

The Quill

NEWSLETTER

WINDOWS 2000 PROFESSIONAL

Three Windows 2000 products, including Windows 2000 Professional (the desktop client), Windows 2000 Server, and Windows 2000 Advanced Server (the successor to Windows NT 4.0 Enterprise Edition), were released on the Australian market on 18 February. A fourth offering, Windows 2000 Datacenter Server, is still in production and will be released later in 2000, along with Windows ME (Millennium Edition), which is the latest version of the 9x operating system aimed at the consumer market.

In this newsletter we will focus on the Windows 2000 Professional product.

Windows 2000 Professional combines the ease of using Windows 9x, with the manageability, reliability, and security of Windows NT. This makes Windows 2000 Professional the next-generation operating system for desktops and notebooks for all sizes of business. It is the publicly stated upgrade path for both Windows 9x and Windows NT Workstation 4.0.

Built on NT Technology and with an easy-to-use, familiar Windows 9x user interface, Windows 2000 Professional will make business users more productive. Its integrated Web capabilities and broad support for mobile computers and hardware devices makes Windows 2000 the easy way for business users to connect to the Internet anywhere and any time. And its extreme reliability and improved manageability simplify desktop management for IT professionals.

RELIABLE

Windows 2000 Professional is built upon the reliability of Windows NT technology, which makes it significantly more reliable than either Windows 95 or Windows 98. In Windows NT, each application runs in its own memory space. This isolation means that when an application crashes, it doesn't bring down the whole system.

Improvements in reliability in Windows 2000 Professional make it even more stable than Windows NT Workstation.

Features that improve reliability include:

- PCs stay up and running

- Protection against user error
- Fewer reboots.

PCS STAY UP AND RUNNING

In addition to the way it allocates memory to applications, Windows 2000 includes a built-in safeguard called Windows File Protection. This feature prevents system files, which are critical to the operating system, from being deleted or altered by users or applications. Overwriting these files has been a significant cause of Windows crashing.

Windows File Protection can also repair a system file if it is deleted or altered. It detects the change, retrieves a correct version of the file from a cache, and restores it to the system file folder without the user being aware anything has ever gone wrong.

PROTECTION AGAINST USER ERROR

In the past, if users incorrectly installed or uninstalled an application, or changed a file unknowingly, they could destabilize their entire system. In Windows 2000, when a user makes a mistake, applications repair themselves.

The Microsoft Installer (MSI) is the technology in Windows 2000 that enables self-healing applications. With MSI, if installing or deleting an application, or even a part of an application, causes a problem, MSI fixes it. For example, if a newly installed application has a dynamic-link library (DLL) with an identical name to another application's DLL, MSI knows to store them in different folders.

To further ensure that applications work correctly with Windows, Microsoft joined forces with business customers and independent software vendors (ISVs) to create an application certification program. To be certified, an application must meet technical reliability criteria, such as minimising DLL conflicts, providing self-repairing installation, and maintaining user settings.

FEWER REBOOTS

Windows 2000 dramatically reduces the number of reboots by improving how new hardware and software can be installed.

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Windows 2000

Professional

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C O U R S E I N F O R M A T I O N

Morning and afternoon teas are served at all course. Lunch breaks are usually between 1 pm and 2 pm.

Course participants receive a manual covering the topics studied, and a certificate.

Full-day courses are from 9 am to 4.30 pm. Two-day courses are from 9 am to 4.30 pm each day.

Most half-day courses are from 9 am to 12.30 pm or from 1.30 pm to 5 pm.

Parking is available at the rear of the building.

ACCESS INTRODUCTION: This two-day course is for people with little or no experience of relational databases. It covers database design, data types, creating and editing tables, making queries, form and report design and an introduction to automating tasks using macros. Importing/exporting data and the use of Form, Report and Graph Wizards and Cue Cards are also included.

ACCESS ACCELERATED: A one-day course for experienced relational database users who are moving to Access. The course presents an overview of Access's features and covers importing/exporting data from/to other file formats, attaching tables, macros and Visual Basic for Applications.

ACCESS INTERMEDIATE: This two-day course assumes a sound knowledge of Access. Topics covered include improved database design, additional form features, security, custom toolbars, menu bars and database replication.

CLARIS HOMEPAGE: This half-day course introduces Claris's new WYSIWYG tool for designing Web pages for the Internet or corporate intranets. Topics include introduction to the Internet and World Wide Web. Learn how to create hyperlinks to other pages and Web sites, use tables, images, frames and lists. This course will appeal to Windows 3.x and Macintosh users.

EXCEL INTRODUCTION: A course for those who have Microsoft's latest spreadsheet package but haven't used Excel before. Introduction to basic spreadsheet concepts includes data entry and cell formatting, saving, printing, graphing, dates, data series, and relative and absolute replication.

EXCEL INTERMEDIATE: Assumes a good knowledge of Excel, and a grasp of spreadsheeting concepts. Topics include use of functions, naming cells, goal-seeking, data list management, spreadsheet linking, advanced graphing, introduction to macros, and use of styles and templates.

EXCEL MACROS USING VISUAL BASIC: A one-day introduction to Visual Basic as a means of automating procedures in Excel. Assumes a good knowledge of Excel. Topics covered include recording and editing macros, custom functions and dialog boxes.

FILEMAKER PRO INTRODUCTION: This one-day course covers introductory database concepts. Topics include working with an existing database, records, data entry, deleting, printing and spelling checks, design, layout, field types and the graphic tools.

FRONTPAGE INTRODUCTION: A one-day introduction to FrontPage, Microsoft's new WYSIWYG tool for designing and publishing Web pages on the Internet. Topics include an introduction to the Internet and the World Wide Web. Learn how to create hyperlinks to other pages and Web sites; use Wizards, templates, tables and forms.

INDESIGN: An introduction to desktop publishing through Adobe InDesign. Learn how to prepare publications for printing. Topics include using master pages, styles, frames, working with graphics and typography. InDesign allows you to create professional publications. It gives you the creative freedom, productivity and precision needed to design superior pages.

INTERNET INTRODUCTION: For those with no Internet experience. Topics include Internet Services (World Wide Web, FTP, Newsgroups and e-mail), Internet access, using e-mail (Eudora) and the World Wide Web, an introduction to Netscape, and using the Internet as a resource.

LOTUS NOTES 4.5 INTRODUCTION: A half-day course which covers Help, Security, applications, editing documents, transferring information, mail, time management and scheduling appointments.

LOTUS NOTES ORGANIZER: Learn to use the Calendar, Address book, Planner, Notepad and Anniversary. Organise your year, and a meeting, and understand the To Do list. Manage all your "personal" information.

MYOB INTRODUCTION: This one-day course is for people with little or no experience of accounting software. It looks at the main areas of setting up a small business, including sales, inventory and purchases.

OFFICE INTRODUCTION: This is a two-day introduction to Microsoft's latest Office package. Learn the basic features of Word, Excel and PowerPoint. It also covers integration of Word, Excel, PowerPoint and Access, and an introduction to Outlook.

C O U R S E I N F O R M A T I O N

Please contact us if you would like us to schedule a group seminar for your staff in any of the courses listed.

We will also assist with requests for purpose-designed courses or courses not on the list.

Training on Apple Macintosh computers can be conducted at clients' sites.

Please contact us if you would like to arrange this, or if you have any other special requests.

OUTLOOK INTRODUCTION: A one-day course introducing Outlook. Topics include sending, receiving and tracking messages and mail; creating folders; Autosignature and Distribution lists. It also covers the Office Assistant and the Calendar.

PAGEMAKER INTRODUCTION: An introduction to desktop publishing through PageMaker. Learn how to prepare brochures and leaflets. Topics include entering and placing text, placing graphics, using lines, shaded boxes and drop capitals, and basic typography and text control.

PAGEMAKER INTERMEDIATE: Covers the all-important and timesaving use of styles, aligning text and graphics to a grid, the Books option for long documents, creating tables of contents and indexes, manipulating graphics, kerning and tracking, keyboard shortcuts, using colour, and more.

PHOTOSHOP INTRODUCTION: This one-day course offers an opportunity to gain some graphical skills using industry-standard software. Topics include PhotoShop tools, using layers, colours and effects, adjusting image properties, paths and lines, aligning, working with selections, combining artwork and preparing images for the Web. By the end of the course, participants will have the skills needed to create graphic images for use in artwork and on the Web.

POWERPOINT INTRODUCTION: A one-day course including creating slides, notes and handouts, importing text and graphics, using the toolbar, modifying the slidemaster, creating slide shows, creating organisation charts, customising PowerPoint, creating templates using Wizards, and techniques for fine-tuning your presentations.

PROJECT 98 NEW FEATURES: A half-day course for people who have been using Project 4 or 95 at a more advanced level, and have now upgraded to Project 98. It is a guide to new features and new ways of carrying out Project tasks, intended to speed up your familiarity with the new version. A sound knowledge of Project 4 or 95 is essential.

PROJECT INTRODUCTION: A one-day course that covers the powerful new features of Project, including resource allocation, the new Task Usage view, allocating different costs over time, designing your own reports and linking tasks.

PROJECT INTERMEDIATE: Extend your knowledge of Project by creating your own views, reports, tables and filters. Topics also include advanced analysis of resource allocation and sharing resources among projects, linking projects, creating forms for input and display, and customising fields.

PUBLISHER INTRODUCTION: Participants will learn how to prepare cards, leaflets and newsletters. Topics include placing text and graphics, using Word Art, shaded boxes, Page Wizards, and basic typography.

VISUAL BASIC FOR PROGRAMMERS: A two-day course for people who want to build their own applications. It covers creating projects; working with graphics, menus and scroll bars; input and dialog boxes; responding to mouse events; lists and combo boxes; using the clipboard; accessing files; and linking to Excel and Access.

WINDOWS 95/NT INTRODUCTION: This half-day course is designed for people who are new to the Windows graphical interface. It covers desktop elements (shortcuts, long file names, the Network Neighbourhood and My Computer icons, the Recycle Bin, the Taskbar and Start Menu), navigating with Explorer, Find, Quick View and Help, the Control Panel, the Briefcase, customising the desktop, printing, and file and resource sharing on a network.

WORD INTRODUCTION: Includes character and paragraph formatting, page margins, shortcuts, cutting and copying text, borders, saving and printing, searching for and replacing text, spell-checking and AutoText.

WORD INTERMEDIATE: Master those productivity-enhancing features including sections, headers and footers, multi-column layouts, tables, advanced search and replace, templates and styles.

WORD ADVANCED: Includes placing and resizing graphics, automatic generation of tables of contents and indexes, automatic cross-referencing, elementary macro writing, and DTP effects.

WORD TEMPLATES AND MACROS: A course for advanced users that covers creating and using templates, creating forms with fill-in fields and form fields, using Visual Basic to automate procedures, and how to incorporate dialog boxes, combo boxes and macros.

With its full support for Plug and Play, Windows 2000 lets users easily add hardware devices such as scanners, DVD players, and speakers without rebooting. Windows 2000 automatically recognises and adapts to hardware changes. Since Windows 2000 automatically configures new hardware devices, it leaves less room for user error.

To further reduce reboots, Microsoft created a program to certify hardware drivers. Drivers that meet Windows 2000 certification requirements do not require a reboot after installation. Certified drivers are tested and digitally signed by Microsoft. If Windows 2000 detects a driver that Microsoft has not digitally signed, it warns users about the risk before they install it on their system.

FASTER PERFORMANCE THAN WINDOWS 98

Windows 2000 Professional is faster than Windows NT Workstation or Windows 98. With 64 megabytes of memory, Windows 2000 performs, on average, 25 per cent faster than Windows 98 on the same hardware. Users can run more programs and perform more tasks at the same time because Windows 2000 is completely based on a 32-bit architecture. Adding more memory makes Windows 2000 run even faster. Windows 2000 Professional supports up to four gigabytes of RAM and up to two-way symmetric multiprocessing. Microsoft are recommending that Windows 2000 Professional be run on at least a Pentium 166 with 64 megabytes of RAM. The Quill Consultancy recommends that where possible you make 128 megabytes of RAM available to desktop machines. Windows 2000 uses some of the Pentium instructions, so it will not run on any 486 hardware.

IMPROVED, FAMILIAR INTERFACE

Windows 2000 Professional improves the familiar Windows interface by reducing desktop clutter, simplifying the Start menu, providing step-by-step wizards for numerous tasks and by adding other new interface features that make it the easiest Windows to use. It removes unnecessary desktop items and introduces Personalised Menus, a new "smart" feature that adapts the Start menu to the way you work, displaying applications you use most often.

WORKS WITH YOUR CURRENT NETWORK AND PCS

Windows 2000 Professional works well with what you have. It works with Windows 2000 Server, Windows NT Server, Novell NetWare, or UNIX. Plus, built-in peer-to-peer support for Windows 9x and Windows NT Workstation enables Windows 2000 Professional to inter-operate with earlier versions of Windows.

EASIER DEPLOYMENT

Whether you are upgrading from previous versions of Windows or installing it on clean machines, Windows 2000 provides deployment tools to make the process more efficient, and thus less costly. The System Preparation tool

allows users to utilise cloning techniques to easily roll out Windows 2000. By rerunning a portion of setup on each machine, characteristics that are unique to that machine can be set, even though it has been installed from a single image. Using Remote Installation Services (RIS), desktop managers can boot and install a machine using the ROM on a network interface card.

IN OUR NEXT NEWSLETTER ..

In our April newsletter we will look at the Windows 2000 security model, its new features designed especially for mobile computers and its integrated Internet tools.

STAFF CHANGES AT THE QUILL

Over the Christmas/New Year period we have experienced a number of staff changes. Long-standing employee Beth Warren has returned from maternity leave and has settled back into her training and consulting duties as if she had never been away.

We also welcome two new staff: Dean Estcourt and Andrew Ormerod are both fresh out of the University of Tasmania. Dean will be working in the area of network support, while Andrew will join our software development team.

On the loss side, Jason Cook has left The Quill to set up on his own. Fortunately, we retain a strong working relationship with Jason, who will continue to undertake CTEC training and some software development work for us. We wish Jason all the best with his new business.

WE ARE NOW A QERTO!!!

What? you may be saying. The Quill Consultancy has recently gained accreditation as a Quality Endorsed Registered Training Organisation. We have met the quality standards of the Australian Recognition Framework and the Tasmanian State Training Authority (TASTA), and are now able to offer our clients training and assessment services in relation to delivery of nationally recognised courses based on the recently released Information Technology Training Package (ICA99).

Please contact Greg Smith here at The Quill if you would like to discuss the implications of this accreditation for training we provide to you or your organisation.