MODULE 5- SYSTEM ADMINISTRATION

I- USER ACCOUNT MANAGEMENT

II- ELEVATING USERS ROLES

III- MONITOR USERS ACTIVITY

IV- SYSTEM UTILITIES UNDER ACCESSORIES

V- PROGRAMS AND SERVICES MANAGEMENT

VI- SYSTEM RESSOURCES MONITORING

VII- WINDOWS EVENTS LOGS

VIII- JOBS AND SCHEDULES

IX- SYSTEM MAINTENANCE

X- WINDOWS SETTINGS

XI- SERVR MANAGER DASHBOARD

XII- INSTALLING AND UNINSTALLING PROGRAMS

XIII- CHECK SYSTEM HARDWARE

XIV- WINDOWS SHORT-CUT KEYS

1- USER ACCOUNT MANAGEMENT

Every machine needs an user account:

- Windows= administrator
- Linux= root

There are 2 types of users account that are created on an operating system

- The local account (local account meaning its just yours and it's not connected to others computers or any other authenticated server)
- Directory Service account which allows users to be created at the server level then the user will be log in through that active directory authentication

User Account Management

- What we will learn in this lesson:
- Add a user account
- Remove a user account
- View user accounts
- Change the display name of the user account
- Activate the user account
- Deactivate user account
- Understand user accounts.

11- Elevating User Roles

- Every user in windows has a group
- By default a user created without a group will have users group.

We will learn

- Give regular users administrative right
- Give users access to filesystem

III- MONITOR USERS

- It is critical for every system administrator to monitor each user activity

We will learn:

- How to monitor users
- How to see their activity
- Manage their running tasks

IV- SYSTEM UTILITY UNDER ACCESSORIES

We will learn…

- Accessing the accessory
- Calculator
- Browser
- Notepad
- Paint
- Remote Desktop Connection
- Spinning tool
- Steps Recorder
- Windows Media Player
- Windows Server Backup
- Wordpad

V- PROGRAM AND SERVICE MANAGEMENT

Programs or Applications are the main reasons we use computers.

What is…..

- Package ?
- Application ?
- Program ?
- Service ? **Service** is software that performs automated tasks, responds to hardware events, or listens for data requests from other software
- Daemon ? **Daemon** is a process that runs in the background and performs a specified ... It exists for the purpose of handling periodic service requests that a **computer**.
- Process ? **Process** is simply a program in execution. One program strictly has one process associated with it.
- Threads ? **Threads** are a way for a program to divide (termed "split") itself into two or more simultaneously (or pseudo-simultaneously) running tasks. ... **Threads** are lightweight, in terms of the system resources they consume, as compared with processes.

Package (tar, zip, WinZip)
Download from internet

Programs

Services

Processes or Daemon

Threads

What we will learn

- How to install a program/ Application
- Delete an application
- Package information
- Accessing services
- Managing services (meaning stop, start, and restart)
- Listing processes

VI- SYSTEM RESOURCE MONITORING

- What are system resources?
- We will learn…
- How to access resources monitoring tool.
- Identify intensive processes utilizing high ressouces.
- Manage resources

VII- WINDOWS EVENT LOGS

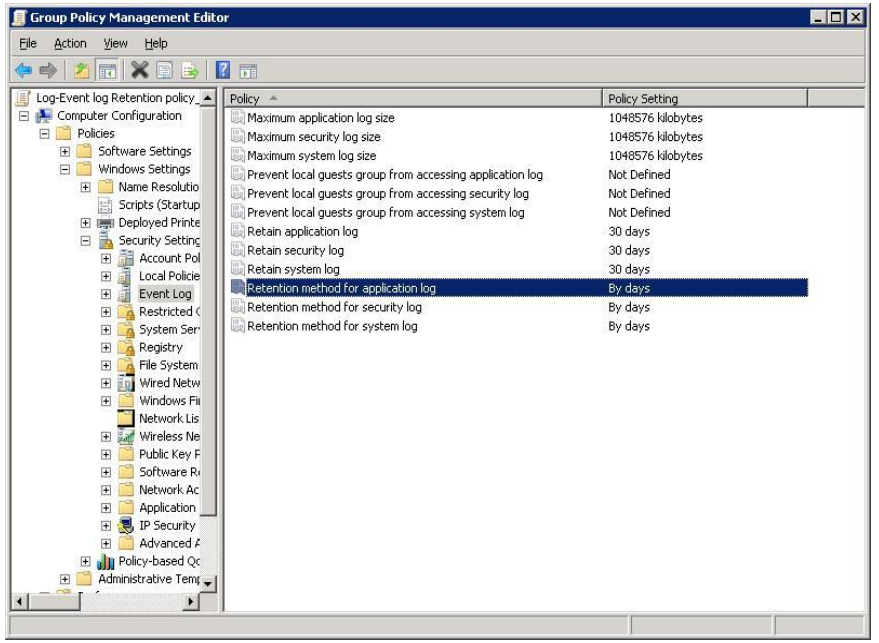
- What are logs?

In computing, a log file is a file that records either events that occur in an operating system or other software runs, or messages between different users of a communication software.

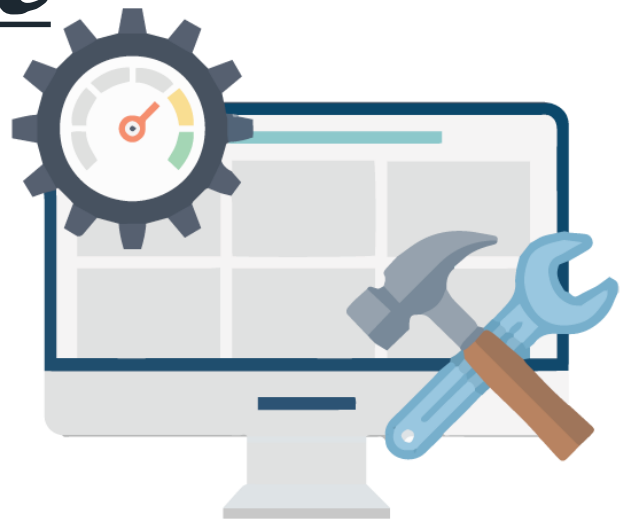
- types of logs:
- Hardware
- Operating system (security, setup, etc.)
- Application

Logs location:

C:\Windows\System32\Winevt\Logs



VII- SYSTEM MAINTENANCE



System maintenance tasks includes:

- Shutdown
- Reboot
- Reboot in single user mode (safe Mode)
- Windows updates
- Patch management (Hotfix)
- Disable remote access