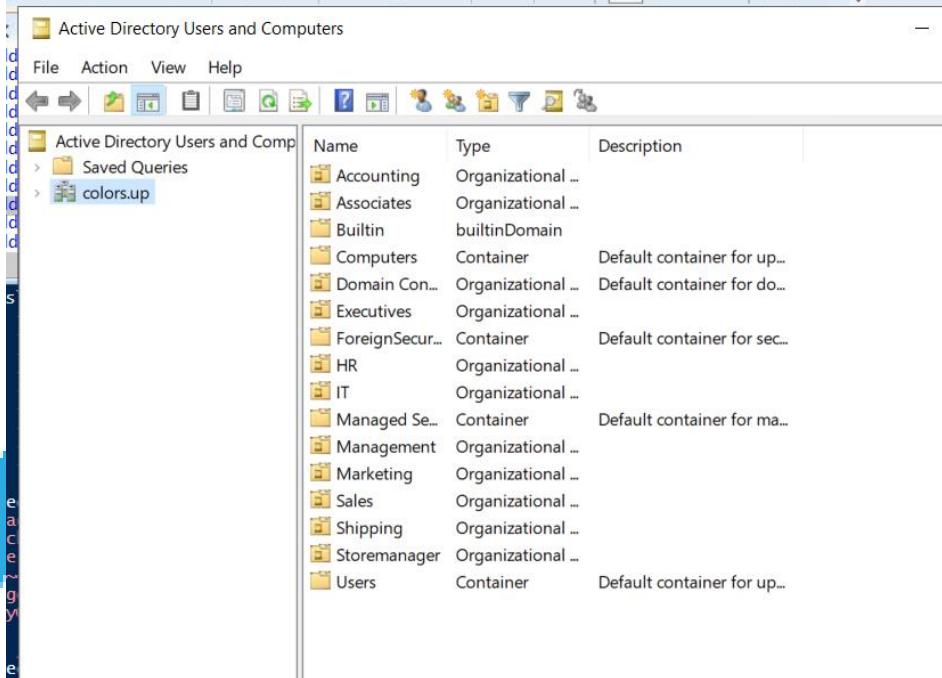
```

PS C:\Users\Administrator> dsadd user -upn Alice.C.Anderson "cn= Alice C Anderson,ou=Accounting,dc=colors,dc=up" -samid Alice.C.Anderson -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn America.E.Anderson "cn= America E Anderson,ou=Associate,dc=colors,dc=up" -samid America.E.Anderson -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn Charles.R.Anderson "cn= Charles R Anderson,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn Edward.J.Anderson "cn= Edward J Anderson,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn Emily.V.Anderson "cn= Emily V Anderson,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn Malissa.J.Anderson "cn= Malissa J Anderson,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn Mary.L.Anderson "cn= Mary L Anderson,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn William.E.Anderson "cn= William E Anderson,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn Lucinda.P.Arnold "cn= Lucinda P Arnold,ou=Associate,dc=colors,dc=up" -samid Lucinda.P.Arnold -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn Sarah.E.Arnold "cn= Sarah E Arnold,ou=Executives,dc=colors,dc=up" -samid Sarah.E.Arnold -disabled no, -pwd "Red.vine2" -mustchp
dsadd user -upn George.M.Attterbury "cn= George M Attterbury,ou=HR,dc=colors,dc=up" -samid George.M.Attterbury -disabled no, -pwd "Red.vine2" -mustchp

At line:2 char:1
+ dsadd user -upn America.E.Anderson "cn= America E Anderson,ou=Associa ...
+ ~~~~~
+ CategoryInfo : NotSpecified: (dsadd failed:c...ject not found.:String) [], RemoteException
+ FullyQualifiedErrorId : NativeCommandError

type dsadd /? for help.
dsadd succeeded:c= Alice C Anderson,ou=Accounting,dc=colors,dc=up
dsadd : dsadd failed:c= America E Anderson,ou=Associate,dc=colors,dc=up:Directory object not found.
At line:2 char:1
+ dsadd user -upn America.E.Anderson "cn= America E Anderson,ou=Associa ...
+ ~~~~~
+ CategoryInfo : NotSpecified: (dsadd failed:c...ject not found.:String) [], RemoteException
+ FullyQualifiedErrorId : NativeCommandError

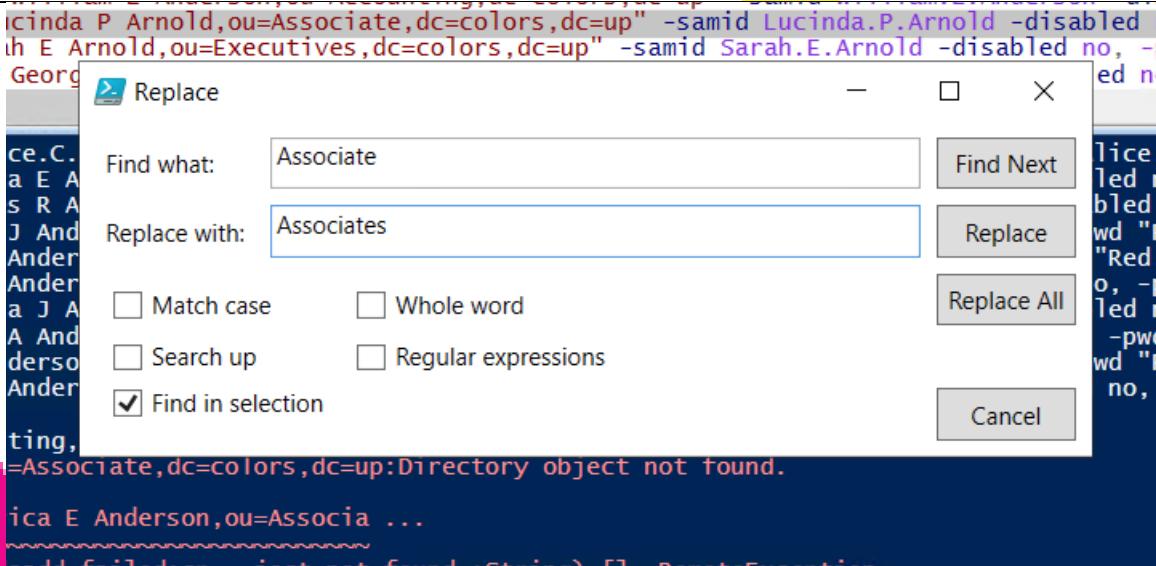
- Open Active Directory.
- The problem is found.
- The name does not match the script.
- On active directory, the name is Associates. While on the script, it is Associate.
- We need to change the script.



The screenshot shows the Active Directory Users and Computers interface. The left pane displays a tree view of the directory structure under "Active Directory Users and Computers". The right pane lists various organizational units (OUs) with their names, types, and descriptions. Some OUs listed include Accounting, Associates, BuiltIn, Computers, Domain Con..., Executives, ForeignSecur..., HR, IT, Managed Se..., Management, Marketing, Sales, Shipping, Storemanager, and Users. The "Associates" OU is visible in the list.

Name	Type	Description
Accounting	Organizational ...	
Associates	Organizational ...	
Builtin	Container	Default container for up...
Computers	Container	Default container for do...
Domain Con...	Organizational ...	Default container for do...
Executives	Organizational ...	
ForeignSecur...	Container	Default container for sec...
HR	Organizational ...	
IT	Organizational ...	
Managed Se...	Container	Default container for ma...
Management	Organizational ...	
Marketing	Organizational ...	
Sales	Organizational ...	
Shipping	Organizational ...	
Storemanager	Organizational ...	
Users	Container	Default container for up...

- Hold on Ctrl + H key.
- Replace Associate with Associates.



The screenshot shows a search results window with a "Replace" dialog box overlaid. The search results list several entries, some of which contain the word "Associate". The "Replace" dialog has "Associate" in the "Find what:" field and "Associates" in the "Replace with:" field. The "Find in selection" checkbox is checked. The "Replace All" button is highlighted.



TRI-ARROW PRINTING

- Run it again.
- It is successful.
- The red line shows that the account already exists. We can ignore them.
- Then click Run or green right arrow on the top bar to run the whole data.

File Edit View Tools Debug Add-ons Help

names.ps1* X

```

1 dsadd user -upn Alice.C.Anderson "cn= Alice C Anderson,ou=Accounting,dc=colors,dc=up" -samid Alice.C.Anderson -
2 dsadd user -upn America.E.Anderson "cn= America E Anderson,ou=Associates,dc=colors,dc=up" -samid America.E.Anderson -
3 dsadd user -upn Charles.R.Anderson "cn= Charles R Anderson,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -
4 dsadd user -upn Edward.J.Anderson "cn= Edward J Anderson,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled
5 dsadd user -upn Emily.V.Anderson "cn= Emily V Anderson,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled
6 dsadd user -upn James.E.Anderson "cn= James E Anderson,ou=Management,dc=colors,dc=up" -samid James.E.Anderson -
7 dsadd user -upn Malissa.J.Anderson "cn= Malissa J Anderson,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -
8 dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled
9 dsadd user -upn Mary.L.Anderson "cn= Mary L Anderson,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled
10 dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -
11 dsadd user -upn William.E.Anderson "cn= William E Anderson,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson

dsadd : dsadd failed:cn= Alice C Anderson,ou=Accounting,dc=colors,dc=up:The specified account already exists.
At line:1 char:1
+ dsadd user -upn Alice.C.Anderson "cn= Alice C Anderson,ou=Accounting, ...
+ ~~~~~~+ CategoryInfo : NotSpecified: (dsadd Failed:cn...already exists.:String) [], RemoteException
+ FullyQualifiedErrorId : NativeCommandError

type dsadd /? for help.
dsadd succeeded:cn= America E Anderson,ou=Associates,dc=colors,dc=up
dsadd : dsadd failed:cn= Charles R Anderson,ou=Executives,dc=colors,dc=up:The specified account already exists.
At line:3 char:1
+ dsadd user -upn Charles.R.Anderson "cn= Charles R Anderson,ou=Executi ...
+ ~~~~~~+ CategoryInfo : NotSpecified: (dsadd failed:cn...already exists.:String) [], RemoteException
+ FullyQualifiedErrorId : NativeCommandError

type dsadd /? for help.
dsadd succeeded:cn= William Morrison,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= William Murray,ou=shipping,dc=colors,dc=up
dsadd succeeded:cn= William Neville,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= William Perkins,ou=Accounting,dc=colors,dc=up
dsadd succeeded:cn= William Provost,ou=Associates,dc=colors,dc=up
dsadd succeeded:cn= William Read,ou=Executives,dc=colors,dc=up
dsadd succeeded:cn= William Sanders,ou=HR,dc=colors,dc=up
dsadd succeeded:cn= William Sheffield,ou=IT,dc=colors,dc=up
dsadd succeeded:cn= William Spangler,ou=Management,dc=colors,dc=up
dsadd succeeded:cn= William Stout,ou=Marketing,dc=colors,dc=up
dsadd succeeded:cn= William Thurston,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= William Tripp,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= William Wheeler,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= William Whittenberg,ou=Accounting,dc=colors,dc=up
dsadd succeeded:cn= William Whitenburg,ou=Associates,dc=colors,dc=up
dsadd succeeded:cn= William Wiggins,ou=Executives,dc=colors,dc=up
dsadd succeeded:cn= Williams Maxwell,ou=HR,dc=colors,dc=up
dsadd succeeded:cn= Willie Endman,ou=IT,dc=colors,dc=up
dsadd succeeded:cn= Willie Webb,ou=Management,dc=colors,dc=up
dsadd succeeded:cn= Willis Meredith,ou=Marketing,dc=colors,dc=up
dsadd succeeded:cn= Wilmoth Farris,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= Woodford Meredith,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= Wyatte Hazelwood,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= Zenas Condit,ou=Accounting,dc=colors,dc=up

PS C:\Users\Administrator> |
Completed

```



TRI-ARROW PRINTING

- Add a new script file.
- Type (get-aduser -filter *).count
- Run the program to find how many users you have.

```
Administrator: Windows PowerShell ISE
File Edit View Tools Debug Add-ons Help
names.ps1 Untitled2.ps1* X
1 (get-aduser -filter *).count
```

```
dsadd succeeded:cn= William Morrison,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= William Murray,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= William Neville,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= William Perkins,ou=Accounting,dc=colors,dc=up
dsadd succeeded:cn= William Provow,ou=Associates,dc=colors,dc=up
dsadd succeeded:cn= William Read,ou=Executives,dc=colors,dc=up
dsadd succeeded:cn= William Sanders,ou=HR,dc=colors,dc=up
dsadd succeeded:cn= William Sheffield,ou=IT,dc=colors,dc=up
dsadd succeeded:cn= William Spangler,ou=Management,dc=colors,dc=up
dsadd succeeded:cn= William Stout,ou=Marketing,dc=colors,dc=up
dsadd succeeded:cn= William Thurston,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= William Tripp,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= William Wheeler,ou=Storemanager,dc=colors,dc=up
osadd succeeded:cn= William Snettler,ou=IT,dc=colors,dc=up
dsadd succeeded:cn= William Spangler,ou=Management,dc=colors,dc=up
dsadd succeeded:cn= William Stout,ou=Marketing,dc=colors,dc=up
dsadd succeeded:cn= William Thurston,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= William Tripp,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= William Wheeler,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= William Whittenberg,ou=Accounting,dc=colors,dc=up
dsadd succeeded:cn= William Whittenburg,ou=Associates,dc=colors,dc=up
dsadd succeeded:cn= William Wiggins,ou=Executives,dc=colors,dc=up
dsadd succeeded:cn= Williams Maxwell,ou=HR,dc=colors,dc=up
dsadd succeeded:cn= Willie Endeman,ou=IT,dc=colors,dc=up
dsadd succeeded:cn= Willie Webb,ou=Management,dc=colors,dc=up
dsadd succeeded:cn= Willis Meredith,ou=Marketing,dc=colors,dc=up
dsadd succeeded:cn= Wilmoth Farris,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= Woodford Meredith,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= Wyatte Hazelwood,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= Zenas Condit,ou=Accounting,dc=colors,dc=up

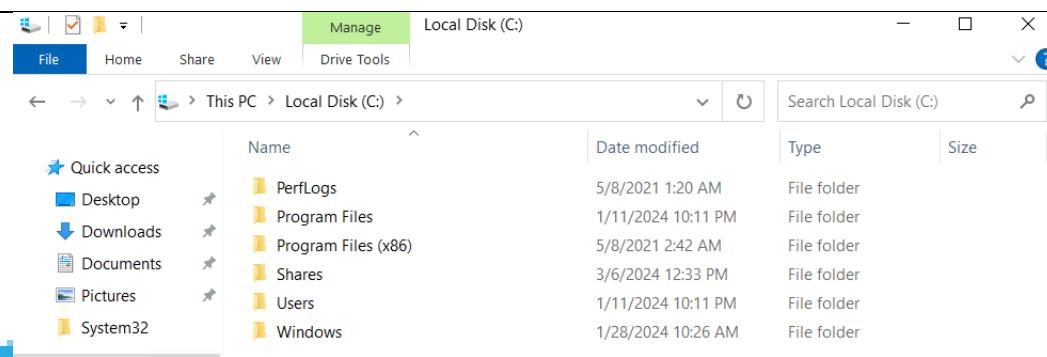
PS C:\Users\Administrator> C:\Users\Administrator\Documents\countUsers.ps1
2063

PS C:\Users\Administrator>
```

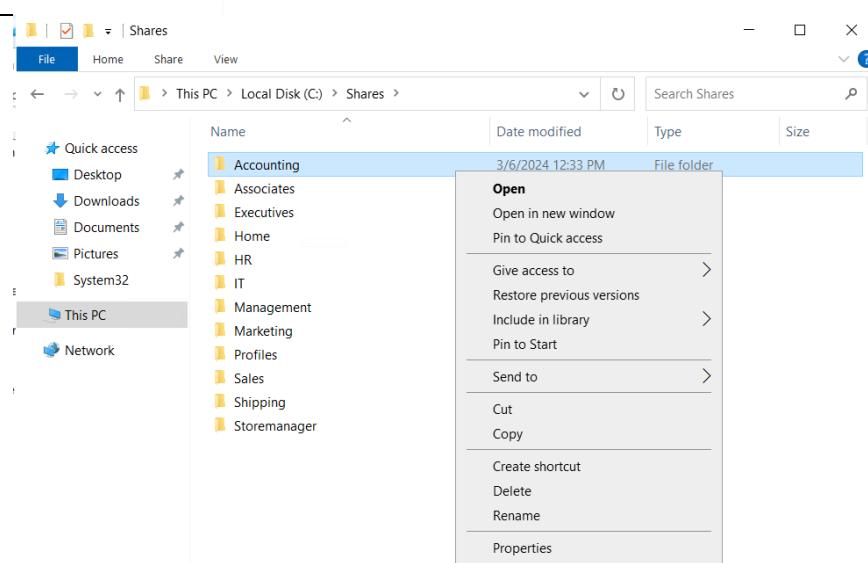
- The program will say 2063.

Appendix 5

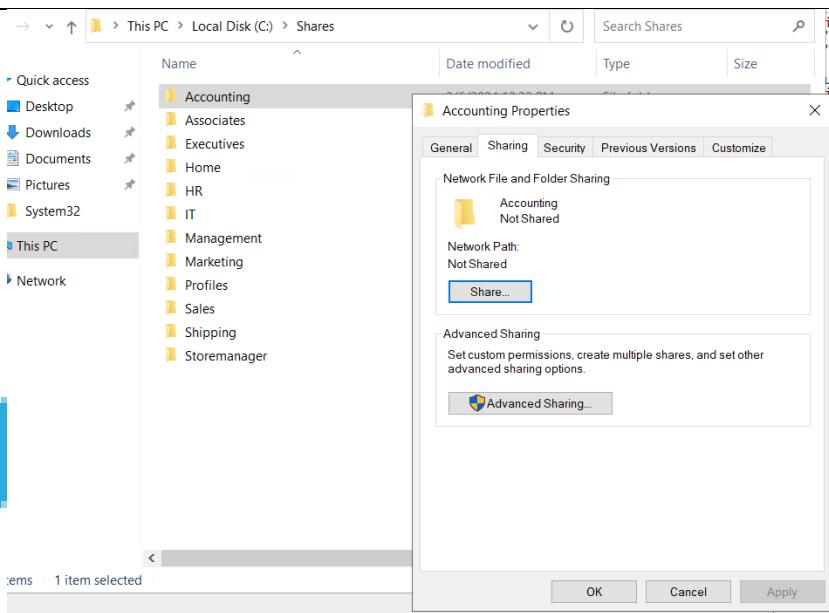
- Go to file explorer.
- Click This PC.
- Double-click on Local Disk (C:).
- Double-click Shares folder.



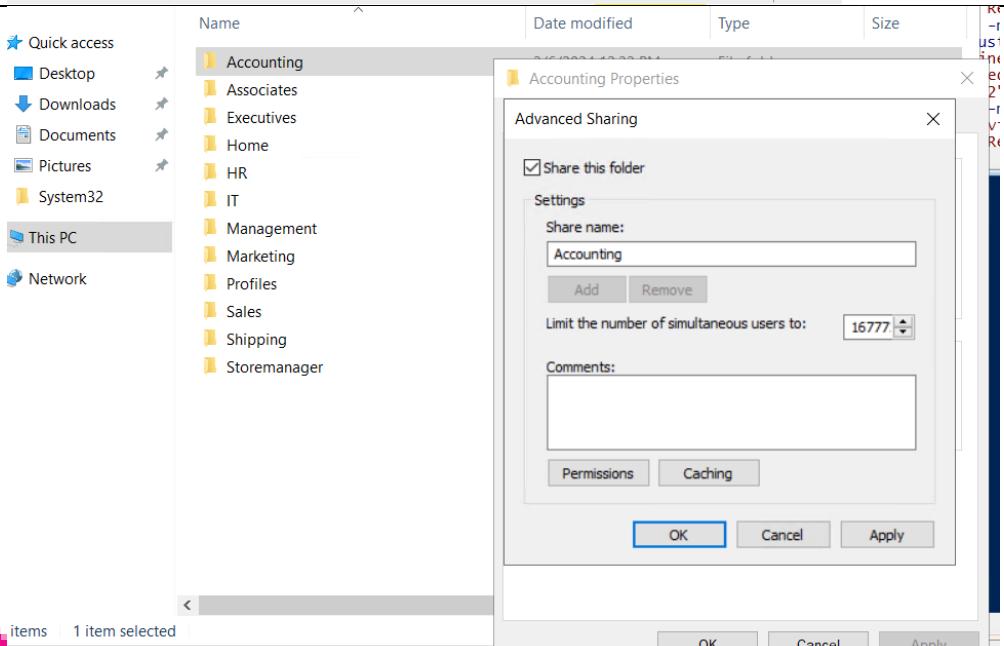
- Left click accounting folder.
- Right-click the selected folder.
- Select Properties.



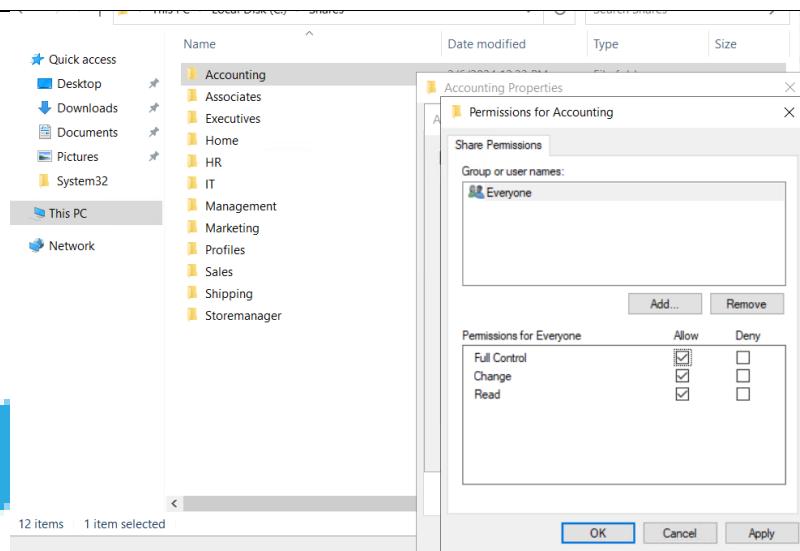
- Go to Sharing tab.
- Click Advanced Sharing button.



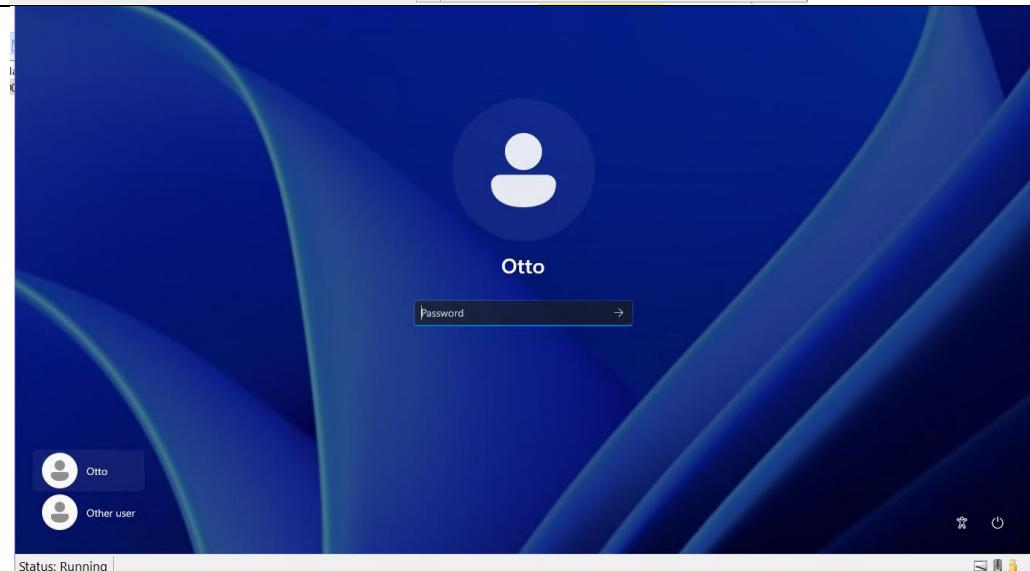
- Check the Share this folder checkbox.
- Click the Permissions button.



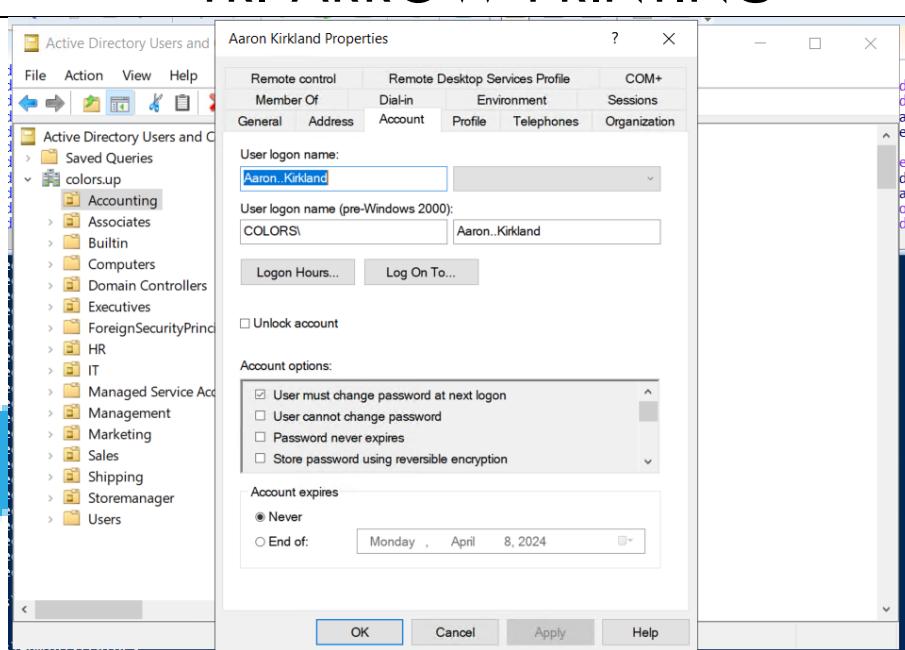
- Check the box full control.
- Click the Apply button.
- Click OK.
- Click OK.
- Click Close.



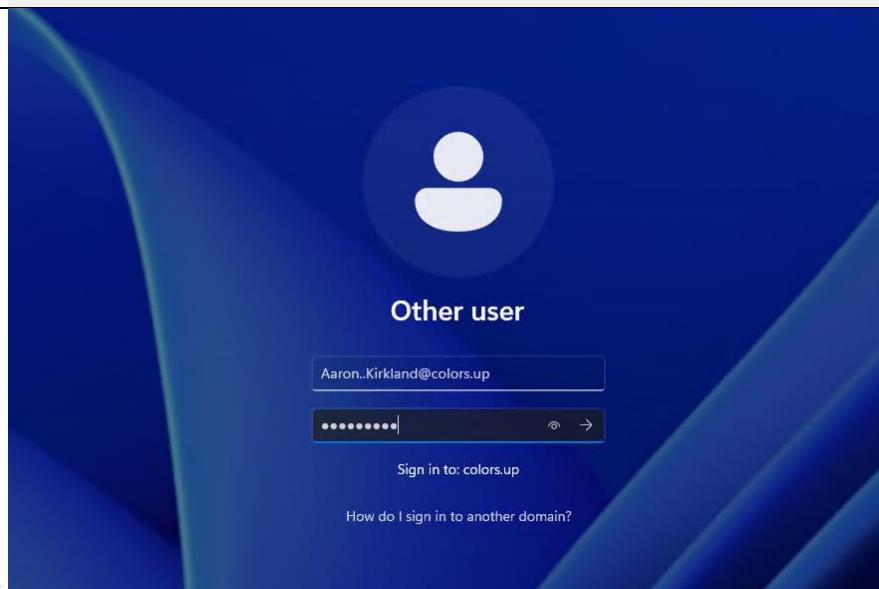
- Let's test it.
- Open and run the workstation.



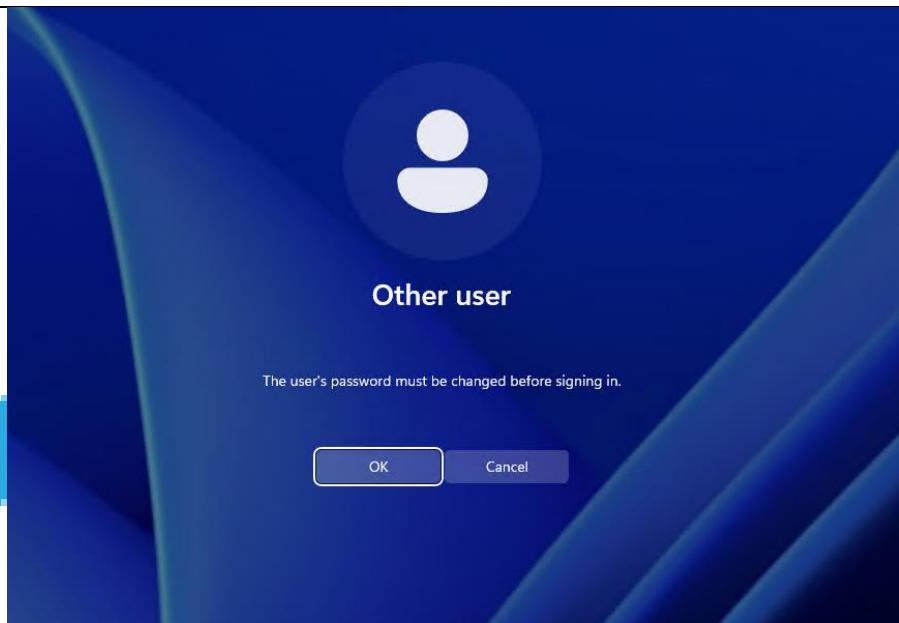
- Go back to the server.
- The Active Directory should be open.
- Click on Accounting.
- Double Click the first user.
- Click Account.
- Get the name.
- We need to use the name to log into the workstation.



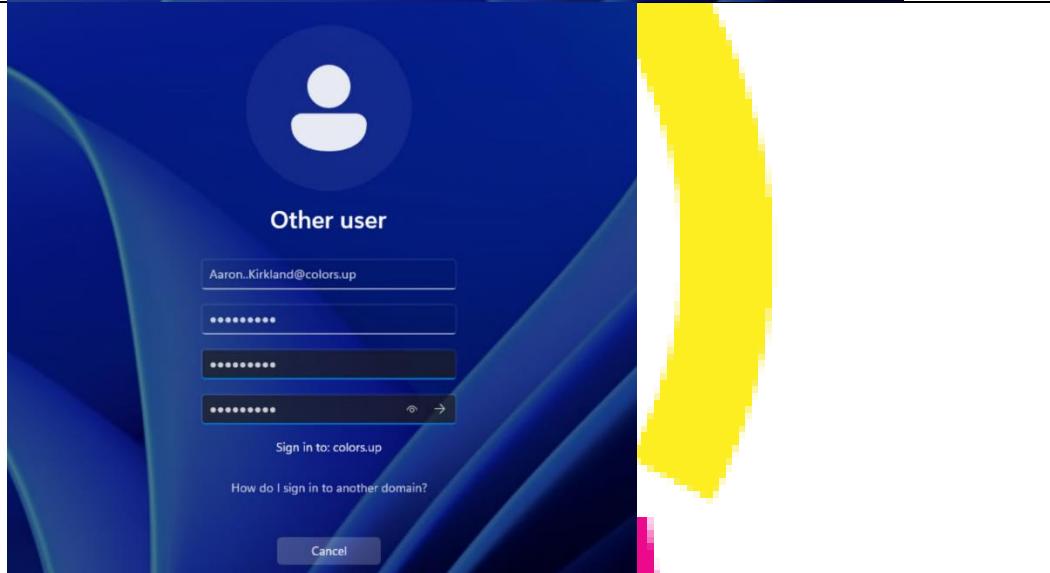
- Log in using Aaron's username followed by @ sign, and domain name.
- Use Red.vine2 as password.



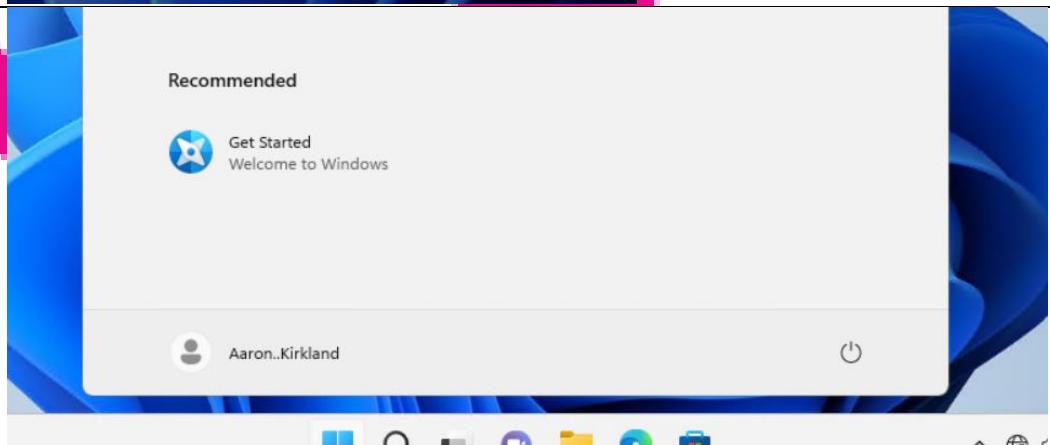
- Click on the OK button.



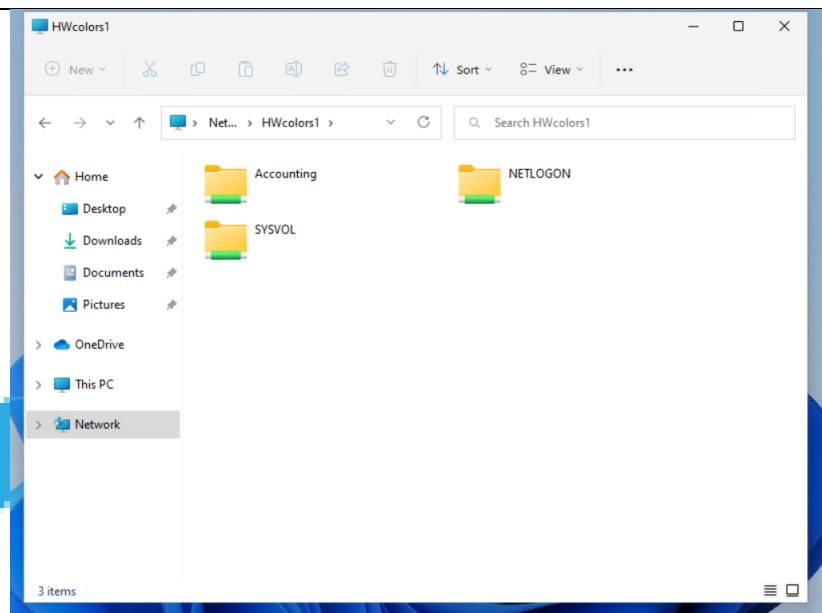
- Change the password to Red.vine1.
- Hit the Enter key.
- It will take a few moments.



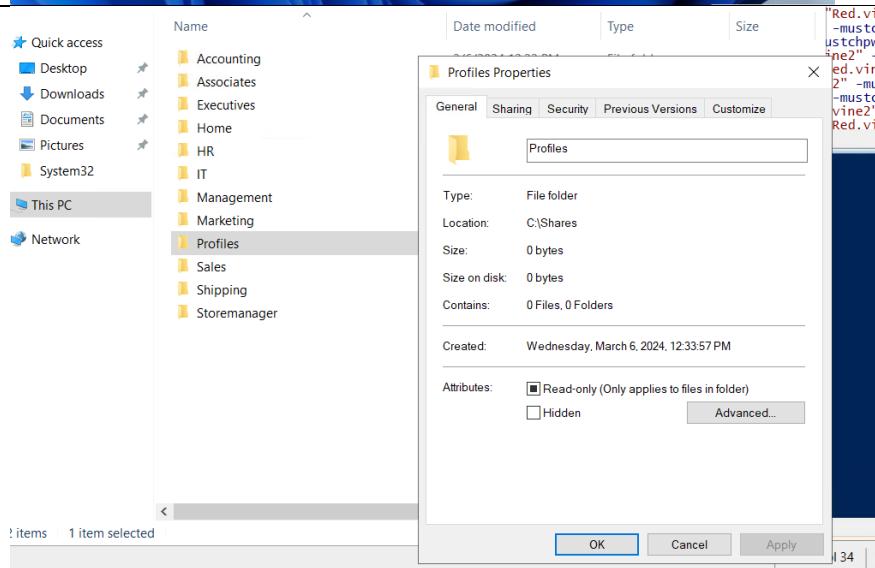
- The workstation should look like this that has Aaron..Kirkland name on the bottom.



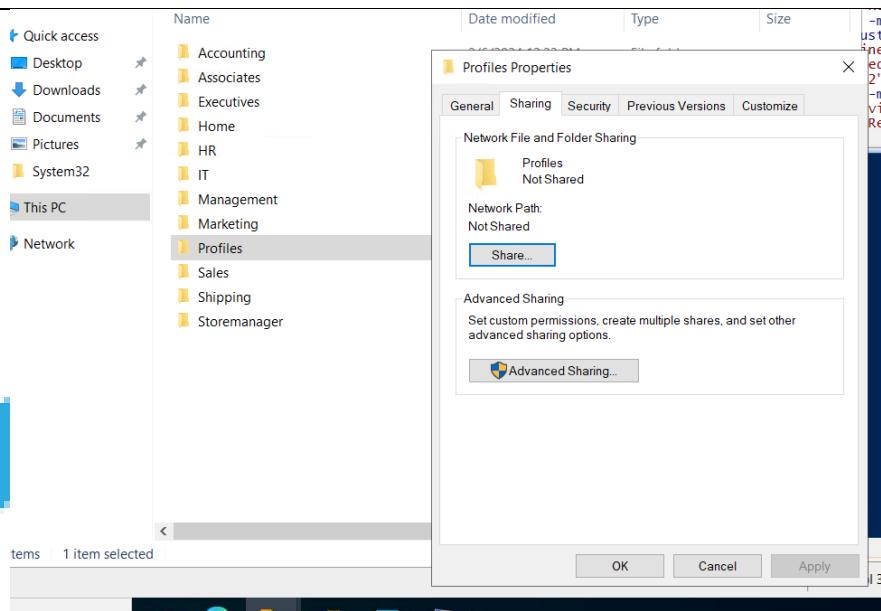
- Open File explorer on the workstation.
- At the home bar.
- Type \HWcolors1.
- The server's name is HWcolors1.
- You should see the folders like in the photo.



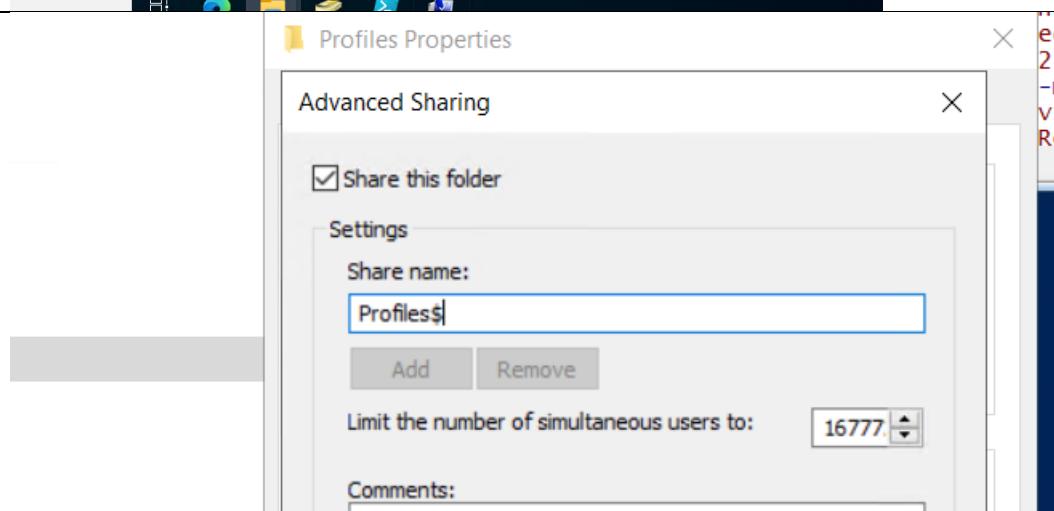
- Go back to the server.
- Click on Profile folder.
- Right-click and choose properties.



- Click the Sharing tab.
- Click on Advanced Sharing.

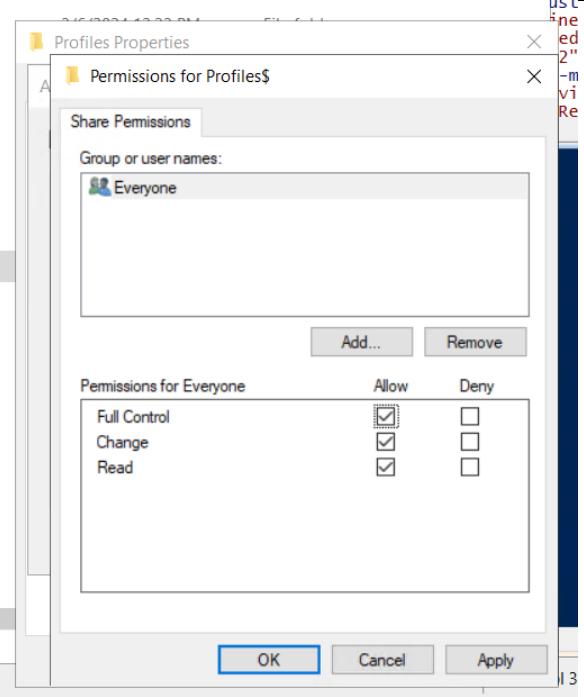


- Select the checkbox.
- Add a dollar sign (\$) after Profiles.
- We need to hide it over the network.
- Next, click on the Permission button.

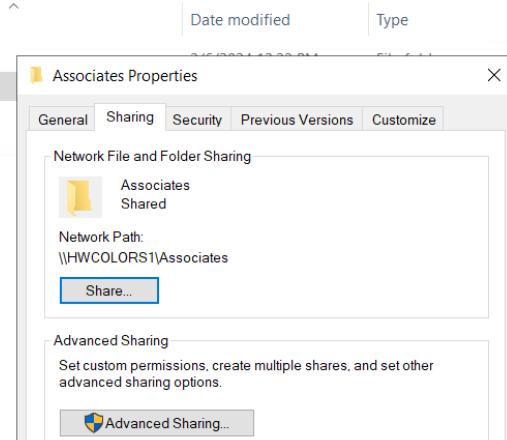
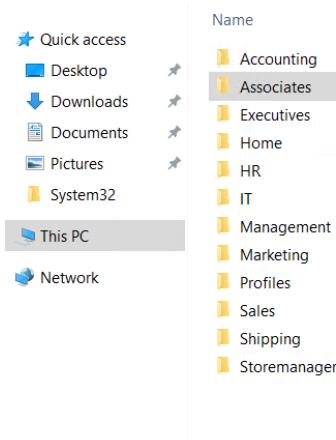


- Select the Full Control checkbox.
- Click on the OK button.
- Click the OK button.
- Click the Close button.

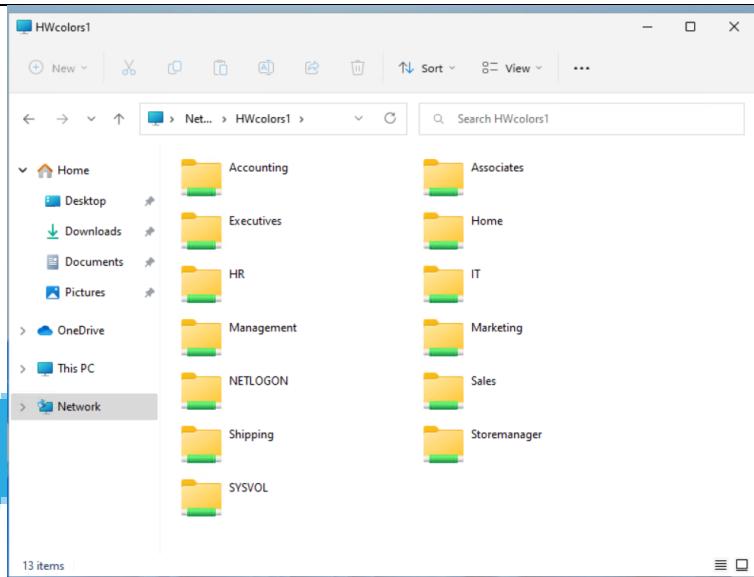
█ Accounting
█ Associates
█ Executives
█ Home
█ HR
█ IT
█ Management
█ Marketing
█ Profiles
█ Sales
█ Shipping
█ Storemanager



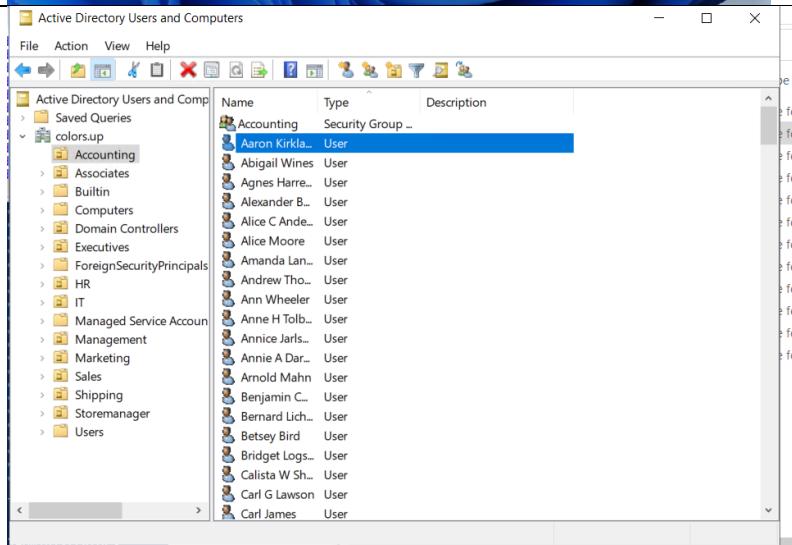
- Now do the share folder for the rest of the folders except Profile folder.
- Follow the step of sharing accounting folders over the network.
- Right-click on the folder.
- Select Properties, sharing tab, advanced sharing, check the box, permission, and check full control.
- Click on OK, OK, and Close buttons.



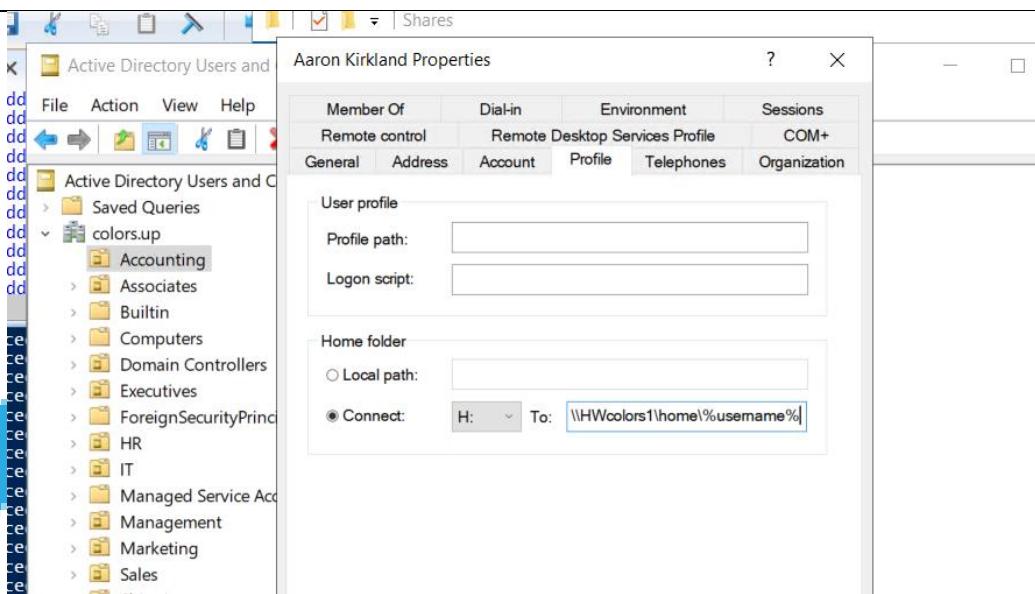
- Go back to the workstation.
- Refresh the `\HWcolors1`.
- It should look like the photo.



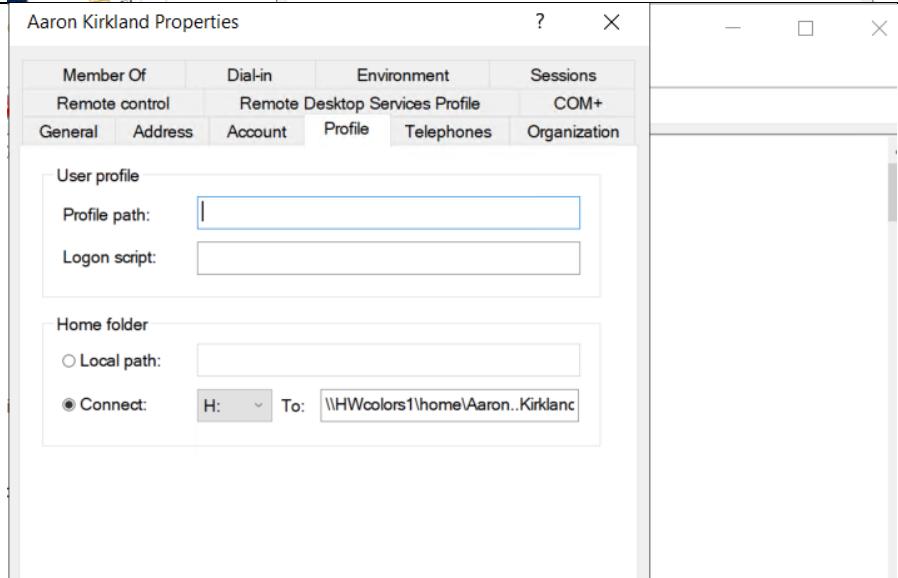
- Go back to the server.
- Go to the active directory.
- Click on Type to make the accounting group go to the top.



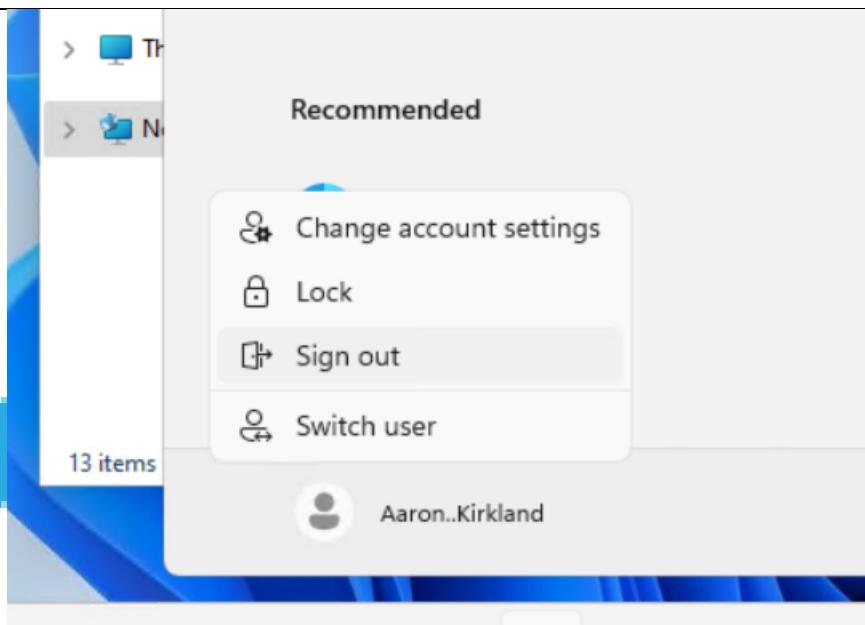
- Double-click on Aaron.
- Click on Profile.
- Click connect.
- Select H from the drop-down.
- Type \\ followed by server's name and \ and home and \ and %username%.



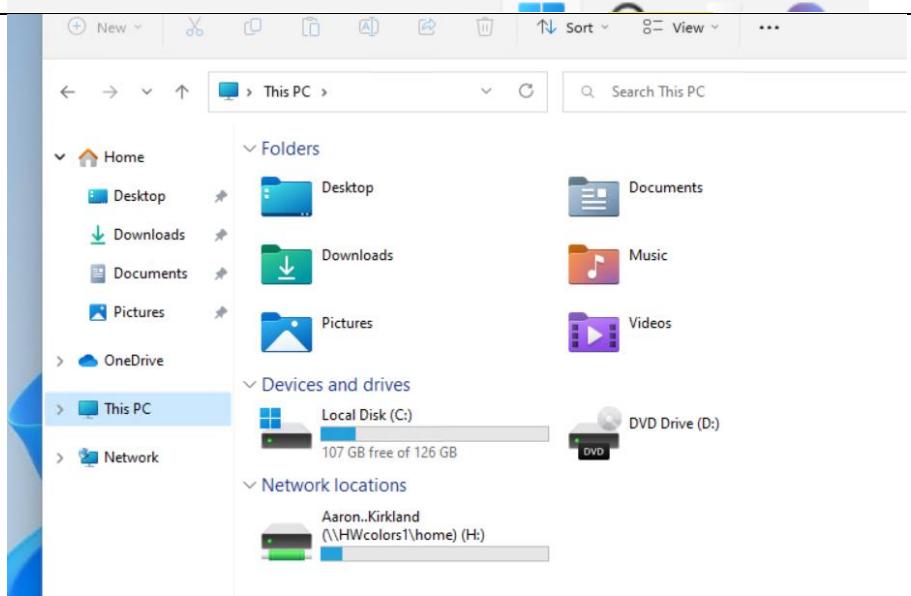
- Select the whole thing inside the textbox. Copy it.
- Click the Apply button.
- It should look like this.



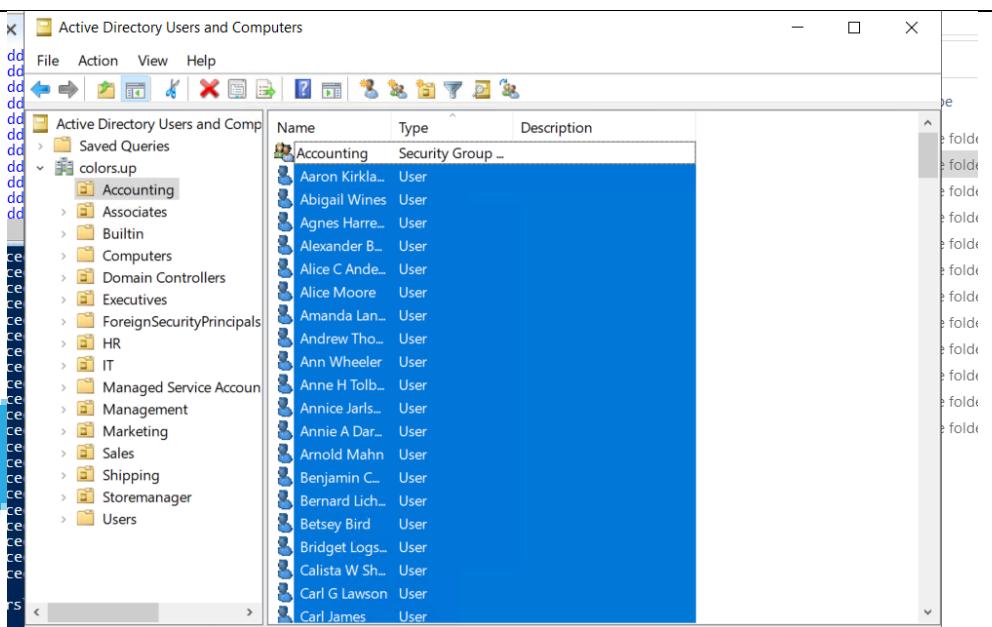
- Go back to the workstation.
- Sign out from the account.
- Log back in.
- Use Red.vine1 as password.



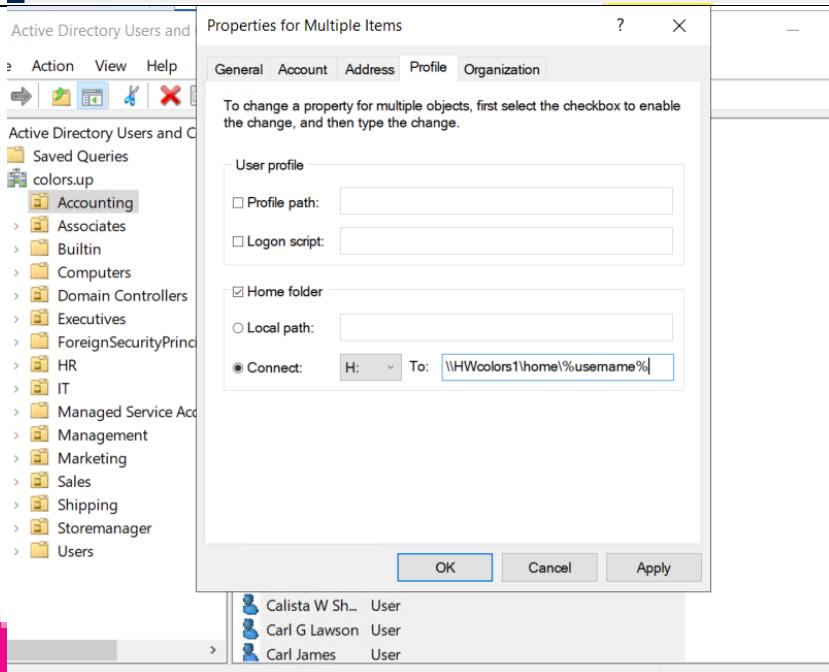
- Go to the File Explorer.
- Click on This PC.
- It should look like this.
- There is a network location that has a username.



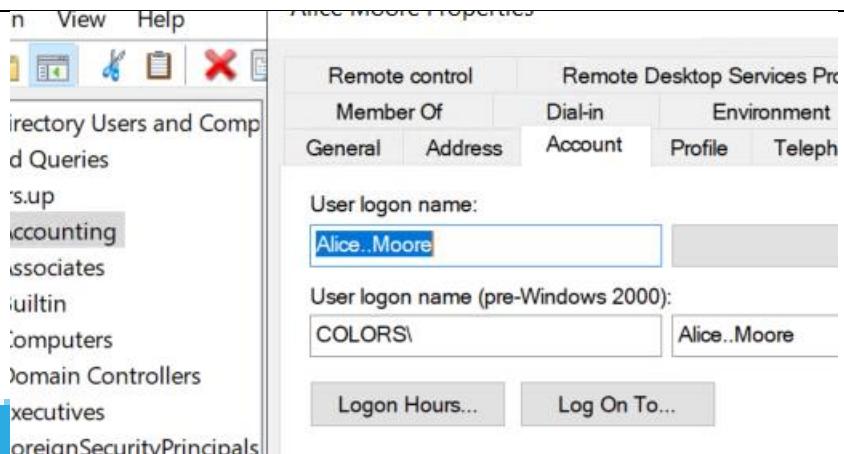
- Go back to the server, do a Ctrl + A to select the whole thing.
- Hold on Ctrl key and select Accounting to unselect it.



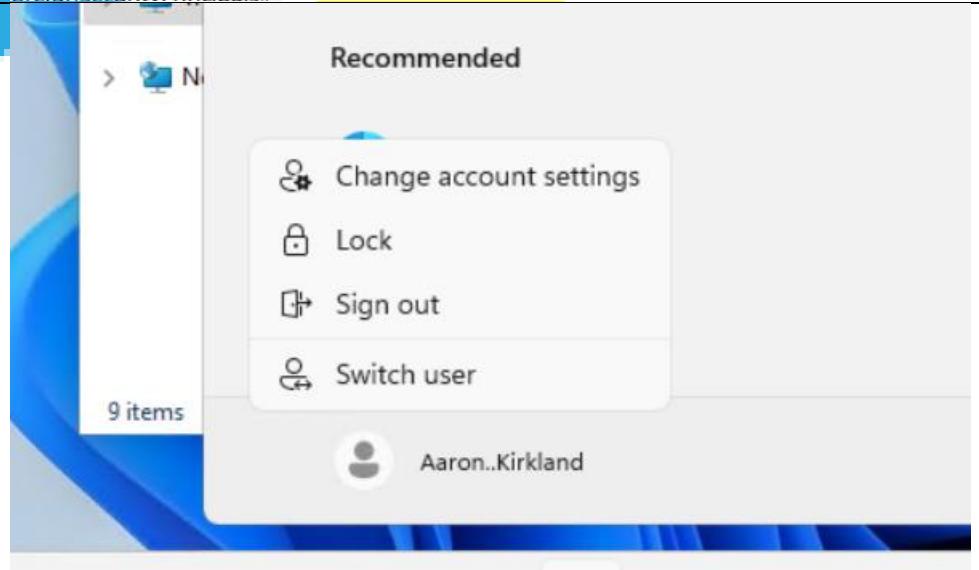
- Right-click and select properties.
- Click on Profile.
- Select Home folder.
- Select Connect.
- Choose H: from the drop-down menu.
- Ctrl + V to the textbox.
- If it is not working, type \server's name\home\%username%.
- Click OK.



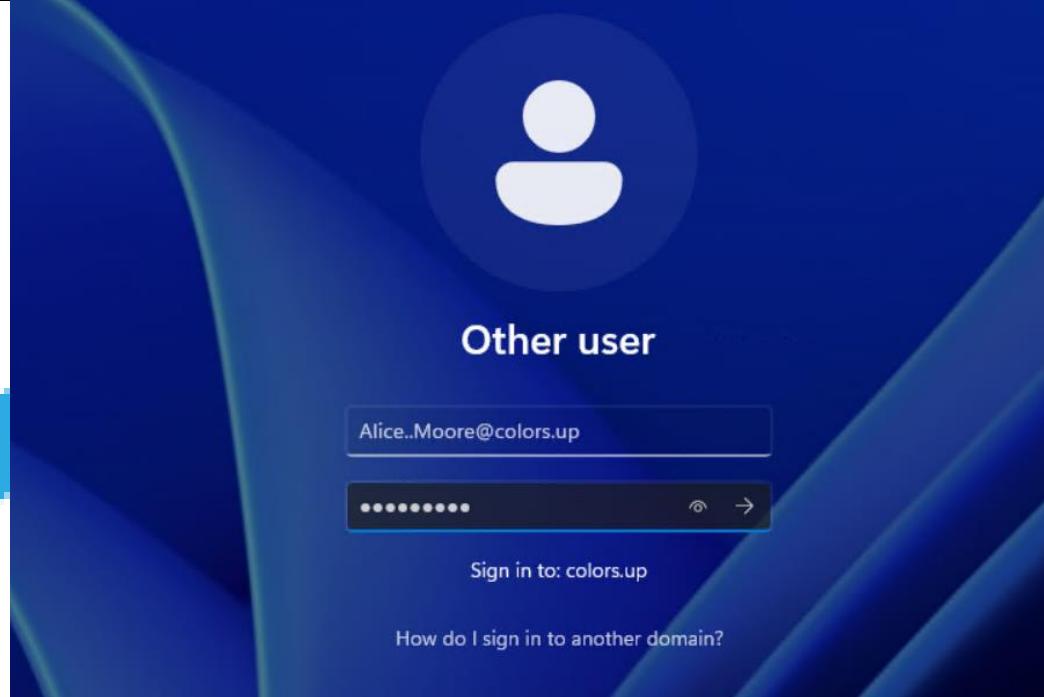
- To test it.
- Click on one of the users.
- Double-click it and select Account to see the name.



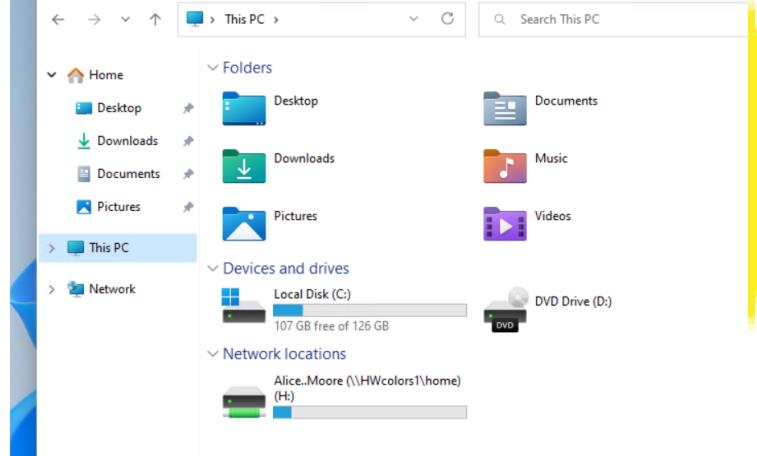
- Go back to the workstation.
- Click on Aaron profile icon.
- Click on Switch user.



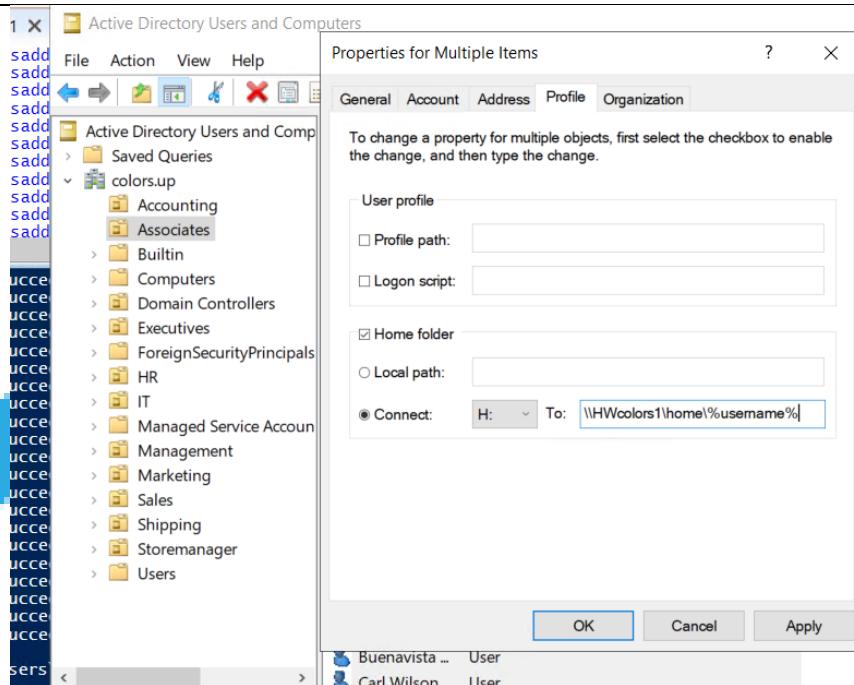
- Click Another user.
- Type Alice..Moore and followed by @ symbol and a domain name.
- Password is Red.vine2
- Follow the same step as changing the password to Red.vine1



- Go to File Explorer.
- Click on This PC.
- If there is Alice..Moore network locations. It is good to go to the next step.

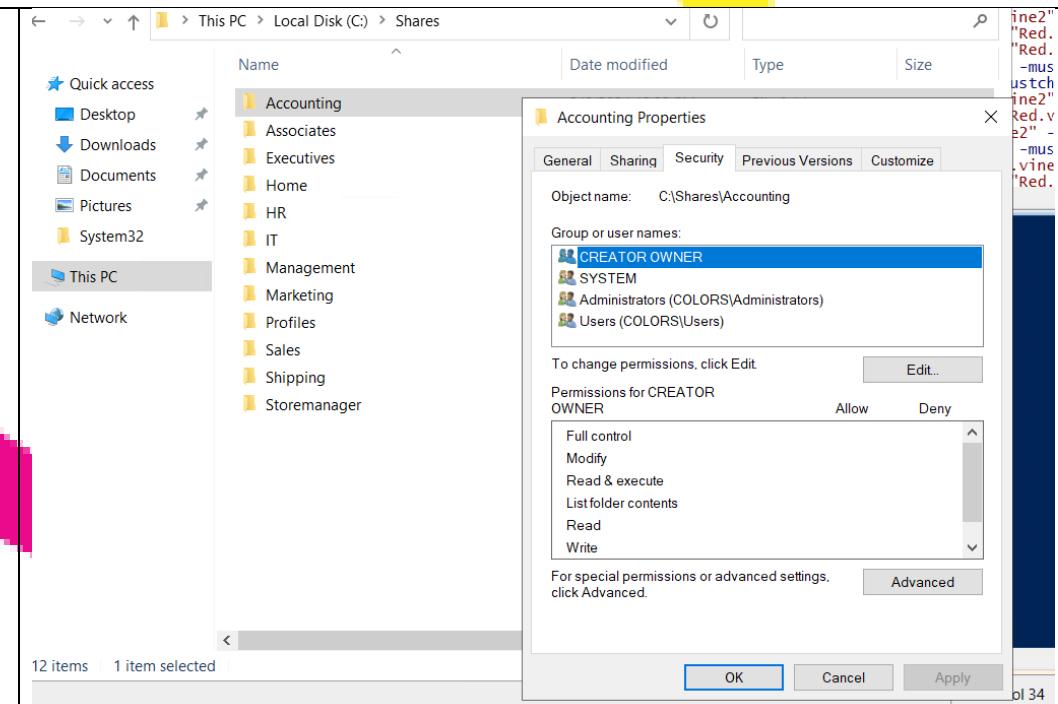


- Do the same process for the rest of ou or folders.
- The folders are Associates, Executives, HR, IT, Management, Marketing, Sales, Shipping, and Storemanager.

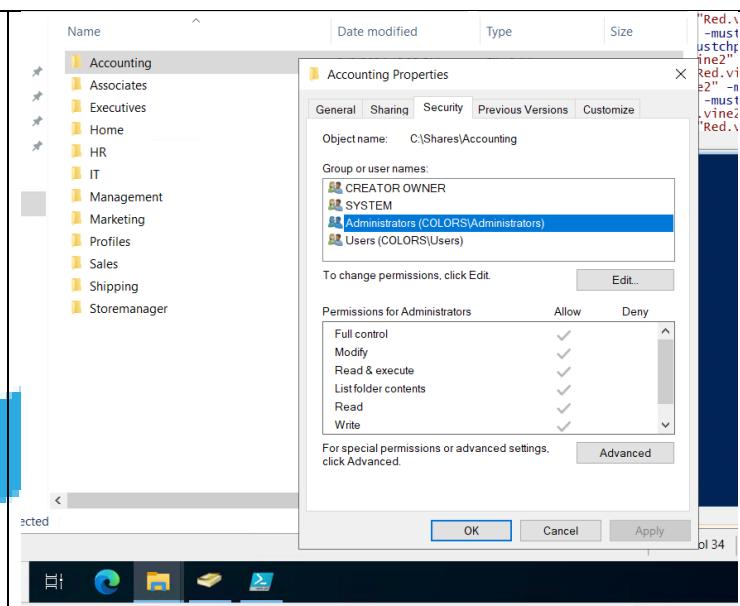


Appendix 6

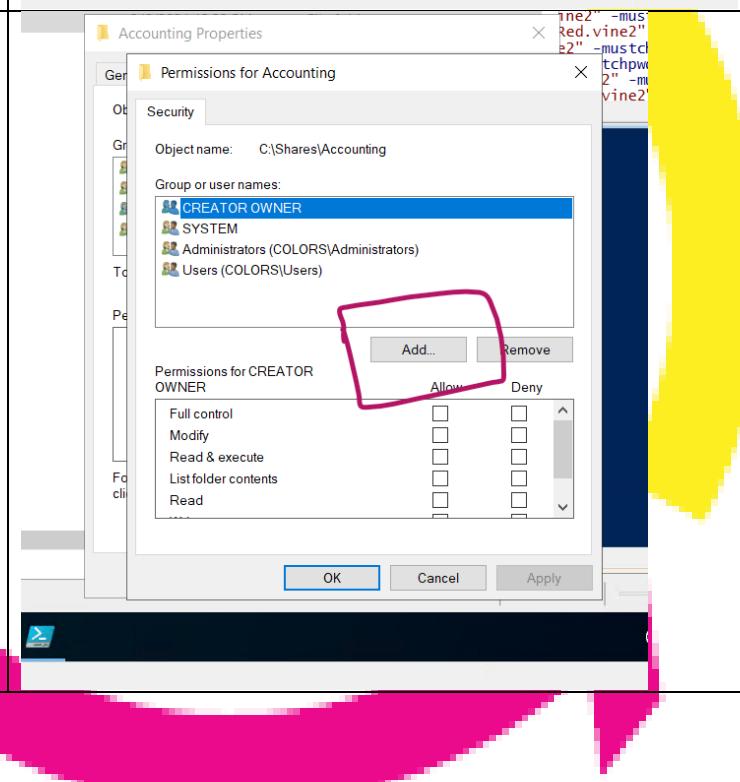
- Now we are going to set the permission for each folder.
- Go to the File Explorer.
- Click on Accounting folder.
- Right-click and select properties.
- Click on the Security tab.



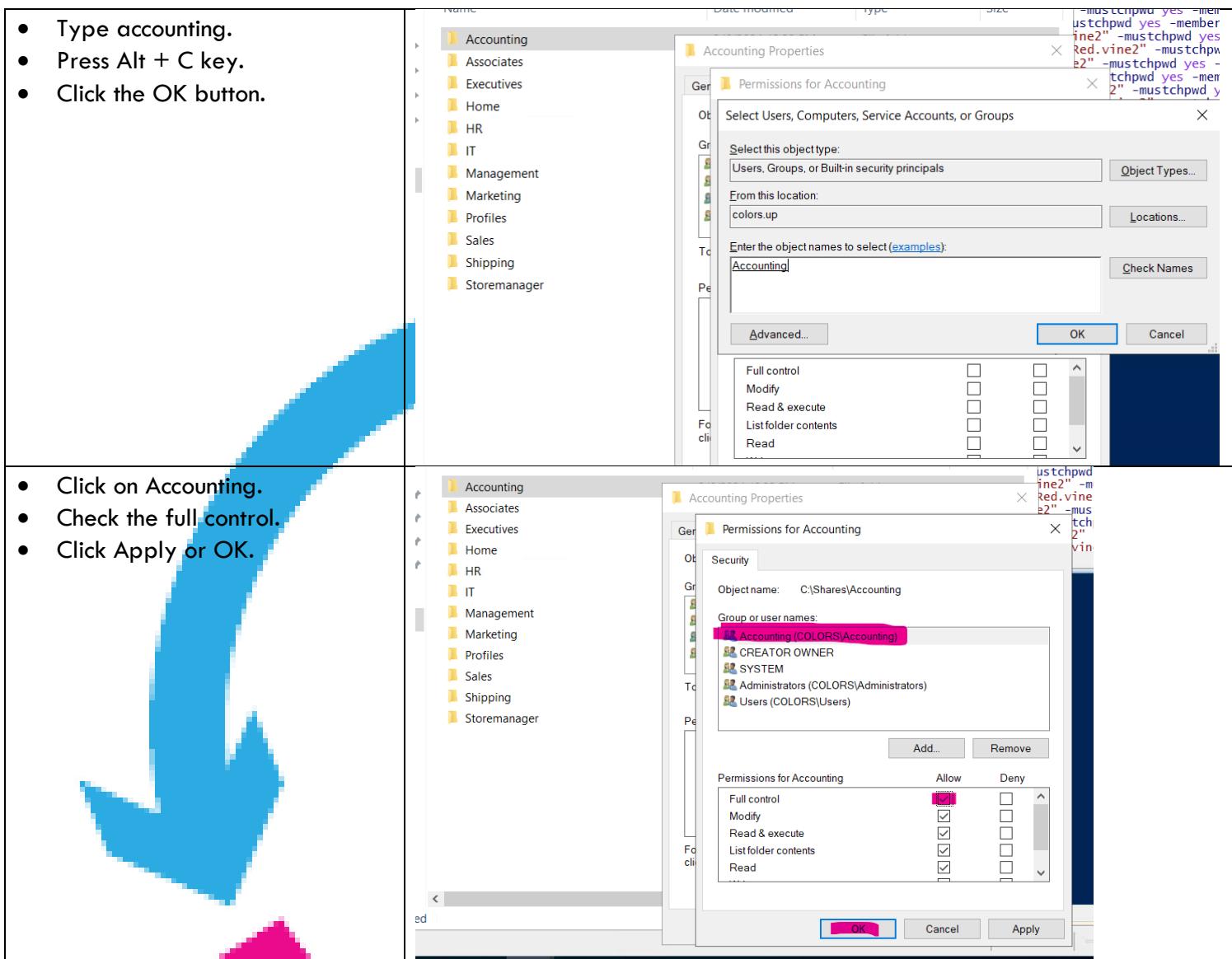
- Click on Administrators.
- Make sure everything is check or allow full control.
- Now we need to make the department have full control.
- Click on the Edit button.



- Click the Add button.

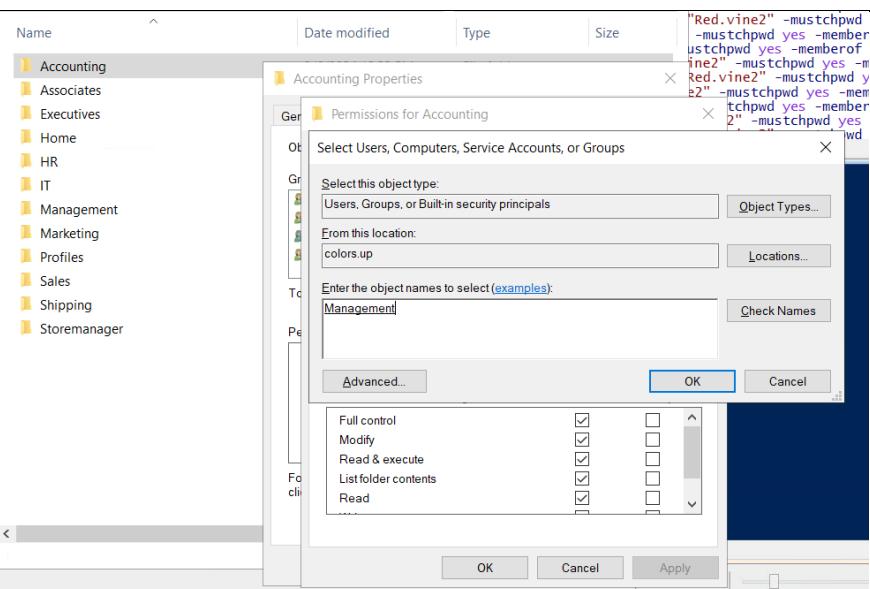


- Type accounting.
- Press Alt + C key.
- Click the OK button.

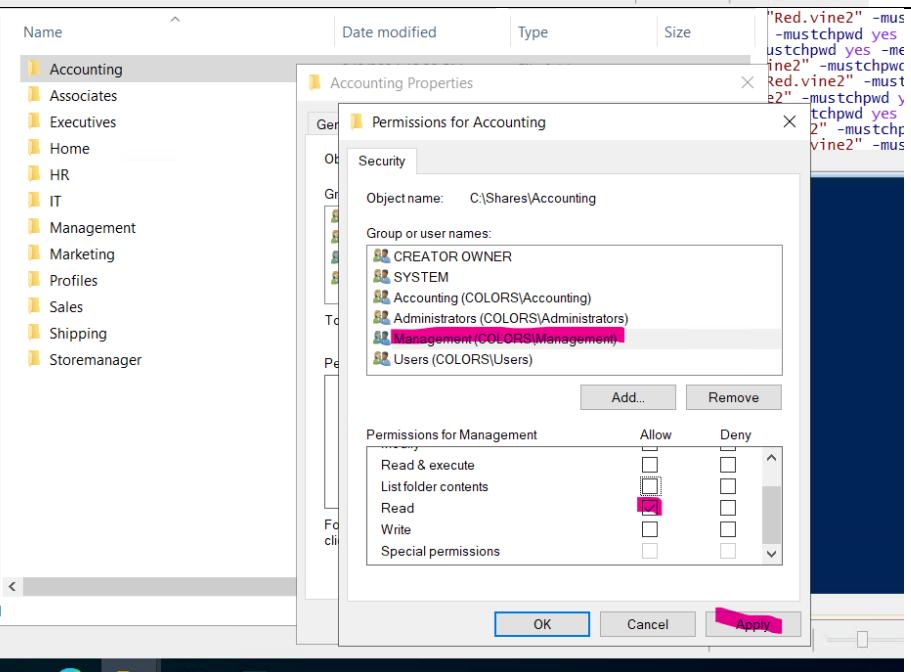


- Click on Accounting.
- Check the full control.
- Click Apply or OK.

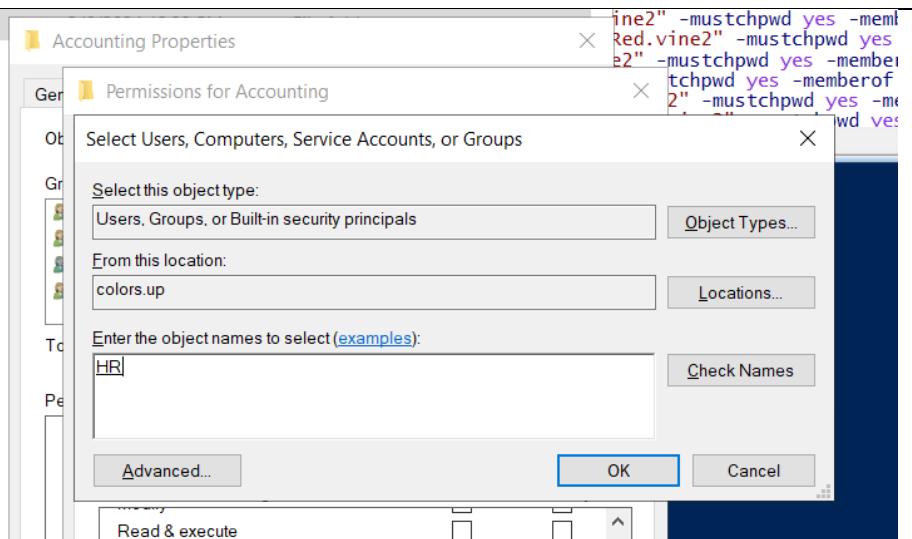
- Click the Add button again.
- Type management.
- Press Alt + C key.
- Click OK.



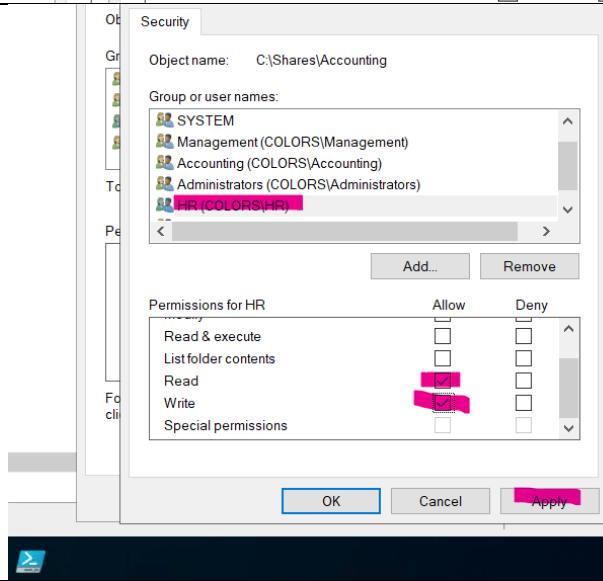
- Click on Management.
- Select the read & execute, and List folder contents.
- Only select Read.
- Click the Apply button.



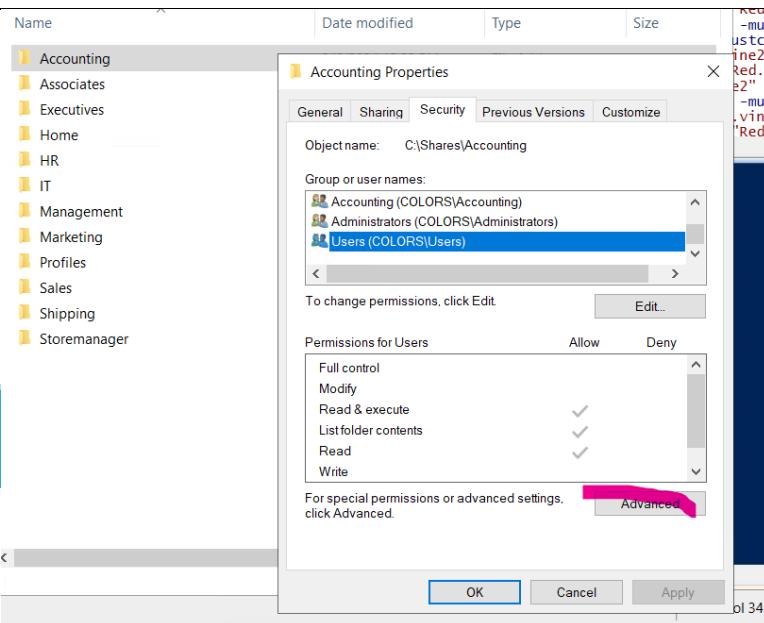
- Click the Add button.
- Type HR.
- Press Alt + C.
- Click OK.



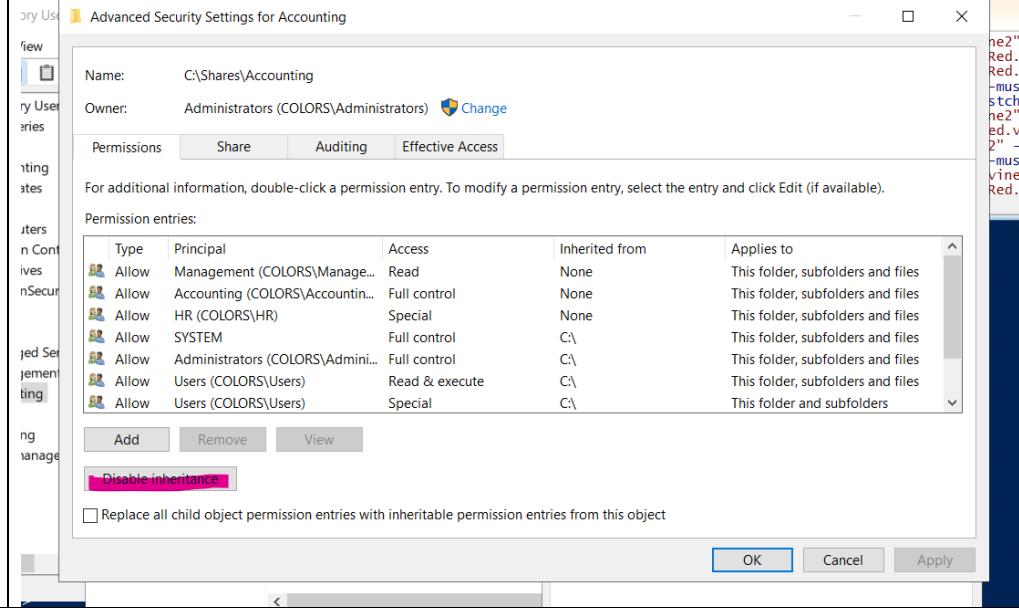
- Click on HR.
- Select only Read – Write boxes.
- Click Apply.
- Click OK.



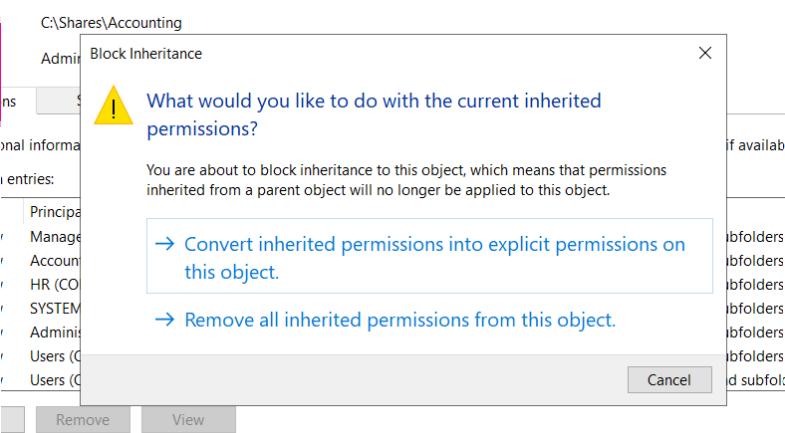
- Click the Advanced button.



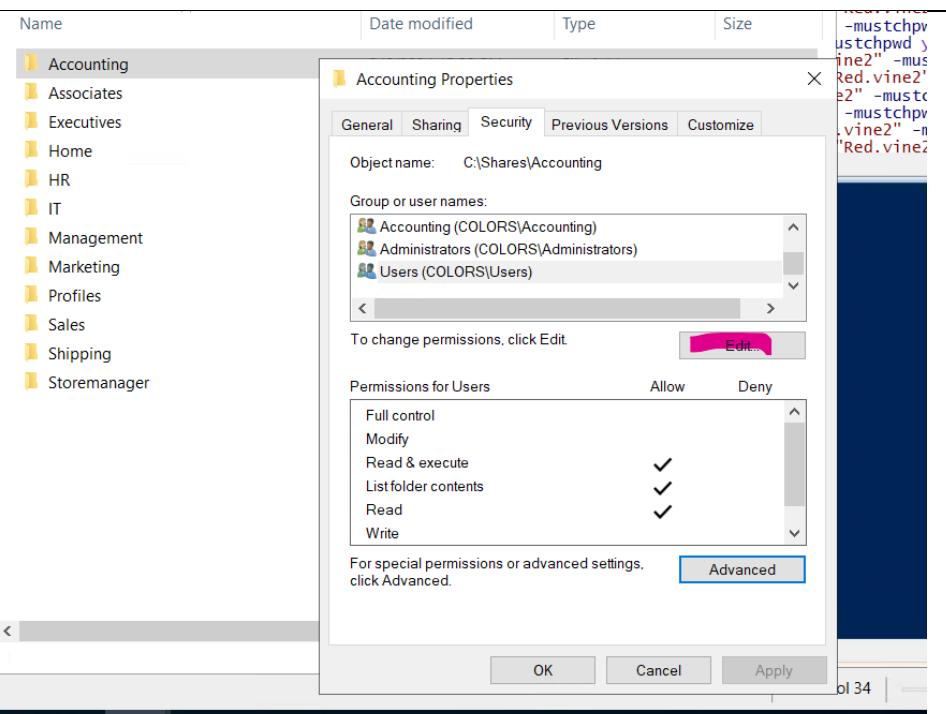
- Click the disabled inheritance button.



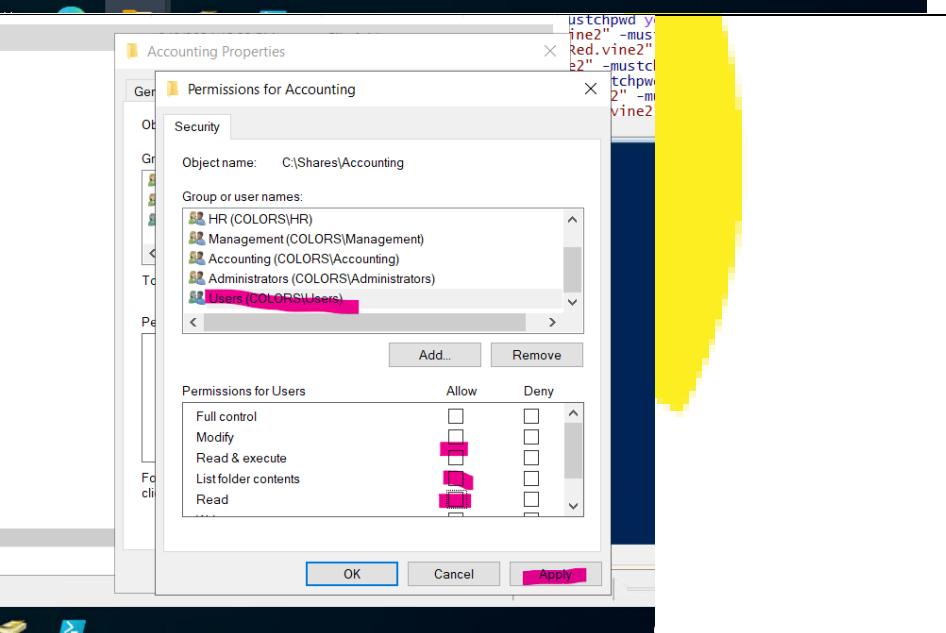
- Click Convert inherited permissions into explicit permissions on this object.
- Click Apply.
- Click OK.



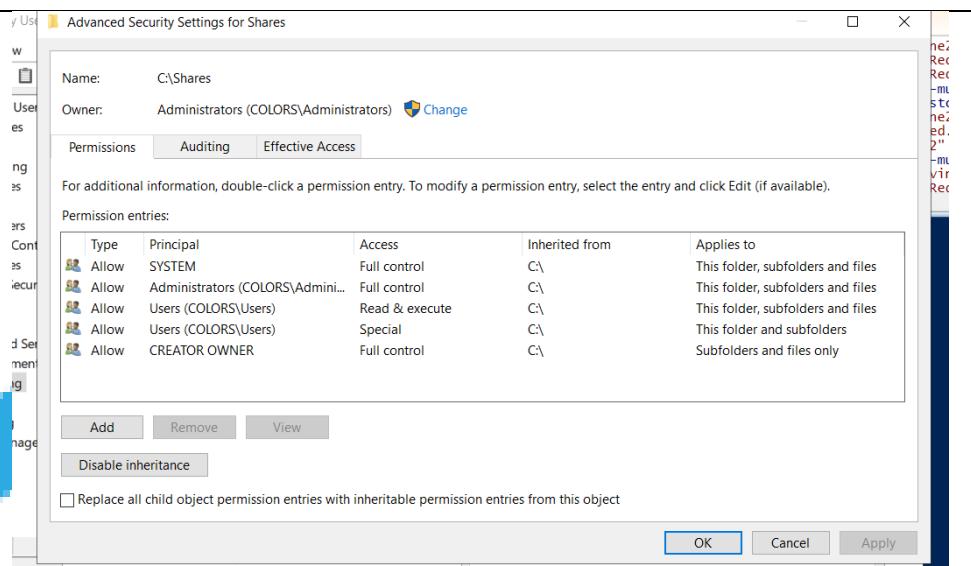
- Click the Edit button.



- Click Users.
- Uncheck the checked items.
- Click Apply.
- Click OK.

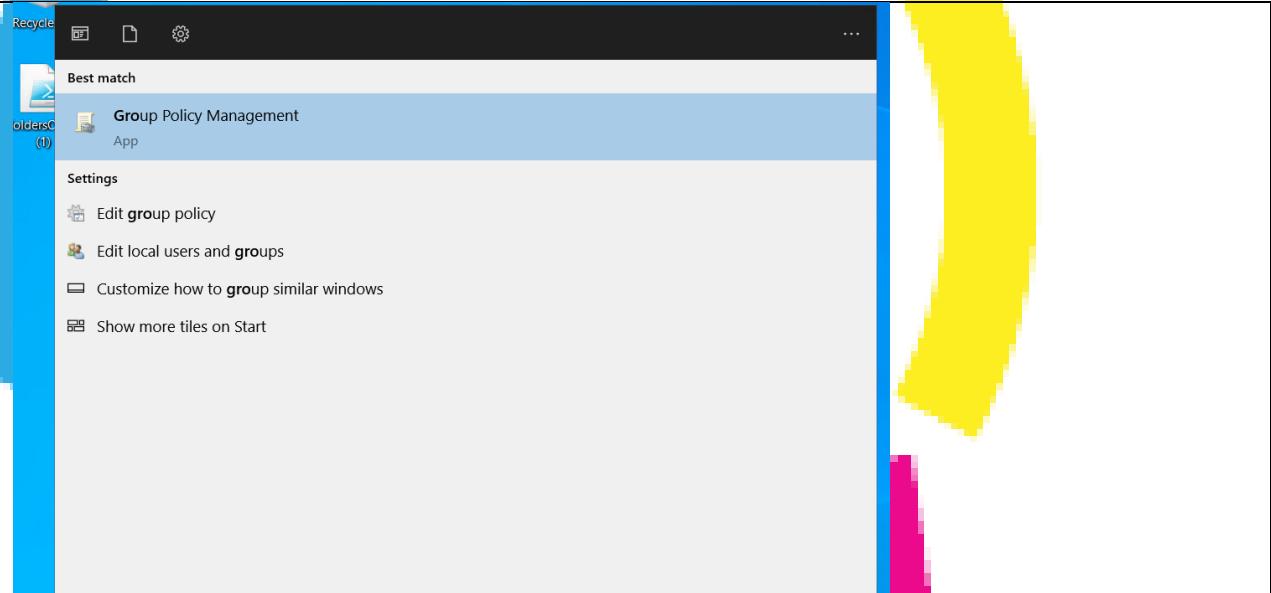


- Go back to the Shares folder.
- Right-click on it.
- Select properties.
- Click the Security tab.
- Click the Advanced button.
- Click Disable inheritance.
- Check Replace all child.
- Click Apply.
- Do the same process for the rest of the folders.

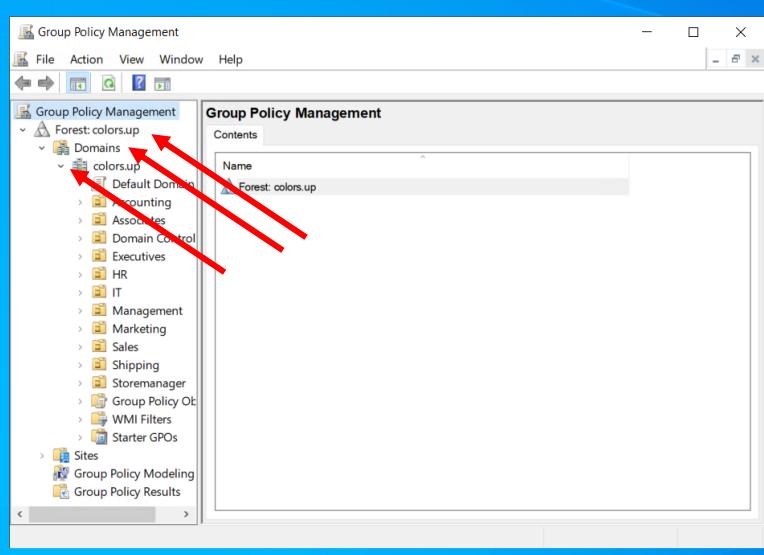


Appendix 7

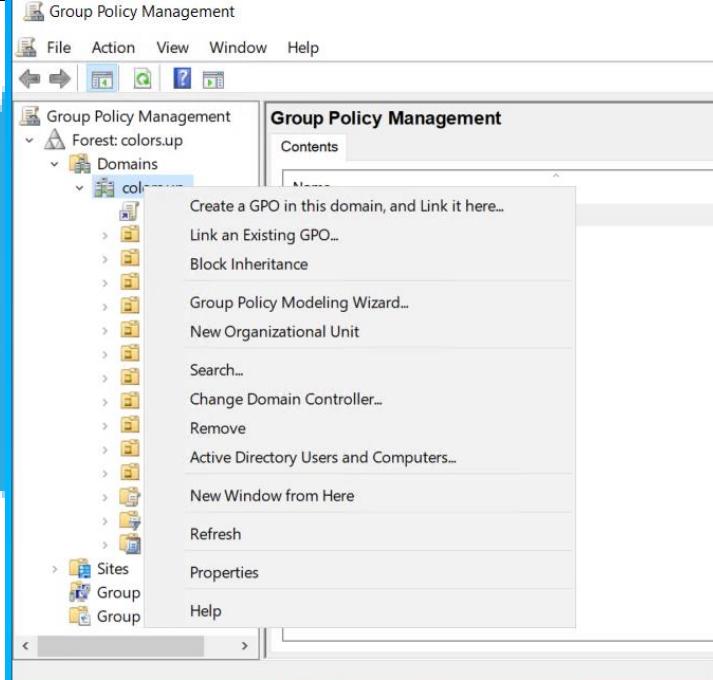
- On the search bar on the bottom left corner, type Group Policy Management.
- Press Enter



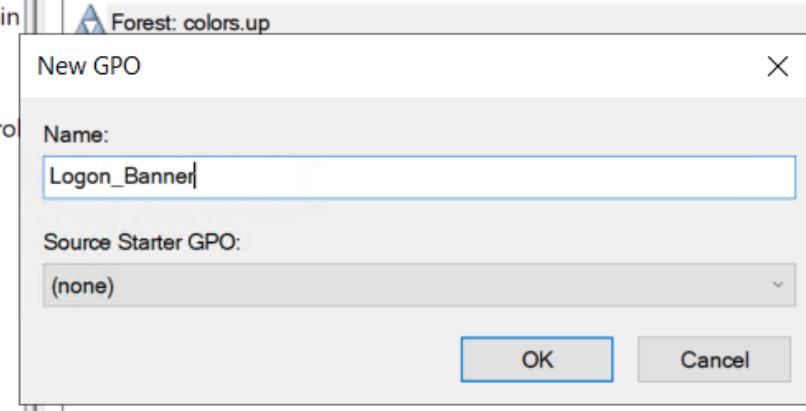
- Click the Forest arrow.
- Click the domains.
- Click on color up to open more.



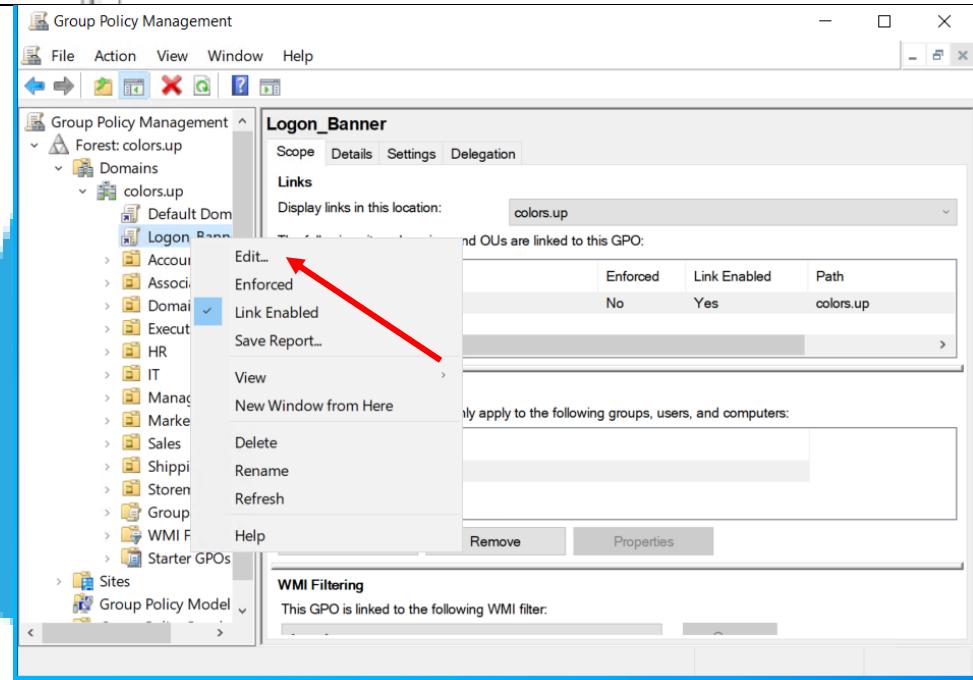
- Right-click on the colors.up.
- Click Create a GPO in this domain and link it here.



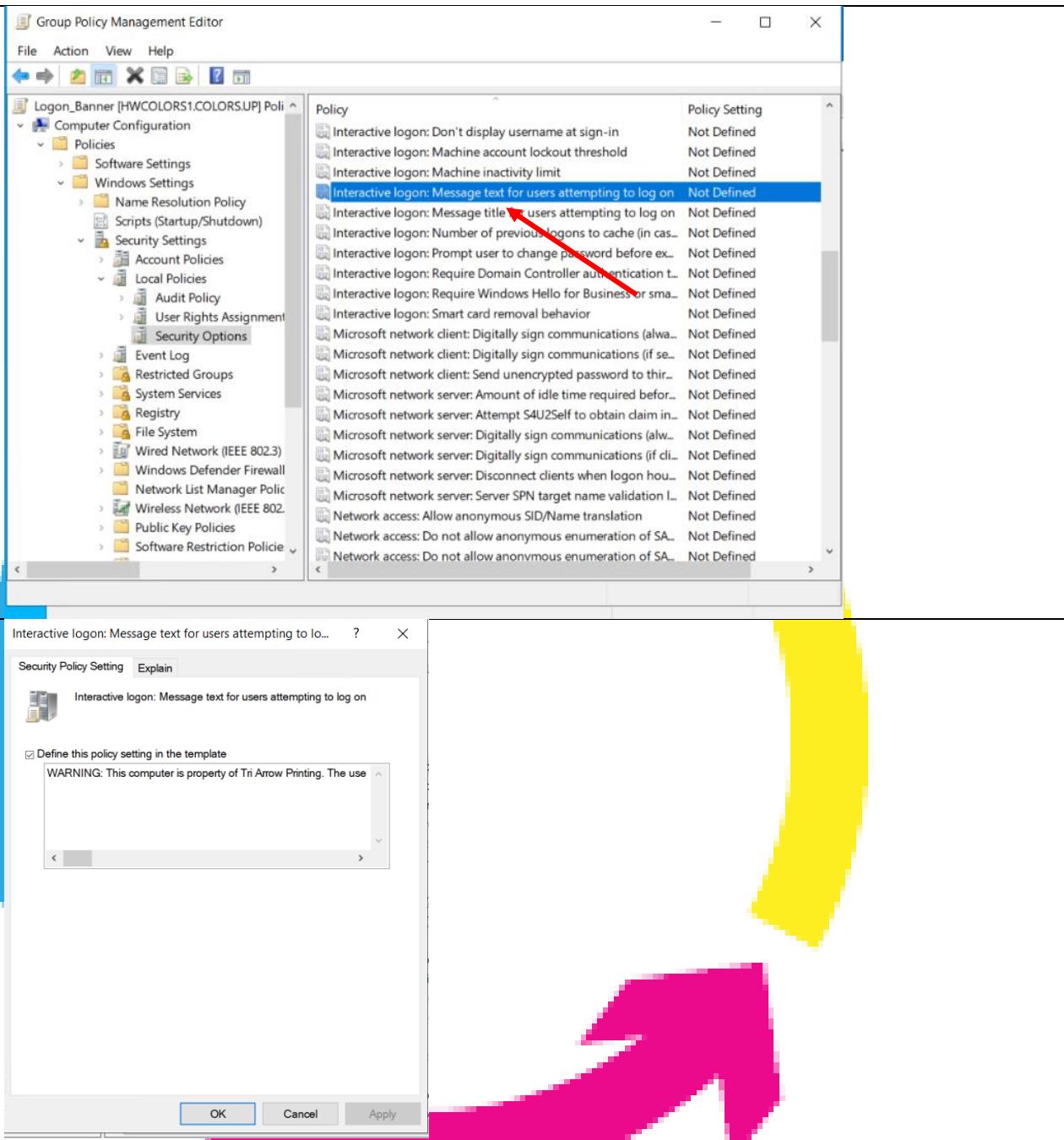
- Type Logon_Banner.
- Click on the OK button.



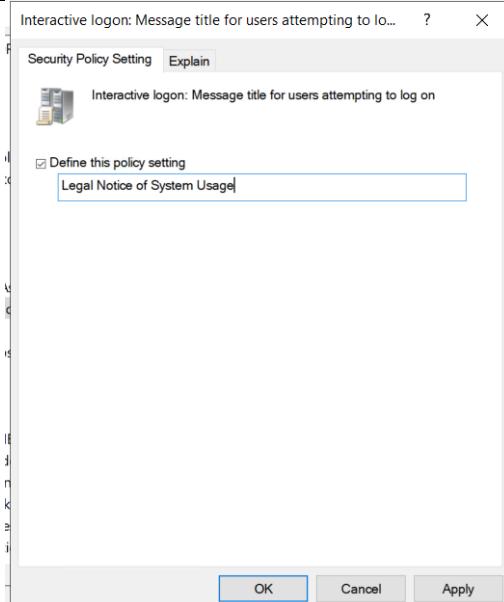
- Right-click on Logon_Banner under the Default Domain on the left side of the screen.



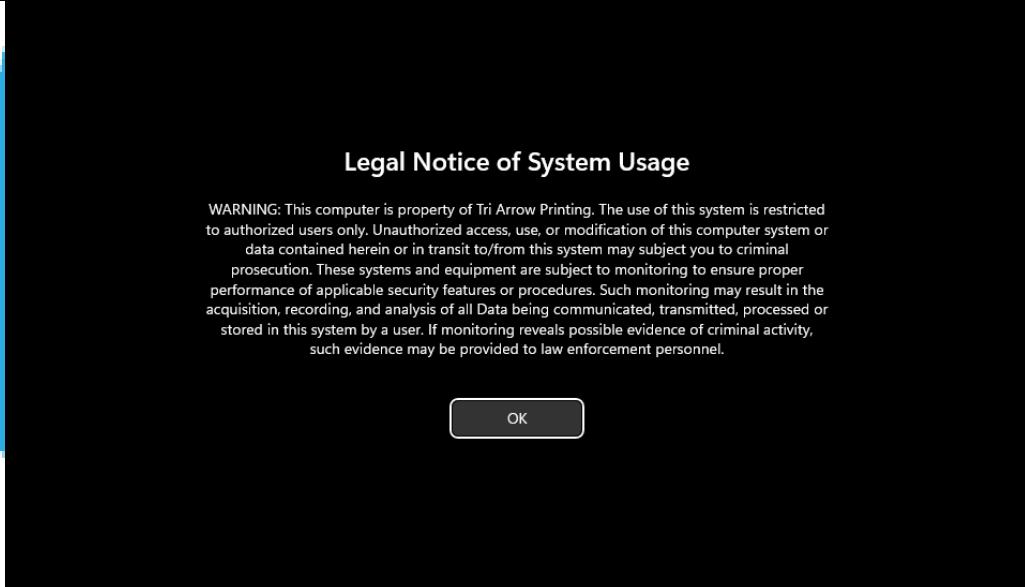
- Go to Computer Configuration > Policies > Windows Settings > Security Settings > Security Options.
- Look for Interactive Logon: Message text for users attempting to log on.
- Double-click on that.



- Look for the Interactive Logon: Message title for users attempting to log on.
- Click the checkbox.
- Type Legal Notice of System Usage on the textbox.

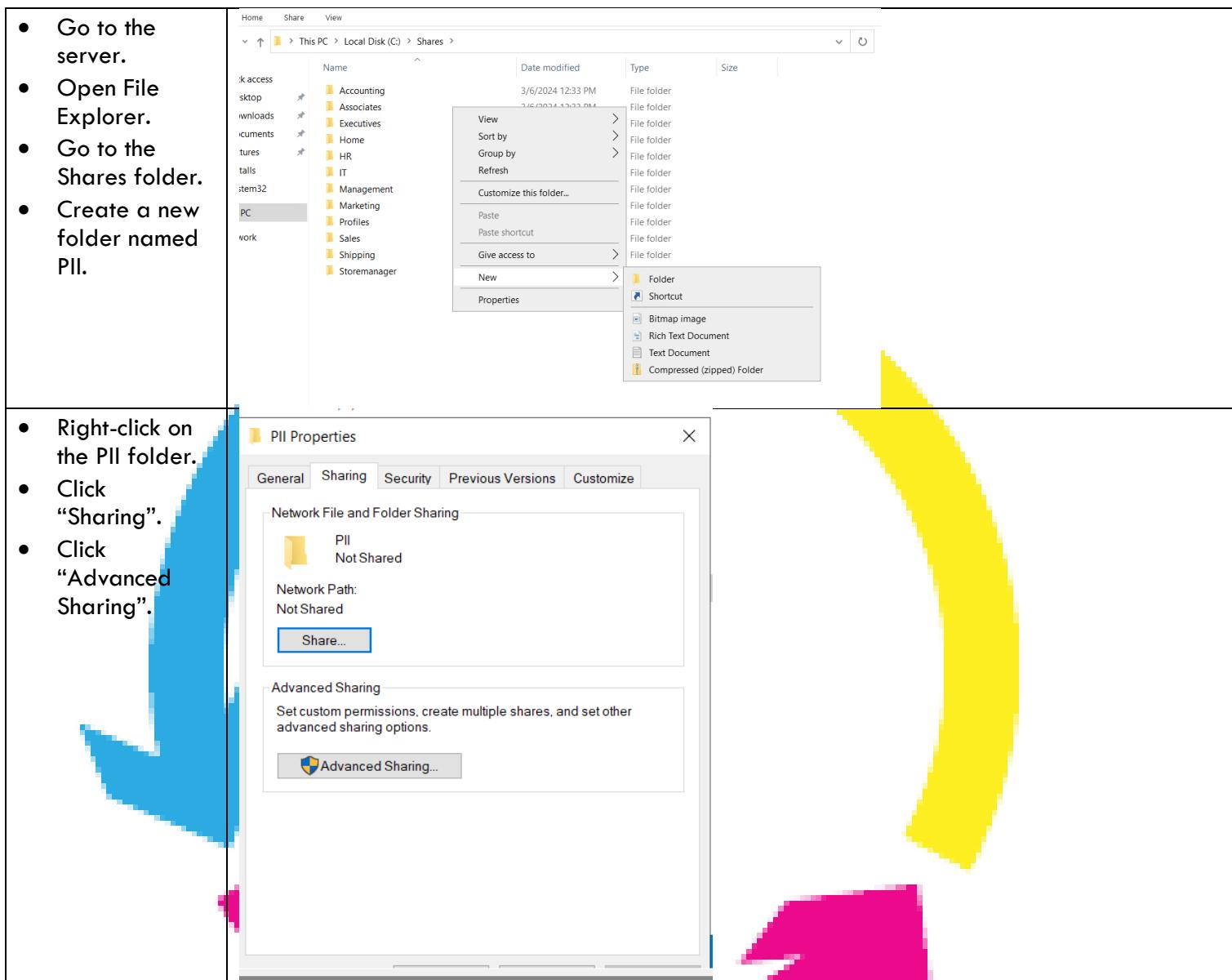


- Go to the workstation and run the workstation.
- A message like this will show up on the screen.
- You may need to restart the computer workstation if you have logged into an account.



Appendix 8

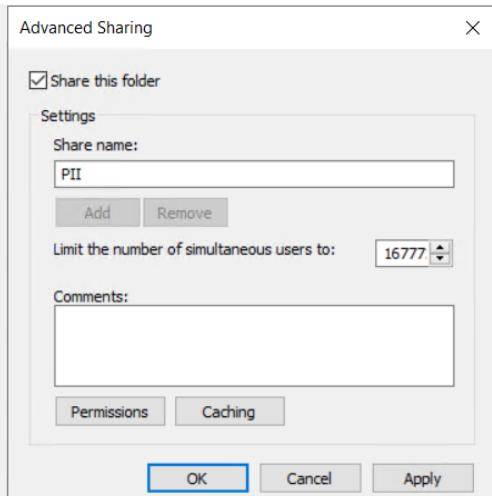
- Go to the server.
- Open File Explorer.
- Go to the Shares folder.
- Create a new folder named PII.



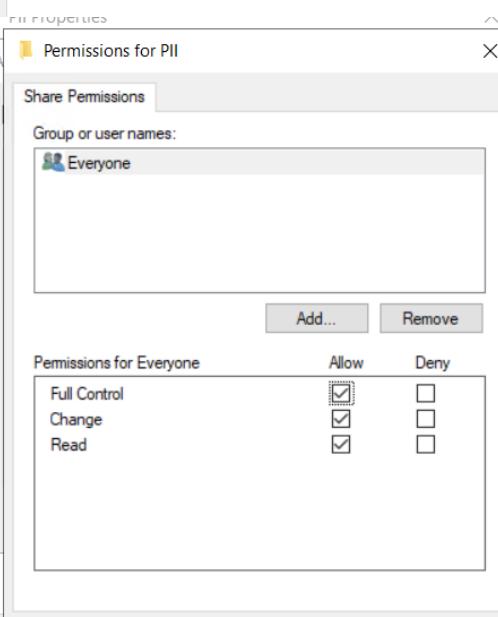
- Right-click on the PII folder.
- Click "Sharing".
- Click "Advanced Sharing".



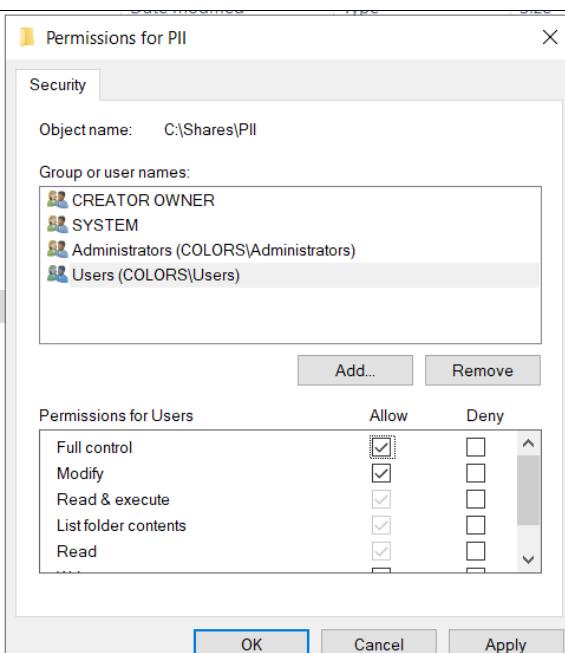
- Check the box to share the folder.
- Click “Permission”.



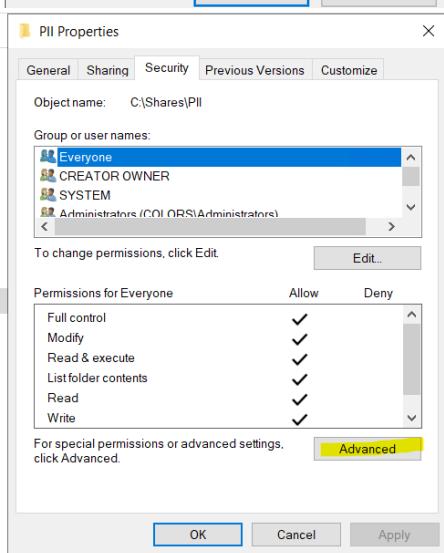
- Make sure everyone is in full control.
- Check the “Full Control” box.
- Click “Apply”.
- Click “OK”.



- Click the “Security” tab.
- Make sure the users are in full control.
- Check the box “Full Control” for Users.
- Click “Apply” and “OK”.

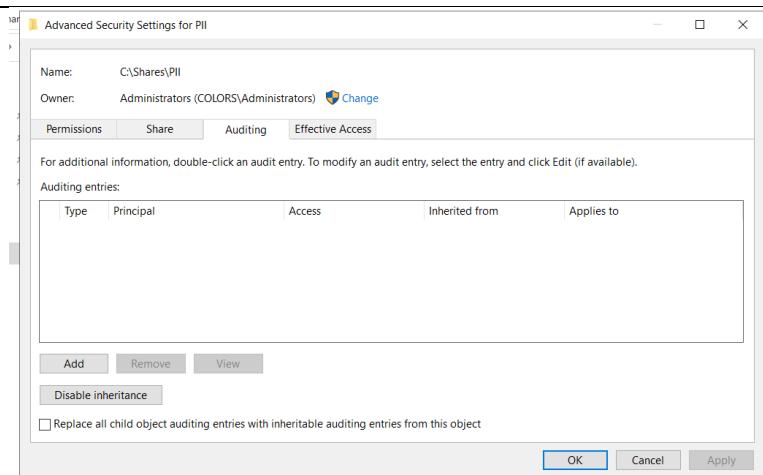


- Add Everyone to the list and make it as full control.
- Click Edit to add “Everyone” and check the “Full Control” box.
- Click “Apply” and “OK” buttons.
- Click “Advanced” button.

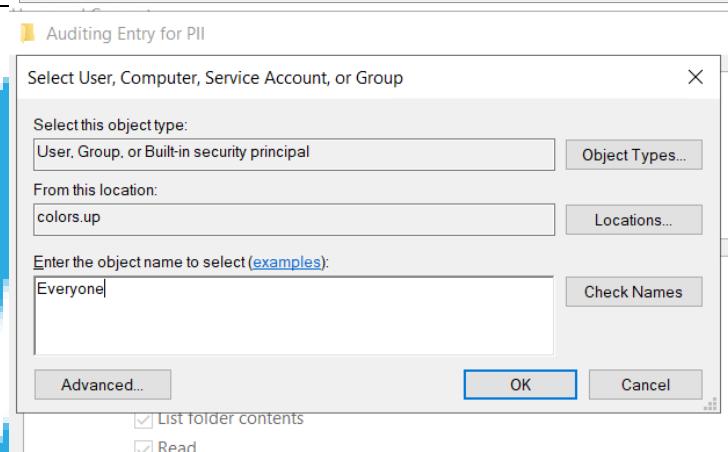




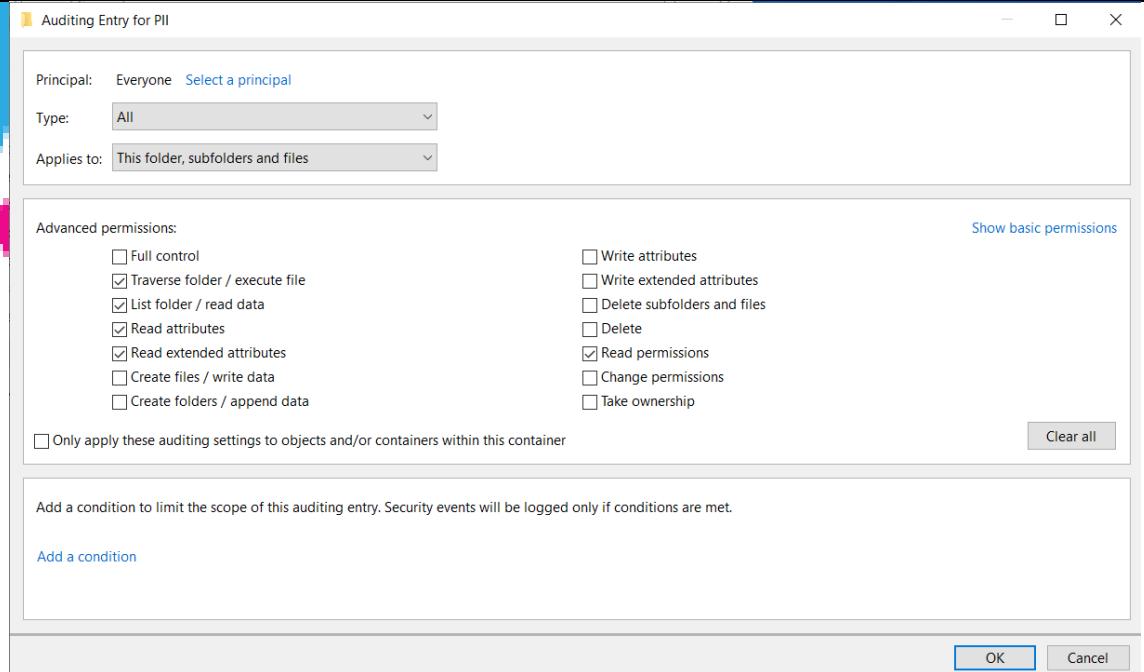
- Click “Auditing” tab.
- Click “Add” button.



- Click “Select Principal”.
- Type Everyone.
- Click “OK”.

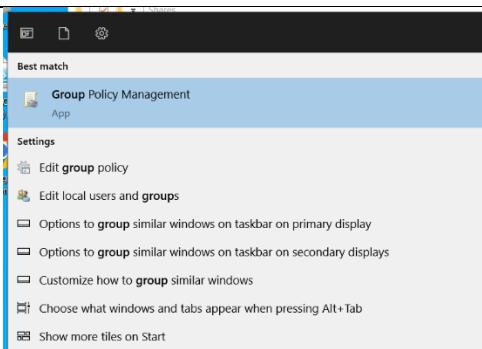


- Change the type to “All”.
- Click the “Show advanced permissions”.
- Make sure all the things from the picture are checked.
- Click “OK”.

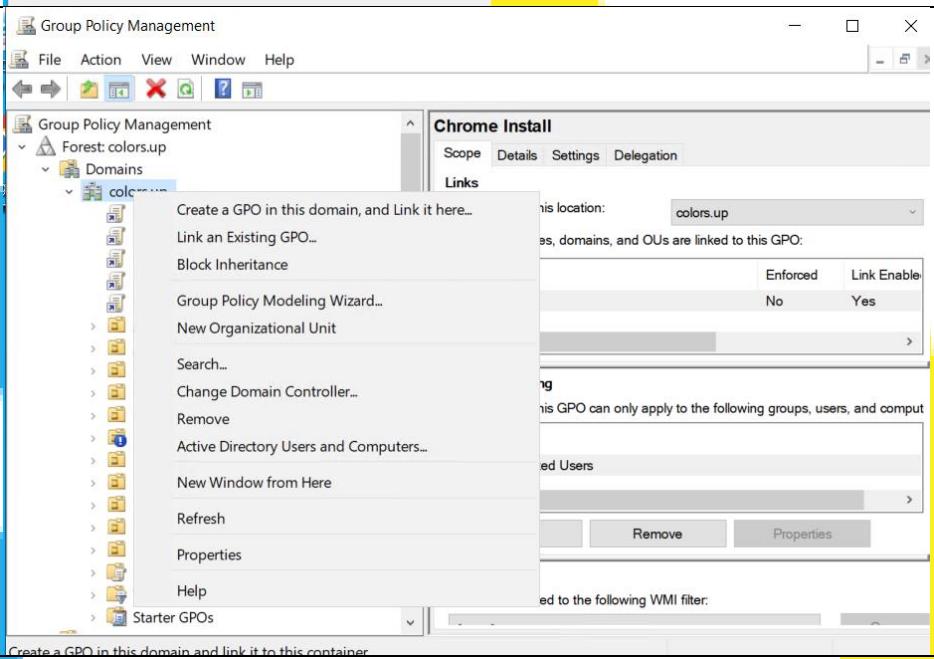




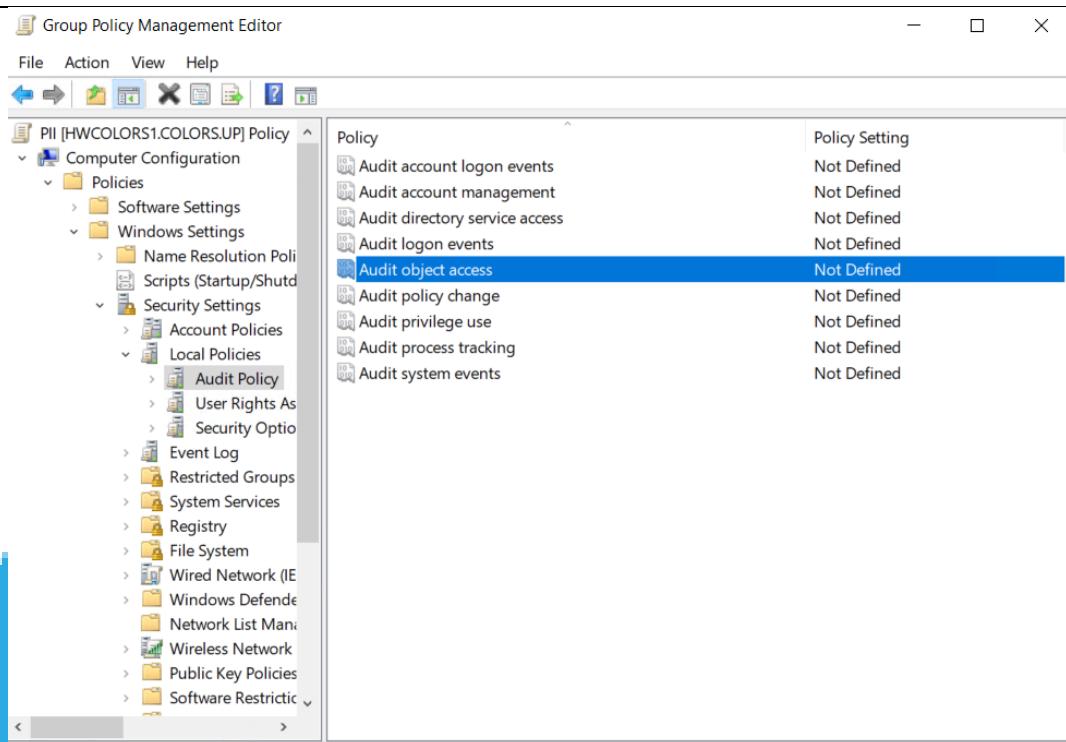
- Go to the Group Policy Management.



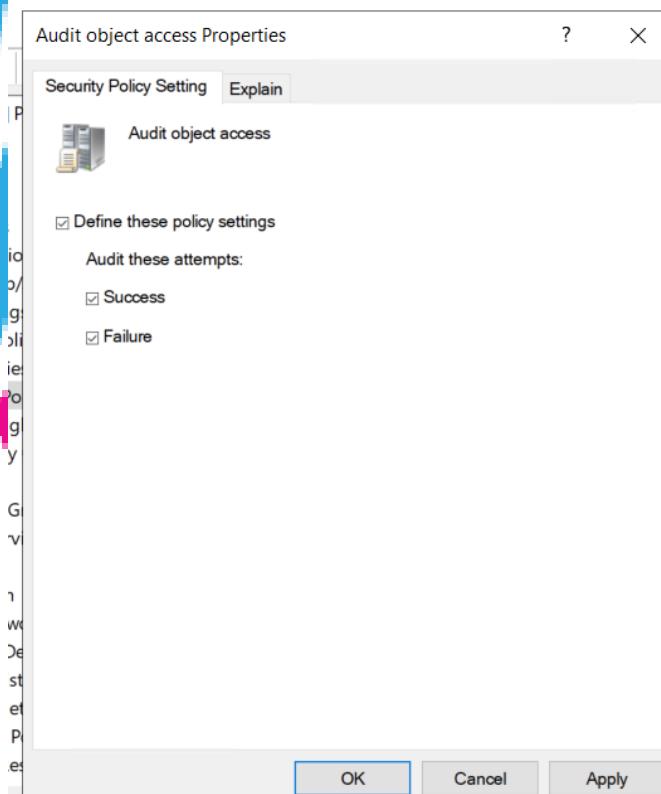
- Create a new GPO and name it PII.



- Go to the PII GPO editor.
- Navigate to Computer Configuration > Policies > Windows Settings > Security Settings > Audit Policy.



- Double-click on the “Audit Object Access”.
- Check the box “Define these policy settings”, “Success”, and “Failure” boxes.
- Click “Apply”.
- Click “OK”.

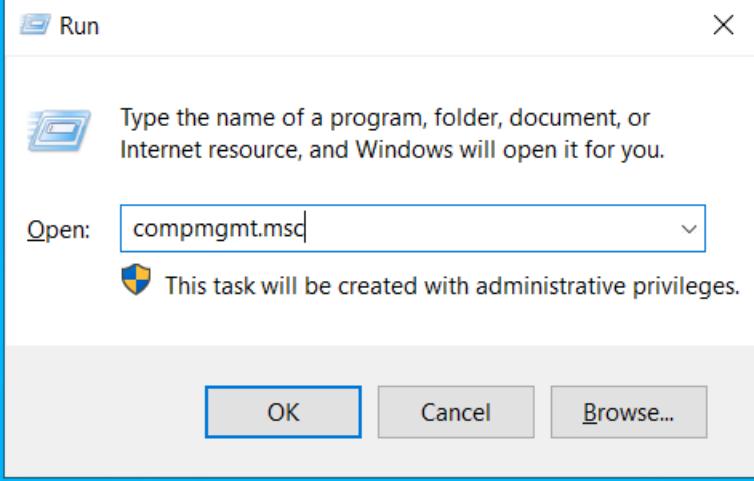




- Change all of the audit to match the policy setting based on the picture next to this step.

Policy	Policy Setting
Audit account logon events	Success, Failure
Audit account management	Success, Failure
Audit directory service access	Success
Audit logon events	Success, Failure
Audit object access	Success, Failure
Audit policy change	Success
Audit privilege use	Not Defined
Audit process tracking	Success
Audit system events	Success

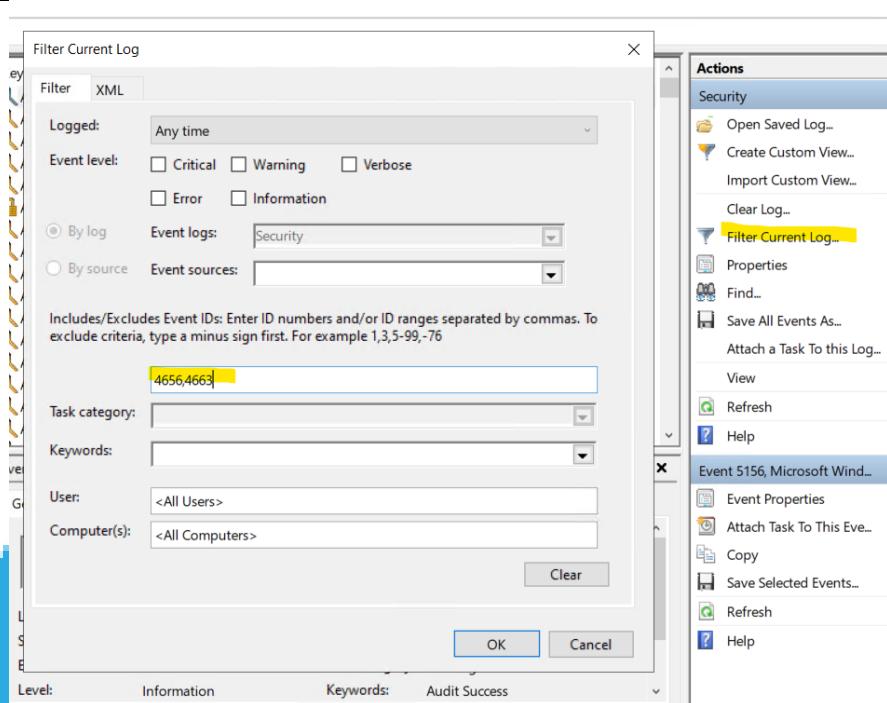
- Press Windows and R keys to open Run.
- Type compmgmt.msc.
- Press Enter.



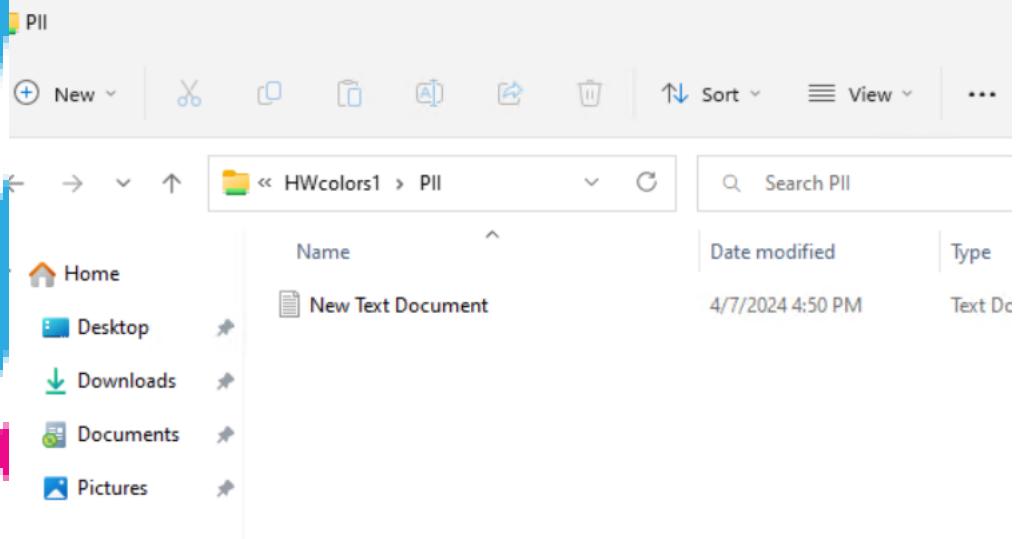
- Navigate to the Computer Management (Local) > System Tools > Event Viewer > Windows Logs > Security.
- Double-click Security.

The image shows the Windows Event Viewer interface under the Computer Management (Local) section. The left pane shows a tree view with nodes like Computer Management (Local), System Tools, Event Viewer, Windows Logs, Applications and Services, Shared Folders, Performance, Storage, and Services and Applications. The Windows Logs node is expanded, showing Custom Views, Windows Logs (Application, Security, Setup, System, Forwarded Event), Applications and Services, Shared Folders, Performance, Device Manager, Storage, Windows Server Backup, Disk Management, and Services and Applications. The right pane displays a list of events in the Windows Logs. The columns are Keywords, Date and Time, Source, Event ID, and Task Categ. The list includes numerous Audit Success events from Microsoft Win... at various dates and times, with Event IDs ranging from 5156 to 5158 and Task Categories like Filtering Pl, Process Te, Detailed Fi, Token Rigl, File System, Logoff, Group Me, Logon, Special Log, and Filtering Pl. At the bottom of the event list, a message says "Event 5156, Microsoft Windows security auditing." and "The Windows Filtering Platform has permitted a connection." There are tabs for General and Details, and a section for Application Information.

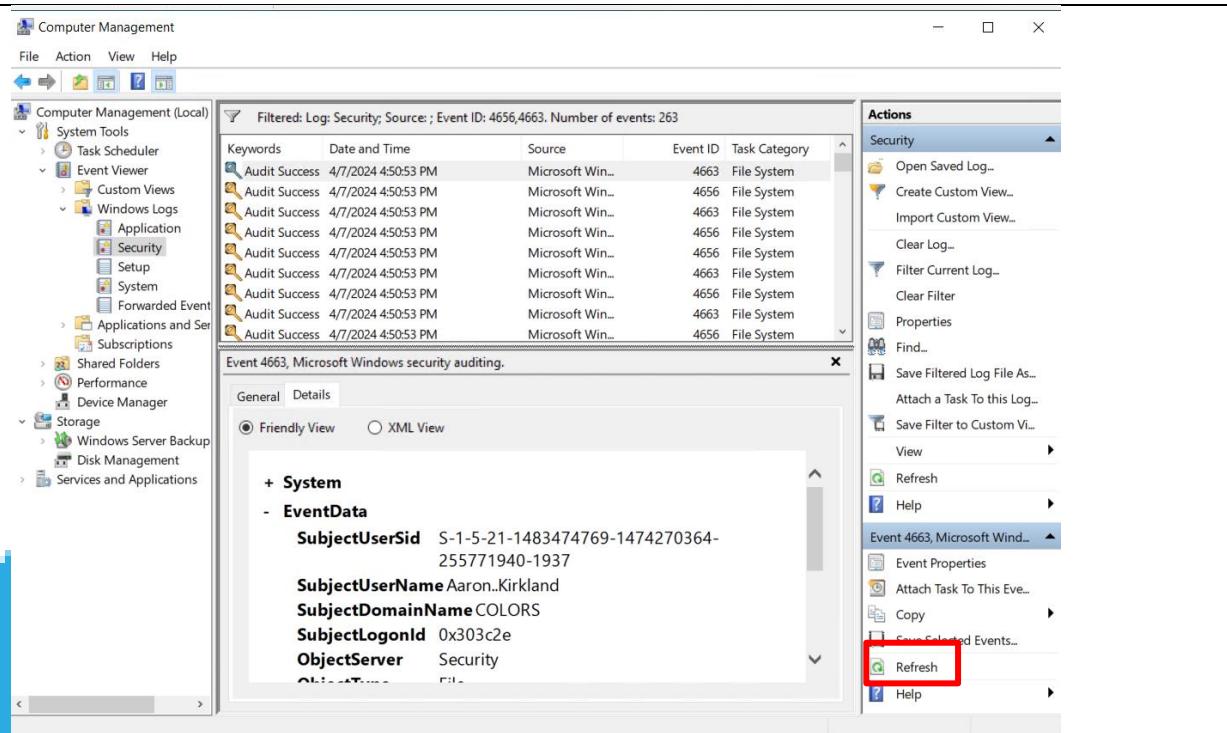
- Click “Filter Current Log”.
- Type 4656,4663 on the search box.
- Click “OK”.



- Go to the workstation.
- Log in as one of the users.
- Open File Explorer.
- Navigate to the PII folder.
- Add a text document.

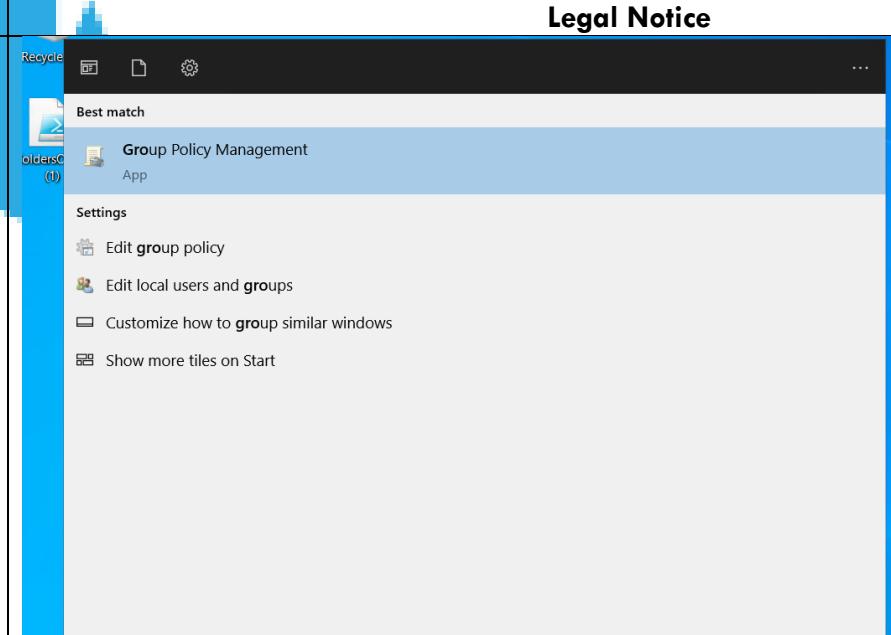


- Now go back to the server.
- Click on Refresh on the right navigation bar under Event 4663.
- Click on “Details” tab.
- The username that we logged in to the workstation will show up under “Details” tab.

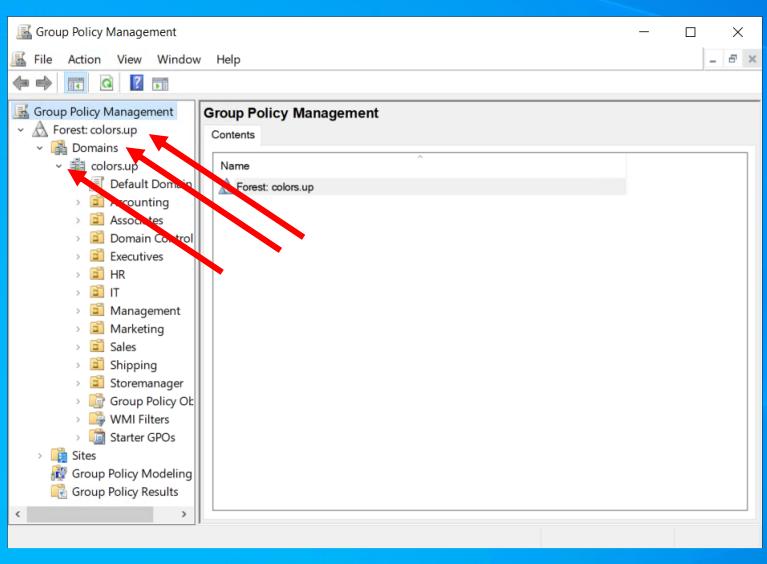


Appendix 9

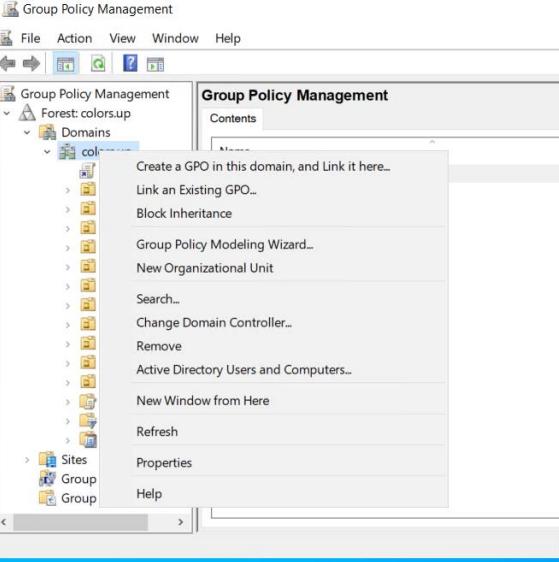
- On the search bar on the bottom left corner, type Group Policy Management.
- Press Enter



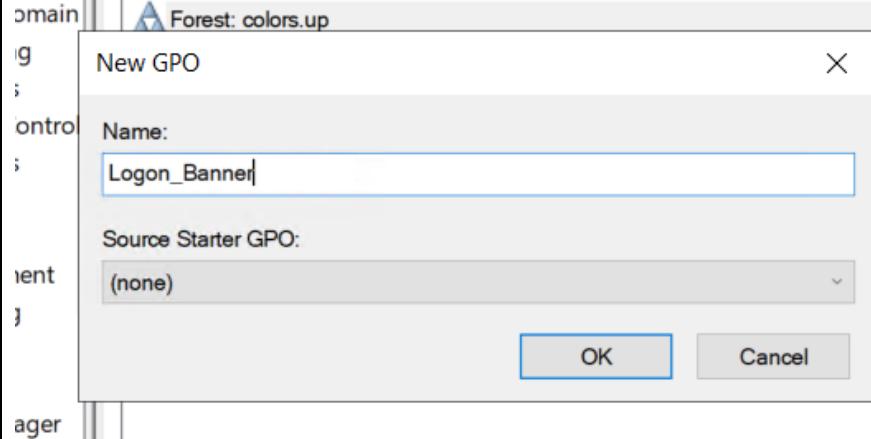
- Click the Forest arrow.
- Click the domains.
- Click on color up to open more.



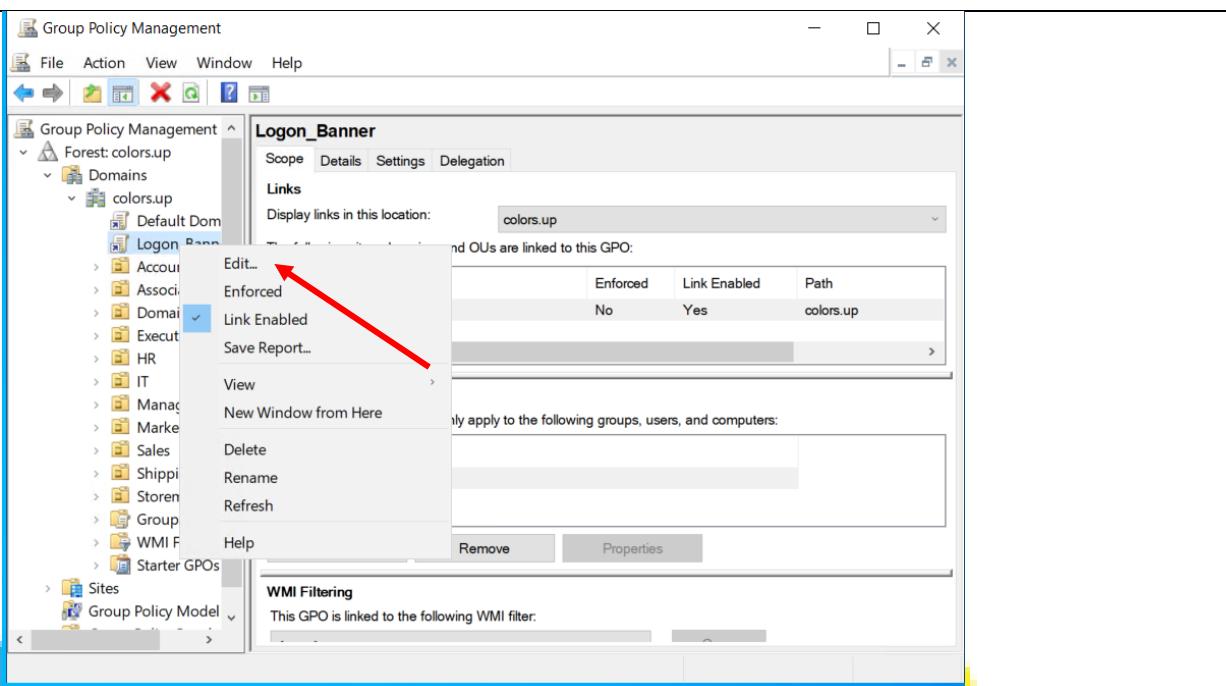
- Right-click on the colors.up.
- Click Create a GPO in this domain and link it here.



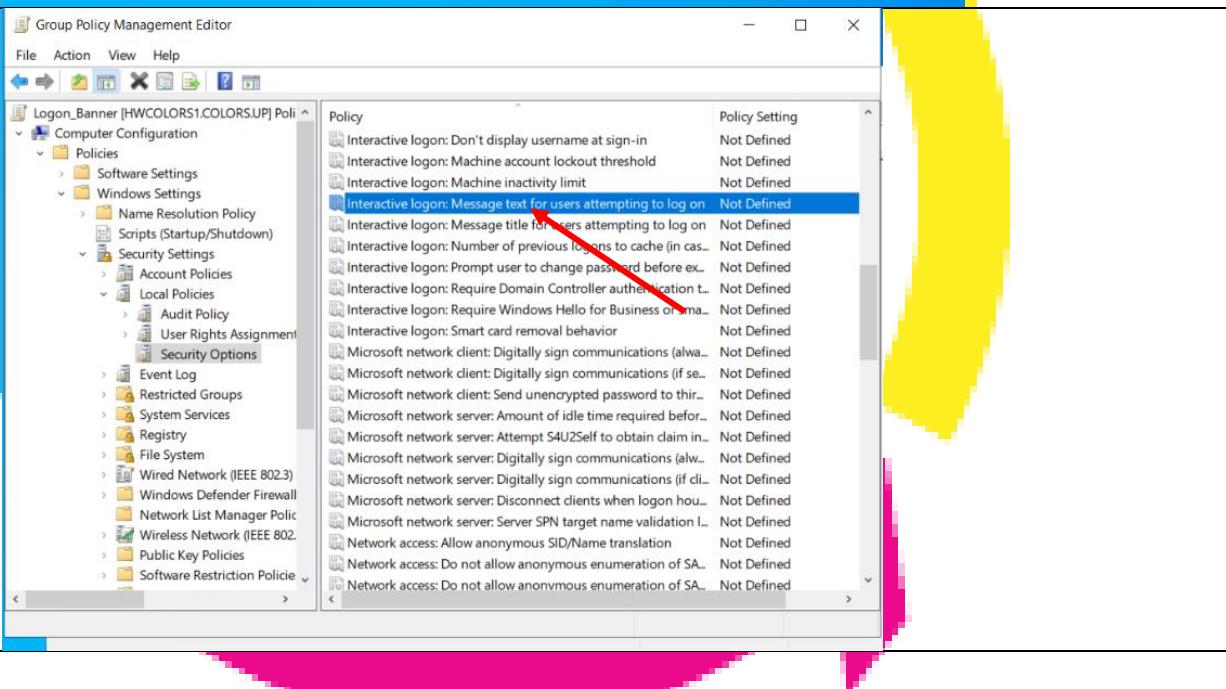
- Type Logon_Banner.
- Click on OK button.



- Right-click on Logon Banner under the Default Domain on the left side of the screen.



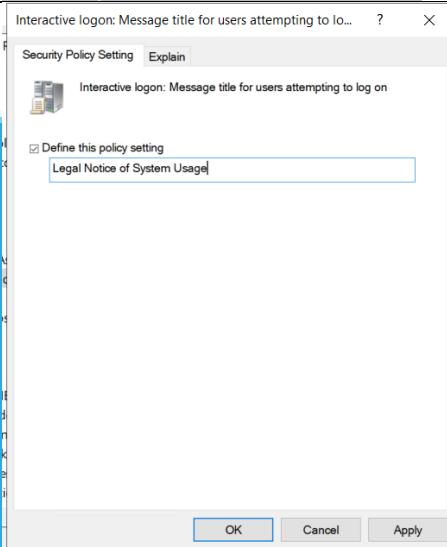
- Go to Computer Configuration > Policies > Windows Settings > Security Settings > Security Options.
- Look for Interactive Logon: Message text for users attempting to log on.
- Double-click on that.



- Click on the box to check the Define this policy setting in the template.
- On the textbox, type the Warning text.
- Click on Apply.
- Click on OK.



- Look for the Interactive Logon: Message title for users...
- Click the checkbox.
- Type Legal Notice of System Usage on the textbox.



- Go to the workstation and run the workstation.
- A message like this will show up on the screen.
- You may need to restart the computer workstation if you have login into an account.

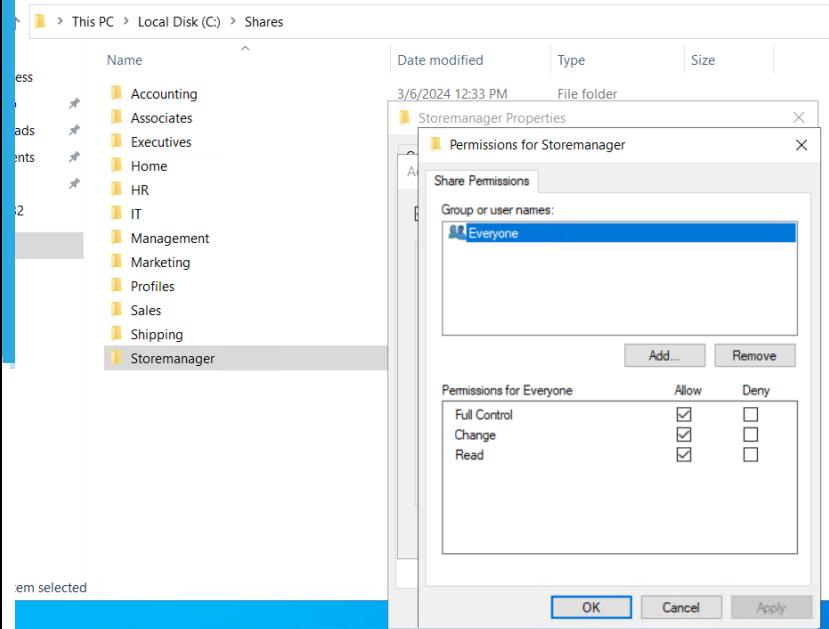
Legal Notice of System Usage

WARNING: This computer is property of Tri Arrow Printing. The use of this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or data contained herein or in transit to/from this system may subject you to criminal prosecution. These systems and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all Data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel.

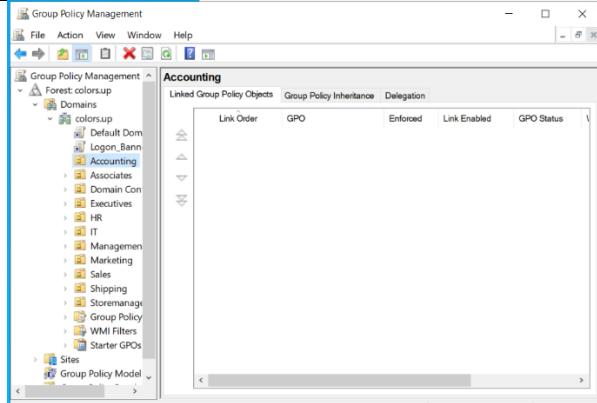
OK

Drive Maps for each department OU to each User group

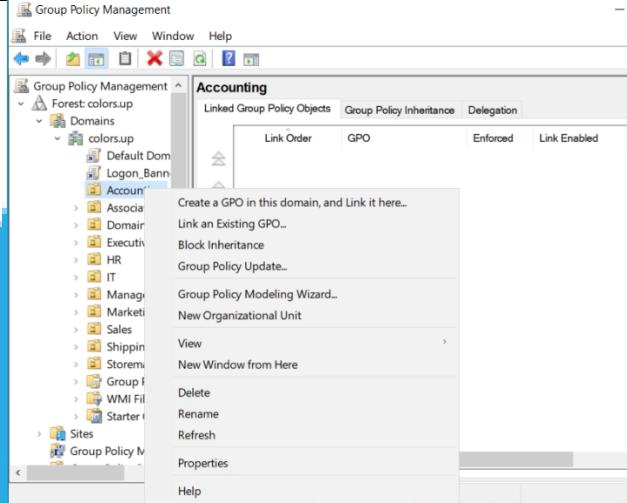
- First, we need to check and make sure that we have shared our folders correctly.
- Check each folder and make sure everyone has full control.
- Right-click on the folder, choose properties, select sharing, click advance sharing, click permissions.



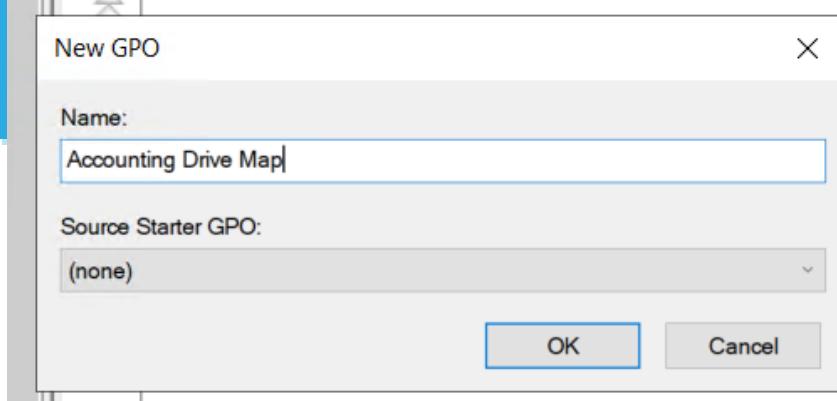
- Go to Group Policy Management.
- Click on Accounting folder.



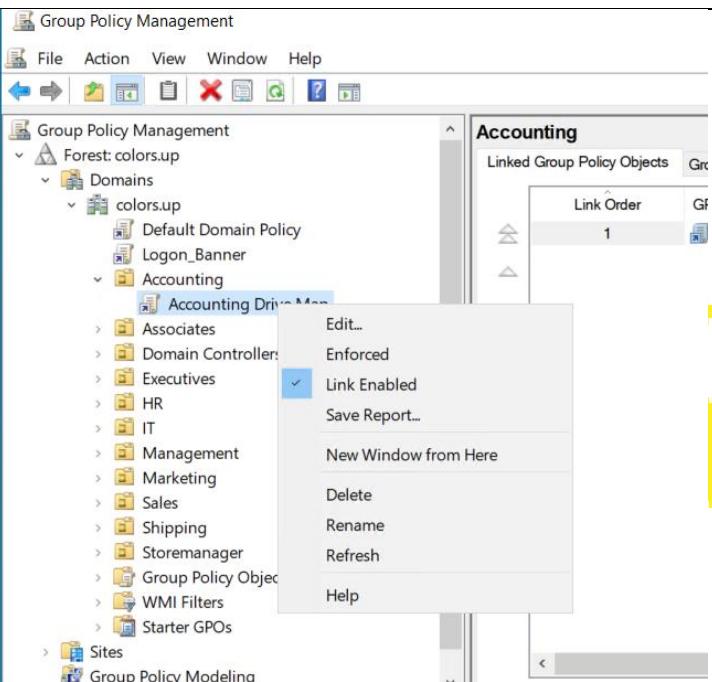
- Right-click on the Accounting folder.
- Select Create a GPO in this domain, and link it here...



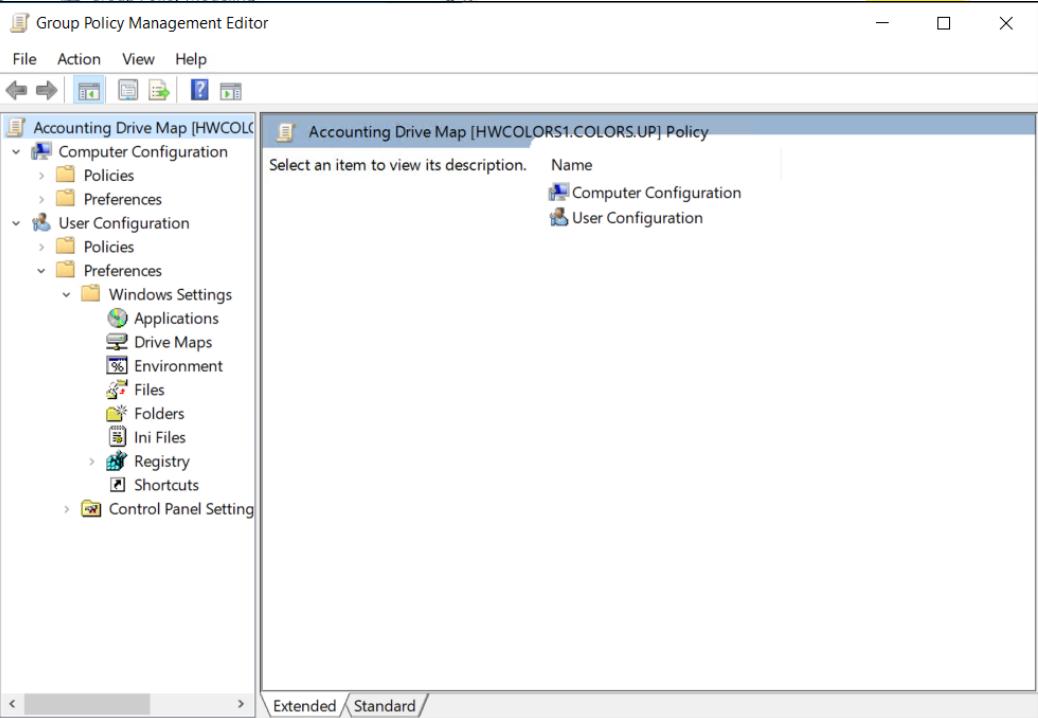
- Type Accounting Drive Map.
- Click on the OK button.



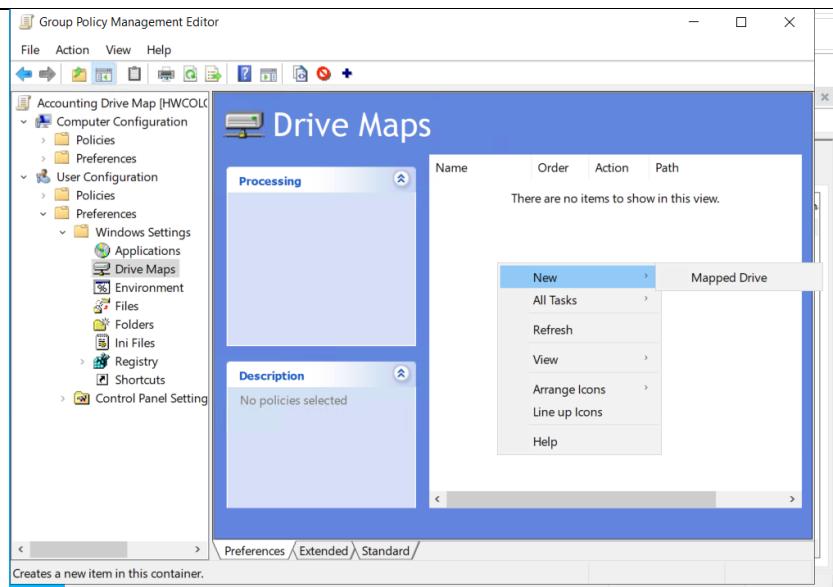
- Click the down arrow on Accounting folder.
- Right-click the Accounting Drive Map.
- Select Edit.



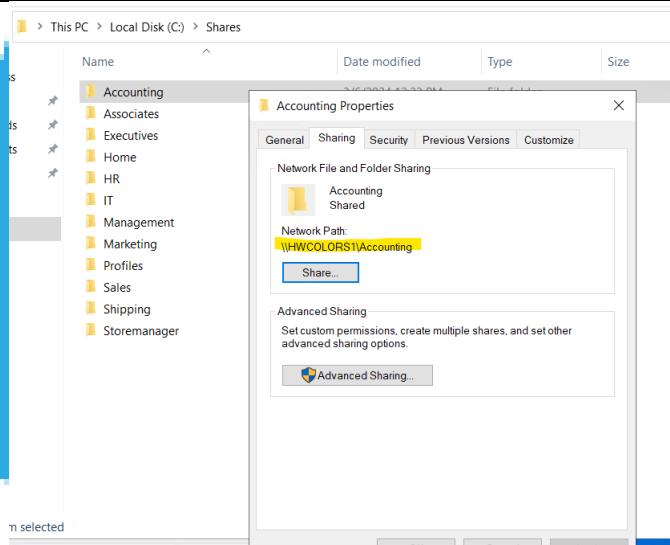
- Navigate to this path, User Configuration > Preferences > Windows Settings > Drive Maps
- Click on Drive Maps.



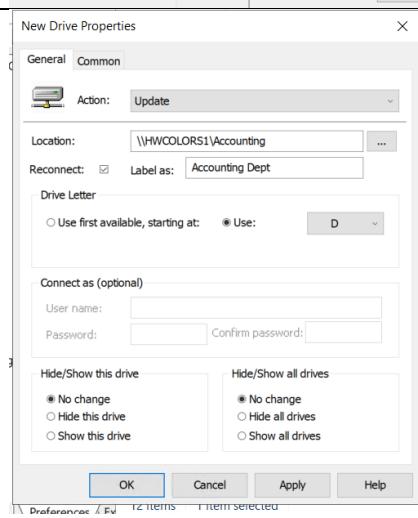
- Right-click on the Drive Maps screen.
- Click New.
- Click Mapped Drive.



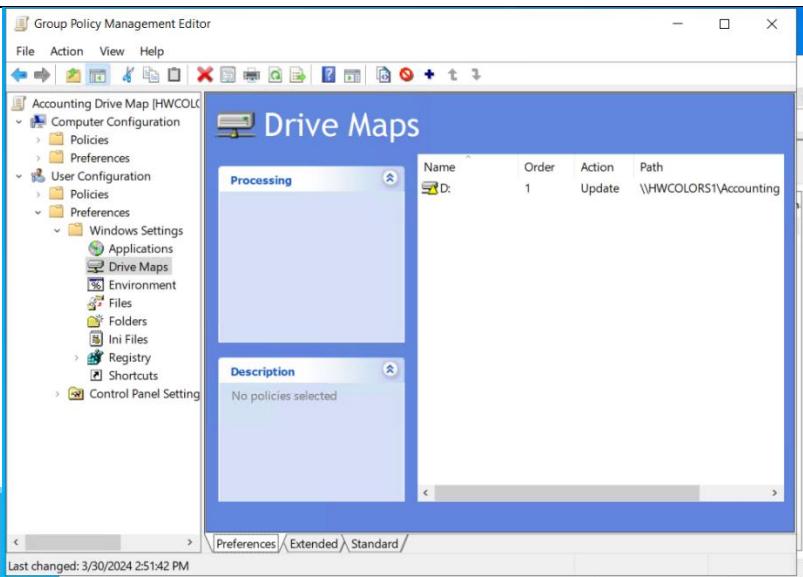
- Go to the File Explorer.
- On Shares folder.
- Click on Accounting folder and right-click it.
- Select Properties and go to the Sharing tab.
- Copy the highlighted path.



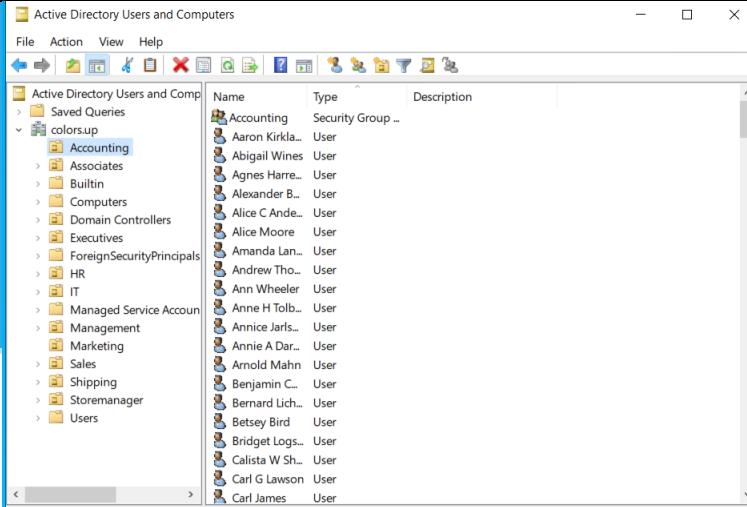
- Go back to the Drive Map.
- Paste the copied path into the location.
- Select Reconnect checkbox.
- Type the Label as "Accounting Dept."
- Select D from the Use dropdown options.



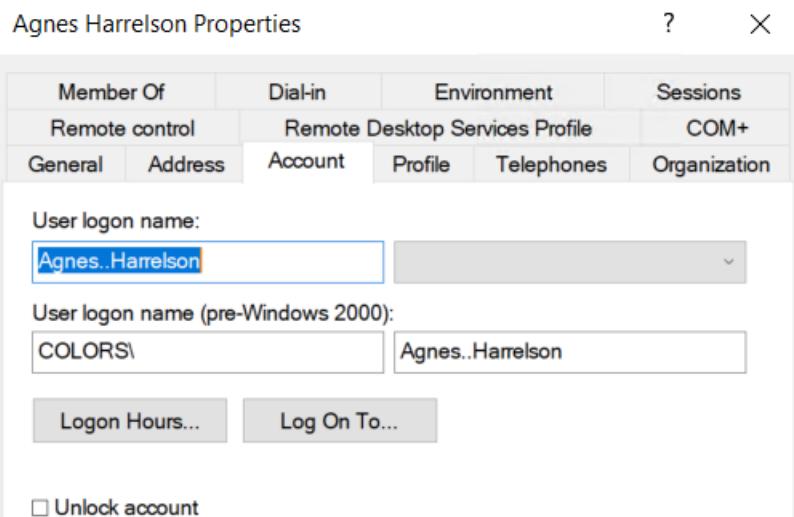
- Click on the Apply button.
- Click on the OK button.
- The result should look like this.
- Close the Group Policy Management Editor.



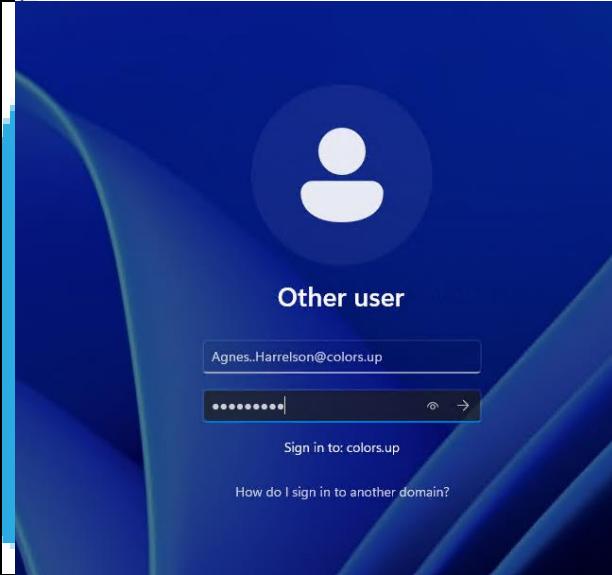
- We are going to test it by using one of the users from Accounting group.



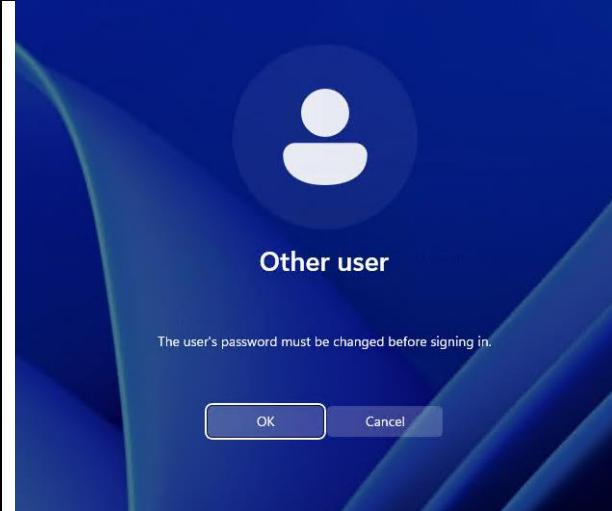
- We can choose Agnes Harrelson to try.
- Double-click on the name and choose Account tab.
- Check the User logon name.
- Remember or copy it.



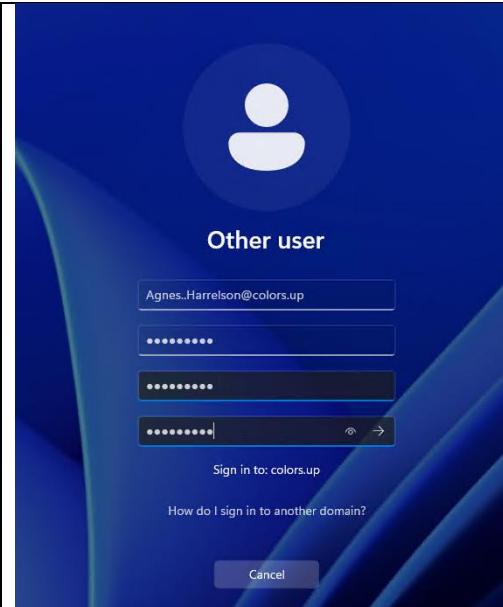
- Go to the workstation and log in as Agnes Herrelson.
- Don't forget the domain name at the end.
- Use Red.vine2 as password.



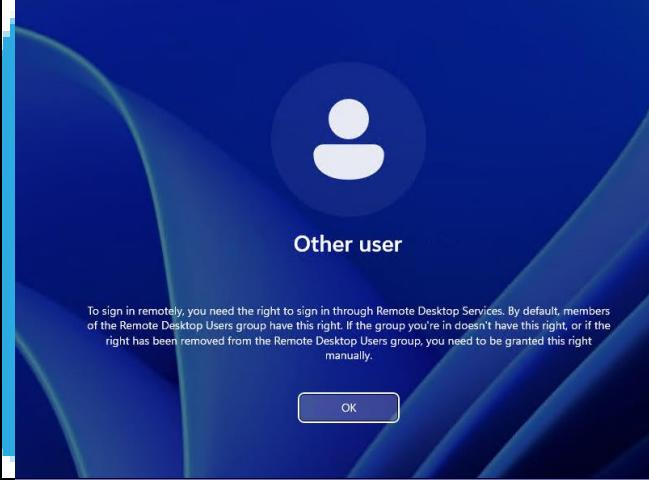
- The password needs to be changed before signing in.
- Click OK.



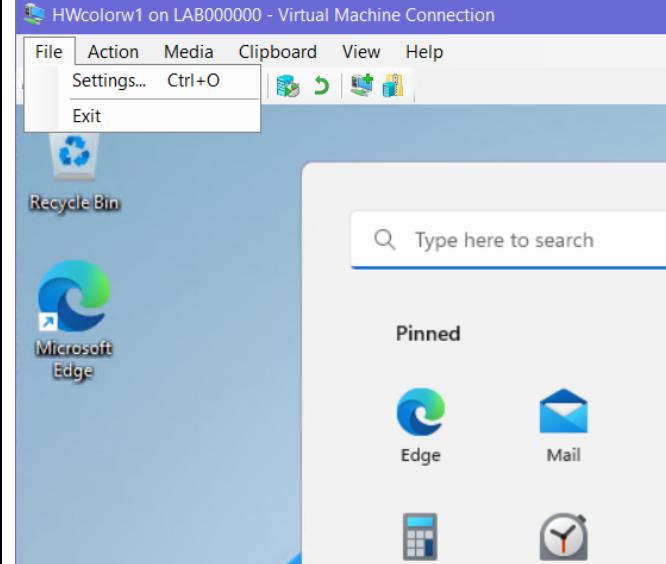
- Type Red.vine1 as the new password.
- Press the Enter key.



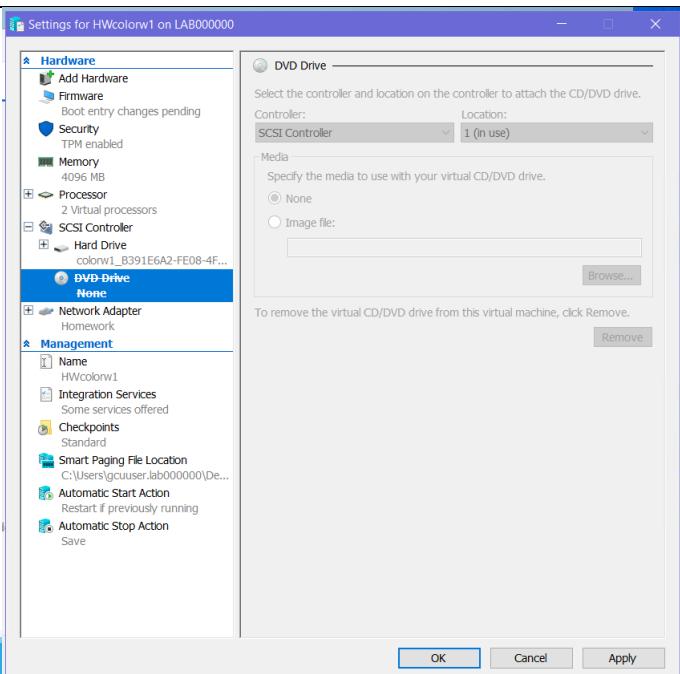
- The Hyper bug will show, and we can just leave it until it goes away.



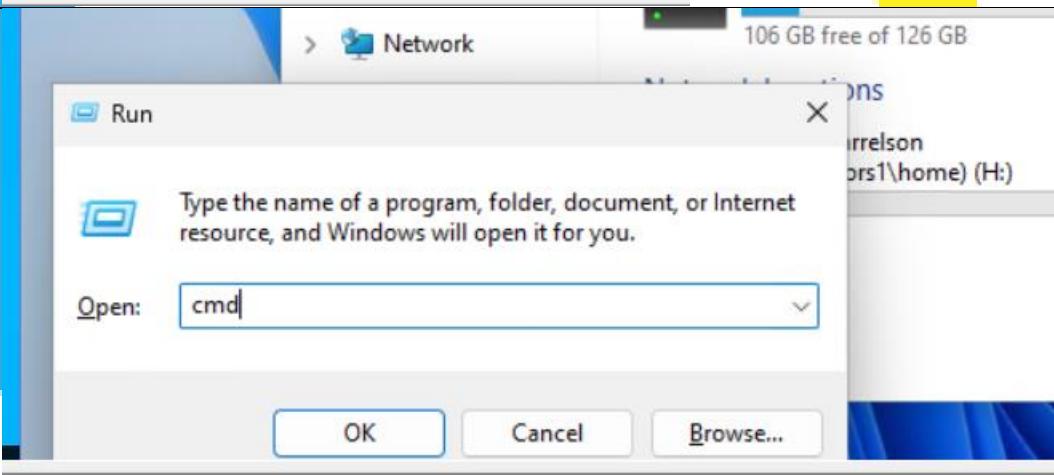
- Once log in.
- Change something by going to the Settings on the File tab on the left upper corner.



- Click DVD Drive.
- Click on the Remove button.
- Click Apply.
- Click OK.



- Go back to the workstation.
- Press Windows and R keys.
- Type CMD or cmd.
- Press the Enter key.



- Type gpupdate /force.
- Press the Enter key.

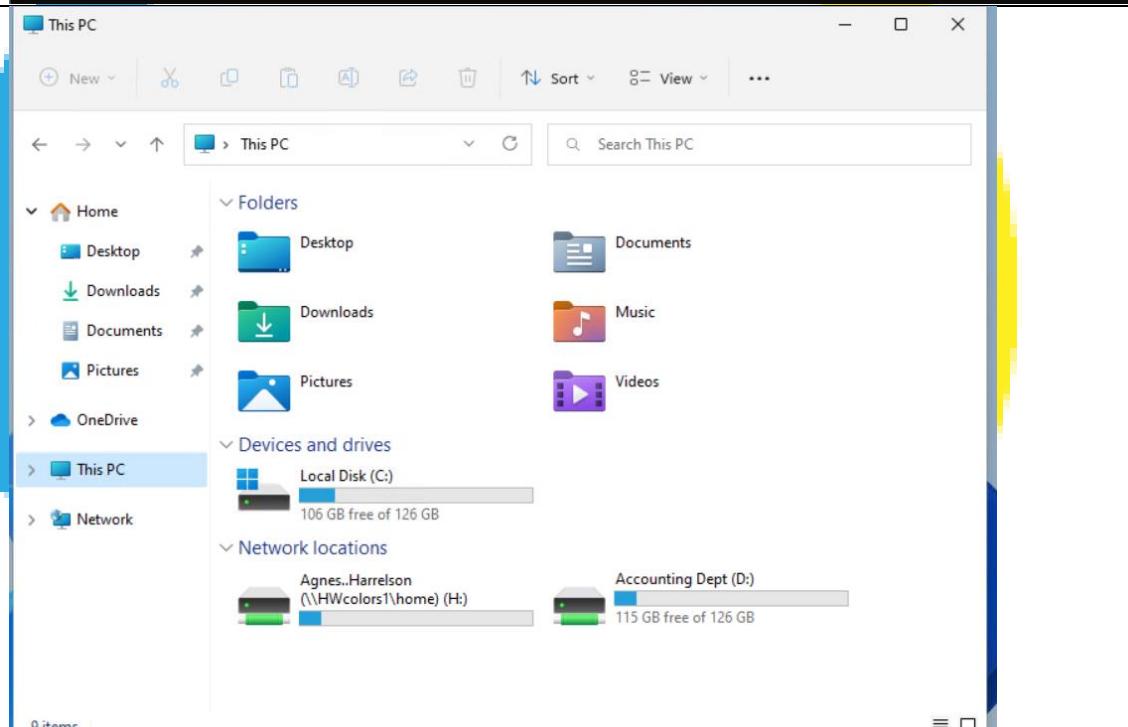
```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 10.0.22621.525]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Agnes..Harrelson>gpupdate /force
Updating policy...

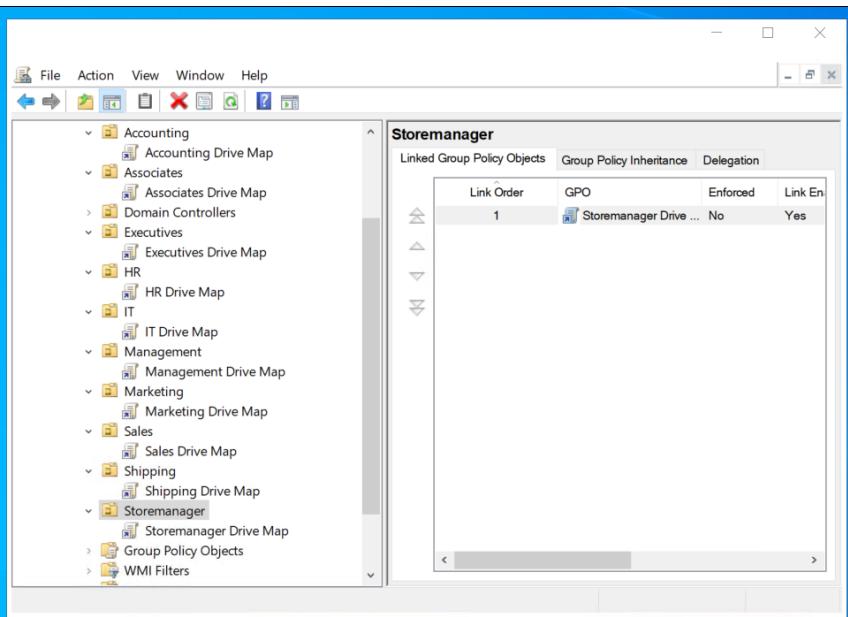
Computer Policy update has completed successfully.
User Policy update has completed successfully.

C:\Users\Agnes..Harrelson>
```

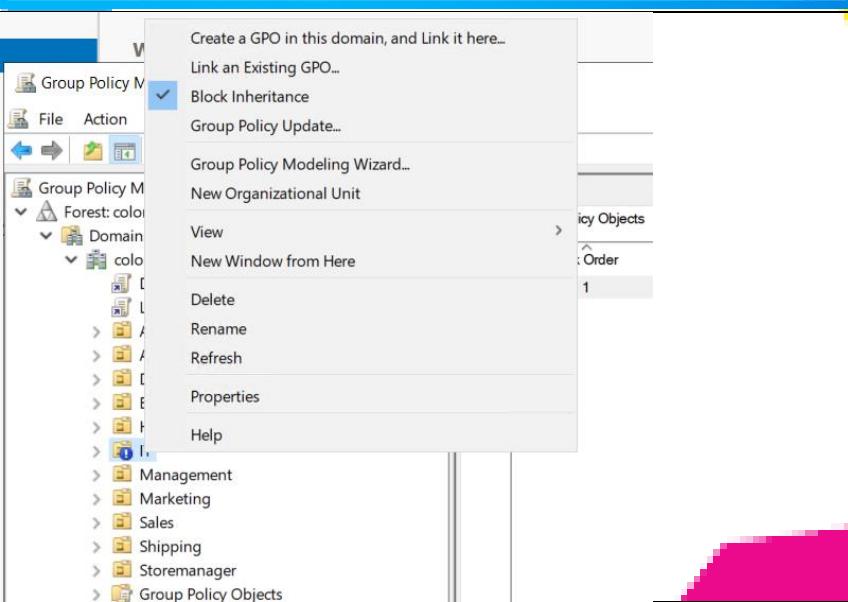
- Go to the File Explorer.
- Click This PC.
- The D drive should be there.



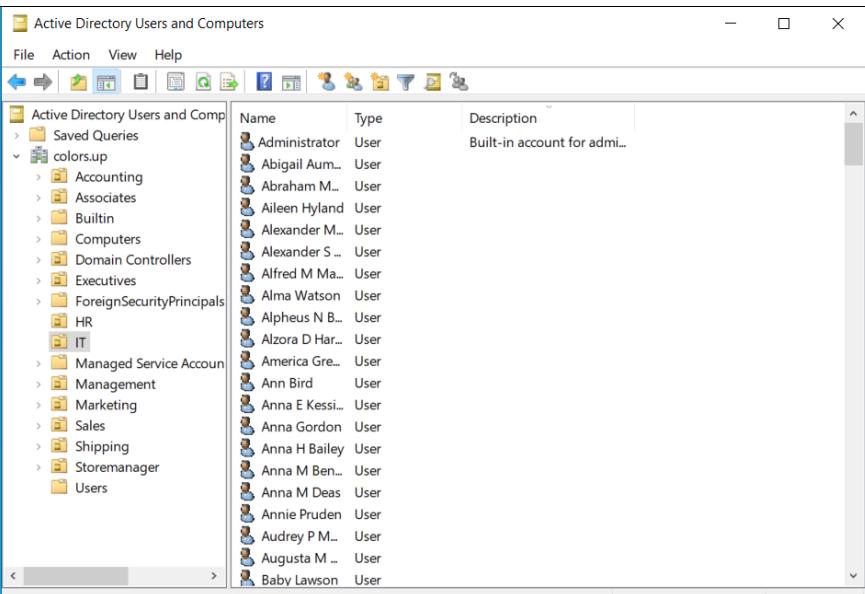
- Do the same process for all departments.



- Make the IT department as Block Inheritance.
- Right-click on the IT folder in the Group Policy Department.
- Select the Block Inheritance.

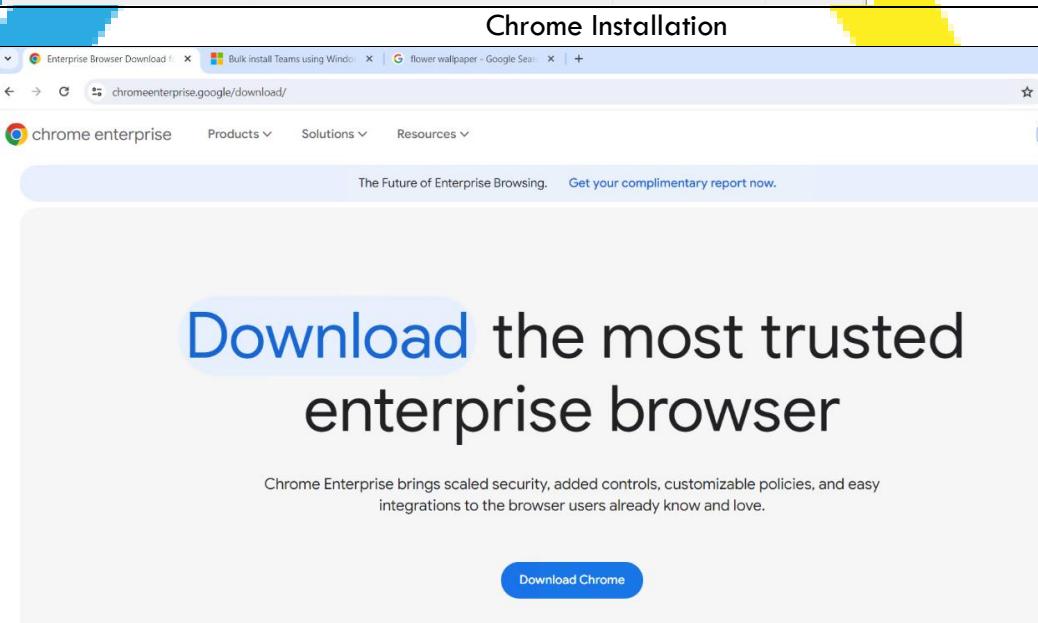


- Move the Administrator from Users to IT folder.



- Type Chrome Redistributable.
- Click on the first option.
- The web page should look like this.
- Click "Download Chrome" button.

Chrome Installation



The screenshot shows a web browser window with the URL chromeenterprise.google/download/. The page features a large blue header with the text 'Download the most trusted enterprise browser'. Below the header, a sub-header reads 'The Future of Enterprise Browsing.' and 'Get your complimentary report now.' At the bottom of the page is a blue button labeled 'Download Chrome'.



TRI-ARROW PRINTING

- Choose MSI as file type.
- Click “Accept and download” button.

[Windows](#) [Mac](#) [Management](#)

Download Chrome browser for Windows

Choose between our stable or beta bundle and MSI options.

Channel

Stable

By downloading Chrome, you agree to the [Google Terms of Service](#) and [Chrome ChromeOS Additional Terms of Service](#)

File type

MSI

Help make Google Chrome better by automatically sending usage statistics and crash reports to Google.

[Learn more](#)

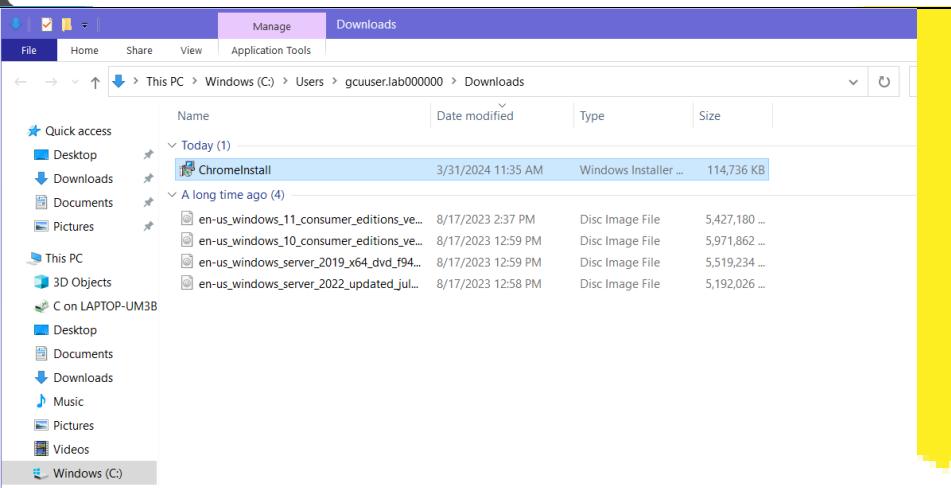
Architecture

64 bit

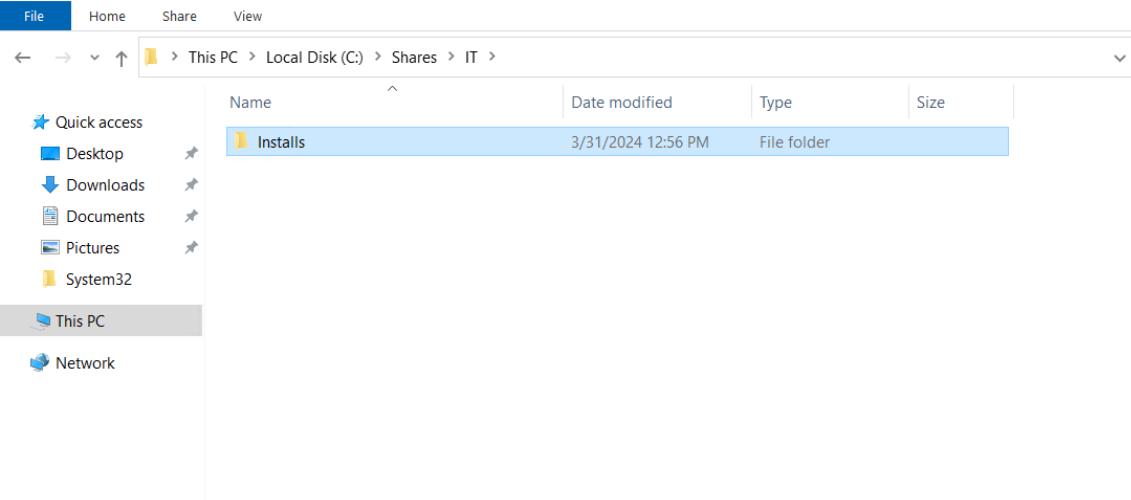
[Accept and download](#)

Chrome version 123.0.6312.86 - Estimated size 78.9MB

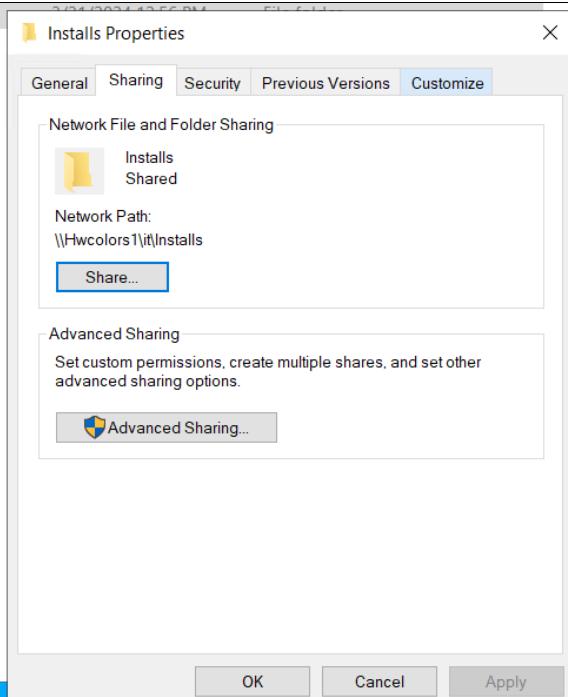
- Change the name to something simple as “ChromelInstall”



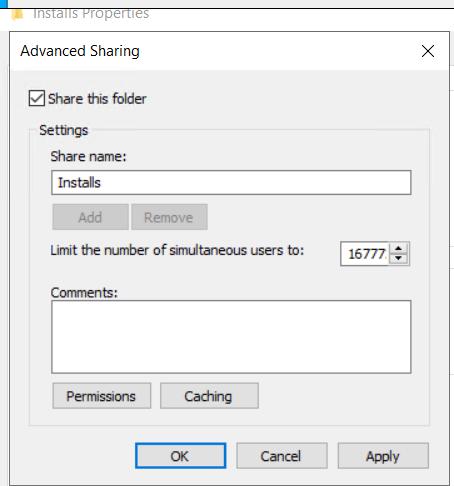
- Go to File Explorer.
- Go to This PC > Shares > IT.
- Create a new folder.
- Name it as Installs.



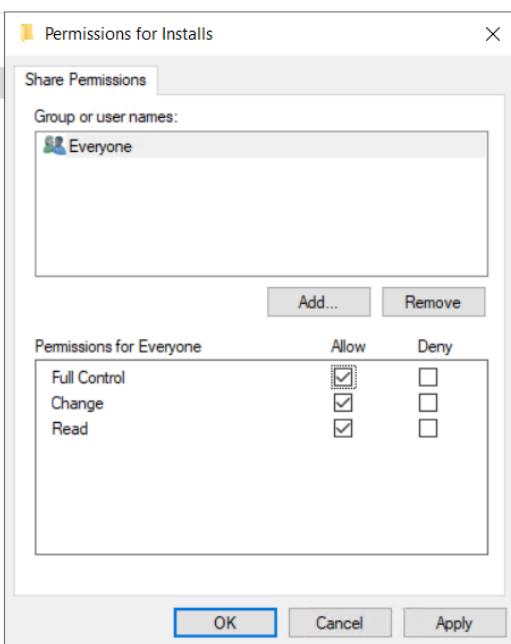
- Click the Installs folder.
- Right-click it.
- Choose “Properties.”
- Go to “Sharing” tab.
- Click “Advanced Sharing.”



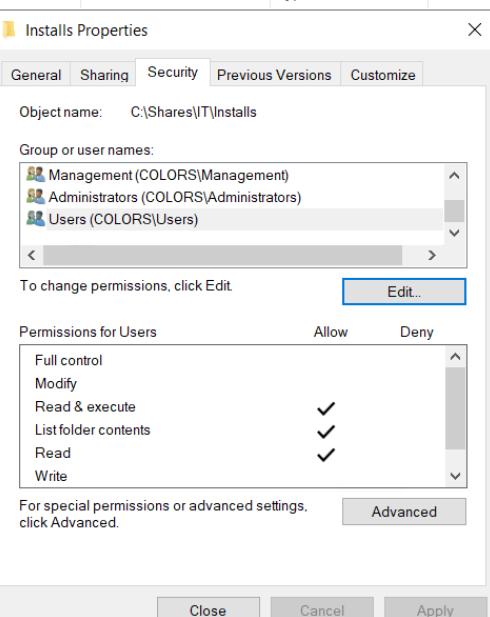
- Check the box for Share this folder.
- Click “Permissions.”



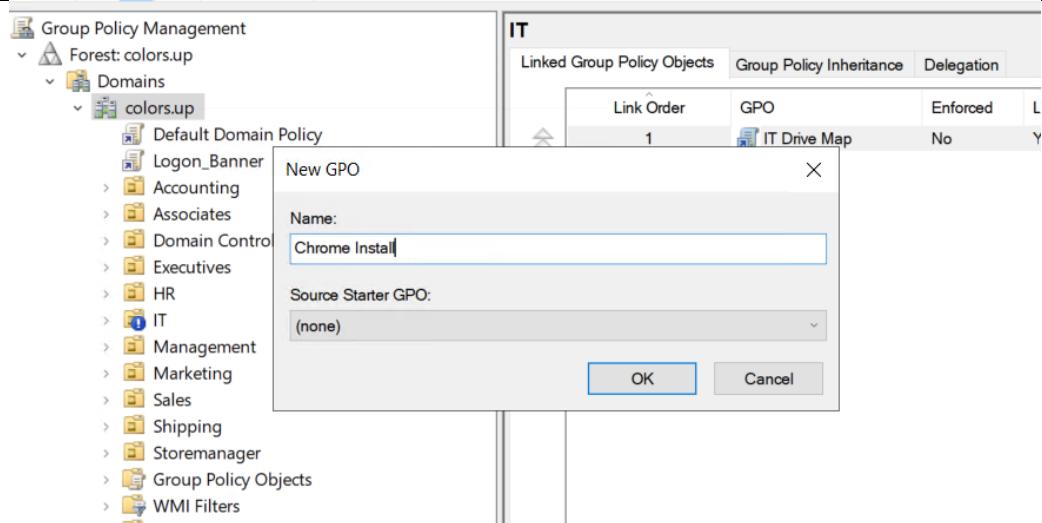
- Make everyone full control.
- Check the box “Full Control.”
- Click “Apply.”
- Click “OK.”



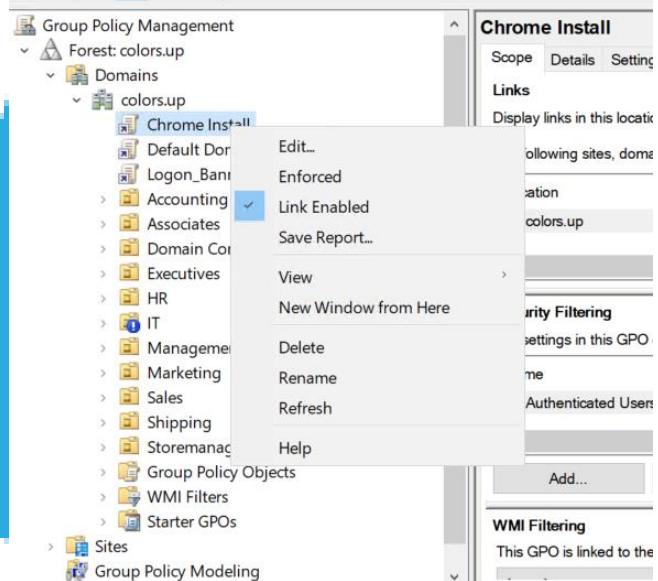
- Go to “Security” tab.
- Check if the Users have “Read & Execute”, “List folder contents”. And “Read” checked.
- If not, do it by click “Edit.”



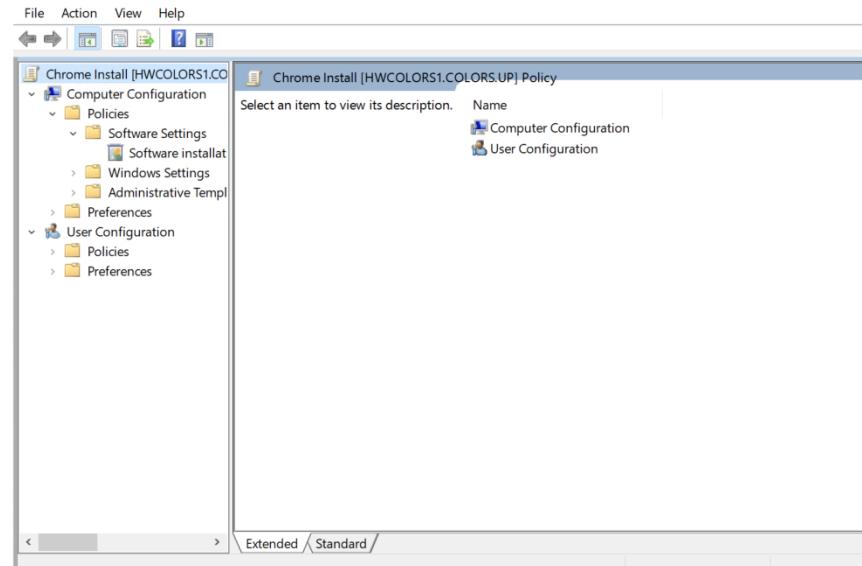
- Go to Group Policy Management.
- Right-click on “colors.up.”
- Click “Create GPO...”
- Type Chrome Install as the new GPO.
- Click “OK.”



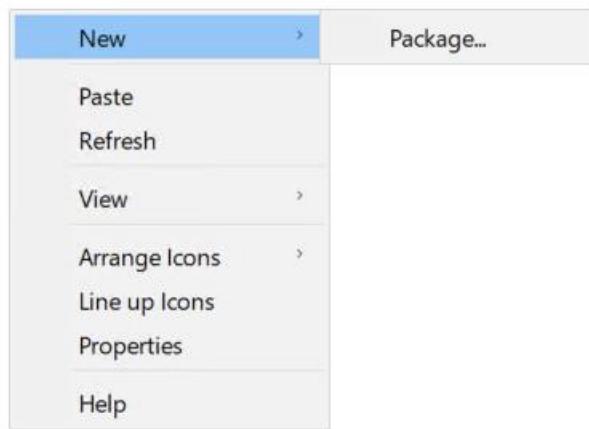
- Right-click “Chrome Install”
- Click Edit.



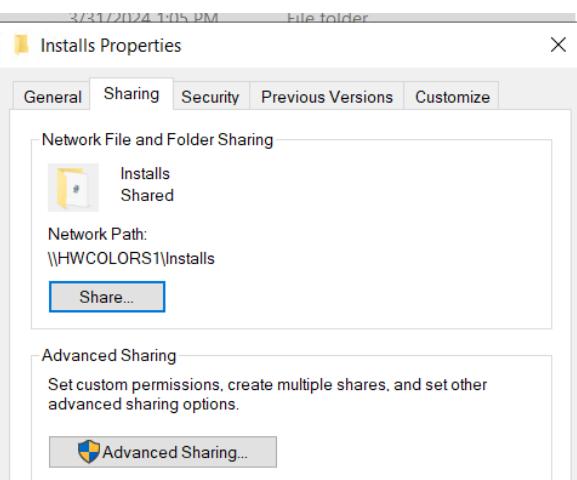
- Navigate to this path, Computer Configuration > Policies > Software Settings.
- Click “Software installation.”



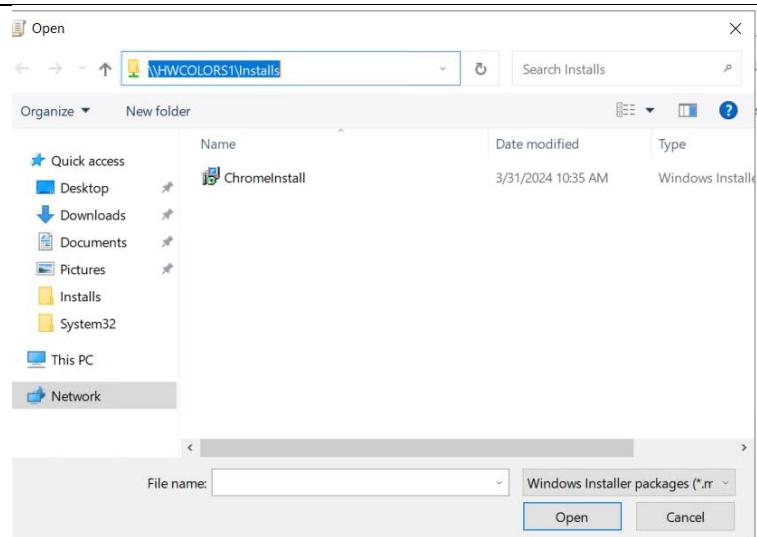
- Right-click on the screen.
- Click New.
- Click Package.



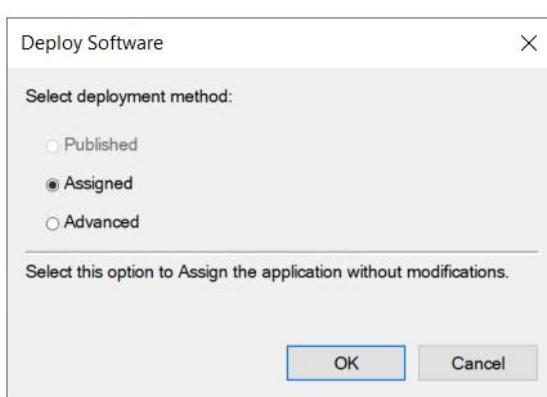
- Go back to the Installs Properties.
- Sharing tab.
- Copy the Network Path.



- Paste the network path into the bar.
- Click the ChromelInstall.
- Click Open.



- Set it as default, Assigned.
- Click OK.



- Microsoft Teams Installation



TRI-ARROW PRINTING

- Go to Google and search for Microsoft Teams msi download.
- Click the commercial 64 bit.

The screenshot shows a web browser displaying the Microsoft Learn website at learn.microsoft.com/en-us/microsoftteams/msi-deployment. The page contains a sidebar with links like 'Enterprise setup overview', 'Architecture & telephony solutions posters', 'Get your organization ready', 'Set up Teams in your org', 'Adopt', 'Client deployments', 'New Teams client', 'Classic Teams clients', 'Get the classic Teams clients', 'Classic Teams client updates', 'Bulk install classic Teams using Windows Installer', 'Classic Teams for Virtualized Desktop Infrastructure (VDI)', 'Classic Teams for Remote Desktop environment (RDP)', 'Troubleshoot classic Teams installation and update issues', 'Classic Teams Reference', 'Upgrade from Skype for Business', and 'Teams training'. A purple note box says: 'New builds are released regularly. If you have previously downloaded the MSI, confirm if you have the most current version. Learn more: [Version update history for the Microsoft Teams app](#)'. An important note box says: 'If you have 64-bit computers, we recommend installing the 64-bit Teams MSI even if the computer is running a 32-bit version of Office. The ARM64 MSI can only be installed on computers that use the ARM architecture, such as the Surface Pro X.' Another note box says: 'Install the 64-bit version of Teams only on 64-bit operating systems. If you try to install the 64-bit version of Teams on a 32-bit operating system, the installation won't be successful and you won't receive an error message.' Below these notes is a table titled 'Entity' with columns for '32-bit', '64-bit', and 'ARM64'.

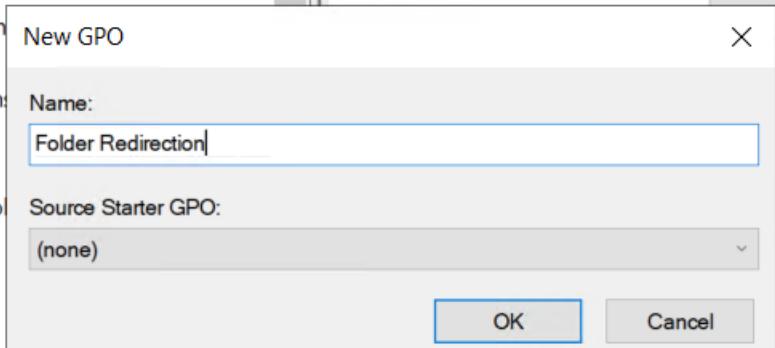
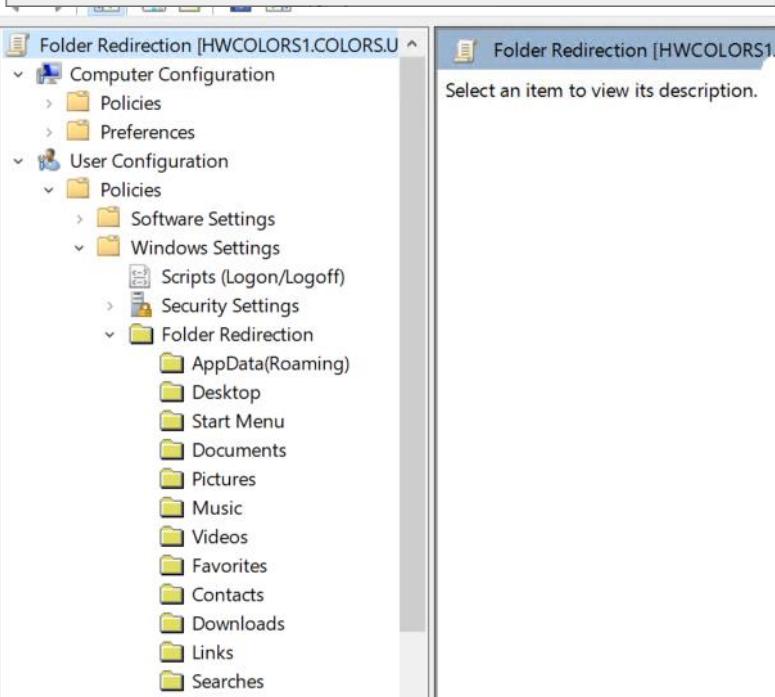
Entity	32-bit	64-bit	ARM64
Commercial	32-bit	64-bit	ARM64
U.S. Government - GCC	32-bit	64-bit	ARM64
U.S. Government - GCC High	32-bit	64-bit	ARM64
U.S. Government - DoD	32-bit	64-bit	ARM64

- Copy the downloaded file into the Installs folder in IT.

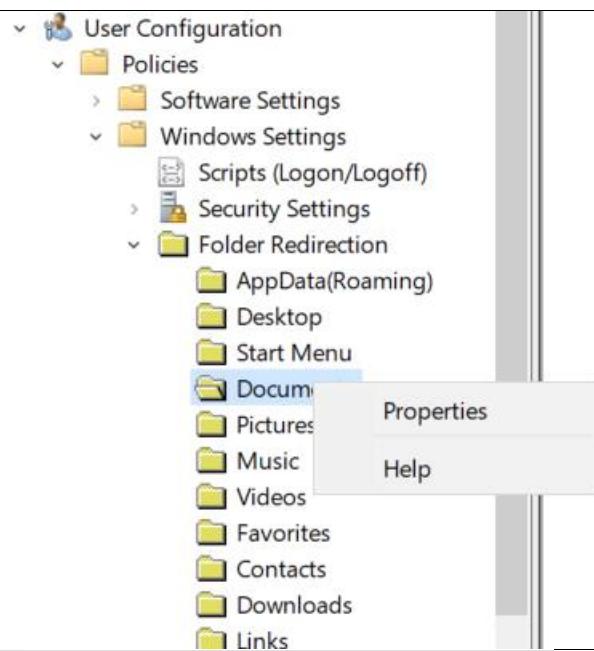
The screenshot shows a Windows File Explorer window with the address bar showing 'This PC > Local Disk (C:) > Shares > IT > Installs'. The left pane shows 'Quick access' with icons for Desktop, Downloads, Documents, Pictures, Installs, System32, This PC, and Network. The right pane lists files in the 'Installs' folder: 'ChromelInstall' (3/31/2024 10:35 AM, Windows Installer, 114,736 KB) and 'MicrosoftTeams' (3/31/2024 10:57 AM, Windows Installer, 143,116 KB).

- Go to the Group Policy Management.
- Right-click on "colors.up."
- Click "Create GPO..."
- Type Microsoft Teams Install.
- Do the same process as Chrome installation

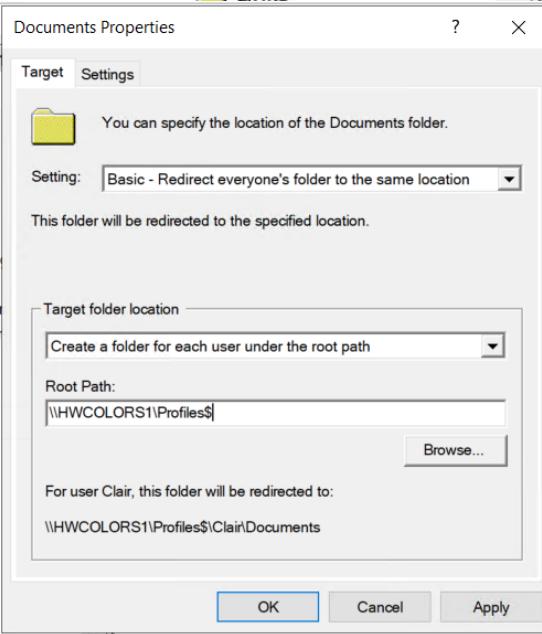
The screenshot shows the 'New GPO' dialog box. The 'Name:' field is filled with 'Microsoft Teams Install'. The 'Source Starter GPO:' dropdown is set to '(none)'. At the bottom are 'OK' and 'Cancel' buttons.

	Folder Redirection 
<ul style="list-style-type: none"> • Create a new GPO and name it as Folder Redirection. • Right-click on the Folder Redirection. • Click Edit. • Navigate to User Configuration > Windows Settings > Security Settings > Folder Redirection. 	

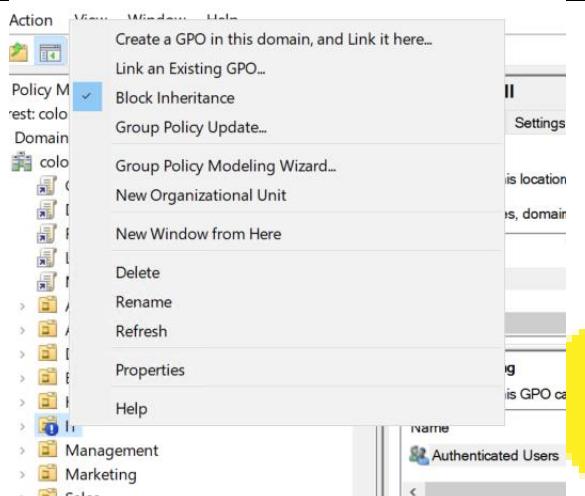
- Right-click on "Document".
- Choose "Properties".



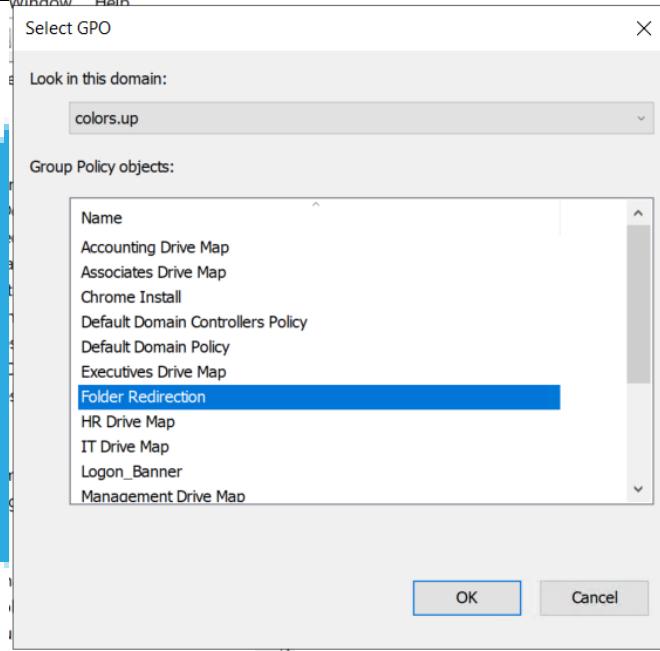
- On Setting, click the drop down and choose "Basic – Redirect everyone's folder to the same location."
- Type \HWCOLORS1\Profiles\$
- Click Apply.
- Click OK.



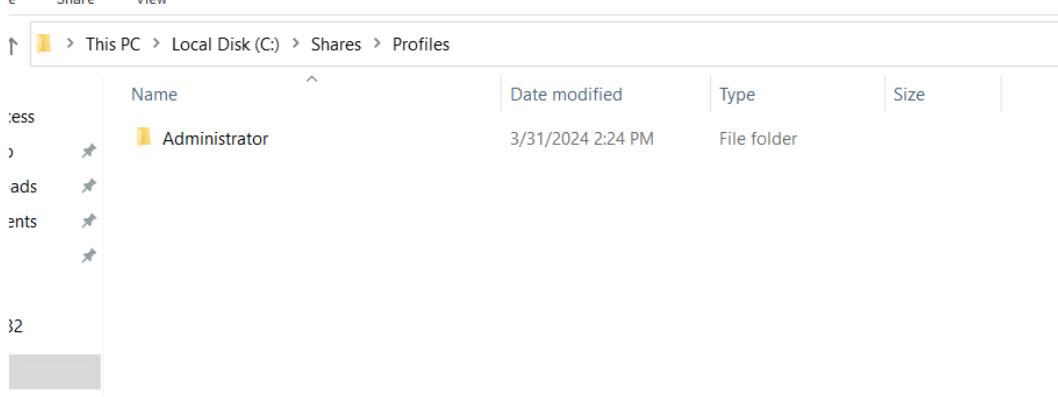
- Close the editor box.
- Go back to the Group Policy Management and right-click on the IT folder.
- Click “Link an Existing GPO.”

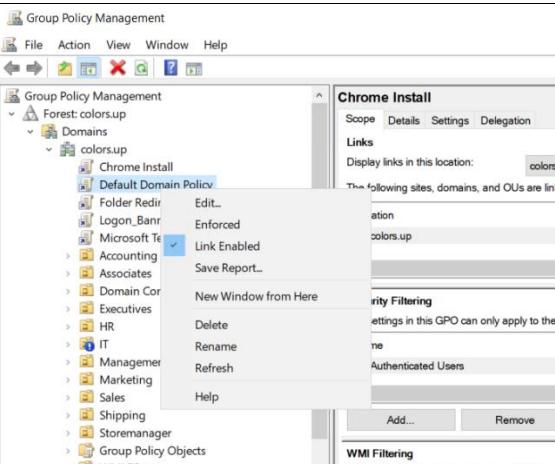
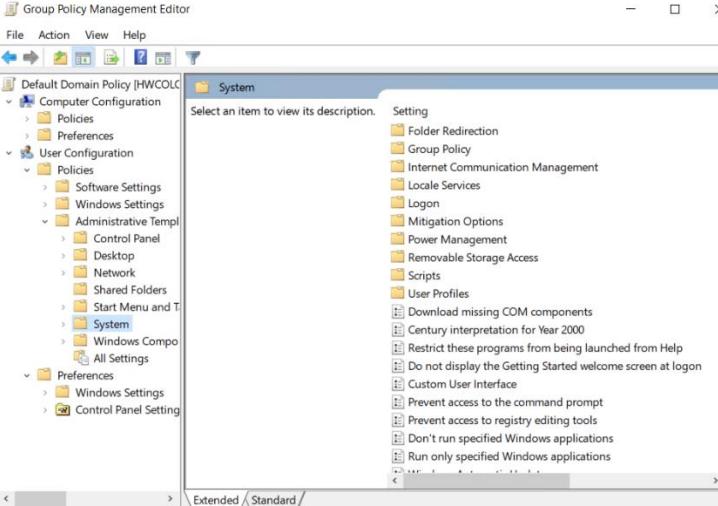


- Click on “Folder Redirection.”
- Click OK.

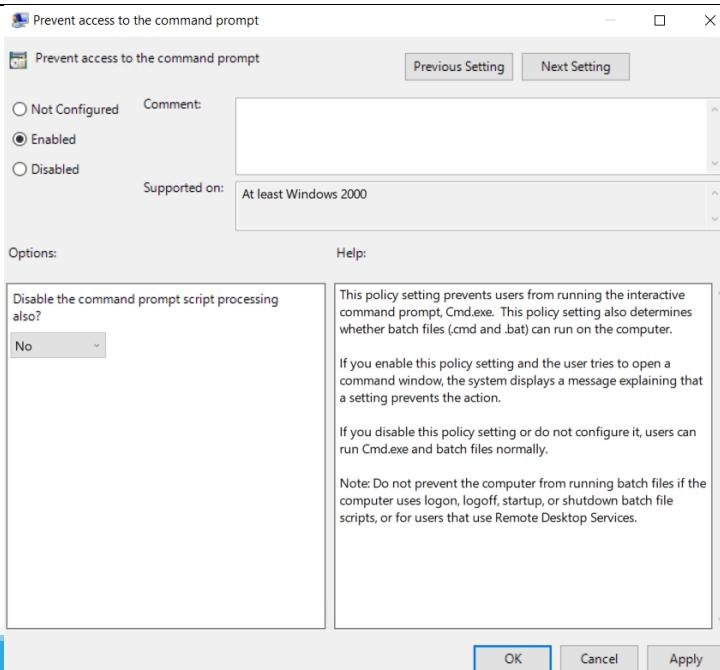


- Go to the workstation to try to sign in using Administrator.
- Once sign in or log in. The Administrator will show in the Profiles folder in the server.
- Do the same process for Desktop, Start

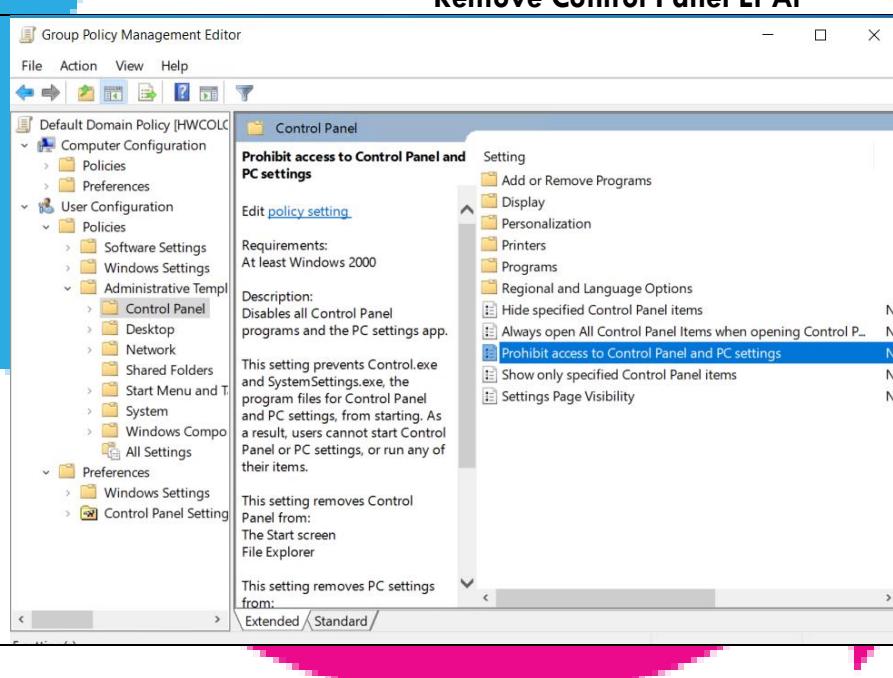


Menu, Pictures, Music, Videos, Favorites, and Contacts.	
<ul style="list-style-type: none"> • Right-click on “Default Domain Policy.” • Click Edit. 	<p align="center">Remove CMD</p> 
<ul style="list-style-type: none"> • Navigate to User Configuration > Administrative Template > System. • Double-click “Prevent access to the command prompt.” 	

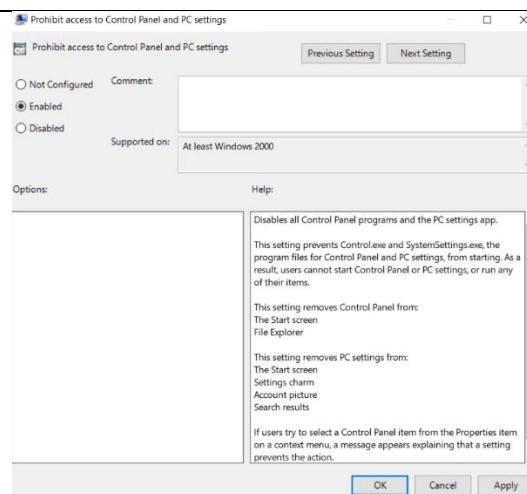
- Click on Enable.
- Leave the “Disable the command prompt script processing also?” as “No.”
- Click Apply.
- Click OK.



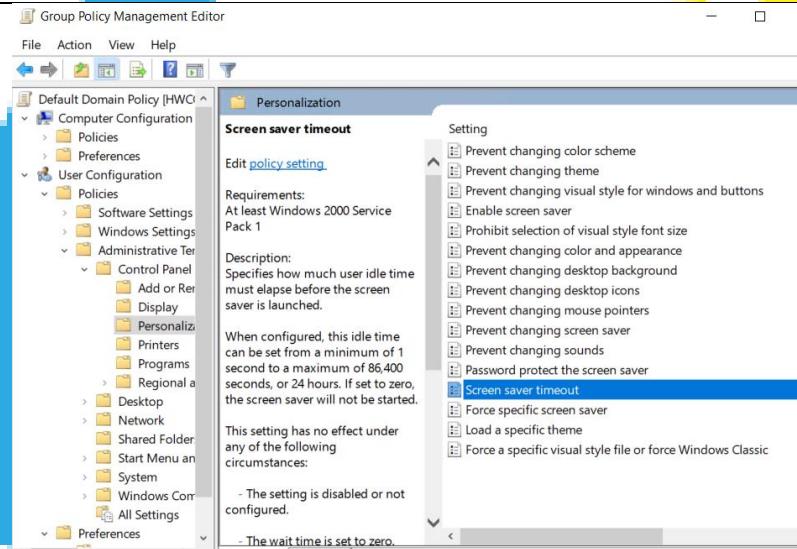
- Still in the Default Domain Policy editor.
- Navigate to the User Configuration > Administrative Template > Control Panel.
- Look for “Prohibit access to Control Panel and PC settings.”



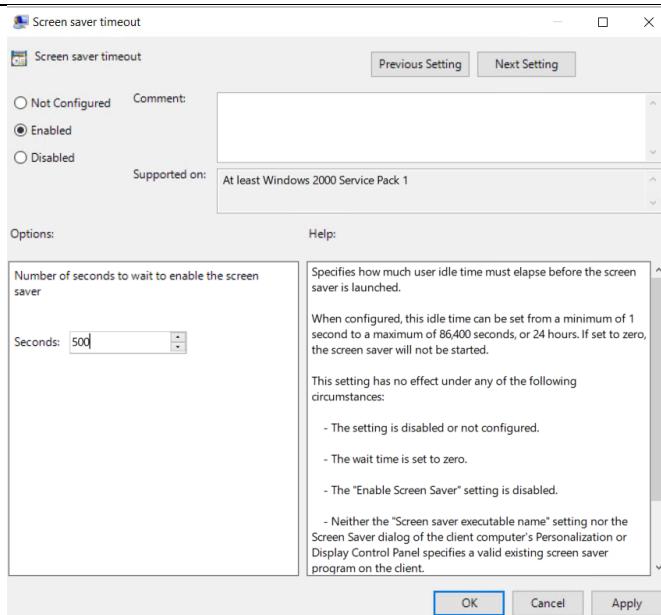
- Click Enable.
- Click Apply.
- Click OK.



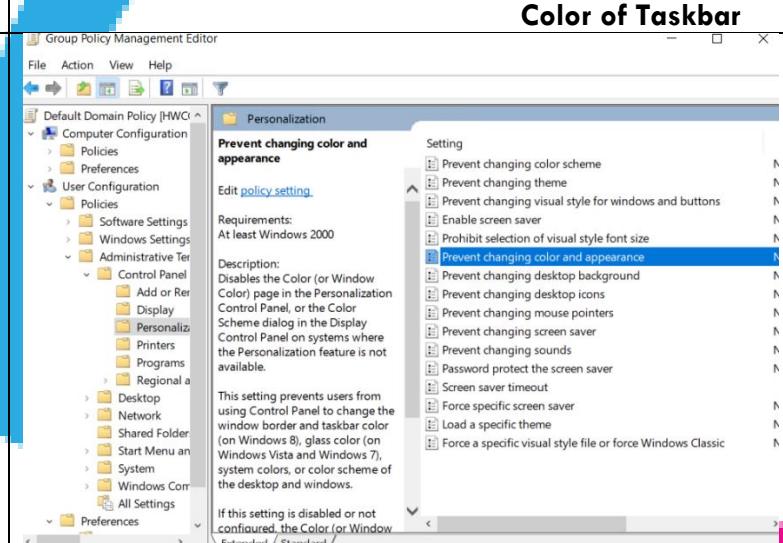
- Navigate to User Configuration > Administrative Template > Control Panel > Personalization.
- Look for "Screen saver timeout."



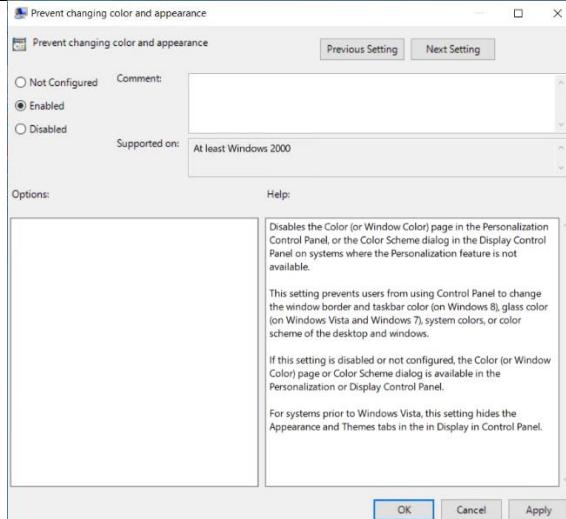
- Double-click it and click Enable.
- Type 500 in the second textbox.
- Click Apply.
- Click OK.



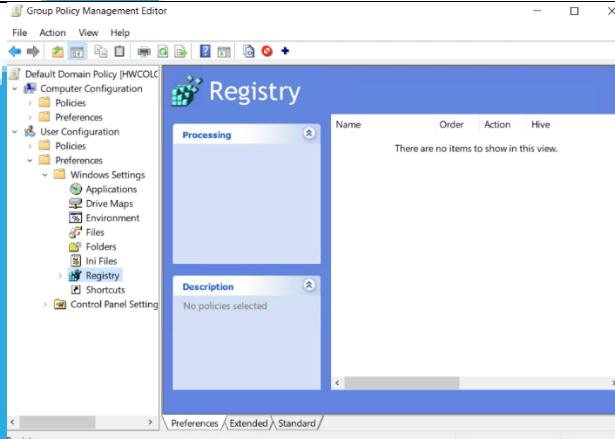
- Navigate to User Configuration > Administrative Template > Control Panel > Personalization.
- Look for "Prevent changing color and appearance."



- Click Enable.
- Click Apply.
- Click OK.

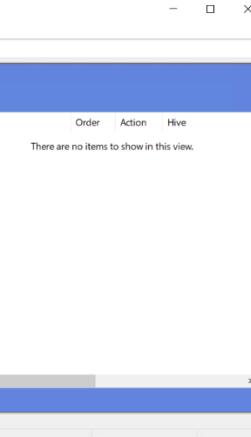


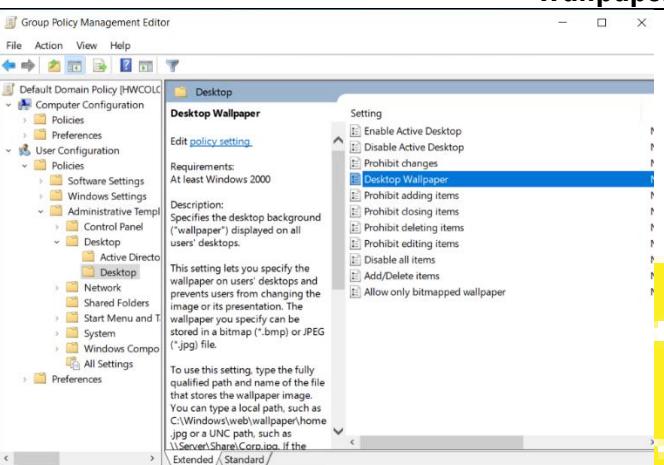
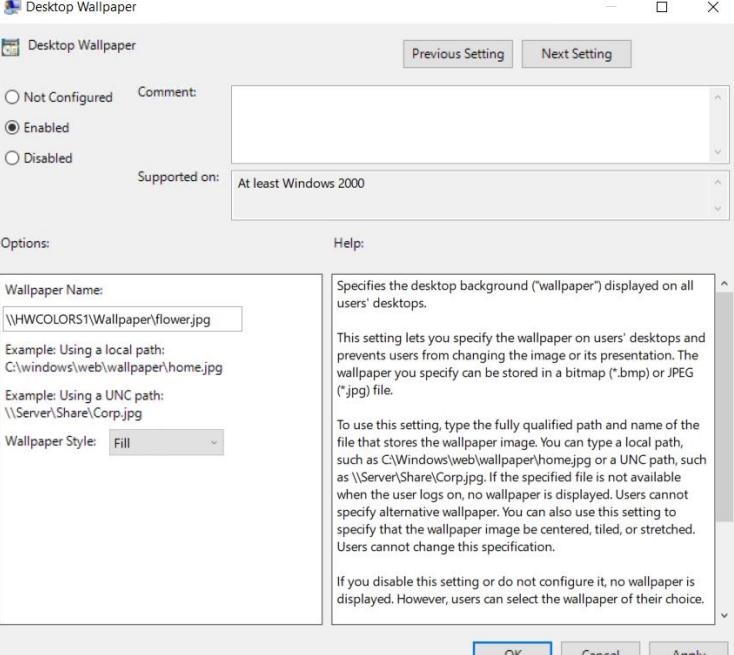
- Navigate to User Configuration > Preferences > Windows Settings > Registry.
- Right-click on the registry screen.
- Click New.



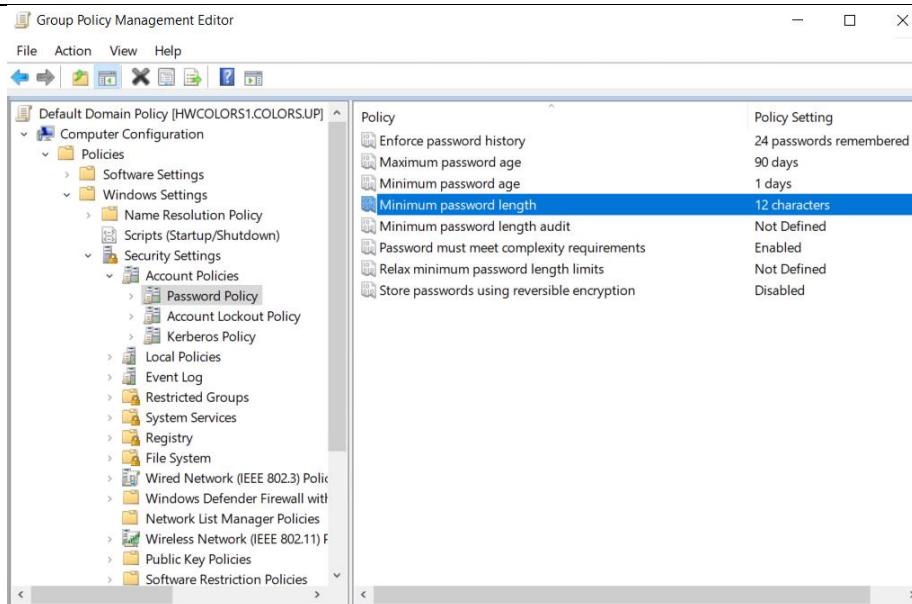
- Leave Hive as default.
- Type "SOFTWARE\Microsoft\Windows\CurrentVersion\Search"
- Type "SearchboxTaskbarMode" in the default. Choose REG_DWORD.
- Type 0 as value data.
- Click Apply and OK.

Remove the search bar on the taskbar

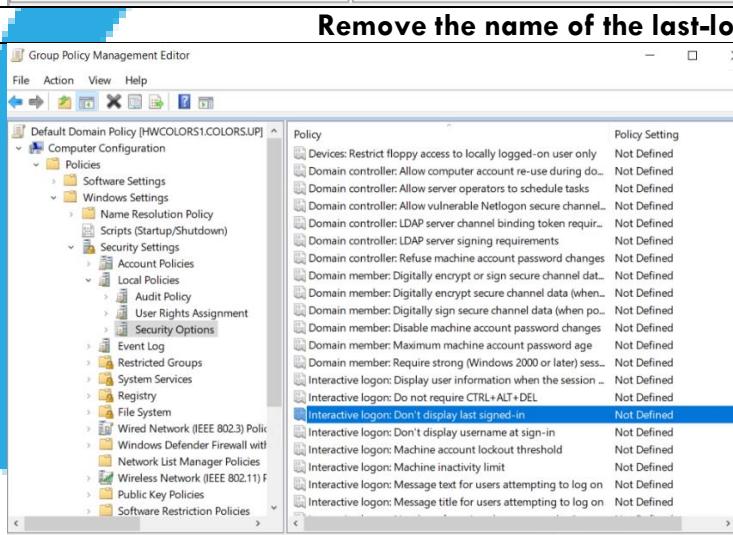


<ul style="list-style-type: none"> • Navigate to User Configuration > Policies > Administrative Template > Desktop > Desktop. • Look for “Desktop Wallpaper” 	 <p>The screenshot shows the Group Policy Management Editor window. The left pane displays the navigation tree for 'Default Domain Policy (HWCOLORS1)'. Under 'User Configuration' > 'Policies' > 'Administrative Templates' > 'Desktop', the 'Desktop Wallpaper' policy is selected. The right pane shows the policy details: 'Setting' is set to 'Enabled Active Desktop', and 'Requirements' is 'At least Windows 2000'. The 'Description' and 'Help' sections provide instructions on how to specify a desktop background image.</p>
<ul style="list-style-type: none"> • Click Enable. • Type the path to the wallpaper picture. • Make sure the file is shared with everyone in full control. • Choose Fill for the Wallpaper Style. • Click Apply. • Click OK. 	 <p>The screenshot shows the 'Desktop Wallpaper' dialog box. It has two tabs: 'Not Configured' and 'Enabled' (which is selected). The 'Comment' field is empty. The 'Supported on:' dropdown is set to 'At least Windows 2000'. In the 'Options' section, the 'Wallpaper Name:' field contains '\\HWCOLORS1\Wallpaper\flower.jpg'. Below it, there are examples for local and UNC paths. The 'Wallpaper Style:' dropdown is set to 'Fill'. The 'Help' section provides detailed instructions on specifying a wallpaper image. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.</p>
Implement a password policy	

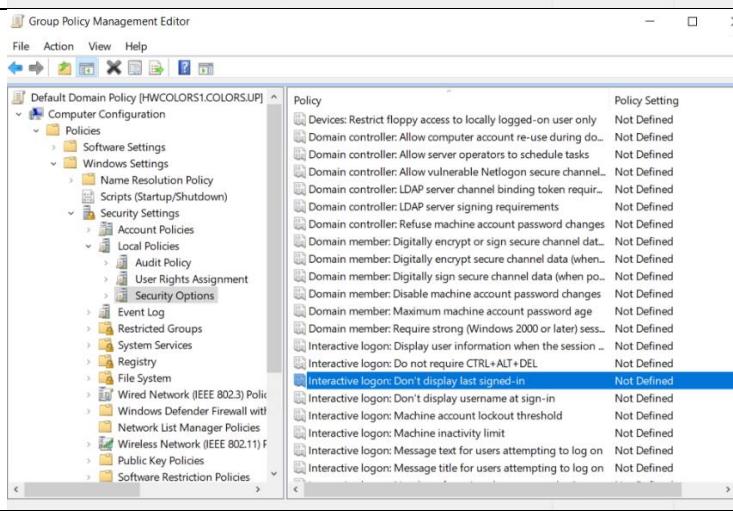
- Navigate to Computer Configuration > Policies > Windows Settings > Security Settings > Account Policy.
- Click “Password Policy.”
- Change some password policies.



- Navigate to the Computer Configuration > Policies > Windows Settings > Security Settings > Local Policies > Security Options.

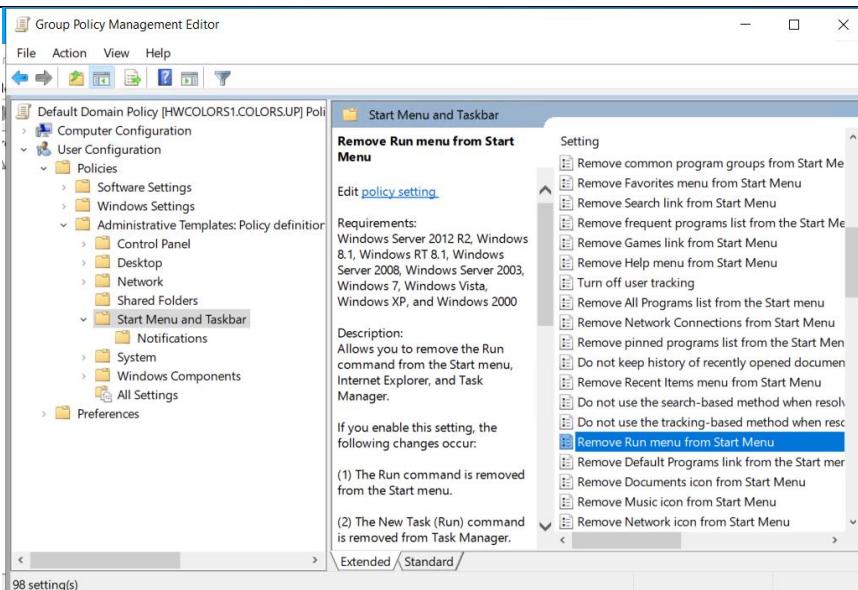


- Look for “Interactive logon: Don’t display last signed-in.”
- Enable it.



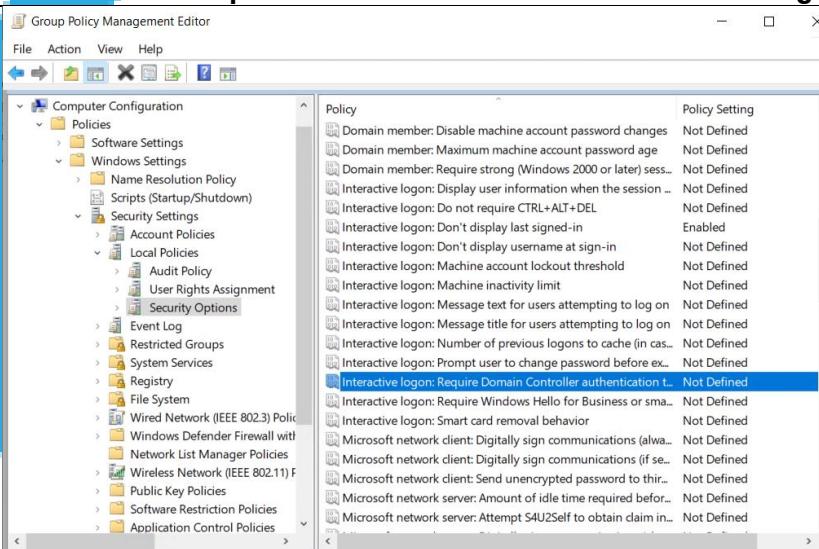
Remove Run line from the Start menu

- Navigate to User Configuration > Policies > Administrative Templates > Start Menu and Taskbar.
- Look for "Remove Run Menu from Start Menu."
- Enable it.

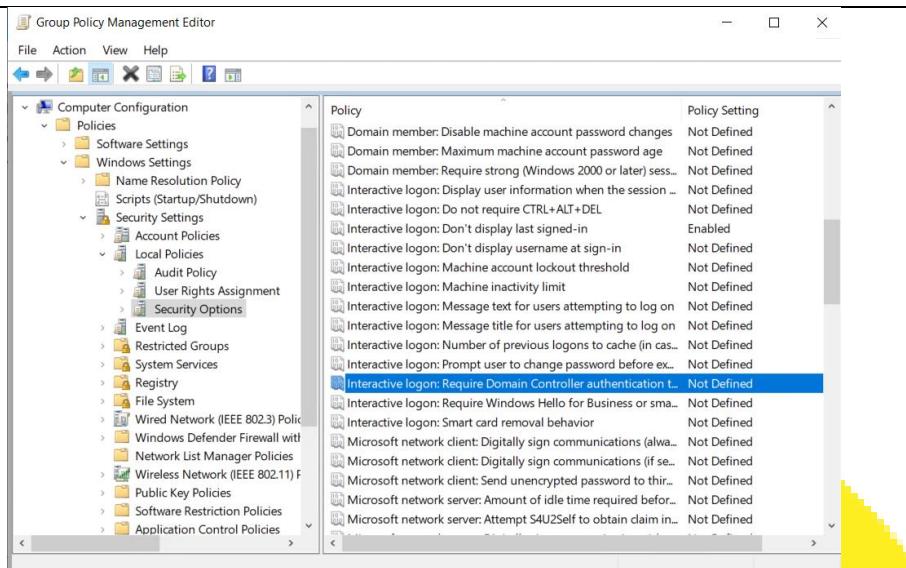


Require Domain Controller authentication to login to the system.

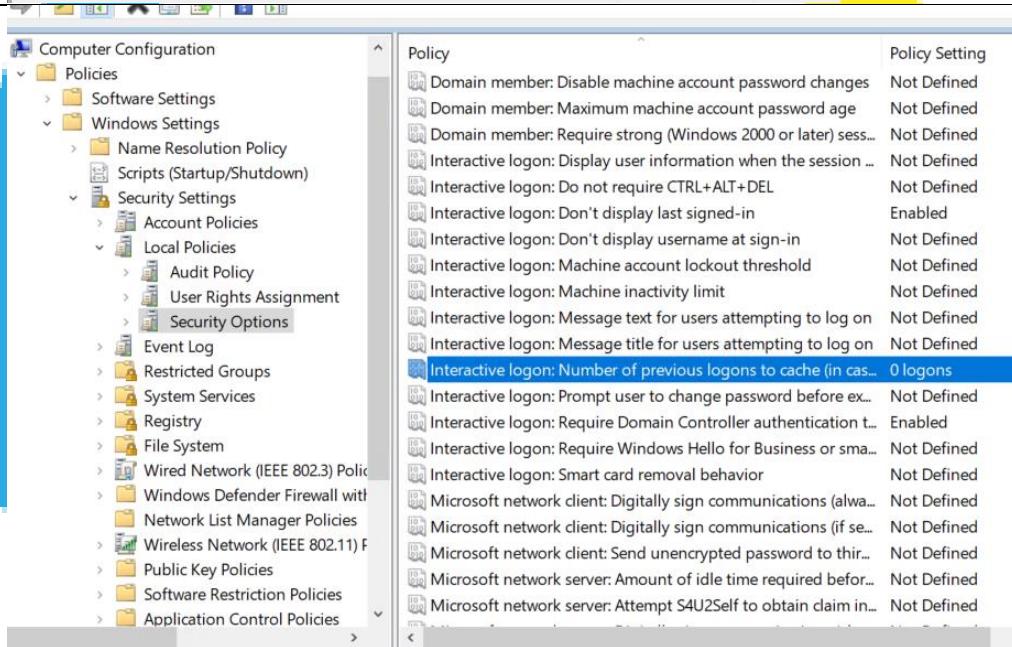
- Navigate Computer Configuration > Policies > Windows Settings > Security Settings > Local Policies > Security Options.



- Look for
“Interactive logon: Require Domain Controller Authentication to unlock workstation.”
- Enable it.



- Look for
“Interactive logon: Number of previous logons to cache (in case domain controller is not available).”
- Change it to 0.

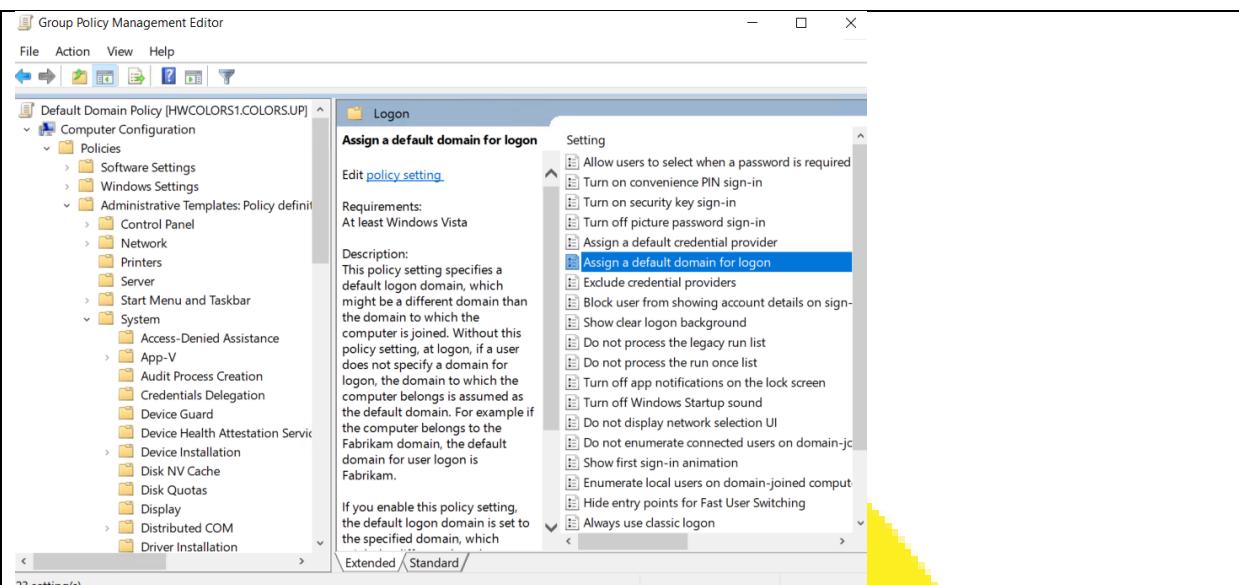


Assign a default domain for logon

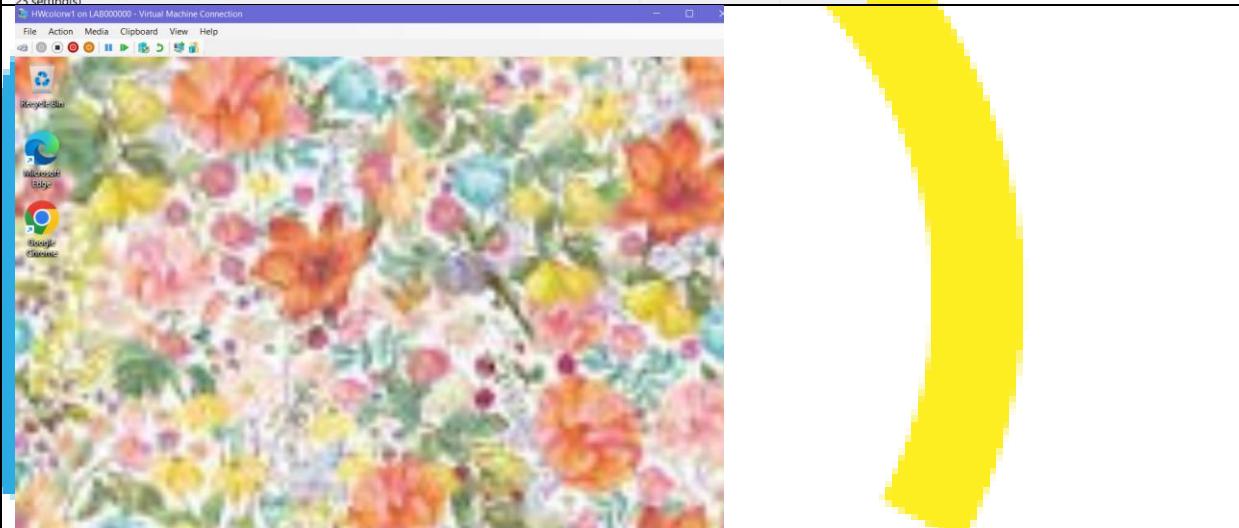


TRI-ARROW PRINTING

- Navigate to Computer Configuration > Policies > Administrative Templates: > System > Logon.
- Look for Assign a default domain for logon.
- Click Enable.
- Click Apply.
- Click OK.



- Go to the workstation, and open cmd type gpupdate /force. Or log in as one of the users and restart the computer.



Appendix 10

Double click to see the file.



Dell PowerEdge MX760c Blade Server _ Dell USA.pdf



PowerEdge T150 Tower Server _ Dell USA.pdf



TRI-ARROW PRINTING



PowerEdge R760xa Server.pdf

Appendix 11

