

# Windows 2000 Computer Management

## OBJECTIVES

1. View various areas of Computer Management.
2. Use Task Manager.

## RESOURCES

1. Marcraft 8000 Trainer running Windows 2000



Operating  
System  
Technology

## DISCUSSION

Windows Computer Management provides access to administration tools for managing disks as well as local and remote computers. Some of the tools included are Event Viewer, System Information, Performance Logs, Shared Folders, Device Manager, Users, and Disk Defragmenter. These can be useful tools for viewing the hardware and software components of your computer.



Operating  
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## PROCEDURE

1. **Start Computer Management**
  - a. Boot the computer to Windows 2000.
  - b. Open Computer Management through the path Start/Settings/Control Panel. Double-click on Administrative Tools and double-click on Computer Management. The window will look similar to Figure 17-1.
  - c. Click on Event Viewer. Notice the contents in the right-hand window pane. This is the same Event Viewer that you have used in previous labs.

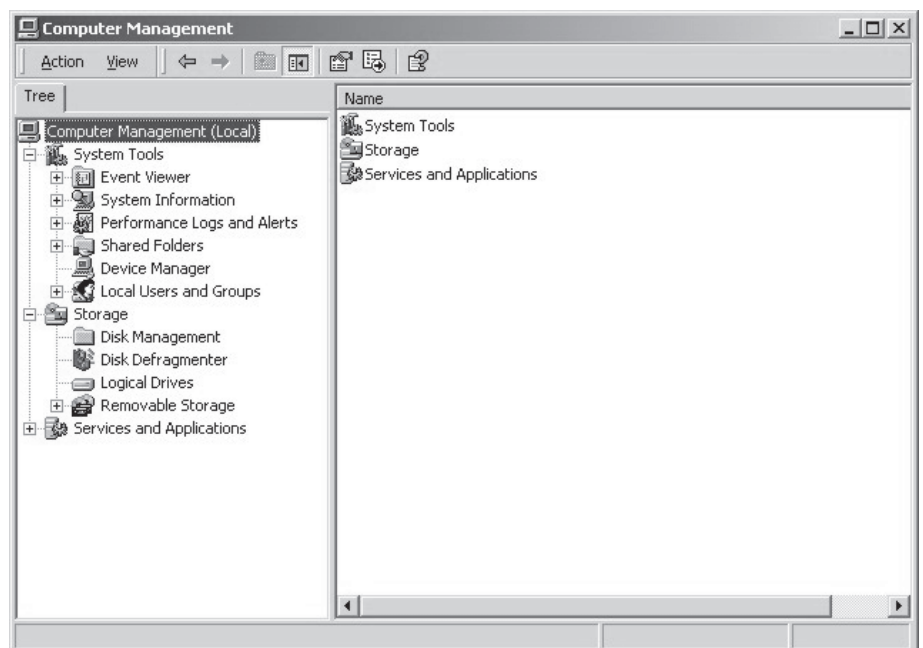


Figure 17-1: Computer Management

## PROCEDURE - 17

### 2. System Information

- \_\_\_ a. Click on System Information. If you have used “msinfo32” in Windows 98 or ME this will look familiar. From this menu you can view properties of your hardware resources and components, software environment, and Internet Explorer settings.
- \_\_\_ b. Expand System Information and click on System Summary.
- \_\_\_ c. Record the required fields in Table 17-1.
- \_\_\_ d. Click on Hardware Resources and expand the folder.
- \_\_\_ e. From this window you can view properties such as I/O Address Ranges, Memory Ranges, and device IRQ settings. Click on I/O. Record one of the Address Ranges of the PCI bus in Table 17-2.
- \_\_\_ f. Click on IRQs and record the IRQ of the keyboard in Table 17-3.
- \_\_\_ g. Expand Components under System Information.
- \_\_\_ h. Click on Display. Record the required fields in Table 17-4.
- \_\_\_ i. Expand the PORTS folder and select serial.
- \_\_\_ j. View the information displayed. Record the COM1 Baud Rate in Table 17-5.
- \_\_\_ k. Select Parallel and view the information displayed.
- \_\_\_ l. Expand Software Environment under System Information.
- \_\_\_ m. Select the DRIVERS folder and view the information displayed.
- \_\_\_ n. Select Startup Programs. This area can be useful for optimizing system performance. If your system is running slower than normal you may have unnecessary programs running.
- \_\_\_ o. Collapse System Information by clicking on the minus (-) sign next to its icon.

### 3. Performance Logs

- \_\_\_ a. From *Computer Management* expand Performance Logs and Alerts.
- \_\_\_ b. You will see three areas: Counter Logs, Trace Logs, and Alerts. These logs can be initialized from the Performance area of Administrative tools. Collapse Performance Logs and Alerts.

### 4. Shared Folders

- \_\_\_ a. From *Computer Management* expand Shared Folders.
- \_\_\_ b. Click the Shares Icon. From this window you can see all the folders that are shared from your computer.
- \_\_\_ c. Click on Shares. Record the Shared Folders in Table 17-6.
- \_\_\_ d. Click on Sessions. From this area you can view any remote users attached to your computer.
- \_\_\_ e. Click on Open Files. From this area you can view which files are being accessed over the network. Record any open files in Table 17-7.
- \_\_\_ f. Collapse Shared Folders.

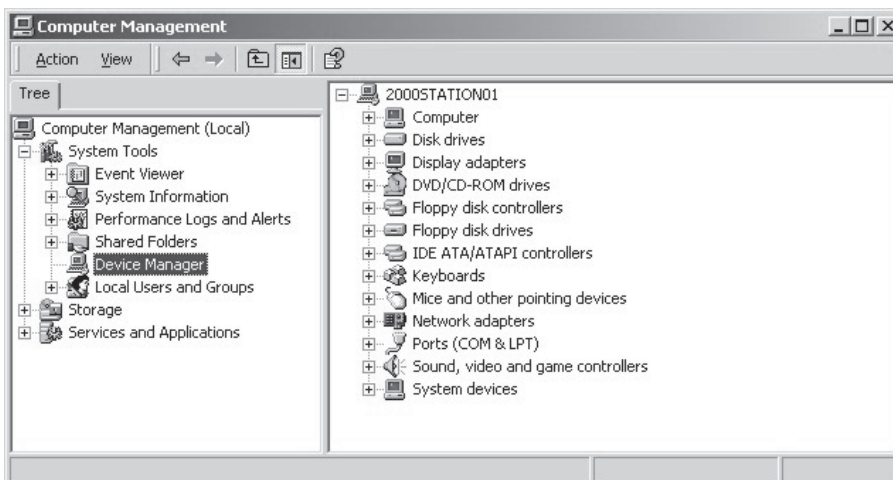


Figure 17-2: Device Manager

### 5. Device Manager

- \_\_\_ a. From Computer Management click on Device Manager. The window should look similar to Figure 17-2.
- \_\_\_ b. If you have used Windows 98 or 95 this area can perform the same functions as Device Manager in those versions. This is a useful tool for viewing any conflicts or hardware setup problems with various components on the computer. Expand Mice and other pointing devices.

- \_\_\_ c. Record any items listed in Table 17-8.
- \_\_\_ d. Click the View menu and select Devices by connection. From this view you can see a hierarchical structure of connections to the computer.
- \_\_\_ e. Click the View menu and select Resources by type.
- \_\_\_ f. Expand the Interrupt request (IRQ) list.
- \_\_\_ g. Look for the keyboard and double-click on its icon.
- \_\_\_ h. You will see a properties window appear, it will look similar to Figure 17-3. Click the Resources tab.
- \_\_\_ i. From this window you can view the I/O range and IRQ of the device. Record the Input/Output Range(s) of the keyboard in Table 17-9.
- \_\_\_ j. Click Cancel.

#### 6. Local Users and Groups

- \_\_\_ a. From *Computer Management* double-click the Local Users and Groups icon to expand it.
- \_\_\_ b. Click on Users.
- \_\_\_ c. By default there are two users set up by Windows: Administrator and Guest. Guest is disabled by default. Double-click on Guest.
- \_\_\_ d. You will see a window similar to Figure 17-4. The account is disabled by default. Uncheck Account is disabled.

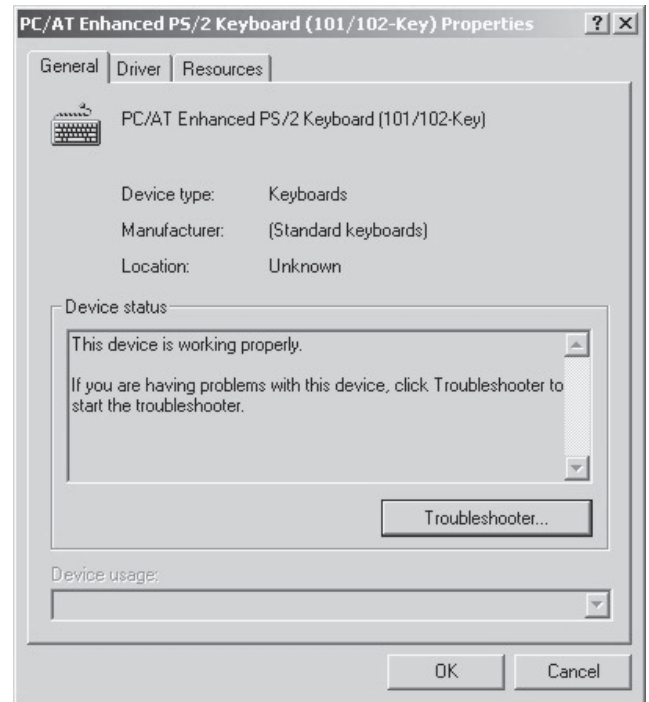


Figure 17-3: Keyboard Properties

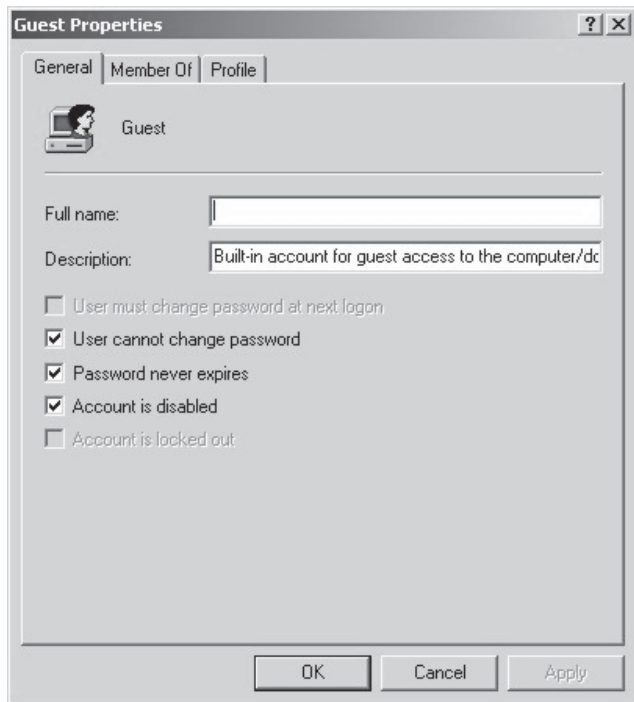


Figure 17-4: Guest User Properties

- \_\_\_ e. Click OK.
- \_\_\_ f. Click in a blank space in the window.
- \_\_\_ g. Click the Action menu and Select New user.
- \_\_\_ h. From this window you can create a new user to log on the computer. They can log on locally or over the network. Click Close.

## PROCEDURE - 17

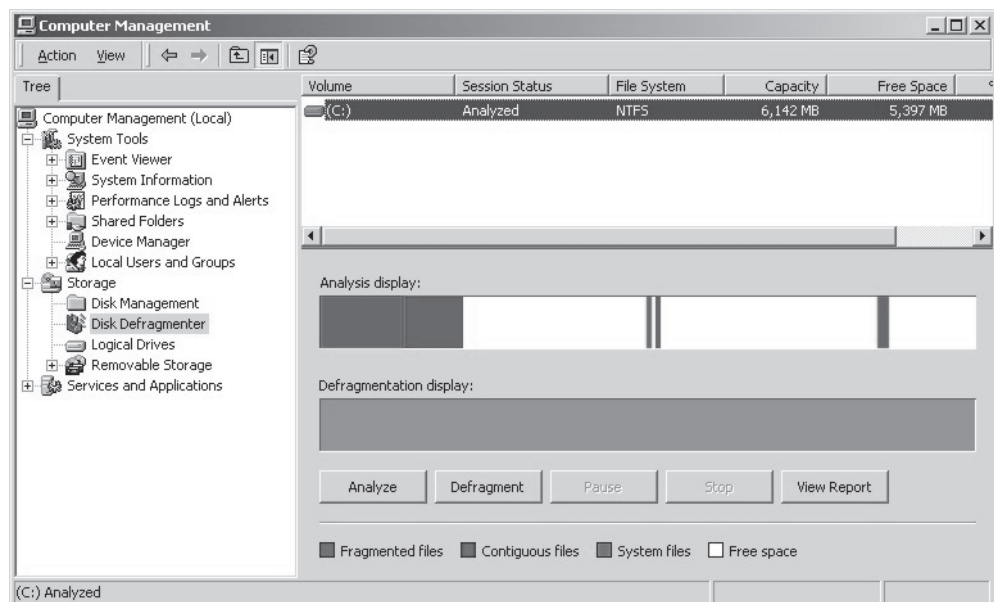
- \_\_\_i. Click on Groups and record the description of Administrators in Table 17-10.

*NOTE: You may need to double-click the icon next to the name to view the user's properties.*

- \_\_\_j. Collapse Local Users and Groups.

### 7. Storage

- \_\_\_a. From Computer Management expand Storage.
- \_\_\_b. Click on Disk Management.
- \_\_\_c. From this window you can view partitioning information, similar to the fdisk command in DOS.
- \_\_\_d. Record the file system of (E:) in Table 17-11.
- \_\_\_e. Click on Disk Defragmenter. Disk Defragmenter moves the pieces of each file or folder to one location on the volume, so that each occupies a single, contiguous space on the disk drive. Regular defragmentation will improve system performance.
- \_\_\_f. Click on Volume (E:).
- \_\_\_g. Click the Analyze button.
- \_\_\_h. In a moment the Analysis Complete dialog will appear. Click View Report.
- \_\_\_i. Read the Most fragmented files section and click Close.
- \_\_\_j. The window should look similar to Figure 17-5. Depending on system speed and percent fragmented the defrag may take from 5-60 minutes. If time permits, click Defragment.



**Figure 17-5:**  
**Disk Defragmenter**

- \_\_\_k. Click on Logical Drives.
- \_\_\_l. You will see A:, C:, D:, E:, and any other physical drives installed on your computer. You can double-click on each one and view its properties.
- \_\_\_m. Expand Removable Storage. From this area you can manage backup devices on the computer.

### 8. Services and Applications

- \_\_\_a. From Computer Management expand Services and Applications.
- \_\_\_b. Click on Services. As you have seen before, these are the services running on the computer.
- \_\_\_c. Expand Indexing Service. This Service indexes all the files and folders on the computer for easy searching. Record any catalog items in Table 17-12.
- \_\_\_d. Close Computer Management and all windows.

9. Task Manager

- \_\_\_ a. From the Windows 2000 desktop press CTRL+ALT+DELETE on the keyboard.
- \_\_\_ b. Click the Task Manager button.
- \_\_\_ c. Click the Applications tab. If you have any applications running, such as Microsoft *Word* or *Internet Explorer*, you can view their status and end them if necessary.
- \_\_\_ d. Click the Processes tab. This displays all services, applications, and other processes running on the system. Record how many processes are running in Table 17-13.
- \_\_\_ e. Click on View/Select Columns. The window will look similar to Figure 17-6.
- \_\_\_ f. From this window you can add columns that display advanced information about a process. Select all the columns by clicking in the box to the left of each name and placing a check mark.
- \_\_\_ g. Click OK. You can now view more information about a specific process. You may need to use the horizontal scroll bar.
- \_\_\_ h. Look at the System Idle Process and record its Memory Usage in Table 17-14.
- \_\_\_ i. Click the Performance tab.
- \_\_\_ j. From this tab you can view a graphical representation of CPU Usage and Memory Usage. Record the value for Total Physical Memory (K) in Table 17-15.
- \_\_\_ k. Close *Task Manager*.
- \_\_\_ l. Close all open windows, and shut down the computer.

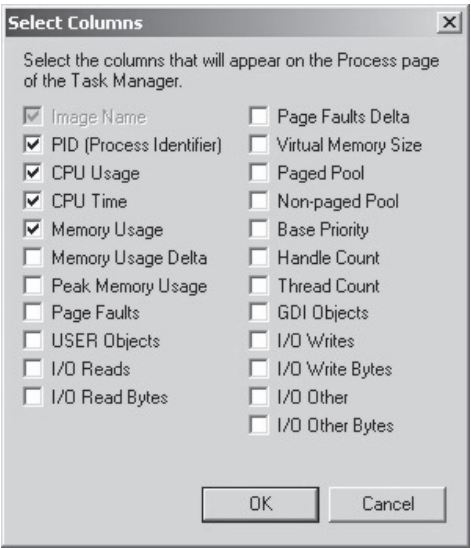


Figure 17-6: Select Columns

TABLES

Table 17-1

System Information - System Summary	
OS Name:	
Version:	
Total Physical Memory:	
Available Physical Memory:	

Table 17-2

Sample PCI Bus Address Range:	
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**PROCEDURE - 17**

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**Table 17-3**

<b>Keyboard IRQ:</b>	
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**Table 17-4**

<b>Display Information</b>	
<b>Adapter Name:</b>	
<b>Adapter Type:</b>	
<b>Resolution:</b>	
<b>Bits / Pixels:</b>	

**Table 17-5**

<b>COM1 Baud Rate:</b>	
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**Table 17-6**

<b>Shared Folders</b>	

**Table 17-7**

<b>Open Files:</b>	
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**Table 17-8**

<b>Items Listed in Mice and Other Pointing Devices:</b>	

**Table 17-9**

<b>Keyboard Input / Output Ranges:</b>	
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Table 17-10

<b>Administrators Description:</b>	

Table 17-11

<b>File System of (C:):</b>	
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Table 17-12

<b>Indexing Service Catalogs:</b>	
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Table 17-13

<b>Processes Running on System:</b>	
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Table 17-14

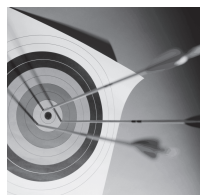
<b>System Idle Process Memory Usage:</b>	
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Table 17-15

<b>Total Physical Memory:</b>	
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## LAB QUESTIONS

1. What can System Information be used for?
2. How can you view all the shared folders of the system?
3. What can Device Manager be used for?
4. What default users are set up by Windows?
5. What does Disk Defragmenter do?



**Feedback**

