
Read Book Microsoft Access User Guide 201

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HI009U - LEON OROZCO

Fully updated and expanded from the previous edition, A Practical Guide to Database Design, Second Edition, is intended for those involved in the design or development of a database system or application. It begins by focusing on how to create a logical data model where data is stored "where it belongs." Next, data usage is reviewed to transform the logical model into a physical data model that will satisfy user performance requirements. Finally, it describes how to use various software tools to create user interfaces to review and update data in a database. Organized into 11 chapters, the book begins with an overview of the functionality of database management systems and how they guarantee the accuracy and availability of data. It then describes how to define and normalize data requirements to create a logical data model, then map them into an initial solution for a physical database. The book next presents how to use an industry-leading data modeling tool to define and manage logical and physical data models. After that, it describes how to implement a physical database using either

Microsoft Access or SQL Server and how to use Microsoft Access to create windows interfaces to query or update data in tables. The last part of the book reviews software tools and explores the design and implementation of a database using as an example a much more complex data environment for a University. The book ends with a description of how to use PHP to build a web-based interface to review and update data in a database.

What is this Lightning Guide good for? The Lightning Guide to Databases with Microsoft Access and SQL is a fast and easy way to design your databases with Microsoft Access and using Structured Query Language (SQL). It is:

- Very practical: based on learning-by-doing using clear database examples.
- Very direct: goes straight to the point with a short and clear explanation of each topic. Each topic is later developed in deeper detail, for those interested in learning more about it.
- Intended for all users: from MS-Access beginners to very experienced users. If you have some programming experience you will make the most out of this guide, and experience with spreadsheets is also useful – but neither

are necessary. · Very broad: covers from the most basic questions about MS-Access, relational databases, and SQL (such as “what is a Table?”), to advanced features such as Forms, writing complex SQL Queries, Query testing, and debugging guidance. How do you use this Lightning Guide? This Lightning Guide is not designed to be read linearly like a book, and it is not intended to be read in full (although you can do both). Rather, it is written as a long list of Frequently Asked Questions, where each short section addresses a specific topic. You can just read the section or sections that are useful for you at any given moment. To easily find the solution to your specific doubt or question, this Lightning Guide is structured in short sections, each attempting to be reasonably self-contained and answering a specific question/problem that you may have. Sections include cross references to other sections, allowing you to follow up on the explanation of topics in other related sections in case you want to dig-in. There is also some redundancy between sections for the sake of self-containment, making it easier to find the desired answer as fast as possible. I therefore recommend using this Guide by searching for the specific question/problem that you have and going directly to the corresponding section. What version of Microsoft Access is this Guide for? Microsoft Access (MS-Access) is a computer program for building, maintaining and using relational databases. The explanation of the user interface and the exercises in this guide are for the 2021 English version of MS-Access 365, which is very similar to MS-Access 2019 and to MS-Access 2016. Besides, many of the concepts explained in this book are version-independent and apply to database design and database concepts themselves, being equally applica-

ble to past and future versions. What is not in this Guide? This Lightning Guide explains in a clear, concise, and detailed way almost all MS-Access features and commands, which will allow you to exploit MS-Access in great dept. However, be aware this Guide covers Reports very lightly and does not cover macros. I would also like to clarify that this guide does not cover how to program in VBA. It explains how to use VBA code in MS-Access, and how VBA data types interact with SQL ones, but it does not provide a course on how to program in VBA. In case that you know some other imperative programming language like C or Java you will find VBA straightforward and will be able to code with it very fast using a few tips from web pages.

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

Microsoft Access 2002 is a powerful, relational database software package that makes it easy to create and manage complex databases. With Access, users can create a database quickly from scratch or by using an Access database Wizard. Once the database is created, Access provides all the tools needed to enter and manipulate data. With the help of the Absolute Beginner's Guide, readers are able to quickly start a new database by using the Database Wizard, create tables from scratch or by using a Wizard, add and edit database information by using both tables and forms and manipulate data in a number of tables by using queries and reports. The book assumes absolutely no prior knowledge of the topic, and learning is easy because of the book's lighthearted but non-sense style. It serves as an excellent resource for users who are completely

new to Access 2002 or who are upgrading from a previous version of the software.

'I find your straightforward writing style an absolute joy, such a breath of fresh air!' - Angie Ash, PhD student '...thank you very much for your accessible language, clear lay out and practical applied approach. I suspect that this book will never be far from my side over the next 4 years!!' - Mayen Konarski, PhD student Using straight-forward language Doing Qualitative Research Using Your Computer walks readers through the process of managing and streamlining research projects using commonly available Microsoft software applications. Drawing on a wide range of examples to demonstrate how easy it is to use such software, this guide is full of useful hints and tips on how to manage research more efficiently and effectively, including: - Formatting transcripts for maximum coding efficiency in Microsoft Word - Using features of Word to organize the analysis of data and to facilitate efficient qualitative coding - Synchronizing codes, categories, and important concepts between Microsoft Word and Microsoft Access - Efficiently storing and analyzing the qualitative data in Microsoft Excel - Creating flexible analytic memos in Access that help lead the researcher to final conclusions Ideal for those students or researchers who don't want to invest in expensive specialised software packages, this guide will be an invaluable companion for anyone embarking on their own research project.

Web sites, collaboration, document management, paperless offices—we want it all in business today, but how do we achieve all of these goals? More importantly, if you work for one of the millions of small-to-medium-sized businesses,

how do you find the time to build the expertise necessary to reach these goals? Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively. You need a guide that demonstrates a platform that small-to-medium-sized businesses can use to reach these goals. Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with. Together with SharePoint 2010, users can achieve goals like web sites with a consistent single view, improved collaboration within their organization, and better document management, and may even get one step closer to the paperless office we've been promised for years. This book has topics for Office users of all skill levels, from those just starting to use Office tools to experienced power users. It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based office environment.

Offering a wealth of hands-on activities, MCSA Guide to Configuring Advanced Microsoft Windows Server 2012 /R2 Services, Exam 70-412 empowers students to successfully pass the MCSE/MCSA certification exam while preparing them to face the real-world challenges of a Microsoft networking professional. This engaging text equips readers with the skills necessary to configure advanced services and features in Windows Server 2012/R2. Comprehensive coverage includes advanced Active Directory configuration, advanced network services configuration, Dynamic Access Control (DAC) and IP Address Management (I-PAM), server high availability and disaster recovery, and identity and access so-

lutions, among other topics. In addition, hands-on labs and skill-reinforcing case projects give students plenty of opportunity to put what they learn into real-world practice. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The authorized guide to the latest edition of the #1 business intelligence software product - Crystal Reports. More than 16 million licenses of Crystal Reports have been shipped to date. This book is a reference designed to provide hands-on guidance for the latest release of the product suite. The latest version of Crystal Reports and the Business Objects enterprise reporting suite delivers vast

product enhancements and a tighter integration that will drive upgrades from licensees. Brand new features (e.g. Dynamic and Cascading Parameter Generation) will also appeal to new audiences. Over 1 million new Business Intelligence licensees will be migrating to the Crystal Enterprise Reporting platform, as this is the first release of the software with the existing Business Objects (BO) products being integrated into the Crystal infrastructure. As Business Objects insiders, the authors bring unique and valuable real-world perspectives on implementations and uses of the Crystal Reports product. The book also includes content, tutorials and samples for reporting within the Microsoft Visual Studio.NET and J2EE development environments and also on top of the SAP Business Information Warehouse (BW) and the Peoplesoft platform. Advanced content on report distribution and integration into the secured managed reporting solution known as Business Objects Enterprise XI, is also now included in this definitive user guide with coverage on the new Web Services SDK.

Faculty at Indiana University's world-renowned Kelley School of Business present this essential introductory guide to the role of computers and other information technologies in business. Highlights include instruction and applied practice in two of the most widely used commercial software packages: Microsoft Access and Microsoft Excel. Students learn, via hands-on examples, many of the powerful tools contained in these two platforms, with emphasis on how to analyze real business problems to help make important decisions.

"This is learning made easy. Get more done quickly with Microsoft Teams in any environment, and help your whole team succeed with it. Jump in wherever you

need answers— brisk lessons and detailed screenshots show you exactly what to do, step by step." --

Electrostimulation is defined as the action of electrical energy on nerve and muscle OCo the two classes of excitable tissue. This cutting-edge resource offers you broad coverage of the subject, expanding the scope of electrostimulation discussions to include accidental, aversive, and possibly harmful biological effects of electrical energy. The book enables you to develop standards for human exposure to electric currents having various waveforms, determine classes of nerve fibers brought to excitation within specified regions of the body due to certain types of exposure, and quantify how harmonic distortions influence the excitability of sinusoidal extrostimulation. This practical reference also offers guidance in using the SENN (Spatially Extended Nonlinear Node) computer model that simulates the interaction of applied electric energy with myelinated neurons.- Moreover, you learn how to compare efficacy and hazard potential of various stun weapons, assess unintended nerve stimulation from MRI exposure of patients with metallic implants, and compare the safety margins between electrostimulation thresholds of sensory and motor neurons relative to unintended cardiac excitation or painful sensory responses."

Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity, make information sharing more effective, and facilitate business decision--making processes. In order to get the most out of SharePoint 2010, you need to understand how to best use the capabilities to support your information man-

agement, collaboration, and business process management needs. This book is designed to provide you with the information you need to effectively use these tools. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as publishing, workflow, and policies) that make up these environments. Information and process owners will be given the knowledge they need to build and manage solutions. Information and process consumers will be given the knowledge they need to effectively use SharePoint resources. In this book, Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment. Their expertise shines as they provide step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage them. As a reader, you'll then embrace two common SharePoint uses, document management and project information management, and walk through creating samples of these solutions, understanding the challenges these solutions are designed to address and the benefits they can provide. The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations. These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product.

Focusing on how computers can make paralegals and legal professionals more productive on the job, this updated Seventh Edition of the #1 book on the market offers comprehensive treatment of

computer concepts, including coverage of both basic software programs like Word, Excel, and PowerPoint, to more advanced applications using AbacusLaw, CaseMap, Clio, DiscoverFY, HotDocs, Tabs3, TimeMap, and TrialDirector. Real-life examples, pertinent tutorials, ethical considerations, and up-to-date coverage of the most popular software used in all types of legal organizations help students develop key knowledge and skills. Each topic is presented in a clear and organized manner and includes examples of how the software is actually used on the job. The detailed Hands-on Exercises include Basic, Intermediate, and Advanced assignments to allow for a variety of skill levels. These extensive exercises allow students to apply their knowledge and practice using computers to complete realistic legal work. This edition reflects the ever-changing rules and decisions affecting the legal process (gathering evidence, managing files, filing with courts, working on electronic copyright issues, presenting exhibits, billing, etc.) and covers the most up-to-date technology available to help paralegals comply to new rules and better handle complex records and files. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Azure Essentials from Microsoft Press is a series of free ebooks designed to help you advance your technical skills with Microsoft Azure. The first ebook in the series, Microsoft Azure Essentials: Fundamentals of Azure, introduces developers and IT professionals to the wide range of capabilities in Azure. The authors - both Microsoft MVPs in Azure - present both conceptual and how-to content for key areas, including: Azure Websites and Azure Cloud Services Azure Virtual Machines Azure Storage Azure Virtu-

al Networks Databases Azure Active Directory Management tools Business scenarios Watch Microsoft Press's blog and Twitter (@MicrosoftPress) to learn about other free ebooks in the "Microsoft Azure Essentials" series.

Experience learning made easy-and quickly teach yourself how to build database solutions with Access 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include building an Access database from scratch or from templates; publishing your database to the Web; exchanging data with other databases and Microsoft Office documents; creating data-entry forms; using filters and queries; designing reports; using conditional formatting; preventing data corruption and unauthorized access; and other core topics.

Do you want to pass exam 70-411 in one shot, and gain real-life enterprise skills? You have found the right book! I wrote this book while I was preparing for the same exam and passed with this same material! This book also contains a complete guide to build your own lab and practice every exam objective in detail. It is written by a Windows Systems Administrator with over 12 years' experience and focuses on two key goals: 1. Pass exam 70-411 in one shot. 2. Gain real-life enterprise skills to defend your certification. Written with the Microsoft's official 70-411 exam objectives (Including Windows Server 2012 R2), it covers the following objectives assessed in the exam: Chapter 1: Deploy, Manage and Maintain Servers Chapter 2: Configure File and Print Services Chapter 3: Configure Network Services and Access Chapter 4: Configure a Network Policy Server Infrastructure Chapter 5:

Configure and Manage Active Directory
Chapter 6: Configure and Manage Group Policy
Each section begins with short theoretical information about the subject, followed by a step-by-step lab guide. All labs have been fully tested and verified. Exam 70-411 counts as credit toward MC-SA and MCSE certifications. Your search stops here. Buy this book now and pass your 70-411 exam in one shot!

Eleventh Hour Network+: Exam N10-004
Study Guide offers a practical guide for those preparing for the Security+ certification exam. The book's 14 chapters provide in-depth discussions of the following topics: systems security; operating system hardening; application security; virtualization technologies; network security; wireless networks; network access; network authentication; risk assessment and risk mitigation; general cryptographic concepts; public key infrastructure; redundancy planning; environmental controls and implementing disaster recovery and incident response procedures; and legislation and organizational policies. Each chapter includes information on exam objectives, exam warnings, and the top five toughest questions along with their answers. The only book keyed to the new SY0-201 objectives that has been crafted for last minute cramming
Easy to find, essential material with no fluff - this book does not talk about security in general, just how it applies to the test
Includes review of five toughest questions by topic - sure to improve your score

Special Edition Using Access 2002 is a reader's authoritative guide to mastering the essential facets of this powerful database development platform. Detailed, step-by-step instructions guide the reader through the process of designing and using Access tables, queries, forms and reports. Special Edition Using

Access 2002 will include comprehensive coverage of the transition to MSDE/SQL Server for all multi-user applications, expanded coverage of Web Applications, and expanded coverage of XML. This book contains elements such as Tips, Notes, cautions, cross-references and Troubleshooting information, giving the text a "Layered" quality that meets the needs of readers with different learning styles.

bull; Addresses the topic on which network administrators most need help - troubleshooting. bull; Comprehensive - covers Windows Server 2003, Windows XP, Office, Active Directory, and more. bull; The first book to cover troubleshooting Microsoft networks.

Explore the suite of apps that enhance productivity and promote efficient collaboration in your business
Key Features
Set up your own project in Google Workspace and improve your ability to interact with different services
Understand how a combination of options can help businesses audit their data to be highly secure
Deploy Google Workspace, configure users, and migrate data using Google Workspace
Book Description
Google Workspace has evolved from individual Google services to a suite of apps that improve productivity and promote efficient collaboration in an enterprise organization. This book takes you through the evolution of Google Workspace, features included in each Workspace edition, and various core services, such as Cloud Identity, Gmail, and Calendar. You'll explore the functionality of each configuration, which will help you make informed decisions for your organization. Later chapters will show you how to implement security configurations that are available at different layers of Workspace and also how Workspace meets essential enterprise

compliance needs. You'll gain a high-level overview of the core services available in Google Workspace, including Google Apps Script, AppSheet, and Google Cloud Platform. Finally, you'll explore the different tools Google offers when you're adopting Google Cloud and migrating your data from legacy mail servers or on-premises applications over to cloud servers. By the end of this Google Workspace book, you'll be able to successfully deploy Google Workspace, configure users, and migrate data, thereby helping with cloud adoption. What you will learn-

- Manage and configure users in your organization's Workspace account
- Protect email messages from phishing attacks
- Explore how to restrict or allow certain Marketplace apps for your users
- Manage all endpoints connecting to Google Workspace
- Understand the differences between Marketplace apps and add-ons that access Drive data
- Manage devices to keep your organization's data secure
- Migrate to Google Workspace from existing enterprise collaboration tools

Who this book is for This book is for admins as well as home users, business users, and power users looking to improve their efficiency while using Google Workspace. Basic knowledge of using Google Workspace services is assumed.

The leading Heintz/Parry's COLLEGE ACCOUNTING, 22E combines a step-by-step approach with excellent examples that make accounting understandable, regardless of the reader's accounting background or business experience. Known for its clarity and accompanying technology, this book focuses on the skills needed to transition from the classroom to the workplace. The book begins with a basic foundation and simple service company examples before advancing to accounting within the more challenging merchandising and manufacturing envi-

ronments. Engaging learning features reinforce the relevance of skills and ensure an understandable presentation. Plan for success in tomorrow's workplace with COLLEGE ACCOUNTING, 22E. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

CompTIA Security+ Certification Study Guide: Exam SYO-201, Third Edition, offers a practical guide for those interested in pursuing CompTIA Security+ certification. The book is organized into six parts. Part 1 deals with general security issues including security threats; hardware and peripheral security risks; the fundamentals of operating system (OS) hardening; implementing system security applications; and concepts of virtualization. Part 2 discusses the fundamentals of network security. Part 3 focuses on network access and network authentication. Part 4 explains the importance of risk assessments and risk mitigation, and how to conduct them. Part 5 reviews general cryptographic concepts and addresses the complex issues involved in planning a certificate-based public key infrastructure (PKI). Part 6 on organizational security discusses redundancy planning; environmental controls; implementing disaster recovery and incident response procedures; and the policies, procedures, and documentation upon which organizational computer security is based. Each chapter begins with Exam Objectives and concludes with Self-Test questions along with their corresponding answers. *Complete exam-prep package includes full coverage of new Security+ objectives, flash cards, cram sheets, MP3s for exam-day study, PPT presentations, two complete practice exams, and certification e-book library *Authored by a leading Microsoft security expert *A

good reference for both beginning security professionals and seasoned IT professionals

Advance your expert-level proficiency with Excel. And earn the credential that proves it! Demonstrate your expert-level competency with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist: Microsoft Excel Expert (Excel and Excel 2019) certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Ready-made practice files Sharpen the skills measured by these objectives: Manage Workbook Options and Settings Manage and Format Data Create Advanced Formulas and Macros Manage Advanced Charts and Tables About the MOS: Expert Certification A Microsoft Office Specialist (MOS): Expert certification validates your hands-on experience and competency with an Office product at an expert level. It demonstrates that you can apply the product's principal features at an advanced level, can complete expert tasks independently, and are ready to enter the job market. See full details at: microsoft.com/learn Practice Files Available at: MicrosoftPressStore.com/MOSExcelExpert201/downloads

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publica-

tion of Alberto Ferrari and Marco Russo's upcoming retail book, *Analyzing Data with Power BI and Power Pivot for Excel* (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more details: <http://aka.ms/analyzing-data/details>. Learn more about Power BI at <https://powerbi.microsoft.com/>.

The Complete Idiot's Guide to GoldMine 5 takes you into the natural way the software is used. The book's format allows you to read what you need as you need it. Topics covered include: Advanced Record Location, Working in List View, Creating Scripts, Group Scheduling, Customizing User Fields, Forecasting Sales, Network Tricks and Traps, Connecting to Hand Held Devices, and Synchronizing with Remote Users.

Includes list of objectives for each chapter, case projects, and hands-on exercises and review questions.

This book is a no-nonsense guide for Office users who have a SharePoint environment deployed. Written by the person responsible for large SharePoint deployment - his role is helping desktop users integrate and use SP features seamlessly - our author takes users through working with their familiar Office applications and leveraging SharePoint on the backend. This is different than using SharePoint; it's about putting Office to work and integrating it with SharePoint in such a way that even more benefits and synergies are realized. It's about using Office and SharePoint as a platform, and there is no other book on the market combining the two products.

Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management, collaboration, and business process management needs. Whether you are using SharePoint as an intranet or

business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as search, workflow, and social) that make up these environments. In the fifth edition of this bestselling book, author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment. He provides step-by-step instructions for using and managing these elements, as well as recommendations for how to get the best out of them. What You Will Learn

- Create and use common SharePoint resources like lists, libraries, sites, pages and web parts
- Understand when and how workflows and information management policies can be used to automate process
- Learn how to take advantage of records retention, management, and disposition
- Make the most of SharePoint search services
- Take advantage of social capabilities to create social solutions

Who This Book Is For Whether you have not yet used SharePoint at all, have used previous versions, have just started using the basic features, or have been using it for a long of time, this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides.

Provides an examination of the next generation of Microsoft SharePoint technologies, explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management, sharing and collaboration solutions.

The thoroughly Revised & Updated 7th edition of the book "Comprehensive Guide to SBI Bank PO Exam" is based on the new pattern - Preliminary and Main. The book covers all the 3 sections asked

in the Preliminary Exam and the 4 sections asked in the Main exam - English Language, Data Analysis & Interpretation, Reasoning & Computers and General/Banking/Economy Awareness. The theory of the book has been updated as per the various questions asked in the past examination as conducted by the SBI. The book provides well illustrated theory with exhaustive fully solved examples for learning. This is followed with an exhaustive collection of solved questions in the form of Exercise. The book provides separate sections for General Awareness including Banking Knowledge, Computer Knowledge and Marketing Aptitude. The book incorporates fully solved 2011 - 2017 papers.

SharePoint 2007 User's Guide: Learning Microsoft's Collaboration and Productivity Platform is the follow-up edition to the successful SharePoint 2003 User's Guide (Apress, 2005). This book provides guidance about the new workflows, interface, and other technologies within SharePoint 2007. Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments. They have the expertise and ability to proffer an eminently useful guide for anyone working with SharePoint technologies in any capacity.

The lab manual provides the hands-on instruction necessary to prepare for the certification exam and succeed as a network administrator. Designed for classroom or self-paced study, labs complement the book and follow the same learning approach as the exam. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.