



70-270
Windows XP Professional
Study Guide

(version 2.0)

This study guide contains most of the Windows XP Professional facts,
You need to know to pass the exam.

Windows XP Professional - New Features Guide

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If you think I should add more topics to this guide, let me know which using the form on the bottom of this page.

Introduction

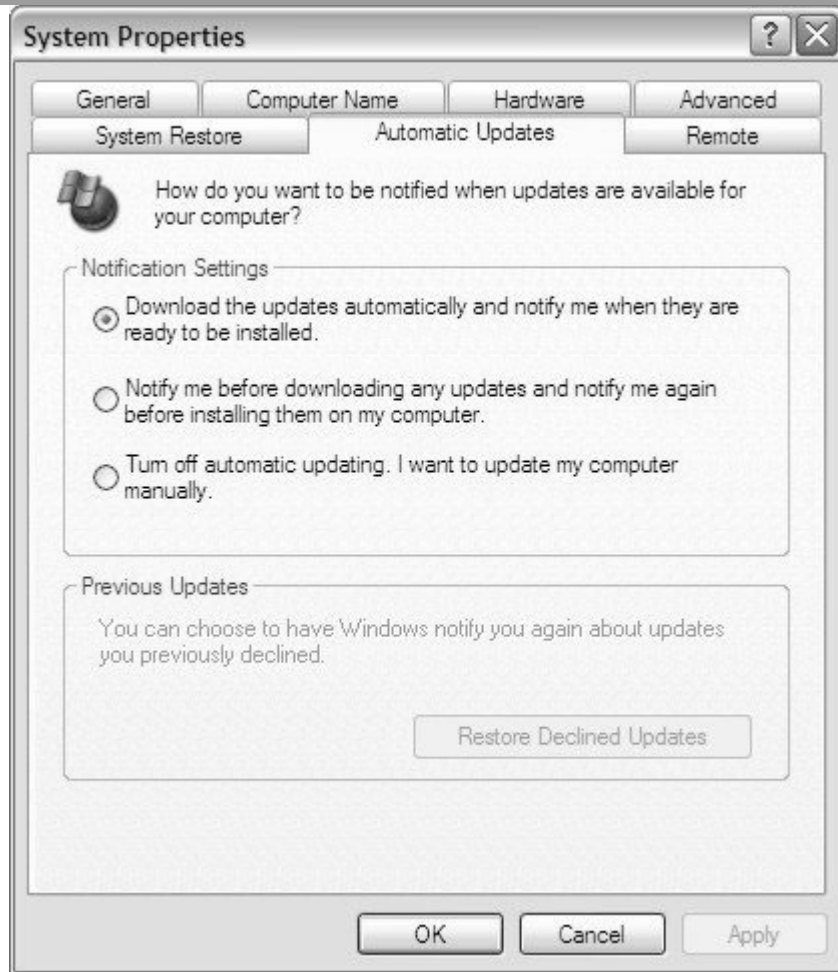
This guide summarizes some important new features in Windows XP Professional from a 70-270 exam perspective.

Automatic Updates

The first new feature we will discuss is Automatic Updates (AU). This feature can be used to automatically download critical updates from Windows Update and install them on your machine. It replaces the Critical Update Notification utility that is included in previous versions of Windows.

- AU downloads the updates in the background to make sure the user can continue to work during process.
- AU uses a bandwidth-throttling technology, which uses only idle bandwidth.
- You need administrative privileges to use AU and only one administrator at a time can run AU.

You can modify the AU configuration on the Automatic Updates tab of the System Properties dialog box as shown below:



A Windows Update icon will popup a message on the notification area of the taskbar when new updates are downloaded and ready to install. When you click the notification a dialog box will popup and you can choose to install the updates or postpone the installation and get a reminder later. Press the Details button to review the list of updates and select the updates you wish to install. When the installation is finished you'll have to restart in most cases.

If you declined an update (by deselecting it) the downloaded file will be deleted from your hard drive. If you decide you want to install it the next time, you can 'restore' declined updates by pressing the Restore Declined Updates button on the Automatic Updates tab of the System Properties dialog box. It's also possible to download the updates manually from www.microsoft.com.

For more information:

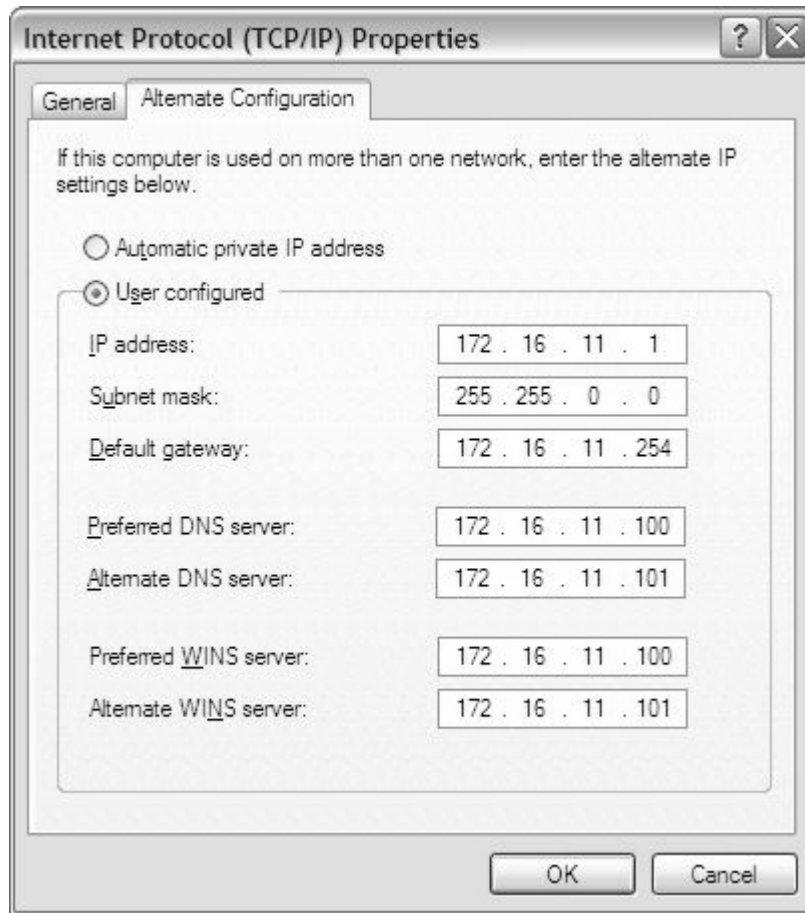
- Description of the Automatic Update Feature in Windows XP (Q294871)
- HOW TO: Configure Automatic Updating in Windows XP (Q306525)

Auto-Configuration for Multiple Network Connectivity

This feature provides can be used to specify an alternate TCP/IP configuration to use when a DHCP server is not found. It also allows a mobile computer user to seamlessly operate both office and home networks without manually reconfiguring TCP/IP

The alternate configuration is useful when a computer is used on multiple networks, one of which does not have a DHCP server and does not use an

automatic private Internet Protocol (IP) addressing configuration.



For more information:

- [HOW TO: Use the Alternate Configuration Feature for Multiple Network Connectivity in Windows XP \(Q283676\)](#)

CD Recording

This feature allows you to write data to a CD-R or CD-RW without using third-party CD recording software.

- To write files or folders to a CD simply drag them to the CD-R(W) drive icon. (or copy your files and folders and right-click the CD-recorder and choose Write these files to CD.
- On the CD-drive Properties' Recording tab you can disable/enable CD recording, specify the 'temp' drive and select the recording speed.
- You need about twice the amount of free space as the amount of data you want to write to CD.
- You cannot duplicate a CD in Windows XP Professional without additional software.

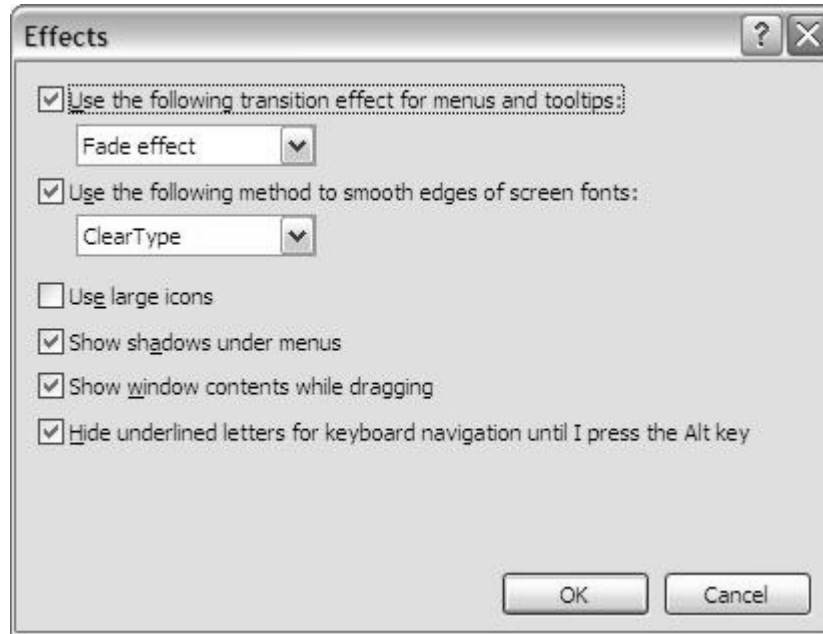
More information:

- [Troubleshooting CD Recording](#)

ClearType

ClearType is a new text display technology that triples the horizontal resolution available for displaying text by using the RGB sub-pixels separately. This provides a clearer text display on a liquid crystal display (LCD) screen.

Use the Effects dialog box to enable and configure ClearType:



In the Appearance tab of the Display Properties click the Effects button to open the Effects dialog box shown above. Select the Use The Following Method To Smooth Edges Of Screen Fonts check box, and select ClearType from the list. (default is Standard)

- ClearType is not supported in a Remote Desktop session.
- You can adjust the contrast setting (and also activate) ClearType support at the ClearType Web interface page if the text seems a bit blurry.

More information:

- Description of ClearType Font Smoothing Technology in Windows XP (Q294851)
- Microsoft ClearType Information Page
- HOW TO: Use ClearType to Enhance Screen Fonts in Windows XP (Q306527)

Compressed (zipped) Folders

This feature allows you to create and extract Compressed Folders (which are actually ZIP files) without using a third-party utility such as Winzip.

- This is a great alternative to NTFS file compression if you have FAT volumes.
- Used to compress user data.
- Also allows you to place more files on a floppy disk.
- !Watch out for MS trying to trick you to use Compressed Folders to compress a complete volume or use NTFS file compression on a floppy disk.
- Another important consideration is you cannot save files to a compressed folder (zip file), you have to use drag and drop.

Creating a compressed folder is very similar to creating a regular folder. For example: Right-click the Desktop , and then click New, and then select Compressed Folder.

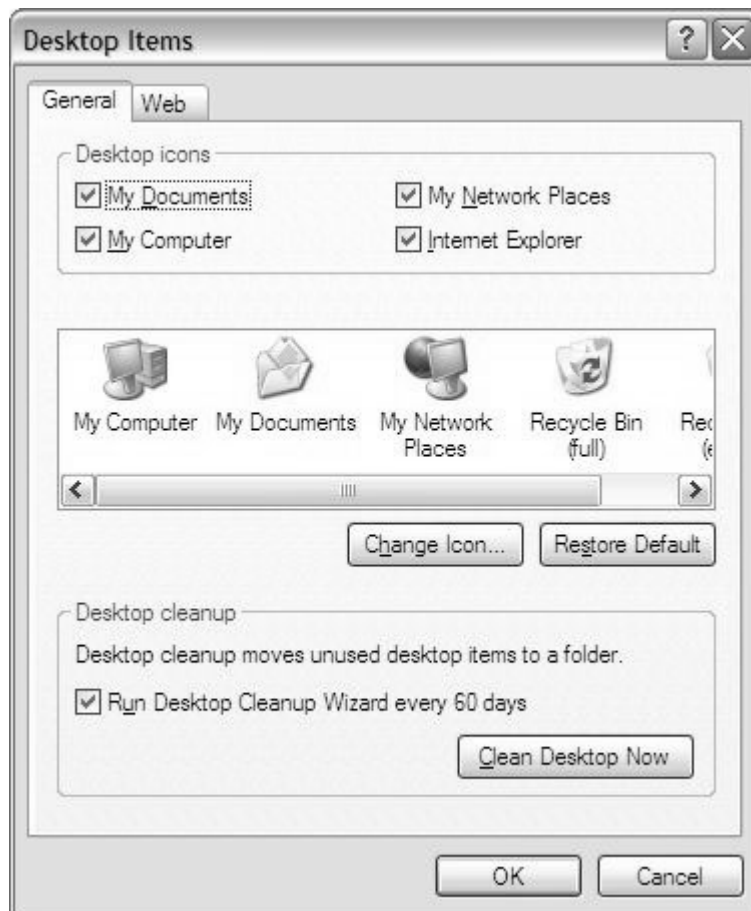
More information:

- [Compressed \(zipped\) Folders overview](#)
- [HOW TO: Use Compressed \(Zipped\) Folders in Windows XP \(Q306531\)](#)
- [NTFS compression versus Compressed \(zipped\) Folders](#)

Desktop Cleanup Wizard

Like its name implies this feature cleans up your desktop. The Desktop Cleanup Wizard periodically checks for unused shortcuts and moves them to the Unused Desktop Shortcuts folder on your desktop. By default, this occurs every 60 days. When the wizard runs, it will show a list with the shortcuts on your desktop with the date last used. It enables you to select the shortcuts you wish to move to the Unused Desktop Shortcuts folder.

You can disable/enable the Desktop Cleanup Wizard on the Desktop Items dialog box (shown below). Open this dialog box by pressing the Customize Desktop button in the Desktop tab of the Display Properties. You can also run it manually by pressing the Clean Desktop Now button.



More information:

- [HOW TO: Use the Desktop Cleanup Wizard in Windows XP \(Q306542\)](#)
- [A Description of the Desktop Cleanup Wizard \(Q293154\)](#)

Fast User Switching

This feature allows you to switch to another user account without having to close your running programs. Let's say you are working on a Word document and your girlfriend wants to check her e-mail, normally you would have to close all your applications and log off to enable her to logon, now you can switch users without having to actually log off

To switch users you have three options:

- Press Win-L
- Click Start, click Log off, click Switch User.
- On the Shut Down menu of the Task Manager click Switch User.

To disable/enable Fast User Switching click the User Accounts icon in the Control Panel and then click Change the way users log on or off, enable the option Use Fast User Switching and click the Apply Options button.

- Fast User Switching is enabled by default and is only available on computers with more than 64 MB of RAM.
- Fast User Switching is only available on computers that are not members of a domain.
- To be able to use Fast User Switching, you must have enabled the Use the Welcome screen option. (discussed later in this guide.)
- Fast User Switching cannot be used when Offline Files are enabled.

More information:

- HOW TO: Use the Fast User Switching Feature in Windows XP (Q279765)
- Description of the Fast User Switching Compatibility Service (Q294855)

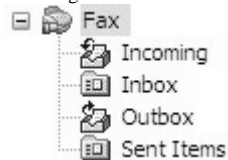
Fax Services

This feature provides integrated FAX capabilities, which allows you to send and receive faxes using a local FAX device (fax modem) or a remote FAX device on your network.

- Use the Add/Remove Windows Components in Add/Remove Programs to install the FAX services. (not installed by default)
- If you installed the Fax services on a computer with a FAX modem, you should have the following options in the Start|All Programs|Accessories|Communications|Fax menu



- When you click the Fax Console or Send a Fax for the first time, the Fax Configuration Wizard is started. The Wizard allows you to:
 - configure Sender Information (such as: Your Full Name, Fax Number, E-mail address, Company, Department and Billing Code.)
 - Select the Fax Device, enable Send and Receive, configure manual or automatically answering of incoming faxes.
 - Enter the Transmitting Subscriber Identification (TSID) to be used to identify your computer to a fax recipient.
 - Enter the Called Subscriber Identification (CSID) to be used to identify your computer to a fax sender.
 - Specify routing options for incoming faxes. (Reroute to a printer or file or both.)
- The Fax Console can also be started by opening the Fax icon in the Printer and Faxes container in the Start Menu (or Control Panel). Use the Fax Console to manage and troubleshoot incoming and outgoing faxes.



- Use the Fax Cover Page Editor to create personalized cover pages. (.cov extension)

- Send a Fax... start the Send Fax Wizard, which allows you to create and send a fax. Choose the recipient(s) information, select a cover page, enter the Subject and/or Note, choose when to send the fax and set the priority. You can also preview the fax before send it. (Uses Windows XP built-in Picture Viewer.)
You can also print to a Fax printer from any application. (e.g. use MS Word to create a fax.)

- Use the Fax Security tab of the Fax printer's Properties to specify user permissions.

Permissions for Administrators	Allow	Deny
Fax	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Fax Configuration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Fax Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(to display the Fax Security tab on a computer that is not a member of a domain: hold down the CTRL key while you right-click the Fax printer and click properties.)

- Click the Advanced button on the Fax Security tab to set more specific permissions.

Internet Connection Firewall

This built-in firewall enables you to protect a home or small office network, or a single computer directly connected to the Internet against threats from external hosts by allowing or denying certain types of communication. It also prevents scanning of ports and resources such as file and printer shares from external sources.

- ICF can be enabled on a Dial-up, LAN (including ADSL and Cable connections) and VPN connections.
- ICF is available on Windows XP Professional and Home Edition, but not on Windows XP Professional 64-bit.
- ICF is automatically enabled when you choose a configuration in the Network Setup wizard that indicates that your computer is connected directly to the Internet. You should use ICF when Internet Connection Sharing is enabled.
- To enable ICF manually: Select the connection on which you want to enable ICF in Network Connections (open via Control Panel or right-click My Network Places on the desktop) select the Right-click the connection on which you would like to enable ICF, and then click Properties. On the Advanced tab, click the box to select the option to "Protect my computer and network by limiting or preventing access to this computer from the Internet".
- When you enabled ICF the Settings button on the Advanced tab is enabled which will allow you to configure the following advanced settings:
 - Services - allows you to select the services that Internet users can access on your computer or SOHO network. You need to supply a name or IP address of the computer that is hosting this service on your network (defaults to local computer name).

- FTP Server
- Internet Mail Access Protocol Version 3 (IMAP3)
- Internet Mail Access Protocol Version 4 (IMAP4)
- Internet Mail Server (SMTP)
- Post-Office Protocol Version 3 (POP3)
- Remote Desktop
- Secure Web Server (HTTPS)
- Telnet Server
- Web Server (HTTP)

You can use the Add button to add services:

Description of service:

Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network:

External Port number for this service:
 TCP UDP

Internal Port number for this service:

- On the Security Logging tab of the Advanced Settings, you can use what type of information is logged (Select Log Dropped Packets or Log Successful Connections, or both). You can also supply the path and name of the log file (default filename is pfirewall.log) as well as the size of the log file (default is 4096 KB).
- The ICMP tab allows you to select the ICMP requests from the Internet that your computer will respond to.

- Allow incoming echo request
- Allow incoming timestamp request
- Allow incoming mask request
- Allow incoming router request
- Allow outgoing destination unreachable
- Allow outgoing source quench
- Allow outgoing parameter problem
- Allow outgoing time exceeded
- Allow redirect

None of these are selected by default.

- Enabling ICF on VPN or on client connections (client interfaces not directly connected to the Internet can result in problems with file and printer sharing.

More information:

- Description of the Windows XP Internet Connection Firewall

WebDAV

The Web Distributed Authoring and Versioning is a redirector that allows remote sharing over HTTP. You can share files at a web server that supports Web Folders and use My Network Places to access the Web Folder.

To use the WebDAV redirector choose a folder on a server that supports WebDAV in the Add Network Place Wizard. (for example: <http://www.certyourself.com/share>)

Welcome Screen

Windows XP provides two different ways to login. To configure XP to use 1 of these logon options: open User Accounts in the Control Panel, click Change the way users log on or off, and disable/enable the Use Welcome Screen option.

- Welcome Logon Screen
 - Allows users to login by clicking the corresponding name or picture and entering the password (if a password is set)
 - Only on computers that are not joined to a domain,
 - More than 1 user account must exist (Guest account is not relevant.)
 - If only the local admin account (without a password) exists, than the Welcome Screen is skipped and Windows XP automatically logs on.
- Classic Logon Prompt
 - Requires a username and password to be entered to logon. (does NOT require users to press CTRL+ALT+DEL)
 - This logon option is more secure and is used when the computer is joined to a domain.
 - To use the classic logon screen *while the Welcome Screen is enabled*, press CTRL+ALT+DEL twice.
 - To require users to press CTRL+ALT+DEL to be able to enter the username and password a registry key has to be added.

More information:

- HOW TO: Change the Logon Window and the Shutdown Preferences in Windows XP

