



CORPORATE PROPOSAL FINAL ITT-121

System Administration and Maintenance

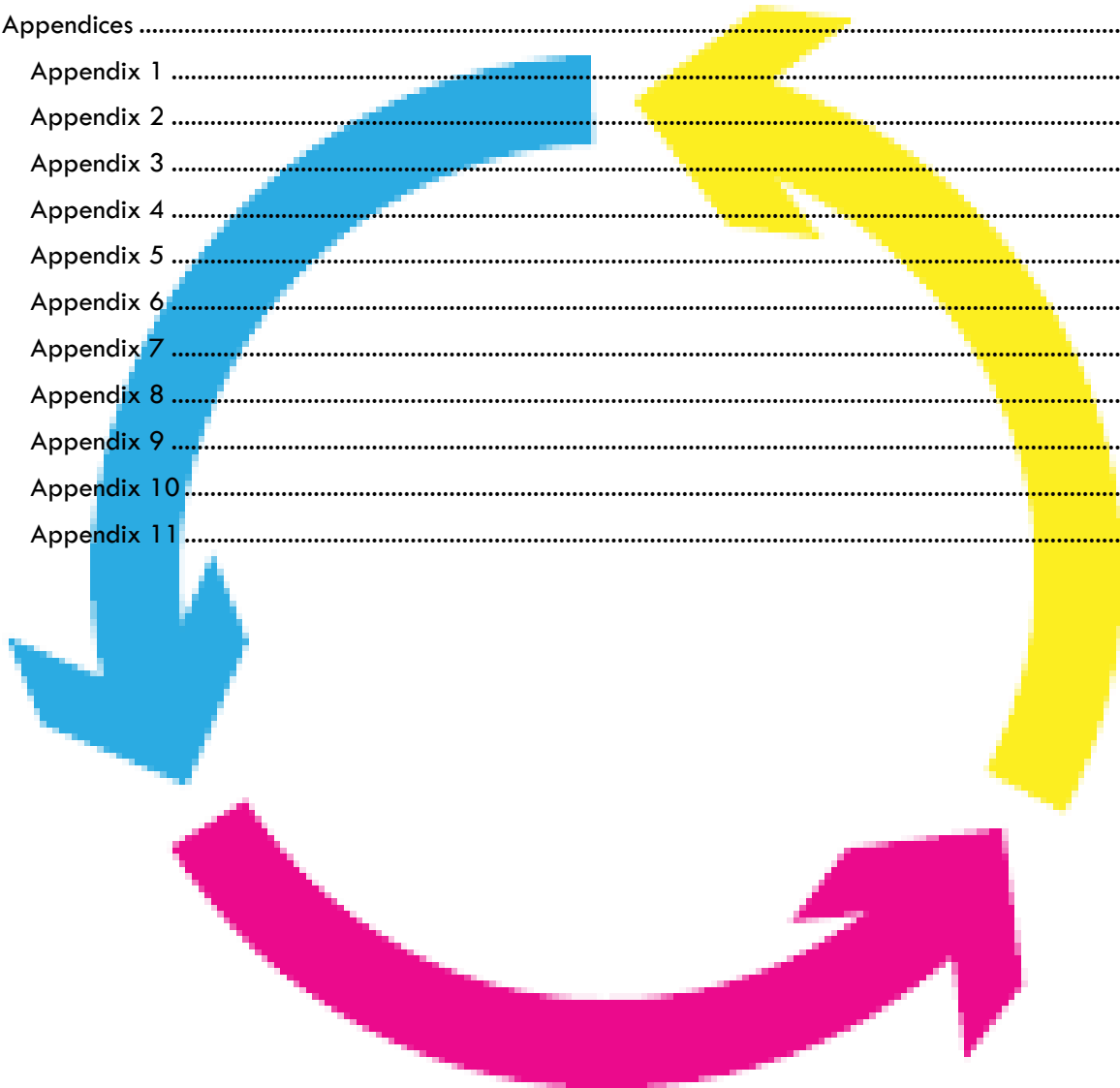
Pratiwi Ningrum

Instructor: Deborah Haralson

Table of Contents

Windows Server.....	3
Directory Services	3
Base Server & Workstation.....	4
Server Roles.....	4
Web server	4
Application Server.....	4
Email	5
DNS.....	5
RDP	5
DHCP	5
Proxy server	5
Print server.....	5
Computer Usage and Restriction Policies.....	7
Triplets	7
User Accounts.....	7
Shares & Network Access	7
NTFS / Security Permissions	7
Security Guidelines	8
Overview	8
Purpose	8
Scope.....	8
Policy	8
General Requirements.....	8
Configuration Requirements.....	9
Monitoring	10
Policy Compliance.....	10
Related Standards, Policies and Processes	10
Definitions and Terms	10
Revision History	11
Audit Common Threats.....	11
Group Policy Additions & Restrictions	12
Windows & Linux Integration	12
Introduction	12

Linux Server	12
Windows Server	13
Linux & Windows Integration	13
Conclusion	14
Budget	15
WBS (Work Breakdown Structure)	17
Appendices	18
Appendix 1	18
Appendix 2	20
Appendix 3	30
Appendix 4	40
Appendix 5	98
Appendix 6	112
Appendix 7	119
Appendix 8	124
Appendix 9	132
Appendix 10	166
Appendix 11	167



Windows Server

Windows Server is a line of Microsoft operating systems (OSes) comprised of extremely powerful machines. It was launched in April 2003. The servers are usually used and installed as a backbone for most IT companies, departments, applications, and services. Servers can handle the administrative tasks on a network. It organizes, stores, requests, and receives the data across the network. There are many versions of Windows Servers. Microsoft always updates and releases the latest version of Windows Server every four years and a minor version every two years. Windows Server 2019 is the most updated version, and it was released in October 2018. It has a few features such as Windows Admin Center, Hyper Converged Infrastructure (HCI), and Microsoft Defender Advanced Threat Protection.

Tri Arrow Printing company uses the Hyper-V feature of a Windows Server. A hypervisor is defined as software that creates an abstract layer between the virtual Operating System and the real or physical computers. It can help with creating and running multiple Virtual Machines on a single physical computer. The computer is named colors1. For more information, check [Appendix 1](#).

Directory Services

Directory Services are used to store, organize, and manage the users, computers, and other information in a database. These directory services support managing user access, authentication for the users, and security across the network. It consists of at least one directory server and at least one directory client program. Some examples of directory services include Microsoft's Active Directory, OpenLDAP, LDAP, eDirectory, DNS, and others. DNS is a domain name system that maps the computer host names to the IP addresses. LDAP is a Lightweight Directory Access Protocol used for accessing and maintaining information over an IP network. For more information, check out [Appendix 3](#).

Active Directory (AD) consists of databases and services that can connect users to the network. This directory includes information and objects such as user accounts, computer accounts, groups, email accounts, contact information, organizational units, sites, domain controllers, group policy objects, and others. The service that is provided is to verify the users before connecting to the network. For example, an employee needs to log in to the system by providing the username and password that matches the data in the server. If it matches, then the employee can gain

access to the system. Nowadays, many companies use a hybrid Active Directory that has a better setup. I will choose to use a hybrid Active Directory for my company. It is a cloud-based service such as Azure Active Directory. It allows the company to increase the number of users and more workloads. Its flexibility is good for the company, especially for the IT departments, because it allows the users to access its information from anywhere. Its security features such as multi-factor authentication can support the company to protect the information from cyber threats.

Base Server & Workstation

A base server is a foundational server or the administration computer that controls and runs the applications and services. It can be a physical or virtual machine where Tri Arrow Printing company uses Azure Lab and a Hyper-V to create multiple virtual machines. On the other hand, a workstation is a computer system that is used by an individual or a user to do such an office task. The computer also needs to set the IP address and have the other computer that is connected over the network ping the other computer so they all can communicate with each other. For more information, check out [Appendix 2](#).

Server Roles

Web server

It is a server used to deliver web content such as HTML pages, images, videos, and files. A web server is particularly important because it helps to protect and store website data from unauthorized users. It helps to run one or more applications, websites, and other data services in a virtual environment. Since Tri-Arrow Printing company uses the website as the second platform to connect with clients over the internet, having a web server is useful because of its primary role. It processes and manages web requests and responds to the clients. Its security is another aspect of having a secure website database.

Application Server

The application server is created to support the applications with the foundation to make them functional and efficient. It also provides security, transaction support, and complex database access. Tri-Arrow Printing company has 5 different locations, and it needs transaction support such as cash registration for in-store services. The application server provides support for the website



TRI-ARROW PRINTING

when the clients add items and check out items. In this scenario, the clients interact with the application server.

Email

Email is needed by every employee which is 2000 employees. Tri-Arrow Printing Company needs to have an email server to store important information and keep it safe. We can also manage email accounts and scan emails for any malicious and phishing.

DNS

Tri-Arrow Printing company needs to have a DNS server to allow us to change our website, so the customers can still access the website even if we moved it to the new location. When the company needs to make any changes, having DNS is useful for using IP addresses.

RDP

Remote Desktop Protocol is a virtual desktop computer. It means that any employee can access their own desktop computer remotely. Many employees might have to work remotely when they are traveling or working from home.

DHCP

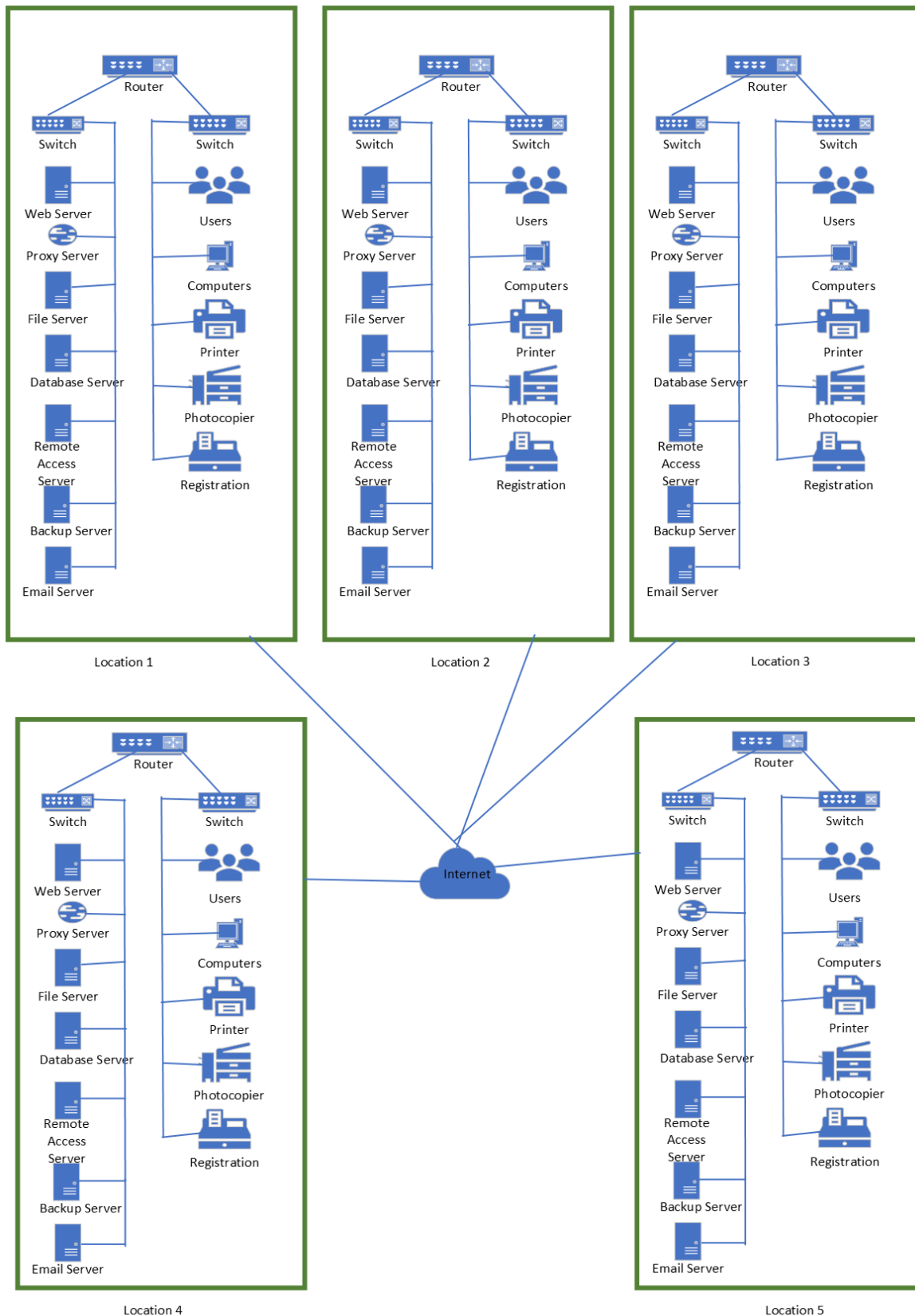
Dynamic Host Configuration Protocol assigns IP addresses, default gateways, and network parameters to users' devices.

Proxy server

It is a system that supports a wall between the users and the internet. It prevents cyber attackers from entering a company's private network.

Print server

This server provides access for the users to access the printer inside the network. Tri-Arrow Printing company needs to use a lot of printers and different types of printers to meet the client's needs.



Computer Usage and Restriction Policies

The logon banner is a virtual “No Trespassing” sign based on a paper “Global Information Assurance Certificate by GIAC certification. (Stewart, 2019) The legal notice banner is important to be displayed in computer environments before the users try to log into the system. The primary purpose is to ensure legality by providing users with important terms, cautions, and agreements before allowing them to access the system. This technique also helps the company to keep the rules and regulations. It also helps to avoid any legal risks associated with unauthorized use or inappropriate conduct. Additionally, the banner can function as a reminder, and strengthen users’ awareness of their responsibilities and the consequences of violating the policies. For more information, check out [Appendix 7](#).

Triplets

User Accounts

User accounts were imported from an Excel Spreadsheet that has all the user’s information. It was imported into a PowerShell and does some DS ADD commands to sort and add the users into their department. The challenges are duplicate users, errors, punctuation, and typos. The Active Directory Domain Services (AD DS) refers to adding a new object to an Active Directory domain using the command line tools like ‘dsadd’, or “DS ADD” means adding data to a database. For more information, check out [Appendix 4](#).

Shares & Network Access

Each department is allowed to access specific shared resources over the network such as files, folders, and other devices. Each department has permission for everyone to have full control access. For more information, check out [Appendix 5](#).

NFTS / Security Permissions

NFTS stands for “New Technology File System” and it is used to do some access control lists. It allows who can have access to some files and folders and what actions they can perform. For more information, check out [Appendix 6](#).

Security Guidelines

Server Security Policy

Last Update Status: *Updated March 2024*

Overview

Unsecured and vulnerable servers continue to be a major entry point for malicious threat actors. Consistent Server installation policies, ownership and configuration management are all about doing the basics well.

Purpose

The purpose of this policy is to establish standards for the base configuration of internal server equipment that is owned and/or operated by Tri-Arrow Printing. Effective implementation of this policy will minimize unauthorized access to Tri-Arrow Printing proprietary information and technology.

Scope

All employees, contractors, consultants, temporary and other workers at Tri-Arrow Printing and its subsidiaries must adhere to this policy. This policy applies to server equipment that is owned, operated, or leased by Tri-Arrow Printing or registered under a Tri-Arrow Printing-owned internal network domain.

This policy specifies requirements for equipment on the internal Tri-Arrow Printing network. For secure configuration of equipment external to Tri-Arrow Printing on the DMZ, see the Internet DMZ Equipment Policy.

Policy

General Requirements

- 4.1.1 All internal servers deployed at Tri-Arrow Printing must be owned by an operational group that is responsible for system administration. Approved server configuration guides must be established and maintained by each operational group, based on business needs, and approved by the InfoSec team. Operational groups should monitor configuration compliance and implement an exception policy tailored to their



TRI-ARROW PRINTING

environment. Each operational group must establish a process for changing the configuration guides, which includes review and approval by InfoSec. The following items must be met:

- Servers must be registered within the corporate enterprise management system. At a minimum, the following information is required to positively identify the point of contact:
 - Server contact(s) and location, and a backup contact
 - Hardware and Operating System/Version
 - Main functions and applications, if applicable
- Information in the corporate enterprise management system must be kept up to date.
- Configuration changes for production servers must follow the appropriate change management procedures

4.1.2 For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, processes, and network traffic per the *Audit Policy*.

Configuration Requirements

- 4.1.3 Operating System configuration should be in accordance with approved InfoSec team guidelines.
- 4.1.4 Services and applications that will not be used must be disabled where practical.
- 4.1.5 Access to services should be logged and/or protected through access-control methods such as a web application firewall, if possible.
- 4.1.6 The most recent security patches must be installed on the system as soon as practical, the only exception being when immediate application would interfere with business requirements.
- 4.1.7 Trust relationships between systems are a security risk, and their use should be avoided. Do not use a trust relationship when some other method of communication is sufficient.
- 4.1.8 Always use standard security principles of least required access to perform a function. Do not use root when a non-privileged account will do.
- 4.1.9 If a methodology for secure channel connection is available (i.e., technically feasible), privileged access must be performed over secure channels, (e.g., encrypted network connections using SSH or IPSec).
- 4.1.10 Servers should be physically located in an access-controlled, secured environment.
- 4.1.11 Servers are specifically prohibited from operating from uncontrolled or unsecured cubicle areas.

Monitoring

4.1.12 All security-related events on critical or sensitive systems must be logged and audit trails saved as follows:

- All security related logs will be kept online for a minimum of 1 week.
- Daily incremental tape backups will be retained for at least 1 month.
- Weekly full tape backups of logs will be retained for at least 1 month.
- Monthly full backups will be retained for a minimum of 2 years.

4.1.13 Security-related events will be reported to InfoSec, who will review logs and report incidents to IT management. Corrective measures will be prescribed as needed. Security-related events include, but are not limited to:

- Port-scan attacks
- Evidence of unauthorized access to privileged accounts
- Anomalous occurrences that are not related to specific applications on the host.

Policy Compliance

5.1 Compliance Measurement

The Infosec team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Infosec team in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Related Standards, Policies and Processes

- Audit Policy
- DMZ Equipment Policy

Definitions and Terms

The following definition and terms can be found in the SANS Glossary located at: <https://www.sans.org/security-resources/glossary-of-terms/>



- De-militarized zone (DMZ)

TRI-ARROW PRINTING

Revision History

Date of Change	Responsible	Summary of Change
June 2014	SANS Policy Team	Updated and converted to new format.
October 2022	SANS Policy Team	Updated and converted to new format.
March 2024	Tri-Arrow Printing	Customized for Tri-Arrow Printing.

Audit Common Threats

A honeypot is a cybersecurity technology that generates weak systems or networks to attract hackers into a trap. It allows the company to analyze what hacker strategies to get into the system. Moreover, it can help the company to improve the security measures. Honeypots are classified into two types: producing honeypots and research honeypots. Each of these types serves a particular purpose and level of interaction with attackers. However, they have obstacles, including the inability to identify intrusions in real systems and the possibility of attackers moving across into the actual network. Honeypot can be used together with the other methods to improve security operations, such as the canary trap strategy. In addition, a honeypot network that offers a deeper approach to gather intelligence on attackers and redirecting them away from the main network is called the honeynet.

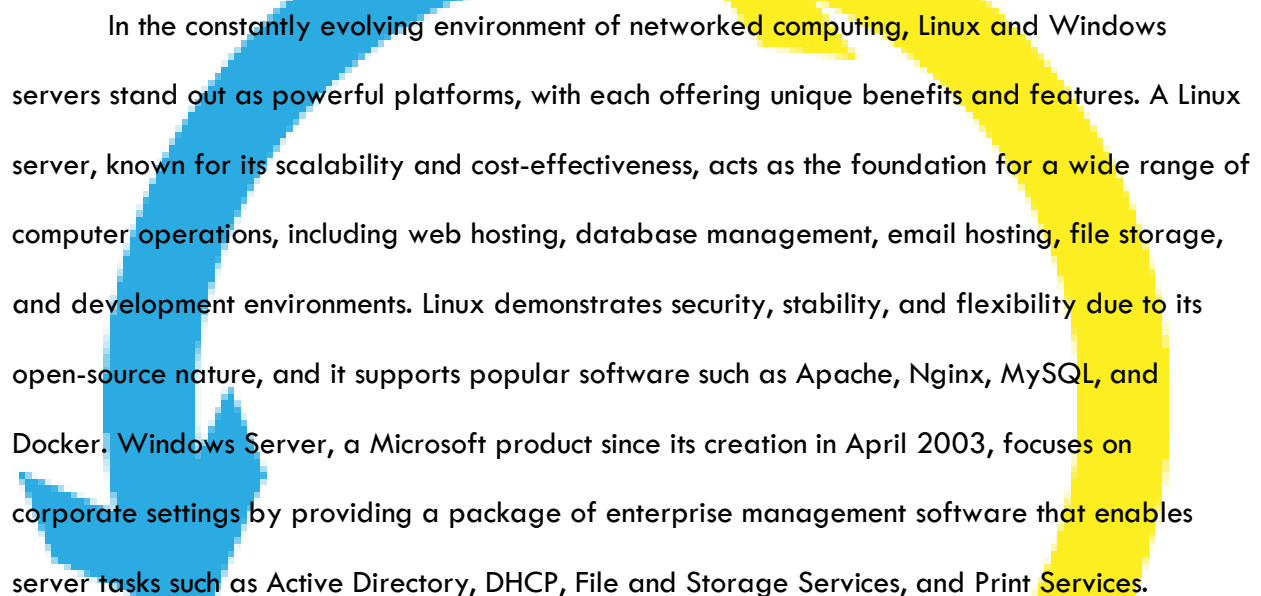
Auditing is used to examine and evaluate an organization's financial, operational, or security controls. Based on an article from Track G2, "IT audit maintains the effectiveness, security and compliance of an IT environment while ensuring that all employees are following the established security protocols and standards." (Calvello, 2023) For more information, check out Appendix 8.

Group Policy Additions & Restrictions

Group Policy Objects (GPOs) are essential for preserving network consistency, security, and operational efficiency in a printing firm setup. With the use of GPOs, managers may enforce standards and control certain configurations centrally, guaranteeing that all systems associated with printing follow predetermined guidelines. For more information, check out [Appendix 9](#).

Windows & Linux Integration

Introduction



In the constantly evolving environment of networked computing, Linux and Windows servers stand out as powerful platforms, with each offering unique benefits and features. A Linux server, known for its scalability and cost-effectiveness, acts as the foundation for a wide range of computer operations, including web hosting, database management, email hosting, file storage, and development environments. Linux demonstrates security, stability, and flexibility due to its open-source nature, and it supports popular software such as Apache, Nginx, MySQL, and Docker. Windows Server, a Microsoft product since its creation in April 2003, focuses on corporate settings by providing a package of enterprise management software that enables server tasks such as Active Directory, DHCP, File and Storage Services, and Print Services.

Linux Server

A Linux Server is a networked computer system that is well-known for its scalability and low cost in managing a wide variety of computing tasks which include web hosting, database management, email hosting, file storage, and development environments. As an open-source project, it provides security, reliability, and flexibility. Linux servers can run popular software like Apache, Nginx, MySQL, and Docker. (Monovm, 2024) It can support them in hosting websites, databases, emails, and development environments. When compared to other operating systems, Linux server offers significant advantages when it comes to security, dependability, and

affordability. For example, firewall configurations, encryption, and access control are the security features. There are many popular Linux servers including Ubuntu and Red Hat. They connect easily with major cloud platforms such as AWS, Microsoft Azure, and Google Cloud to provide scalable hosting solutions. The administrators can maximize the performance by monitoring the performance and configuring the networking features. Networking features like DNS, DHCP, NFS, and Samba. (Monovm, 2024)

Windows Server

Microsoft developed Windows Server, and Microsoft has published Windows Server under this name since it was launched in April 2003. (Stegner, 2021) Windows Server is an operating system for servers that provides resources to other computers in a network. It is mostly used in business settings. Windows Server is different from a consumer version of Windows. Windows Server has enterprise management software that supports a variety of server functions such as active directory, DHCP, File and Storage services, Print services, and Windows update services. It can support extensive hardware configurations such as up to 24TB of RAM and 64 CPU sockets. (Stegner, 2021)

Linux & Windows Integration

There are many ways to integrate Windows servers and Linux servers. Cross-platform file sharing is one way to integrate Windows servers with Linux. It allows users and applications to access, change, and send files between two or multiple operating systems. Server Message Block (SMB) protocol allows users to create and share folders with users and groups. (LinkedIn, 2024) The other way to integrate different servers is to ensure that the authentication and identity management across the network is consistent and secure. The company can use Active Directory (AD) which is a place to store user and computer accounts, groups, policies, and other resources. (LinkedIn, 2024) Using VMware and Hyper-V can support the Windows and Linux servers to

operate together on the same hardware. My company is a printing service where we must use a lot of different kinds of printer machines. Windows servers can be the host of the printer infrastructures, managing printers and printing jobs over the network using a role like Print Management. Linux server can be used to store the files relevant to printing projects from clients. Some Linux server roles cover a wide range of network infrastructure. Distribution File System (DFS) allows all users with proper permission to access the files that are stored in the file servers. A domain controller is another server role that manages all the authentication requests in a network. (Team Nuggets, 2024) A print server handles in-network printing requests using printer drivers and preinstalled print services. A web server keeps the website contents and acts as a database and backup database. The last role is email server to help send and receive emails over the network. Linux admins configure the mail server using SMTP, IMAP, or POP3. I decided to name the printing company as Tiw Printing company because the first word is a part of my name and there is a printing word to tell people that it is a printing company.

Conclusion

In today's network infrastructure, integrating Linux and Windows servers is a strategic requirement in modern businesses. Organizations that utilize the benefits of both platforms benefit from cross-platform file sharing and streamlined authentication processes, which are supported by tools such as Active Directory and virtualization technologies. From Linux's distributed file systems and domain controllers to Windows Server's powerful enterprise management software, the combination of these server platforms provides efficient resource usage and smooth operations. As technology advances, the collaboration of both Windows and Linux servers continues to expand the limits of networked computing, and secure, and flexible options are adapted to the changing needs of the digital era.

Budget

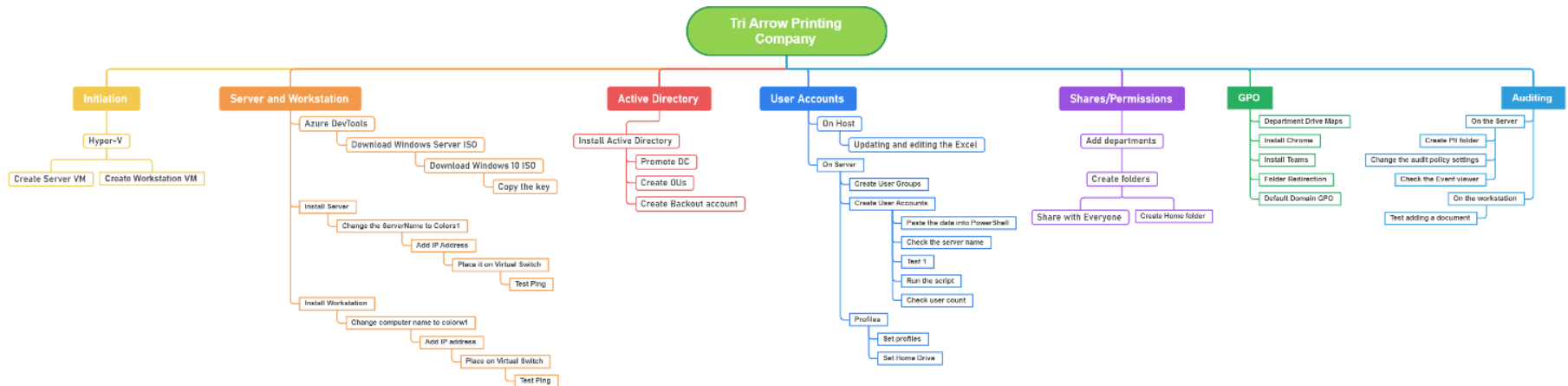
The PowerEdge MX760c Compute Sled stands out as an ideal server solution for a printing company for several reasons. Firstly, the Intel Xeon Platinum 8461V processor, which has an amazing 48 cores and 96 threads, powers the system with substantial processing capability that makes handling the complicated duties involved in printing process easy and effective. When combined with multiple 16GB RDIMM memory modules, for a total of 256GB, the server can readily handle concurrent user requests and large-scale print tasks.

The PowerEdge T150 Tower Server is a low-cost option with its dependable Intel Xeon E-2324G processor, 8GB ECC memory that guarantees data integrity, and supports for up to four hard drives- including two 1TB SATA drives set up in RAID 0 for better performance and capacity. Trusted Platform Module 2.0 V3 improves security, and UEFI BIOS boot mode with GPT partition and performances BIOS options guarantee optimal system performance and compatibility. In addition, the sufficient hard drives ports and power cord that come with the chassis give flexibility and ease of setup, making it an affordable option for Tri Arrow Printing company. For more information, check out [Appendix 10](#).



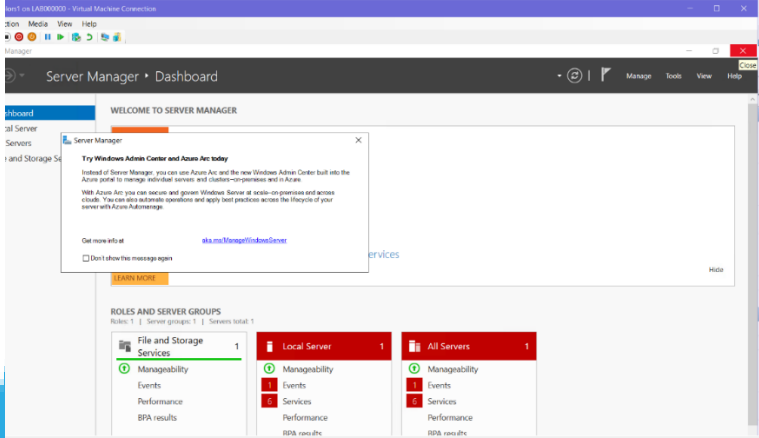
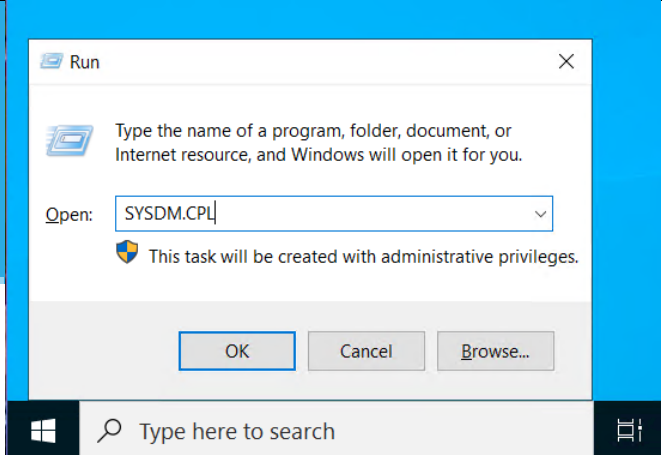
	Qty	Description	Link	Price	Cost
Windows Servers					
Ideal	10	PowerEdge MX760c Compute Sled	https://www.dell.com/en-us/shop/servers-storage-and-networking/poweredge-mx760c-compute-sled/spd/poweredge-mx760c/pe_mx760c_15883_vi_vp?configurationid=69ac92dc-7d23-42e6-b0a5-3d0099fdaa0f	\$58,080.04	\$580,800.40
Sufficient	10	PowerEdge R250 Rack Server	https://www.dell.com/en-us/shop/servers-storage-and-networking/poweredge-r760xa-rack-server/spd/poweredge-r760xa/pe_r760xa_16902_vi_vp?gclid=CjwKCAjww_iwBhApEiwAuG6ccByg4vccIm3b3wA8VTXF-Vj0uG4_1O4prhmGxyWKzkDTFpKCTdPkLRoCkPEQAvD_BwF&gclidsrc=aw.ds&configurationid=42e3a32b-7aac-4f40-a763-1841c0f670bb	\$29,596.41	\$295,964.10
Minimal	10	PowerEdge T150 Tower Server	https://www.dell.com/en-us/shop/servers-storage-and-networking/poweredge-t150-tower-server/spd/poweredge-t150/pe_t150_tm_vi_vp_sb?configurationid=d08fd1dc-ca6f-48d0-a735-87e70dcd5243	\$1,531.54	\$15,315.40

WBS (Work Breakdown Structure)



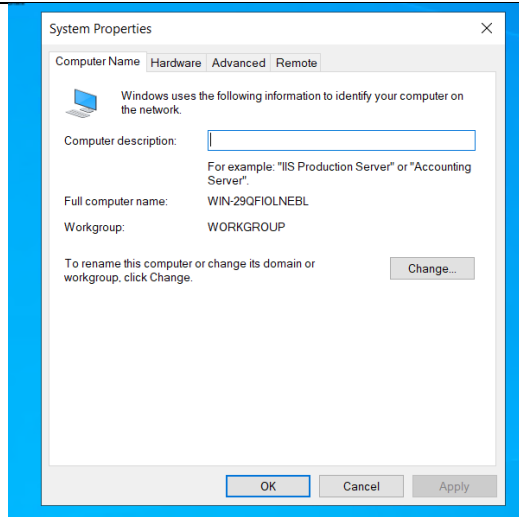
Appendices

Appendix 1

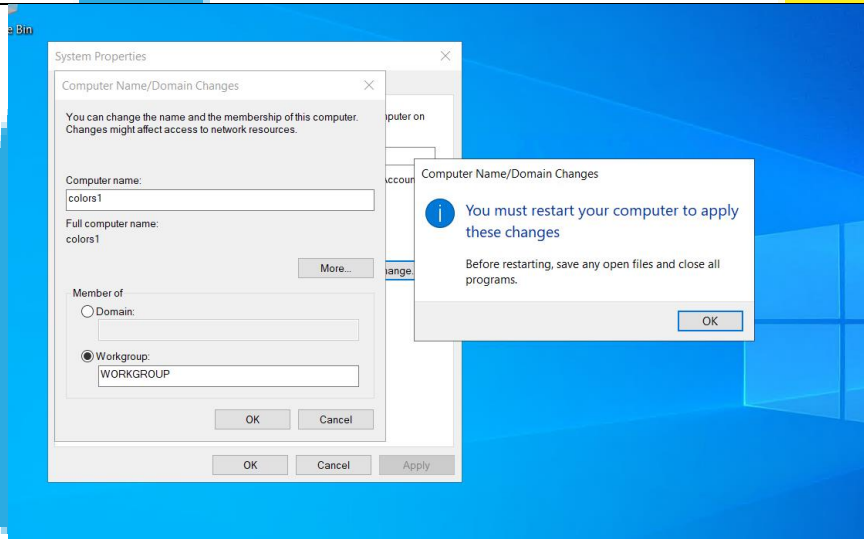
<ul style="list-style-type: none">• Name	Pratiwi Ningrum
<ul style="list-style-type: none">• Open Hyper-V Manager.• Double-click on the virtual machine for the server.• Log in with a password.• Close the server manager.	
<ul style="list-style-type: none">• Use the keyboard to open this dialog box, press Windows and "R" keys.• Type SYSDM.CPL.• Click Ok.	



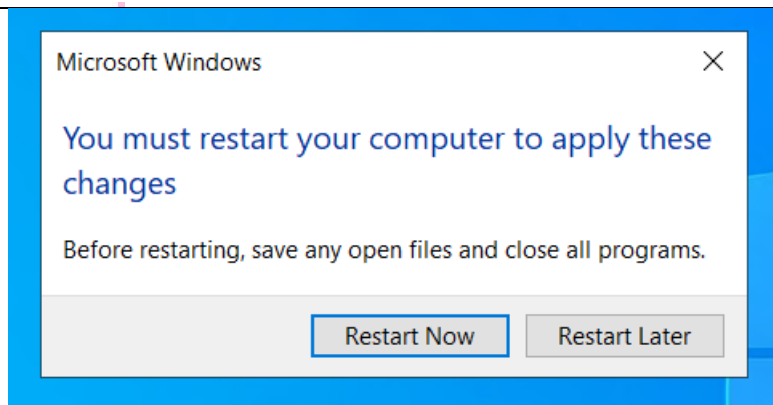
- Type the server's name in the computer description textbox.
- On this computer, type colors1.
- Click the "Change" box to rename the computer.



- Once you rename it as "colors1", click OK. It will show a new dialog box that says, "You must restart your computer to apply these changes."
- Click OK, then Close.

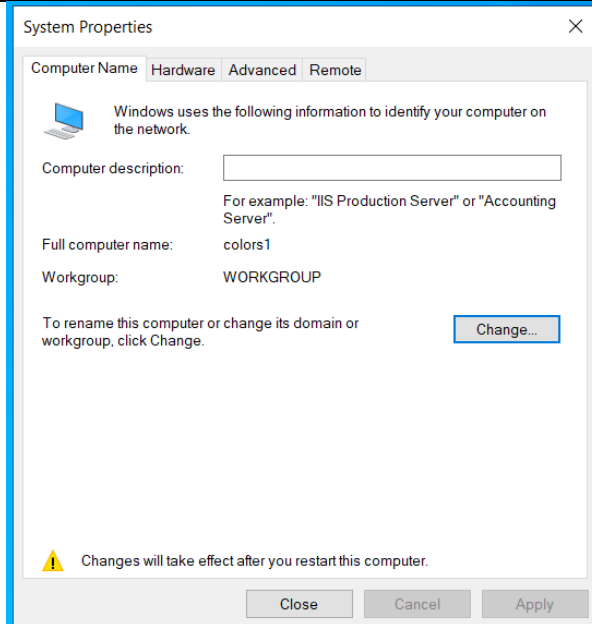


- Once you hit close, click "Restart Now."
- It will restart the computer and take you to log in again using the password.



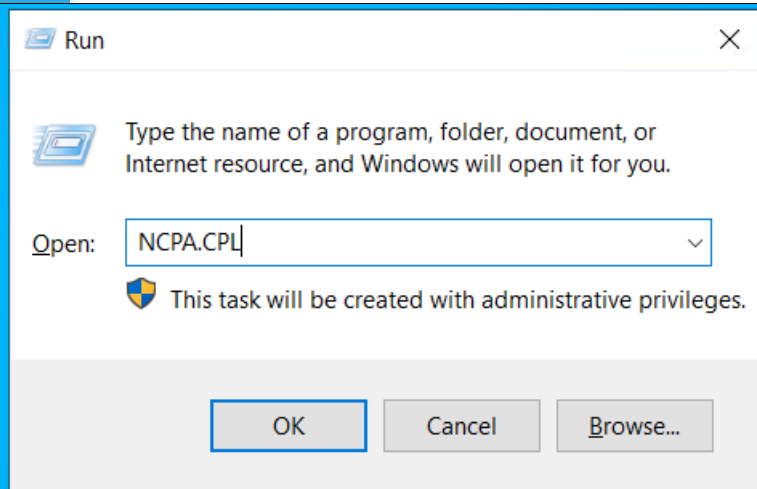


- Check if the changes were successful by pressing the Windows key and “R” key at the same time.
- If it shows like the picture, it is successful.
- Do the same process for the workstation.



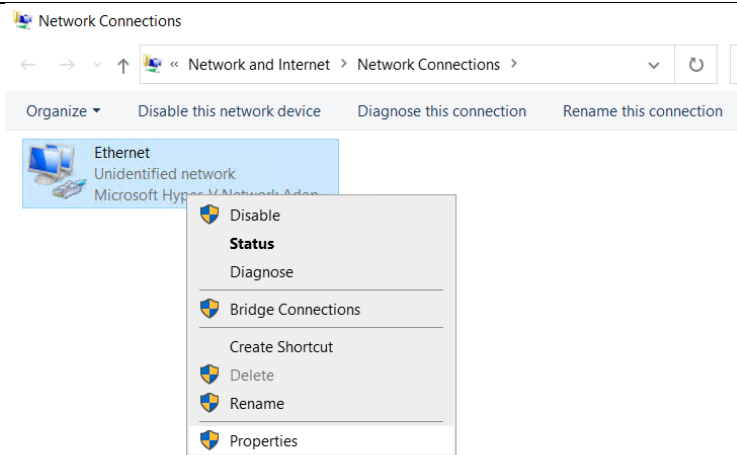
Appendix 2

- Turn on the HWcolors1 and HWcolorw1 virtual machines.
- Press Windows key + R.
- Type NCPA.CPL, press Enter key.

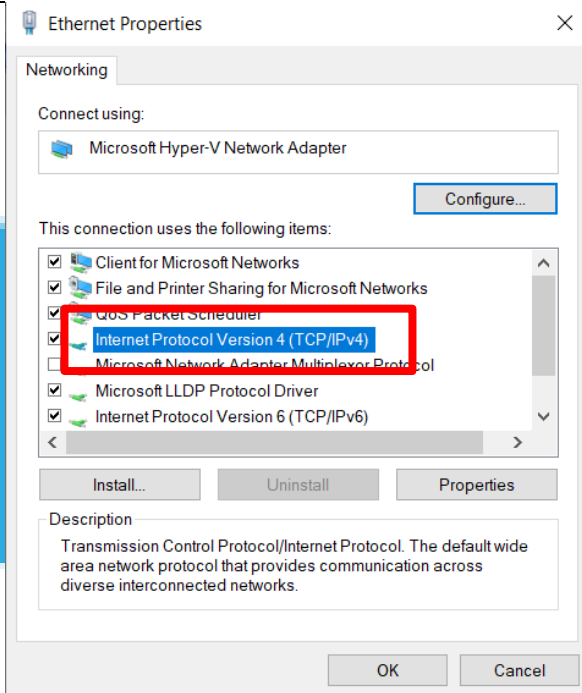




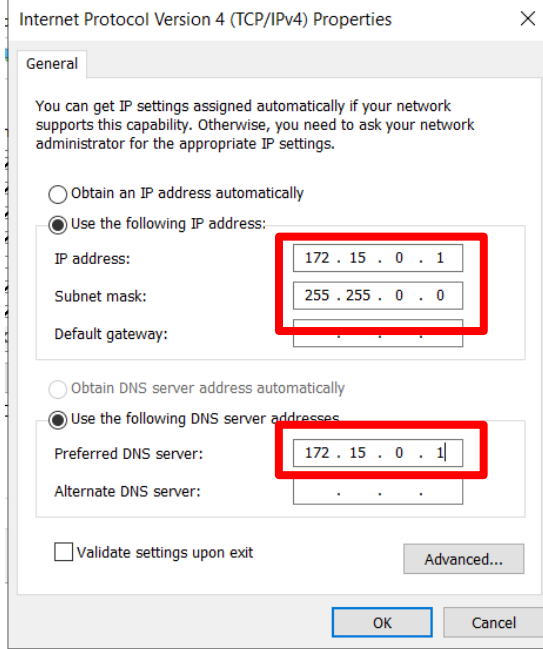
- Right click on the Ethernet.
- Click Properties.



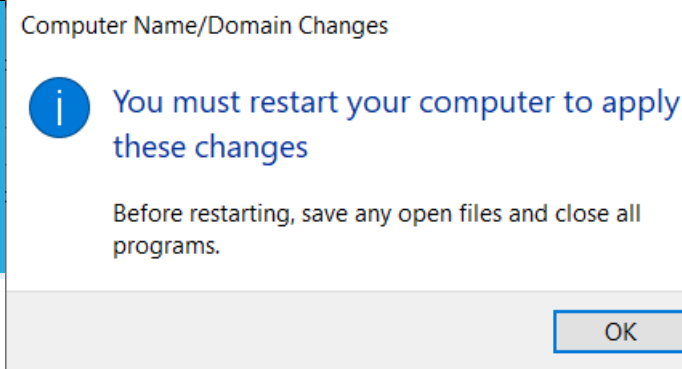
- Double click the "Internet Protocol Version 4 (TCP/IPv4)".



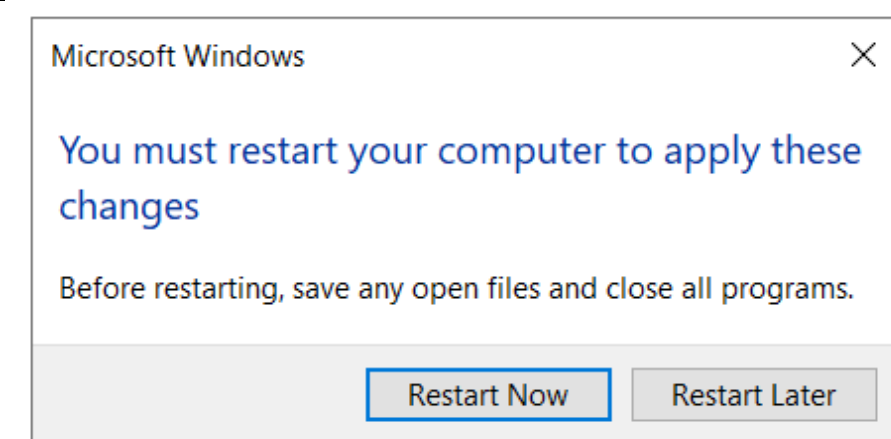
- In the Internet Protocol Version 4 dialog box, choose “Use the following IP address.”
- Add IP address and DNS server. Click on the subnet mask textbox, it will automatically add the numbers.
- The picture next to it is for the HWcolors1 (Server).



- After clicking “OK”. It will ask you to restart the computer.
- Click “OK” to restart.

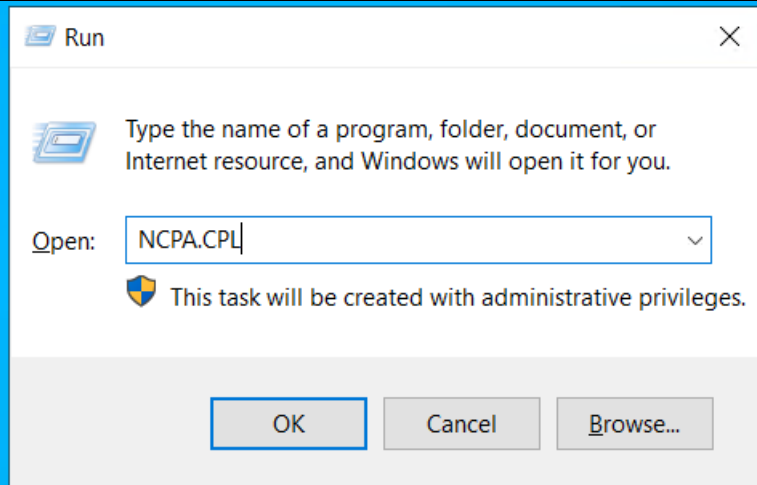


- Click “Restart Now” button.

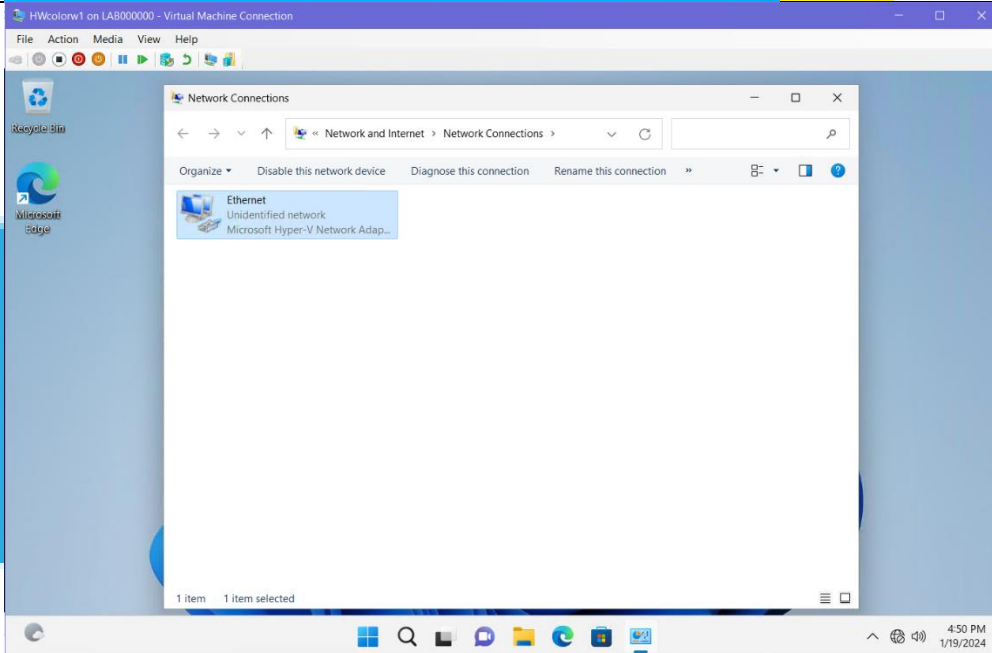




- Do the same processes for HWcolorw1 virtual machine.
- Press Windows key + R.
- Type NCPA.CPL, press Enter key.

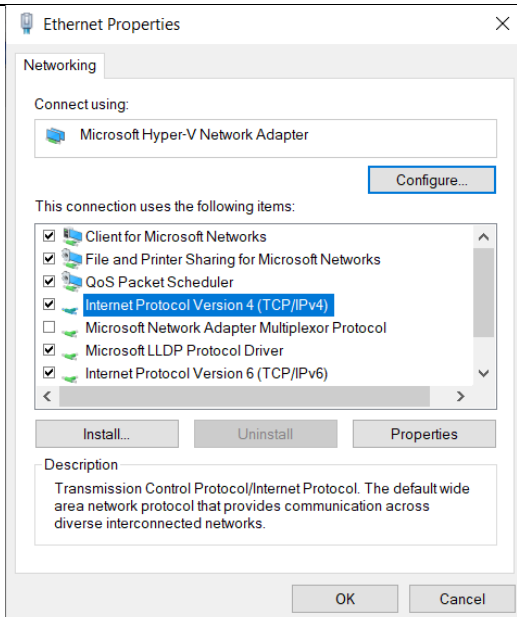


- Right-click on the Ethernet and choose "Properties".

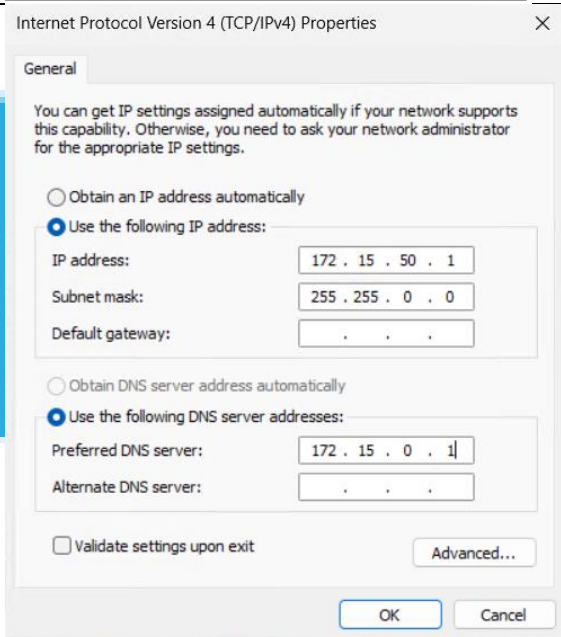




- Double click on the “Internet Protocol Version 4 (TCP/IPv4).”

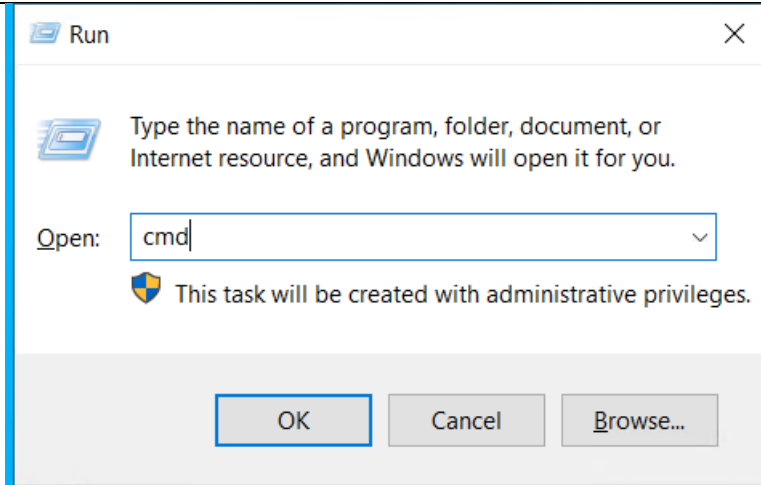


- Click on the “Use the following IP address:”
- Add the IP address for Windows.
- Click on the subnet mask.
- Add the server IP address in the DNS server.
- Click “OK” then restart the computer.

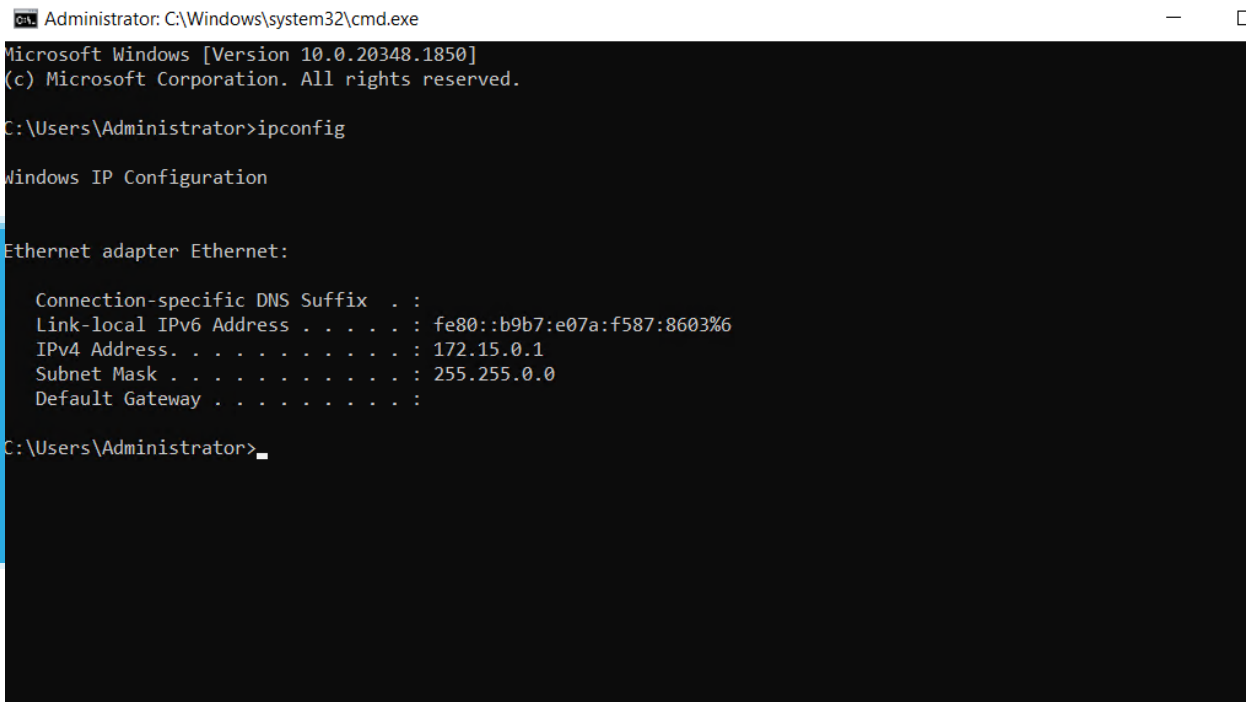




- Go back to the HWcolors1 virtual machine.
- Press Windows key + R.
- Type cmd to open a Windows Prompt.



- Type "ipconfig". Press enter key.
- Ipconfig is used to display the IP addresses, subnet mask, and the default gateway for all adapters.





- Do the same thing on the HWcolorw1 virtual machine.
- Go to the command prompt and type “ipconfig”. Press enter key.
- Try pinging the server with server IP address.
- “Ping 172.15.0.1”

```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 10.0.22621.525]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Otto>ipconfig

Windows IP Configuration

Ethernet adapter Ethernet:

    Connection-specific DNS Suffix  . : 
    Link-local IPv6 Address . . . . . : fe80::ccc:aedc:2f88:8b83%11
    IPv4 Address. . . . . : 172.15.50.1
    Subnet Mask . . . . . : 255.255.0.0
    Default Gateway . . . . . : 

C:\Users\Otto>ping 172.15.0.1

Pinging 172.15.0.1 with 32 bytes of data:
Request timed out.
Request timed out.
Request timed out.
Request timed out.

Ping statistics for 172.15.0.1:
    Packets: Sent = 4, Received = 0, Lost = 4 (100% loss),

C:\Users\Otto>
```

- On the HWcolorw1 computer.
- Type “ping 172.15.50.1” to ping the other computer HWcolorw1.
- Press the Enter key.

```
C:\Users\Administrator>ping 172.15.50.1

Pinging 172.15.50.1 with 32 bytes of data:
Request timed out.
Request timed out.
Request timed out.
Request timed out.

Ping statistics for 172.15.50.1:
    Packets: Sent = 4, Received = 0, Lost = 4 (100% loss),

C:\Users\Administrator>
```





- Type tracert command to trace the path that an IP packet takes to its destination.

```
Administrator: C:\Windows\system32\cmd.exe
C:\Users\Administrator>tracert 172.15.50.1

Tracing route to 172.15.50.1 over a maximum of 30 hops:

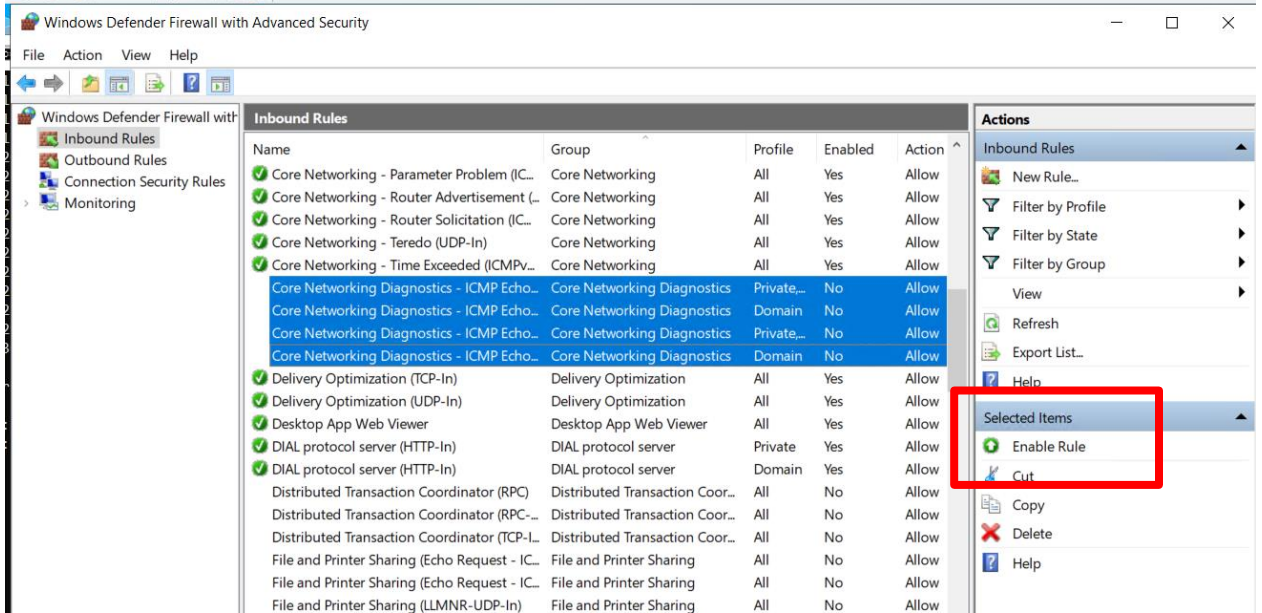
  0  *      *      *      Request timed out.
  1  *      *      *      Request timed out.
  2  *      *      *      Request timed out.
  3  *      *      *      Request timed out.
  4  *      *      *      Request timed out.
  5  *      *      *      Request timed out.
  6  *      *      *      Request timed out.
  7  *      *      *      Request timed out.
  8  *      *      *      Request timed out.
  9  *      *      *      Request timed out.
 10 *      *      *      Request timed out.
 11 *      *      *      Request timed out.
 12 *      *      *      Request timed out.
 13 *      *      *      Request timed out.
 14 *      *      *      Request timed out.
 15 *      *      *      Request timed out.
 16 *      *      *      Request timed out.
 17 *      *      *      Request timed out.
 18 *      *      *      Request timed out.
 19 *      *      *      Request timed out.
 20 *      *      *      Request timed out.
 21 *      *      *      Request timed out.
 22 *      *      *      Request timed out.
 23 *      *      *      Request timed out.
 24 *      *      *      Request timed out.
 25 *      *      *      Request timed out.
```

- Open Windows or type in the search bar “Firewall & network protection”.
- Click on the Windows Defender Firewall with Advanced Security.

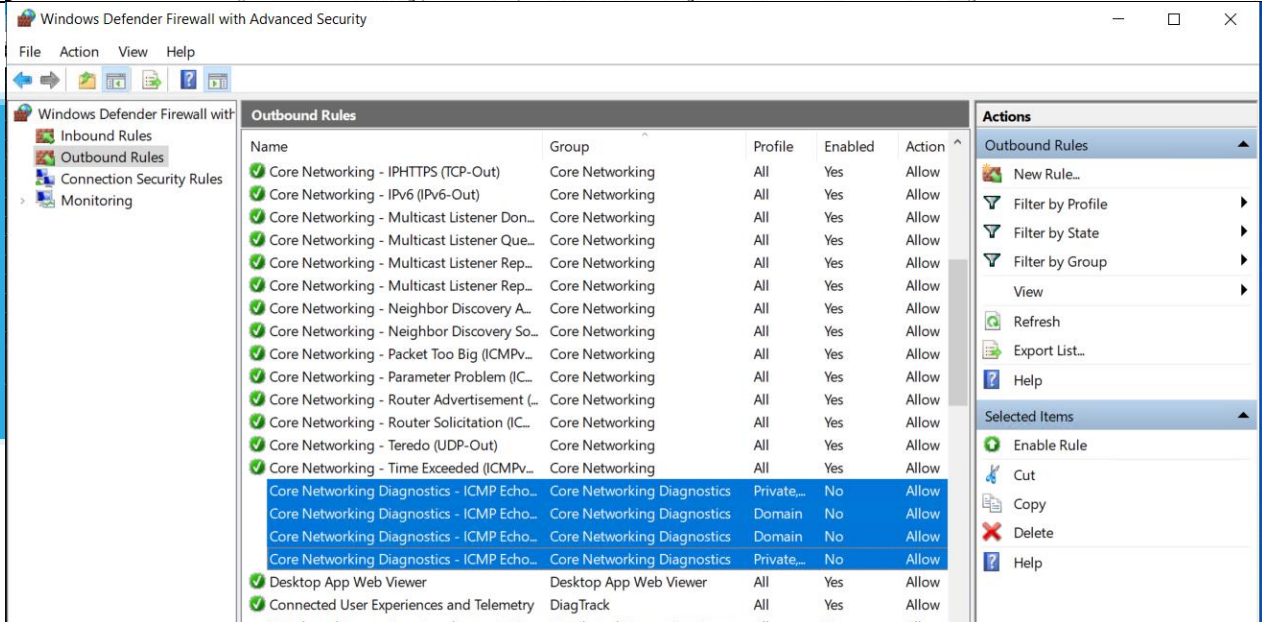
```
1
1
2 Best match
2
2 Firewall & network protection
2 System settings
2
2 Apps
2
2 Windows Defender Firewall with Advanced Security
2
2 Settings
3
2 Windows Defender Firewall
Tr
C:
C: Check firewall status
C: Allow an app through Windows Firewall
Windows Security
```




- Click Inbound Rules.
- Scroll down to look for “Core Networking Diagnostic – ICMP.”
- Press the Shift key and select the four of them. Show in the picture.
- On the right bar, click on the Enable Rule.



- Do the same thing for Outbound Rules.
- Do this process again for HWcolorw1 Windows machine.
- Go to the Windows Defender Firewall with Advanced Security and enable the ICMP rules for both inbound and outbound.





- Go back to the Command Prompt for both machines.
- On server machine/HWcolor1 computer, type "ping 172.15.50.1". Press the Enter key.
- If it's successful, it will show "Reply from ..."

```
Administrator: C:\Windows\system32\cmd.exe
19 * * * Request timed out.
20 * * * Request timed out.
21 * * * Request timed out.
22 * * * Request timed out.
23 * * * Request timed out.
24 * * * Request timed out.
25 * * * Request timed out.
26 * * * Request timed out.
27 * * * Request timed out.
28 * * * Request timed out.
29 * * * Request timed out.
30 * * * Request timed out.

Trace complete.

C:\Users\Administrator>
C:\Users\Administrator>ping 172.15.50.1

Pinging 172.15.50.1 with 32 bytes of data:
Reply from 172.15.50.1: bytes=32 time<1ms TTL=128
Reply from 172.15.50.1: bytes=32 time=1ms TTL=128
Reply from 172.15.50.1: bytes=32 time<1ms TTL=128
Reply from 172.15.50.1: bytes=32 time<1ms TTL=128

Ping statistics for 172.15.50.1:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 0ms, Maximum = 1ms, Average = 0ms

C:\Users\Administrator>
```

- For Windows machine/HWcolorw1 computer, go to the Command Prompt.
- Type "Ping 172.15.0.1"
- It will show "Reply from..." with 0% loss.

```
C:\Windows\system32\cmd.exe
Link-local IPv6 Address . . . . . : fe80::ccc:aedc:2f88:8b83%11
IPv4 Address. . . . . : 172.15.50.1
Subnet Mask . . . . . : 255.255.0.0
Default Gateway . . . . . :

C:\Users\Otto>ping 172.15.0.1

Pinging 172.15.0.1 with 32 bytes of data:
Request timed out.
Request timed out.
Request timed out.
Request timed out.

Ping statistics for 172.15.0.1:
    Packets: Sent = 4, Received = 0, Lost = 4 (100% loss),

C:\Users\Otto>ping 172.15.0.1

Pinging 172.15.0.1 with 32 bytes of data:
Reply from 172.15.0.1: bytes=32 time<1ms TTL=128
Reply from 172.15.0.1: bytes=32 time<1ms TTL=128
Reply from 172.15.0.1: bytes=32 time<1ms TTL=128
Reply from 172.15.0.1: bytes=32 time=1ms TTL=128

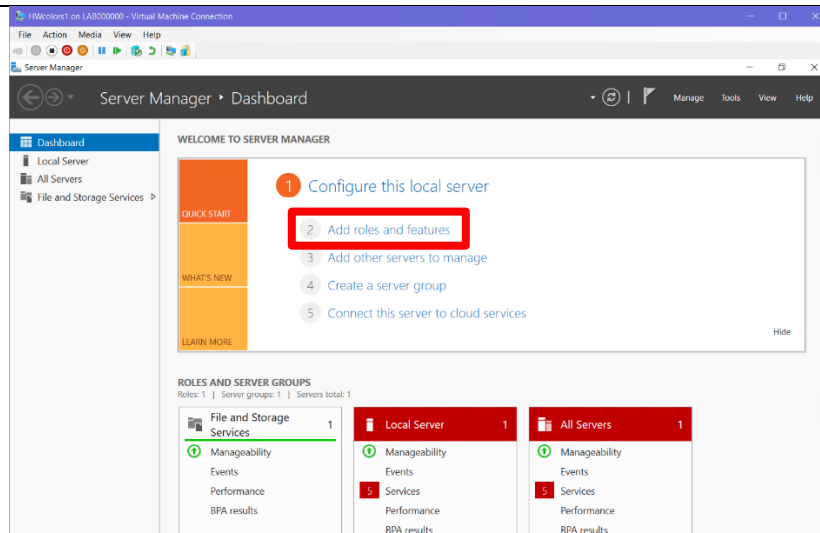
Ping statistics for 172.15.0.1:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 0ms, Maximum = 1ms, Average = 0ms

C:\Users\Otto>
```

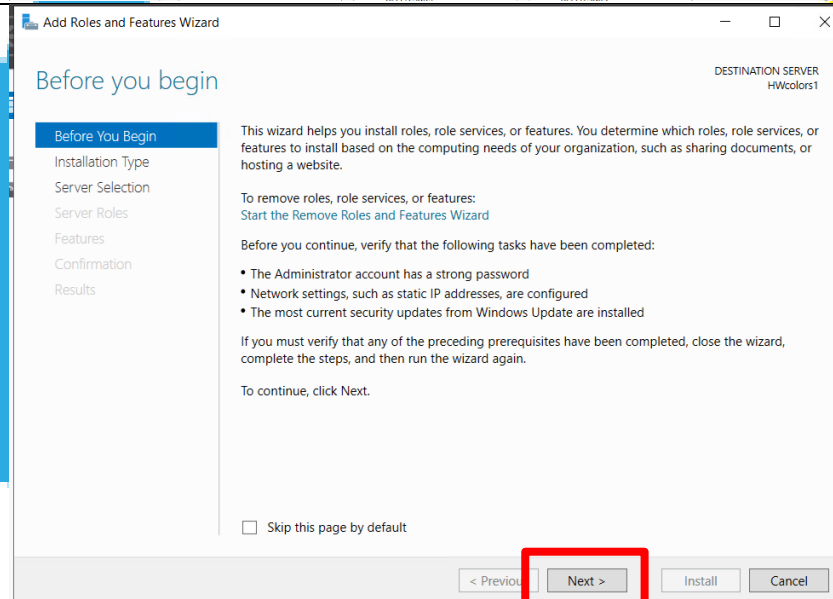


Appendix 3

- Run the server workstation.
- Open Server Manager.
- Click on “Add roles and features.”

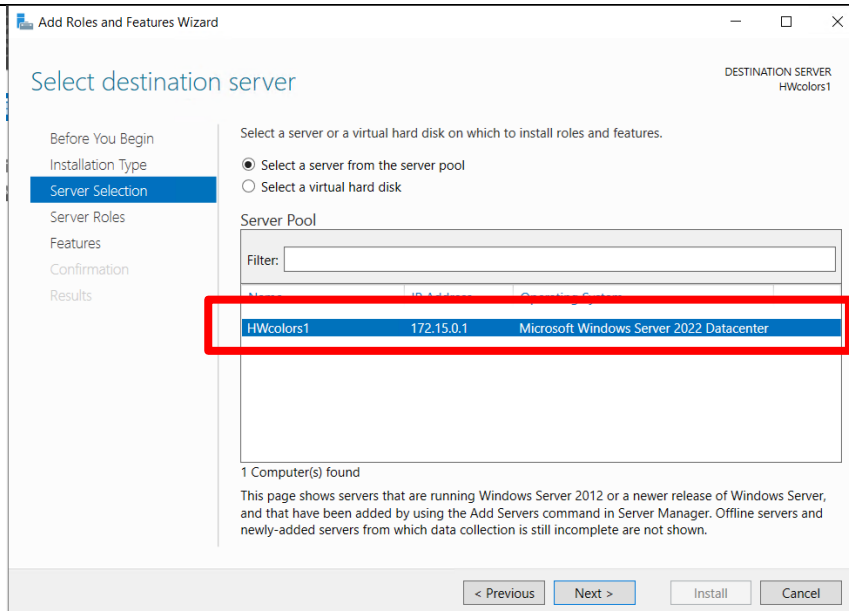


- Click Next to begin.
- Make sure to choose “Role-based or feature-based installation.”

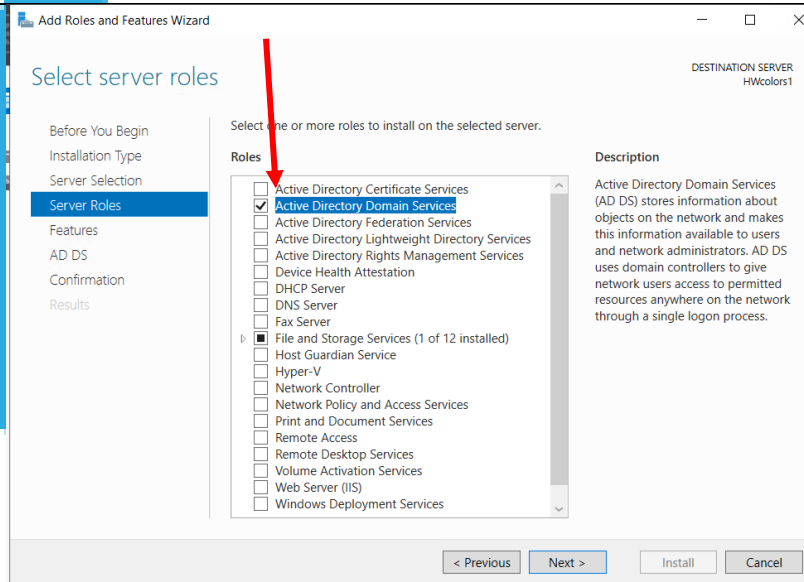




- Check the computer name and make sure it is the same as the server's name.
- Then, click on the Next button.
- Check the roles and choose "Active Directory Domain Services."

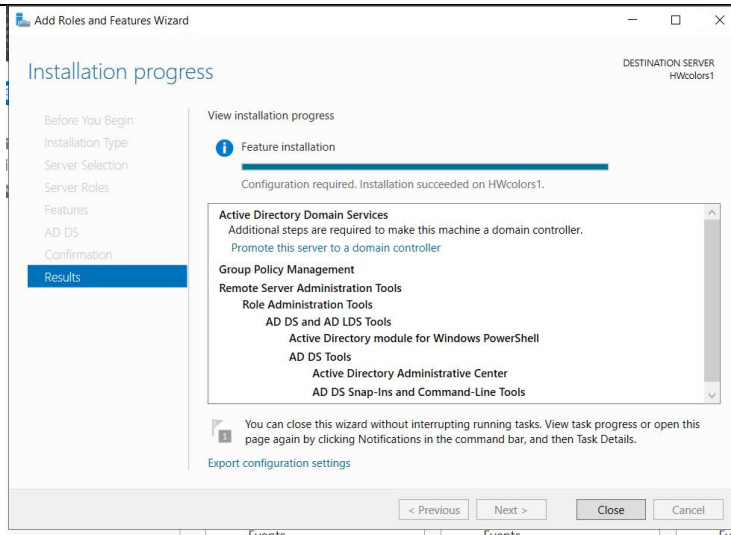


- The new dialog will show up when you click the role, click on the "Add Features" button.
- Click Next.

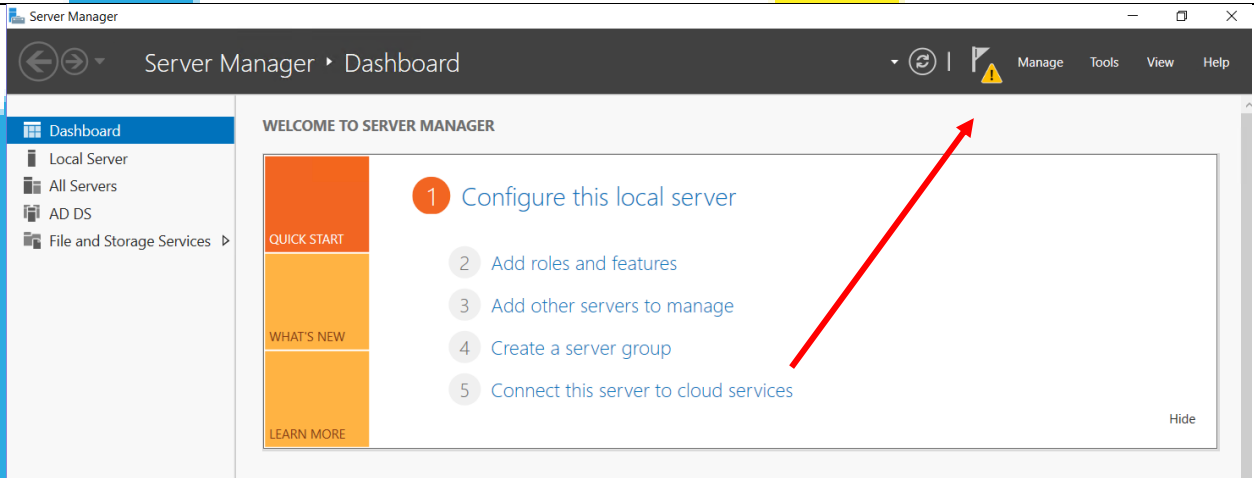




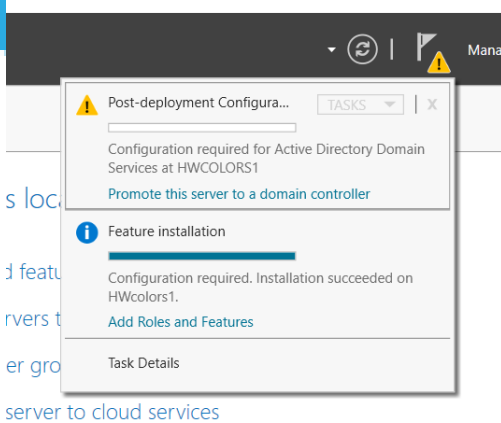
- Click the Next button until you see the install button, then click on the “Install” button.
- Wait until the installation is completed.
- Click on the “Close” button



- Once it is installed, the yellow sign will show up on the server manager navigation bar.
- Click on it.



- Click on “Promote this server to a domain controller.”





- Choose “Add a new forest.”
- Add the root domain name.
- The picture shows that the domain name is colors.up.

Active Directory Domain Services Configuration Wizard

Deployment Configuration

TARGET SERVER
HWcolors1

Deployment Configuration

Select the deployment operation

- ☐ Add a domain controller to an existing domain
- ☐ Add a new domain to an existing forest
- ☒ Add a new forest

Specify the domain information for this operation

Root domain name:

More about deployment configurations

< Previous Next > Install Cancel

- Add password, Red.vine1.

Active Directory Domain Services Configuration Wizard

Domain Controller Options

TARGET SERVER
HWcolors1

Domain Controller Options

Select functional level of the new forest and root domain

Forest functional level:

Domain functional level:

Specify domain controller capabilities

- ☒ Domain Name System (DNS) server
- ☒ Global Catalog (GC)
- ☐ Read only domain controller (RODC)

Type the Directory Services Restore Mode (DSRM) password

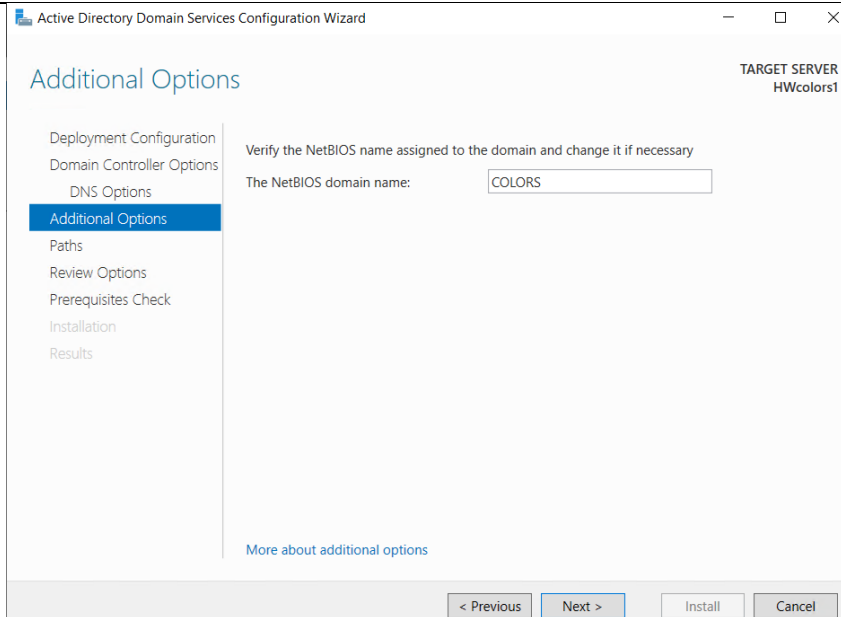
Password:

Confirm password:

More about domain controller options

< Previous Next > Install Cancel

- Click next after that and until you reach this Additional Options box, wait until the NetBIOS textbox fills in.
- Click next.



Active Directory Domain Services Configuration Wizard

Additional Options

Deployment Configuration
Domain Controller Options
DNS Options
Additional Options
Paths
Review Options
Prerequisites Check
Installation
Results

Verify the NetBIOS name assigned to the domain and change it if necessary

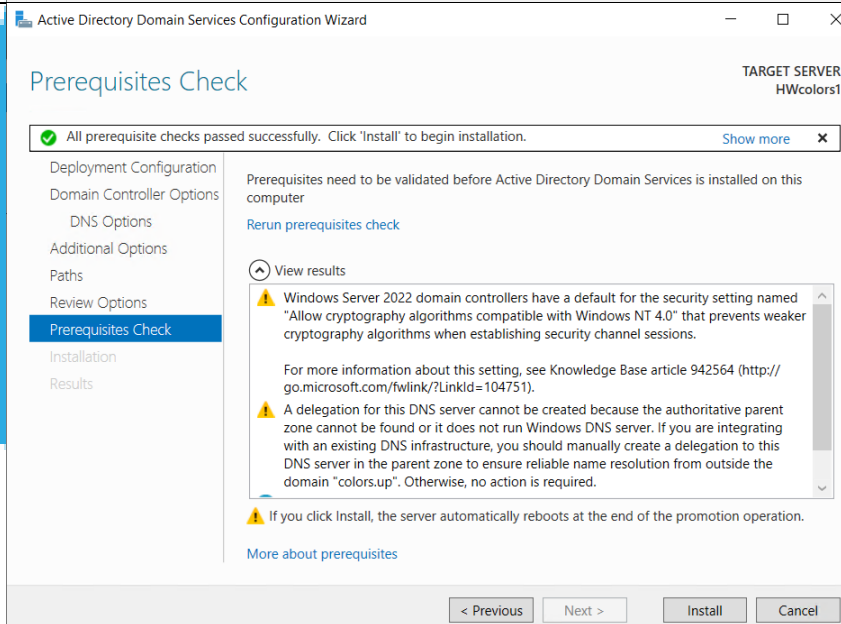
The NetBIOS domain name:

TARGET SERVER
HWcolors1

More about additional options

< Previous Next > Install Cancel

- On Prerequisites Check box, if you see yellow signs, proceed to the next step.
- Click "Install" button.
- It will reboot the computer.



Active Directory Domain Services Configuration Wizard

Prerequisites Check

Deployment Configuration
Domain Controller Options
DNS Options
Additional Options
Paths
Review Options
Prerequisites Check
Installation
Results

All prerequisite checks passed successfully. Click 'Install' to begin installation. [Show more](#)

Prerequisites need to be validated before Active Directory Domain Services is installed on this computer

[Rerun prerequisites check](#)

View results

Windows Server 2022 domain controllers have a default for the security setting named "Allow cryptography algorithms compatible with Windows NT 4.0" that prevents weaker cryptography algorithms when establishing security channel sessions.

For more information about this setting, see Knowledge Base article 942564 (<http://go.microsoft.com/fwlink/?LinkId=104751>).

A delegation for this DNS server cannot be created because the authoritative parent zone cannot be found or it does not run Windows DNS server. If you are integrating with an existing DNS infrastructure, you should manually create a delegation to this DNS server in the parent zone to ensure reliable name resolution from outside the domain "colors.up". Otherwise, no action is required.

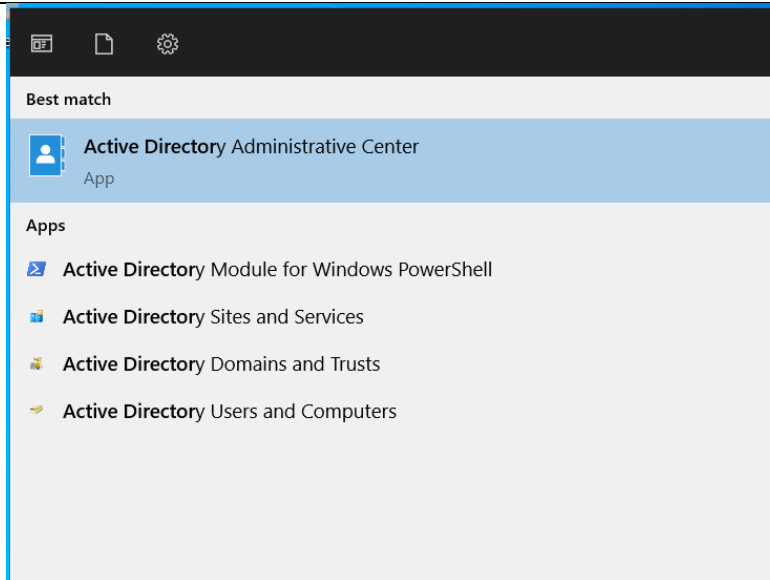
If you click Install, the server automatically reboots at the end of the promotion operation.

More about prerequisites

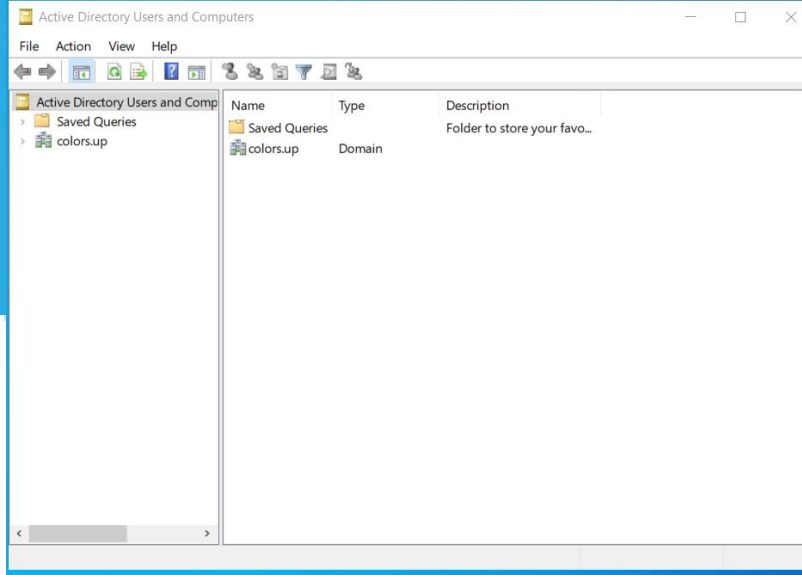
< Previous Next > Install Cancel



- Log back into the computer.
- You can use colors\Administrator as username and Red.vine1 as password.
- Go to the “Active Directory Users and Computers.”
- Pin into the taskbar by right-click on it and click on pin to taskbar.



- If you see this once you open the “Active Directory Users and Computers”, all the installation is completed.





- Next step is to run the Windows workstation and press on Windows + R key and type CMD to open the Command Prompt.
- Type `ipconfig /all` to see if the computer name, IP address, and DNS Servers numbers are correct.

```
Administrator: Command Prompt

127.0.0.1
NetBIOS over Tcpip. . . . . : Enabled

C:\Users\Administrator>ncpa.cpl

C:\Users\Administrator>ipconfig /all

Windows IP Configuration

Host Name . . . . . : HWcolors1
Primary Dns Suffix . . . . . : colors.up
Node Type . . . . . : Hybrid
IP Routing Enabled. . . . . : No
WINS Proxy Enabled. . . . . : No
DNS Suffix Search List. . . . . : colors.up

Ethernet adapter Ethernet:

Connection-specific DNS Suffix . :
Description . . . . . : Microsoft Hyper-V Network Adapter
Physical Address. . . . . : 00-15-5D-00-04-05
DHCP Enabled. . . . . : No
Autoconfiguration Enabled . . . . : Yes
IPv4 Address. . . . . : 172.15.0.1(Preferred)
Subnet Mask . . . . . : 255.255.0.0
Default Gateway . . . . . :
DNS Servers . . . . . : 172.15.0.1
NetBIOS over Tcpip. . . . . : Enabled

C:\Users\Administrator>
```

- Try to ping the server's name (HWcolors1).
- If you get Reply... It is successful.

```
C:\Users\Otto>ping HWcolors1

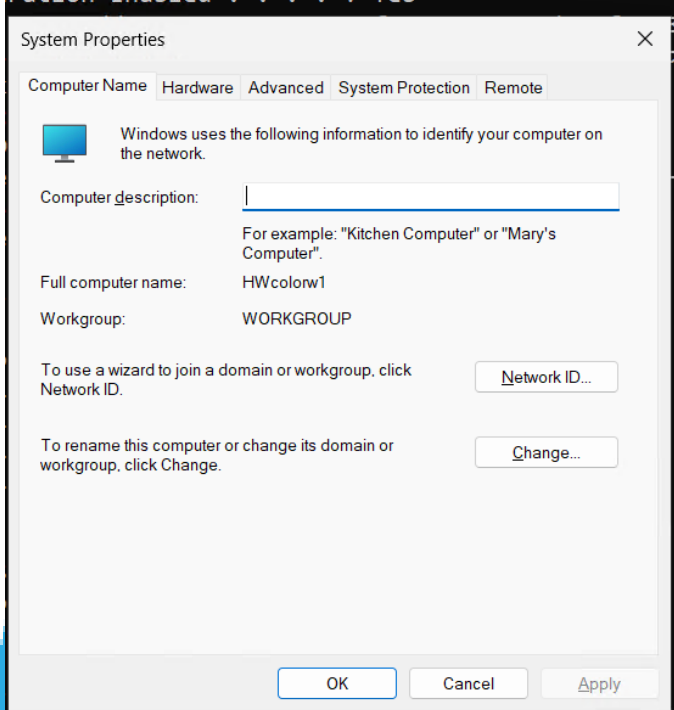
Pinging HWcolors1 [172.15.0.1] with 32 bytes of data:
Reply from 172.15.0.1: bytes=32 time<1ms TTL=128
Reply from 172.15.0.1: bytes=32 time<1ms TTL=128
Reply from 172.15.0.1: bytes=32 time<1ms TTL=128
Reply from 172.15.0.1: bytes=32 time<1ms TTL=128

Ping statistics for 172.15.0.1:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 0ms, Maximum = 0ms, Average = 0ms

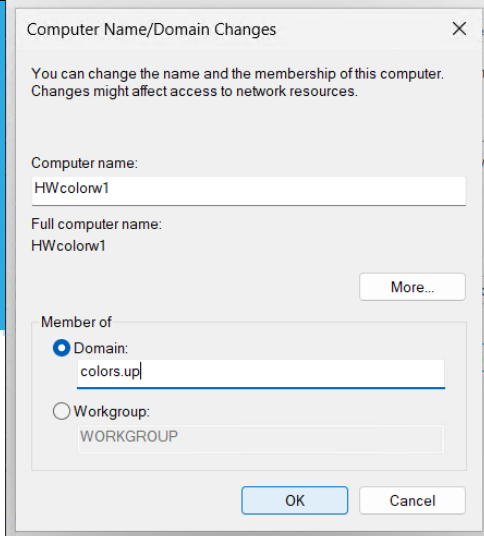
C:\Users\Otto>sysdm.cpl
```



- Still on Windows workstation.
- Press Windows + R keys and type SYSDM.CPL. It will open the System Properties.
- Click on the "Change" button.

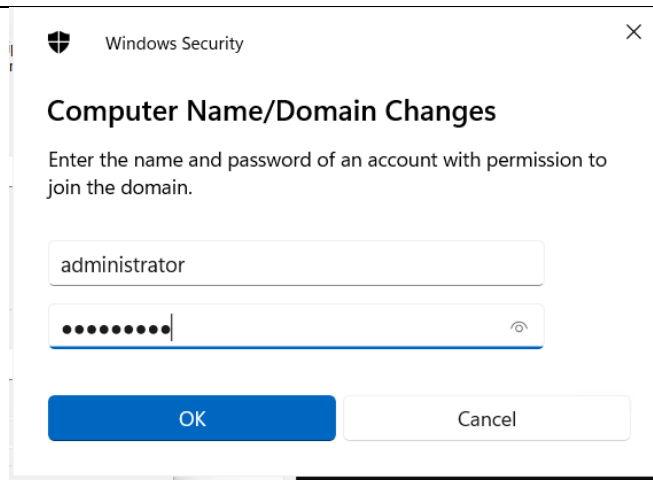


- On Member of option, choose the "Domain" radio button.
- Add the domain name as "colors.up"
- Click on "OK" button.

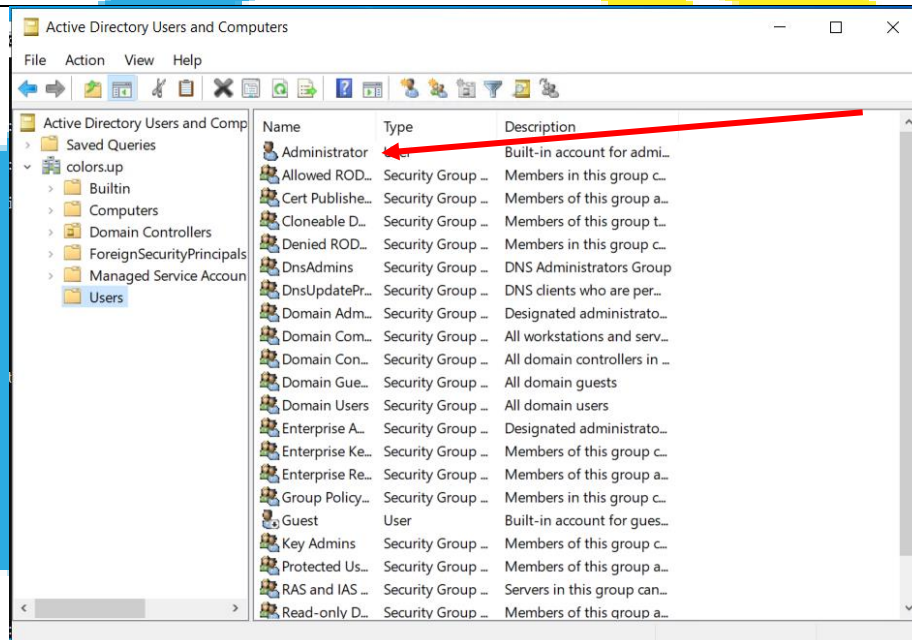




- Type “administrator” as the username.
- Type Red.vine1 as password.
- Click OK then click close and restart now button to restart the computer.



- Do not log in yet into the Windows workstation.
- Go back to the server workstation.
- Go to the Active Directory Users and Computers.
- Click the colors.up.
- Click on the Users.
- Right-click on the Administrator.
- Click copy.





- Add the first name as Botto
- Add the full name as Botto
- Add the User logon name as botto.

Copy Object - User

Create in: colors.up/Users

First name: Botto Initials:

Last name:

Full name: Botto

User logon name: botto @colors.up

User logon name (pre-Windows 2000): COLORS\ botto

< Back Next > Cancel

- Make sure it is the same as the picture.
- Click on the Finish button.

Copy Object - User

Create in: colors.up/Users

When you click Finish, the following object will be created:

Copy from: Administrator

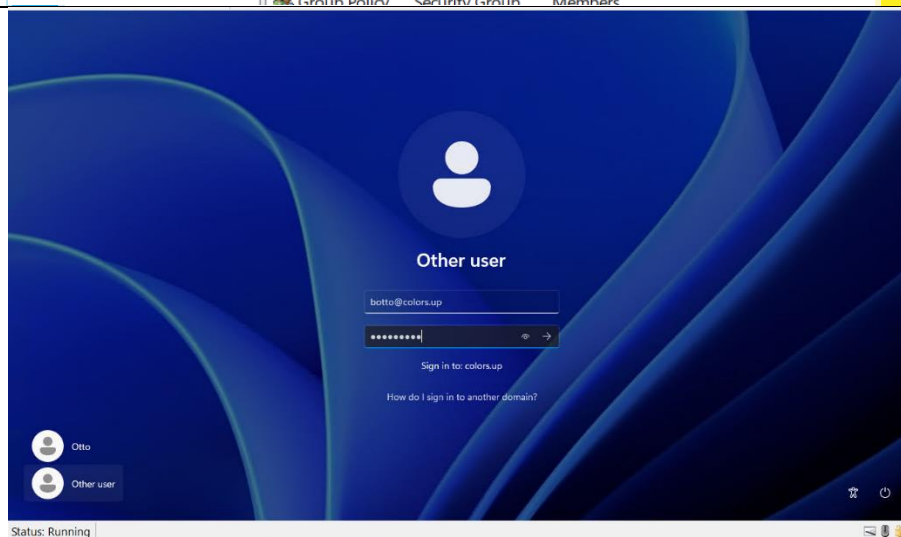
Full name: Botto

User logon name: botto@colors.up

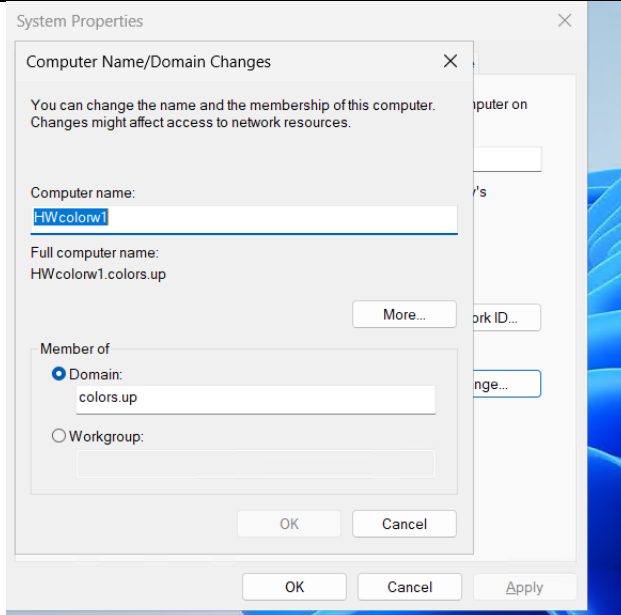
The user cannot change the password.
The password never expires.

< Back Finish Cancel

- Click on "Other user" in the bottom left corner.
- Log in with botto@color.s.up as the username.
- Red.vine1 as the password.

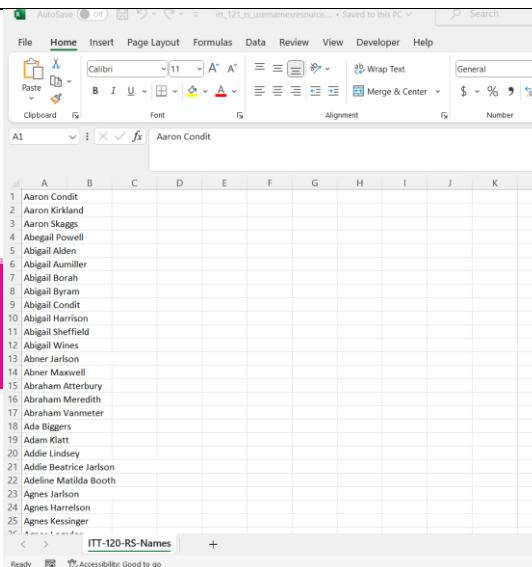


- Once you log in to the Windows workstation.
- Press Windows + R keys and type SYSDM.CPL.
- Click on the Change button.
- Make sure the computer name, full computer name, and the domain are the same as the picture.



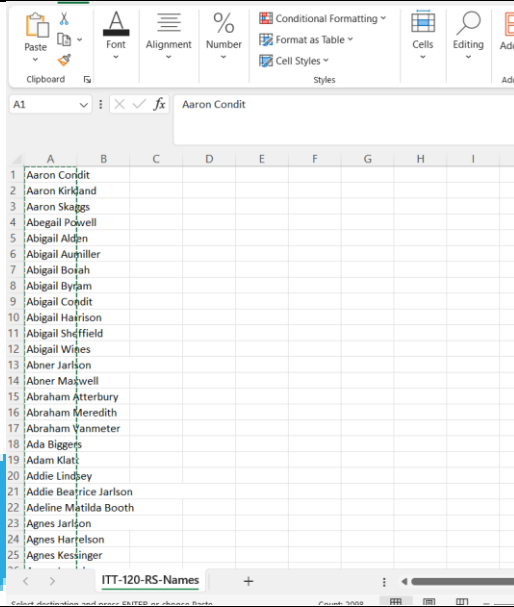
Appendix 4

- On the Excel Spreadsheet, we are going to scrub the database

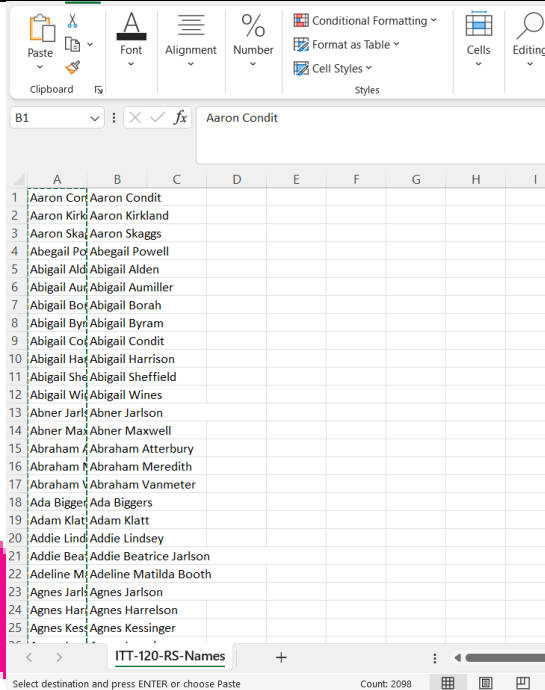




- Select column A.
- Press Ctrl key and C to copy the text in column A.



- Click on column B.
- Press Ctrl key and V to paste.





- Double click the line between two columns to make them fit to column.

	A	B	C	D	E
1	Aaron Condit	Aaron Condit			
2	Aaron Kirkland	Aaron Kirkland			
3	Aaron Skaggs	Aaron Skaggs			
4	Abegail Powell	Abegail Powell			
5	Abigail Alden	Abigail Alden			
6	Abigail Aumiller	Abigail Aumiller			
7	Abigail Borah	Abigail Borah			
8	Abigail Byram	Abigail Byram			
9	Abigail Condit	Abigail Condit			
10	Abigail Harrison	Abigail Harrison			
11	Abigail Sheffield	Abigail Sheffield			
12	Abigail Wines	Abigail Wines			
13	Abner Jarlson	Abner Jarlson			
14	Abner Maxwell	Abner Maxwell			
15	Abraham Atterbury	Abraham Atterbury			
16	Abraham Meredith	Abraham Meredith			
17	Abraham Vanmeter	Abraham Vanmeter			

- Go to Data tab.

AutoSave On prafwri nimgum

File Home Insert Page Layout Formulas **Data** Review View Developer Help

Get Data Refresh All Stocks Currencies Sort & Filter Data Tools Forecast Outline

Get & Transform Data Queries & Connections Data Types

B1 Aaron Condit

1 Aaron Condit
2 Aaron Kirkland
3 Aaron Skaggs
4 Abegail Powell
5 Abigail Alden
6 Abigail Aumiller
7 Abigail Borah
8 Abigail Byram
9 Abigail Condit
10 Abigail Harrison
11 Abigail Sheffield
12 Abigail Wines
13 Abner Jarlson
14 Abner Maxwell
15 Abraham Atterbury
16 Abraham Meredith
17 Abraham Vanmeter
18 Ada Biggers
19 Adam Klatt
20 Addie Lindsey
21 Addie Beatrice Jarlson
22 Adeline Matilda Booth
23 Agnes Jarlson
24 Agnes Harrelson
25 Agnes Kessinger

ITT-120-RS-Names

Ready Accessibility: Good to go Count: 2098 100%

- On the data tools, click on Text to Columns.

Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate Relationships Manage Data Model

Data Tools



- Make sure the Delimited is checked.
- Click on the Next button.

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Aaron Condit
2	Aaron Kirkland
3	Aaron Skaggs
4	Abigail Powell
5	Abigail Alden
6	Abigail Aumiller

Cancel < Back Next > Finish

- Click on "Space".
- Click on the Next button.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab

☐ Semicolon

☐ Comma

☒ Space

☐ Other:

☒ Treat consecutive delimiters as one

Text qualifier: "

Data preview

Aaron	Condit
Aaron	Kirkland
Aaron	Skaggs
Abigail	Powell
Abigail	Alden
Abigail	Aumiller

Cancel < Back Next > Finish



- Click Finish.

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General
☐ Text
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$B\$1

Data preview

General	General
Aaron	Condit
Aaron	Kirkland
Aaron	Skaggs
Abigail	Powell
Abigail	Alden
Abigail	Aumiller

Cancel < Back Next > Finish

- Highlight column B — G.

Aaron

A	B	C	D	E	F	G	H	I	J	K
	Aaron	Condit								
	Aaron	Kirkland								
	Aaron	Skaggs								
	Abigail	Powell								
	Abigail	Alden								
	Abigail	Aumiller								
	Abigail	Borah								
	Abigail	Byram								
	Abigail	Condit								
	Abigail	Harrison								
	Abigail	Sheffield								
	Abigail	Wines								
	Abner	Jarlson								
	Abner	Maxwell								
	Abraham	Atterbury								
	Abraham	Meredith								
	Abraham	Vanmeter								
	Ada	Biggers								
	Adam	Klatt								
	Addie	Lindsey								
	Addie	Beatrice	Jarlson							
	Adeline	Matilda	Booth							
	Agnes	Jarlson								
	Agnes	Harrelson								
	Agnes	Kessinger								

120-RS-Names

- On the Data tab. Click on Sort.

Sort & Filter

Sort: A-Z, Z-A, A-Z, Z-A

Filter: Clear, Reapply, Advanced

Data Tools

Text to Columns, Data Validation, Conditional Formatting, Data Consolidation

Forecast

What-If Analysis, Forecast Sheet

Outline

Group, Ungroup, Subtotal



- Choose column F as sort by A to Z.
- Click on the Ok button.

Sort

+ Add Level - Delete Level Copy Level ^ v Options...

My data has headers ☐

Column	Sort On	Order
Sort by: Column F	Cell Values	A to Z

OK Cancel

- There will be names that have more middle names.
- Delete some names or combine them together.
- When deleting, click on Shift cells left.

B	C	D	E	F
Ivey	Martin	Van	buren	Lawson
Lydia	Ann	Brooks	van	Meter
Aaron	Condit			
Aaron				
Abigail				
Abigail				
Abigail				
Abigail				
Abigail				
Abigail				
Abigail				
Abigail				
Abner	Jarlson			
Abner	Maxwell			
Abraham	Atterbury			
Abraham	Meredith			
Abraham	Vanmeter			
Ada	Biggers			
Adam	Klatt			

Delete

Delete

☒ Shift cells left
☐ Shift cells up
☐ Entire row
☐ Entire column

OK Cancel

- The two names on the top after the scrub.

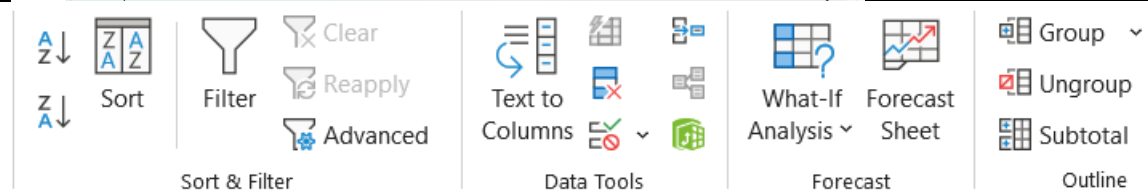
	B	C	D	E	F
	Martin	VanBuren	Lawson		
	LydiaAnn	Brooks	VanMeter		
	Aaron	Condit			
	Aaron	Kirkland			
	Aaron	Skaggs			
	Abigail	Powell			
	Abigail	Alden			
	Abigail	Aumiller			
	Abigail	Borah			
	Abigail	Byram			
	Abigail	Condit			



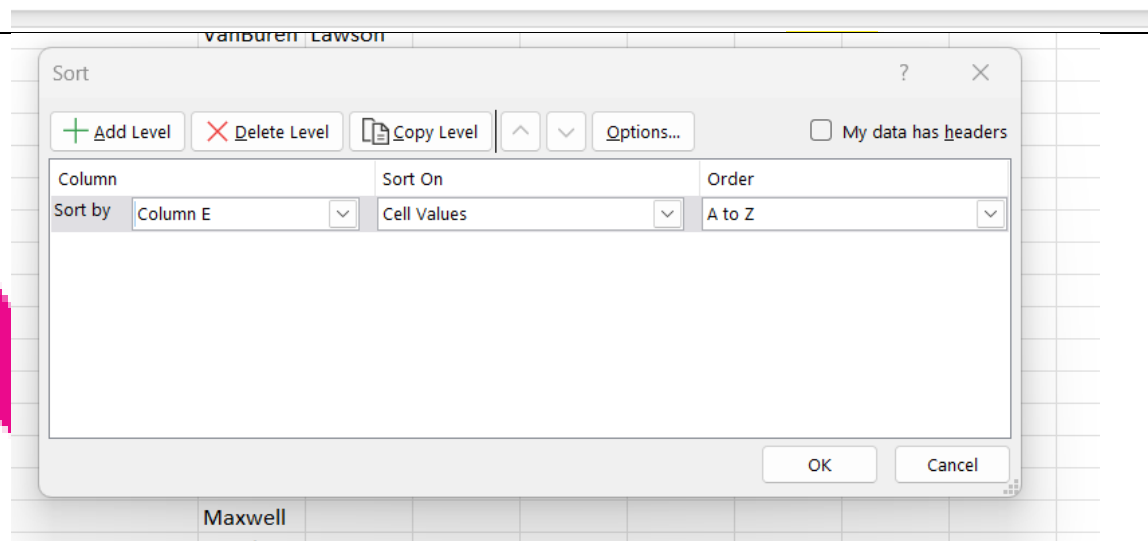
- The next step is to highlight column B to F.

	B	C	D	E	F	G	H
Martin		VanBuren	Lawson				
LydiaAnn		Brooks	VanMeter				
Aaron		Condit					
Aaron		Kirkland					
Aaron		Skaggs					
Abigail		Powell					
Abigail		Alden					
Abigail		Aumiller					
Abigail		Borah					
Abigail		Byram					
Abigail		Condit					
Abigail		Harrison					
Abigail		Sheffield					
Abigail		Wines					
Abner		Jarlson					
Abner		Maxwell					
Abraham		Atterbury					
Abraham		Meredith					
Abraham		Vanmeter					
Ada		Biggers					
Adam		Klatt					
Addie		Lindsey					
Addie		Beatrice	Jarlson				
Adeline		Matilda	Booth				
Agnes		Jarlson					

- Click on Sort on Data tab.



- Sort by Column E.
- Click on the Ok button.

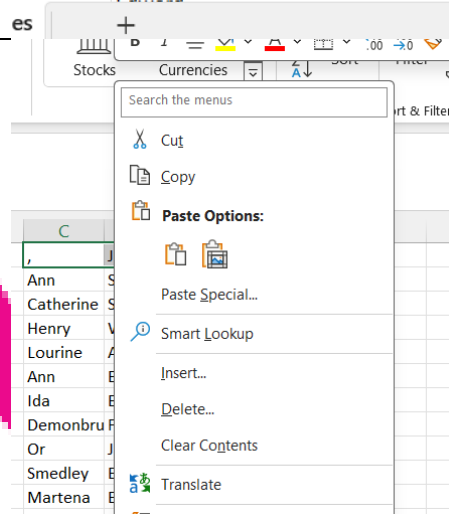




- The data will look like this after sorting it.

	B	C	D	E	F	G	H
	James	,	Jr	Breeding			
	Cynthia	Ann	Scherer	Brown			
	Johanna	Catherine	Susan	Dales			
	John	Henry	Weaver	Darden			
	Mary	Lourine	Adeline	Darden			
	Frances	Ann	Elizabeth	Dover			
	Sarah	Ida	Belle	Dover			
	Manicia	Demonbru	Fleming	Farrell			
	James	Or	Judge	Henry			
	Thomas	Smedley	Elijah	Jarlson			
	Unity	Martena	Blackburn	Jenkins			
	Martha	Sarah	Rosetta	Johns			
	America	(Aunt	Sis)	Kasinger			
	Silas	Zachary	Taylor	Kessinger			
	Malachi	Carl	Lougene	Kirkland			
	Mary	Jane	Rebecca	Lane			
	Charles	Sylvester	(Vess)	Lewis			
	Jasper	(Jack)	Norman	Lewis			
	Martha	Francis	Clementin	McGee			
	Lucy	Rebecca	van	Meter			
	Sally	Jane	Blair	Poteet			
	James	Ernest	(Jack)	Railsback			
	Armetti	Virgil	(Fred)	Reed			
	John	Henry	Powell	Reed			
	Nancy	Ann	Cordella	Roberts			
	Edward	Edward	(Doubt)	Seaden			

- Delete some names or combine them in one word.
- Highlight C1 and D1.
- Right-click and select delete.





TRI-ARROW PRINTING

- Select shift cells left.

The screenshot shows an Excel spreadsheet with a 'Delete' dialog box open. The dialog box has a title bar 'Delete' and a close button. Inside, there is a section labeled 'Delete' with four radio button options: 'Shift cells left' (selected), 'Shift cells up', 'Entire row', and 'Entire column'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. The spreadsheet background shows a grid with columns labeled C, D, E, F, G, H and rows containing names like Jr, Breeding, Ann, Scherer, Brown, Catherine, Susan, Dales, Henry, Lourine, Ann, Ida, Demonbr, Or, Smedley, Martena, Sarah, (Aunt), Sis, Kasinger, Zachary, Taylor, Kessinger, Carl, Lougene, Kirkland, Jane, Rebecca, Lane, and Sylvester.

- Check the data and it shows that there are 34 names that need to be adjusted.
- Make the names to have three columns.

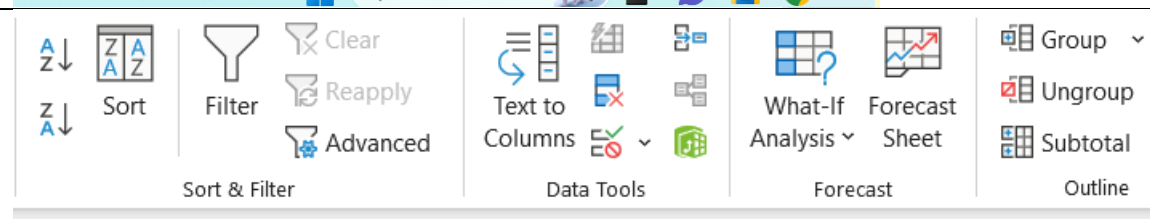
	A	B	C	D	E	F	G
14	Abner Maxwell	Silas	Zachary	Kessinger			
15	Abraham Atterbury	Malachi	Carl	Kirkland			
16	Abraham Meredith	Mary	Jane	Lane			
17	Abraham Vanmeter	Charles	Sylvester	Lewis			
18	Ada Biggers	JasperJack	Norman	Lewis			
19	Adam Klatt	Martha	Francis	McGee			
20	Addie Lindsey	Lucy	RebeccaV	Meter			
21	Addie Beatrice Jarlson	Sally	Jane	Blair	Poteet		
22	Adeline Matilda Booth	James	Ernest	(Jack)	Railsback		
23	Agnes Jarlson	Armetti	Virgil	(Fred)	Reed		
24	Agnes Harrelson	John	Henry	Powell	Reed		
25	Agnes Kessinger	Nancy	Ann	Cordella	Roberts		
26	Agnes Logsden	Edward	Duncan	(Dunk)	Sanders		
27	Agness Mitchell	Mary	Elizabeth	Betty	Sheffield		
28	Aileen Hyland	John	Thomas	Brown	Stice		
29	Ailey Butler	Susan	Jane	Lee	Stovall		
30	Al James	Margaret	Malissa	(Lizzie)	Taylor		
31	Albert Biggers	Martina	Clementin	Jenny	Taylor		
32	Albert Parmer	Ellen	Nancy	Emerline	Thompson		
33	Albert Gertrude Kirkland	Elmer	,	Jr	Warren		
34	Aldebert James Harelson	Mary	Ann	Eliza	Weaver		
35	Alena Jarlson	Martin	VanBuren	Lawson			
36	Alexander Bentley	LydiaAnn	Brooks	VanMeter			
37	Alexander Deas	Aaron	Condit				



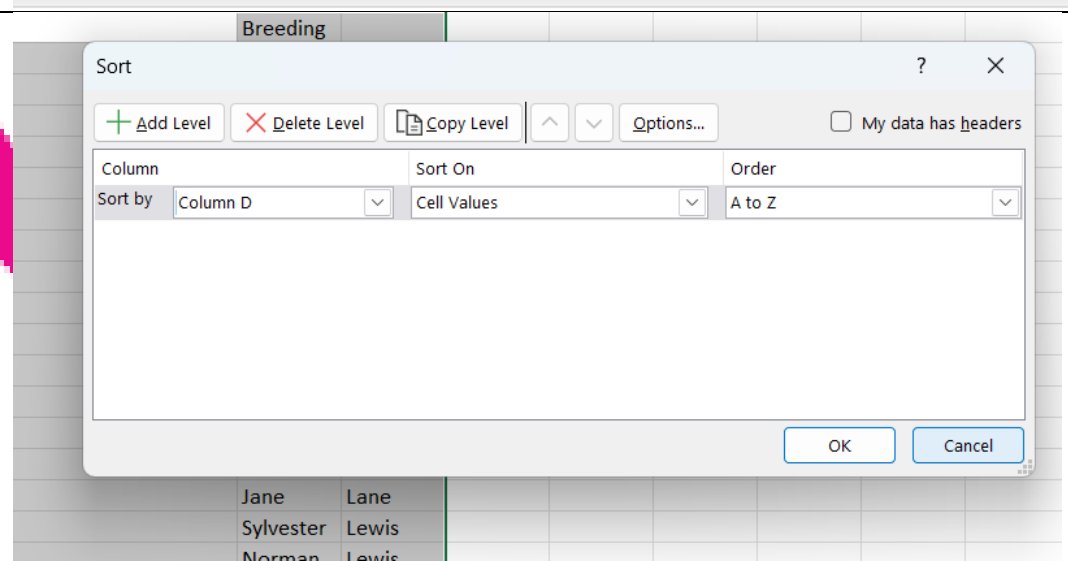
- Highlight Column B until D.

A	B	C	D	E	F	G
	James	Breeding				
	CynthiaAnn	Scherer	Brown			
	Johanna	Catherine	Dales			
	John	Henry	Darden			
	Mary	Lourine	Darden			
	FrancesAnn	Elizabeth	Dover			
	Sarah	Belle	Dover			
	Manicia	Fleming	Farrell			
	James	Judge	Henry			
	Thomas	Smedley	Jarlson			
	Unity	Martena	Jenkins			
	Martha	Sarah	Johns			
	America	Kasinger				
	Silas	Zachary	Kessinger			
	Malachi	Carl	Kirkland			
	Mary	Jane	Lane			
	Charles	Sylvester	Lewis			
	JasperJack	Norman	Lewis			
	Martha	Francis	McGee			
	Lucy	RebeccaV	Meter			
	Sally	Jane	Poteet			
	James	Ernest	Railsback			
	Armetti	Virgil	Reed			
	John	Henry	Reed			
	NancyAnn	Cordella	Roberts			

- Click on Sort.



- Sort by column D.
- Click on the Ok button.





- Scroll down until you see names without any middle name.
- Click on C-837.
- Press on Ctrl+ Shift + down arrow keys to select the cells to the bottom.

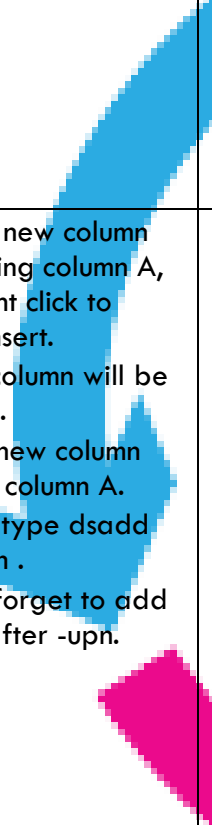
Breeding								
	A	B	C	D	E	F	G	H
831	James Herman Sheffield	Mary	Polly	Woolard				
832	James Hervey Condit	Jeremiah	Boyd	Worley				
833	James Ivy Lawson	Inez	Elizabeth	Wright				
834	James Joe Sheffield	Nancy	Jones	Wright				
835	James Kinchen Jarlson	Hans	Georg	Wurtenberger				
836	James Kinyard Wiggins	Henry	Michael	Wurtenberger				
837	James Marion Webb	James	Breeding					
838	James Milledge Sanders	America	Kasinger					
839	James Nelson Borah	Elmer	Warren					
840	James Norman Lewis	Aaron	Condit					
841	James Norris Bigger	Aaron	Kirkland					
842	James Or Judge Henry	Aaron	Skaggs					
843	James Oscar Sanders	Abigail	Powell					
844	James Randolph Dover	Abigail	Alden					
845	James Riley Lawson	Abigail	Aumiller					
846	James Stanford Sanders	Abigail	Borah					
847	James Talmadge Sheffield	Abigail	Byram					
848	James Uzal Timmonds	Abigail	Condit					
849	James Walter Sanders	Abigail	Harrison					
850	James Warren Johns	Abigail	Sheffield					
851	James Washington Stice	Abigail	Wines					
852	James Welton Bird	Abner	Jarlson					
853	James William Kessinger	Abner	Maxwell					
854	James William Jarlson	Abraham	Atterbury					
855	James William Kasinger	Abraham	Meredith					

- Ctrl + X to cut the cells.
- Click on D-837.
- Press Ctrl + V to paste.

Kessinger								
	A	B	C	D	E	F	G	H
826	James Everett Anderson	Saran	Elizabeth	Wimotn				
827	James Gideon Skaggs	Henry	Judson	Wilson				
828	James Harm Cunningham	Ingram	E	Wilson				
829	James Henry Roberts	Monchier	Evans	Wilson				
830	James Henry Robertson	Sarah	Addie	Wilson				
831	James Herman Sheffield	Mary	Polly	Woolard				
832	James Hervey Condit	Jeremiah	Boyd	Worley				
833	James Ivy Lawson	Inez	Elizabeth	Wright				
834	James Joe Sheffield	Nancy	Jones	Wright				
835	James Kinchen Jarlson	Hans	Georg	Wurtenberger				
836	James Kinyard Wiggins	Henry	Michael	Wurtenberger				
837	James Marion Webb	James		Breeding				
838	James Milledge Sanders	America		Kasinger				
839	James Nelson Borah	Elmer		Warren				
840	James Norman Lewis	Aaron		Condit				
841	James Norris Bigger	Aaron		Kirkland				
842	James Or Judge Henry	Aaron		Skaggs				
843	James Oscar Sanders	Abigail		Powell				
844	James Randolph Dover	Abigail		Alden				
845	James Riley Lawson	Abigail		Aumiller				
846	James Stanford Sanders	Abigail		Borah				
847	James Talmadge Sheffield	Abigail		Byram				
848	James Uzal Timmonds	Abigail		Condit				
849	James Walter Sanders	Abigail		Harrison				
850	James Warren Johns	Abigail		Sheffield				
851	James Washington Stice	Abigail		Wines				



- Select column A and delete the entire column.



Get & Transform Data Queries & Connections Data Types Sort & Filter

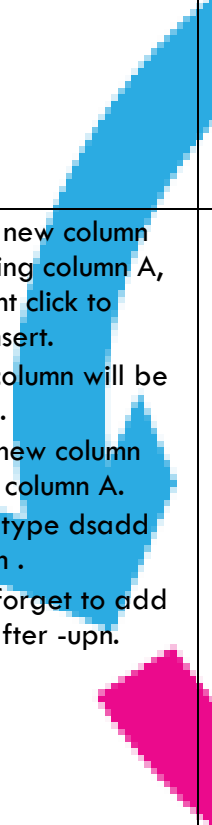
A826 X ✓ fx James Everett Anderson

	A	B	C	D	E	F	G	H
1	Aaron Condit	Alice	Careline	Anderson				
2	Aaron Kirkland	America	Elizabeth	Anderson				
3	Aaron Skaggs	Charles	Robert	Anderson				
4	Abigail Powell	Edward	James	Anderson				
5	Abigail Alden	Emily	Viola	Anderson				
6	Abigail Aumiller	James	Everett	Anderson				
7	Abigail Borah	Malissa	Jane	Anderson				
8	Abigail Byram	Martha	Arana	Anderson				
9	Abigail Condit	Mary	Lucinda	Anderson				
10	Abigail Harrison	Sarah	Isabelle	Anderson				
11	Abigail Sheffield	William	Edward	Anderson				
12	Abigail Wines	Lucinda	Parlee	Arnold				
13	Abner Jarlson	Sarah	Ellen	Arnold				
14	Abner Maxwell	George	McNella	Atterbury				
15	Abraham Atterbury	Anna	Hannah	Bailey				
16	Abraham Meredith	Arles	Fredric	Bailey				
17	Abraham Vanmeter	Flora	Meoma	Bailey				
18	Ada Biggers	Paul	Rosco	Bailey				
19	Adam Klatt	Thomas	Maurice	Bailey				
20	Addie Lindsey	Youple	Tresa	Bailey				
21	Addie Beatrice Jarlson	Nancy	Jane	Barlow				
22	Adeline Matilda Booth	William	Curtis	Barnett				
23	Agnes Jarlson	Nancy	Ann	Bayless				
24	Agnes Harrelson	Mary	Frances	Beagles				
25	Agnes Kessinger	Anna	Maria	Benedict				

ITT-120-RS-Names +

Ready Accessibility: Good to go

- Insert a new column by clicking column A, and right click to select insert.
- A new column will be created.
- On the new column which is column A.
- On A1, type dsadd user-upn .
- Do not forget to add space after -upn.



A2 X ✓ fx

	A	B	C	D	E	F	G	H	I	J	K
1	dsadd user-upn	Alice	Careline	Anderson							
2		America	Elizabeth	Anderson							
3		Charles	Robert	Anderson							
4		Edward	James	Anderson							
5		Emily	Viola	Anderson							
6		James	Everett	Anderson							
7		Malissa	Jane	Anderson							
8		Martha	Arana	Anderson							
9		Mary	Lucinda	Anderson							
10		Sarah	Isabelle	Anderson							
11		William	Edward	Anderson							
12		Lucinda	Parlee	Arnold							
13		Sarah	Ellen	Arnold							
14		George	McNella	Atterbury							
15		Anna	Hannah	Bailey							
16		Arles	Fredric	Bailey							
17		Flora	Meoma	Bailey							
18		Paul	Rosco	Bailey							
19		Thomas	Maurice	Bailey							
20		Youple	Tresa	Bailey							
21		Nancy	Jane	Barlow							
22		William	Curtis	Barnett							
23		Nancy	Ann	Bayless							
24		Mary	Frances	Beagles							
25		Anna	Maria	Benedict							

ITT-120-RS-Names +

Ready Accessibility: Good to go



- Double click the end corner of A1 to copy paste the exact same value into cells in column A.

A1 : X ✓ fx dsadd user-upn

	A	B	C	D	E	F	G
1	dsadd user-upn	Alice	Careline	Anderson			
2	dsadd user-upn	America	Elizabeth	Anderson			
3	dsadd user-upn	Charles	Robert	Anderson			
4	dsadd user-upn	Edward	James	Anderson			
5	dsadd user-upn	Emily	Viola	Anderson			
6	dsadd user-upn	James	Everett	Anderson			
7	dsadd user-upn	Malissa	Jane	Anderson			
8	dsadd user-upn	Martha	Arana	Anderson			
9	dsadd user-upn	Mary	Lucinda	Anderson			
10	dsadd user-upn	Sarah	Isabelle	Anderson			
11	dsadd user-upn	William	Edward	Anderson			
12	dsadd user-upn	Lucinda	Parlee	Arnold			
13	dsadd user-upn	Sarah	Ellen	Arnold			
14	dsadd user-upn	George	McNella	Atterbury			
15	dsadd user-upn	Anna	Hannah	Bailey			
16	dsadd user-upn	Arles	Fredric	Bailey			
17	dsadd user-upn	Flora	Meoma	Bailey			
18	dsadd user-upn	Paul	Rosco	Bailey			
19	dsadd user-upn	Thomas	Maurice	Bailey			
20	dsadd user-upn	Youple	Tresa	Bailey			
21	dsadd user-upn	Nancy	Jane	Barlow			
22	dsadd user-upn	William	Curtis	Barnett			
23	dsadd user-upn	Nancy	Ann	Bayless			
24	dsadd user-upn	Mary	Frances	Beagles			
25	dsadd user-upn	Anna	Maria	Benedict			

ITT-120-RS-Names +

Ready Accessibility: Good to go

- On F1, type =B1&"&(LEFT(C1,1))&"&D1.
- Hit enter key to see the result.

Get & Transform Data Queries & Connections Data Types Sort & Filter

fx =B1&"&(LEFT(C1,1))&"&D1

A	B	C	D	E	F	G	H	I	J
user-upn	Alice	Careline	Anderson		=B1&"&(LEFT(C1,1))&"&D1				
user-upn	America	Elizabeth	Anderson						
user-upn	Charles	Robert	Anderson						
user-upn	Edward	James	Anderson						
user-upn	Emily	Viola	Anderson						
user-upn	James	Everett	Anderson						
user-upn	Malissa	Jane	Anderson						
user-upn	Martha	Arana	Anderson						
user-upn	Mary	Lucinda	Anderson						
user-upn	Sarah	Isabelle	Anderson						



- Copy and paste the rest of the cells in column F.
- You can do select F1 right corner bottom, then drag it until the end of the database which is around 2000 rows.

F1 : X ✓ fx =B1&" "&(LEFT(C1,1))&" "&D1

	A	B	C	D	E	F	G	H
1	dsadd user-upn	Alice	Careline	Anderson		Alice C Anderson		
2	dsadd user-upn	America	Elizabeth	Anderson		America E Anderson		
3	dsadd user-upn	Charles	Robert	Anderson		Charles R Anderson		
4	dsadd user-upn	Edward	James	Anderson		Edward J Anderson		
5	dsadd user-upn	Emily	Viola	Anderson		Emily V Anderson		
6	dsadd user-upn	James	Everett	Anderson		James E Anderson		
7	dsadd user-upn	Malissa	Jane	Anderson		Malissa J Anderson		
8	dsadd user-upn	Martha	Arana	Anderson		Martha A Anderson		
9	dsadd user-upn	Mary	Lucinda	Anderson		Mary L Anderson		
10	dsadd user-upn	Sarah	Isabelle	Anderson		Sarah I Anderson		
11	dsadd user-upn	William	Edward	Anderson		William E Anderson		
12	dsadd user-upn	Lucinda	Parlee	Arnold		Lucinda P Arnold		
13	dsadd user-upn	Sarah	Ellen	Arnold		Sarah E Arnold		
14	dsadd user-upn	George	McNella	Atterbury		George M Atterbury		
15	dsadd user-upn	Anna	Hannah	Bailey		Anna H Bailey		
16	dsadd user-upn	Arles	Fredric	Bailey		Arles F Bailey		
17	dsadd user-upn	Flora	Meoma	Bailey		Flora M Bailey		
18	dsadd user-upn	Paul	Rosco	Bailey		Paul R Bailey		
19	dsadd user-upn	Thomas	Maurice	Bailey		Thomas M Bailey		
20	dsadd user-upn	Youple	Tresa	Bailey		Youple T Bailey		
21	dsadd user-upn	Nancy	Jane	Barlow		Nancy J Barlow		
22	dsadd user-upn	William	Curtis	Barnett		William C Barnett		
23	dsadd user-upn	Nancy	Ann	Bayless		Nancy A Bayless		
24	dsadd user-upn	Mary	Frances	Beagles		Mary F Beagles		
25	dsadd user-upn	Anna	Maria	Benedict		Anna M Benedict		
26	dsadd user-upn	George	Washington	Riggs		George M Riggs		

ITT-120-RS-Names +

- On G1, type the same formula but change the space to dot.
- Check the formula bar.

Ready Accessibility Go to... Queries & Connections Data Types Sort & Filter

=B1&"."&(LEFT(C1,1))&"."&D1

	B	C	D	E	F	G	H	I
		Careline	Anderson		Alice C Anderson	Alice.C.Anderson		
		Elizabeth	Anderson		America E Anderson			
		Robert	Anderson		Charles R Anderson			
		James	Anderson		Edward J Anderson			
		Viola	Anderson		Emily V Anderson			
		Everett	Anderson		James E Anderson			
		Jane	Anderson		Malissa J Anderson			
		Arana	Anderson		Martha A Anderson			
		Lucinda	Anderson		Mary L Anderson			
		Isabelle	Anderson		Sarah I Anderson			
		Edward	Anderson		William E Anderson			
		Parlee	Arnold		Lucinda P Arnold			
		Ellen	Arnold		Sarah E Arnold			
		McNella	Atterbury		George M Atterbury			
		Hannah	Bailey		Anna H Bailey			
		Fredric	Bailey		Arles F Bailey			
		Meoma	Bailey		Flora M Bailey			
		Rosco	Bailey		Paul R Bailey			



- Double click on the right corner on the bottom of cell G1.

	G	H
on	Alice.C.Anderson	
on		
n		

- The rest of the cells will be automatically created.

Get Data: From Text/CSV, From Web, From Table/Range, From Picture, Recent Sources, Existing Connections, Refresh All, Queries & Connections, Properties, Workbook Links, Data Types: Stocks, Currencies, Sort, Filter, Clear, Reapply, Advanced, Text to Columns, Data Tools

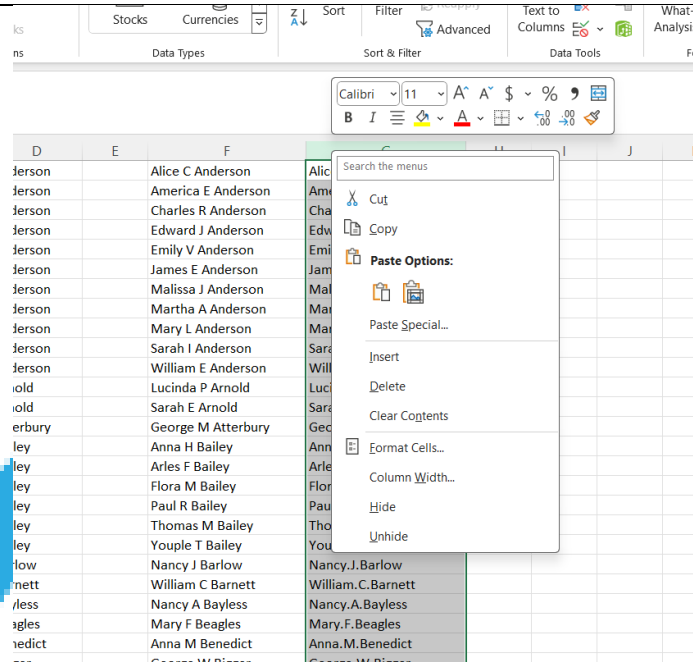
Get & Transform Data: G1 =B1&"."&(LEFT(C1,1))&"."&D1

	A	B	C	D	E	F	G	H	I	J
1	dsadd user-upn	Alice	Careline	Anderson		Alice C Anderson	Alice.C.Anderson			
2	dsadd user-upn	America	Elizabeth	Anderson		America E Anderson	America.E.Anderson			
3	dsadd user-upn	Charles	Robert	Anderson		Charles R Anderson	Charles.R.Anderson			
4	dsadd user-upn	Edward	James	Anderson		Edward J Anderson	Edward.J.Anderson			
5	dsadd user-upn	Emily	Viola	Anderson		Emily V Anderson	Emily.V.Anderson			
6	dsadd user-upn	James	Everett	Anderson		James E Anderson	James.E.Anderson			
7	dsadd user-upn	Malissa	Jane	Anderson		Malissa J Anderson	Malissa.J.Anderson			
8	dsadd user-upn	Martha	Arana	Anderson		Martha A Anderson	Martha.A.Anderson			
9	dsadd user-upn	Mary	Lucinda	Anderson		Mary L Anderson	Mary.L.Anderson			
10	dsadd user-upn	Sarah	Isabelle	Anderson		Sarah I Anderson	Sarah.I.Anderson			
11	dsadd user-upn	William	Edward	Anderson		William E Anderson	William.E.Anderson			
12	dsadd user-upn	Lucinda	Parlee	Arnold		Lucinda P Arnold	Lucinda.P.Arnold			
13	dsadd user-upn	Sarah	Ellen	Arnold		Sarah E Arnold	Sarah.E.Arnold			
14	dsadd user-upn	George	McNella	Atterbury		George M Atterbury	George.M.Atterbury			
15	dsadd user-upn	Anna	Hannah	Bailey		Anna H Bailey	Anna.H.Bailey			
16	dsadd user-upn	Arles	Fredric	Bailey		Arles F Bailey	Arles.F.Bailey			
17	dsadd user-upn	Flora	Meoma	Bailey		Flora M Bailey	Flora.M.Bailey			
18	dsadd user-upn	Paul	Rosco	Bailey		Paul R Bailey	Paul.R.Bailey			
19	dsadd user-upn	Thomas	Maurice	Bailey		Thomas M Bailey	Thomas.M.Bailey			
20	dsadd user-upn	Youple	Tresa	Bailey		Youple T Bailey	Youple.T.Bailey			
21	dsadd user-upn	Nancy	Jane	Barlow		Nancy J Barlow	Nancy.J.Barlow			
22	dsadd user-upn	William	Curtis	Barnett		William C Barnett	William.C.Barnett			
23	dsadd user-upn	Nancy	Ann	Bayless		Nancy A Bayless	Nancy.A.Bayless			
24	dsadd user-upn	Mary	Frances	Beagles		Mary F Beagles	Mary.F.Beagles			
25	dsadd user-upn	Anna	Maria	Benedict		Anna M Benedict	Anna.M.Benedict			

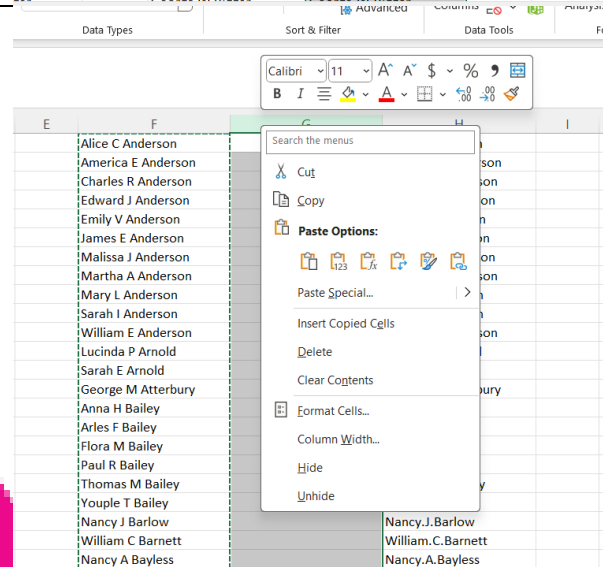
IT-120-RS-Names



- Select column G, right-click and select insert to add new column on the left side.



- Select the whole column F. Just by clicking the F on the top.
- Ctrl + C to copy the cells.
- Click on column G or G on the top.
- Right-click and then select paste special or paste values.





- The G column will have the same value as column F but with no formula.

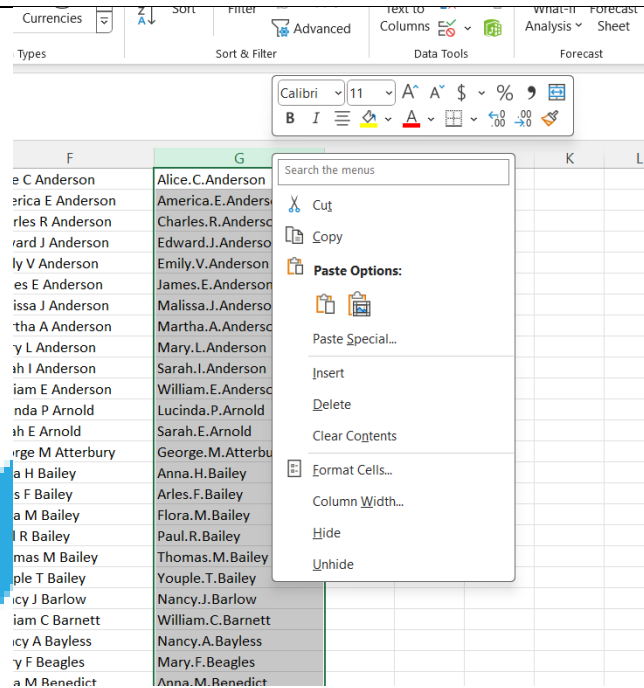
	B	C	D	E	F	G	H	I	J
		Careline	Anderson		Alice C Anderson	Alice C Anderson	Alice.C.Anderson		
ca		Elizabeth	Anderson		America E Anderson	America E Anderson	America.E.Anderson		
rs		Robert	Anderson		Charles R Anderson	Charles R Anderson	Charles.R.Anderson		
rd		James	Anderson		Edward J Anderson	Edward J Anderson	Edward.J.Anderson		
i		Viola	Anderson		Emily V Anderson	Emily V Anderson	Emily.V.Anderson		
et		Everett	Anderson		James E Anderson	James E Anderson	James.E.Anderson		
ia		Jane	Anderson		Malissa J Anderson	Malissa J Anderson	Malissa.J.Anderson		
ia		Arana	Anderson		Martha A Anderson	Martha A Anderson	Martha.A.Anderson		
		Lucinda	Anderson		Mary L Anderson	Mary L Anderson	Mary.L.Anderson		
		Isabelle	Anderson		Sarah I Anderson	Sarah I Anderson	Sarah.I.Anderson		
m		Edward	Anderson		William E Anderson	William E Anderson	William.E.Anderson		
la		Parlee	Arnold		Lucinda P Arnold	Lucinda P Arnold	Lucinda.P.Arnold		
		Ellen	Arnold		Sarah E Arnold	Sarah E Arnold	Sarah.E.Arnold		
je		McNella	Atterbury		George M Atterbury	George M Atterbury	George.M.Atterbury		
		Hannah	Bailey		Anna H Bailey	Anna H Bailey	Anna.H.Bailey		
		Fredric	Bailey		Arles F Bailey	Arles F Bailey	Arles.F.Bailey		
		Meoma	Bailey		Flora M Bailey	Flora M Bailey	Flora.M.Bailey		
		Rosco	Bailey		Paul R Bailey	Paul R Bailey	Paul.R.Bailey		
as		Maurice	Bailey		Thomas M Bailey	Thomas M Bailey	Thomas.M.Bailey		
e		Tresa	Bailey		Youple T Bailey	Youple T Bailey	Youple.T.Bailey		
r		Jane	Barlow		Nancy J Barlow	Nancy J Barlow	Nancy.J.Barlow		
m		Curtis	Barnett		William C Barnett	William C Barnett	William.C.Barnett		
r		Ann	Bayless		Nancy A Bayless	Nancy A Bayless	Nancy.A.Bayless		
		Frances	Beagles		Mary F Beagles	Mary F Beagles	Mary.F.Beagles		
		Maria	Benedict		Anna M Benedict	Anna M Benedict	Anna.M.Benedict		

- Select column F, the names that have formulas.
- Right-click and select delete.

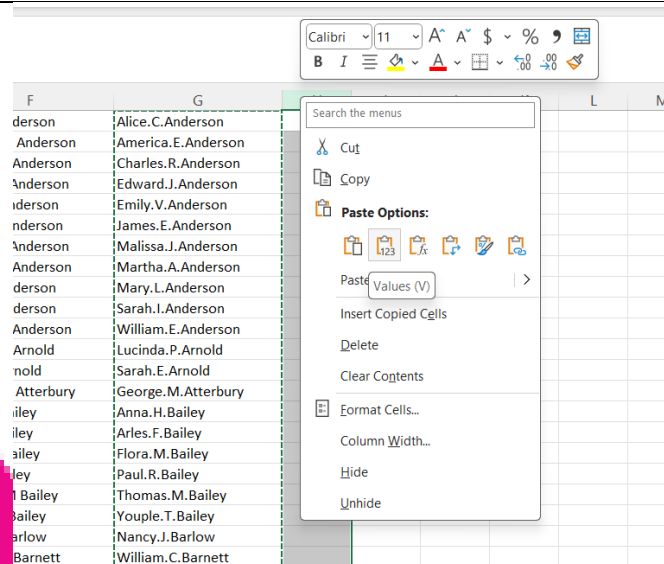
	D	E	F	G	H
	Ajerson	Alice C A			Alice.C.Ander
	Ajerson	America			America.E.An
	Ajerson	Charles			Charles.R.Anc
	Ajerson	Edward			Edward.J.And
	Ajerson	Emily V.			Emily.V.Ande
	Ajerson	James E			James.E.Ande
	Ajerson	Malissa			Malissa.J.And
	Ajerson	Martha			Martha.A.Anc
	Ajerson	Mary L A			Mary.L.Ander
	Ajerson	Sarah I A			Sarah.I.Ander
	Ajerson	William			William.E.Anc
old	old	Lucinda			Lucinda.P.Arn
old	old	Sarah E			Sarah.E.Arnol
erbury	erbury	George			George.M.Att
ley	ley	Anna H			Anna.H.Bailey
ley	ley	Arles F B			Arles.F.Bailey
ley	ley	Flora M			Flora.M.Baile
ley	ley	Paul R B			Paul.R.Bailey
ley	ley	Thomas			Thomas.M.Ba
ley	ley	Youple T			Youple.T.Bail
low	low	Nancy J Barlow			Nancy.J.Barlo
nett	nett	William C Barnett			William.C.Bar
less	less	Nancy A Bayless			Nancy.A.Bayl
gles	gles	Mary F Beagles			Mary.F.Beagl
edict	edict	Anna M Benedict			Anna.M.Bene



- Do the same thing for column G that has dots in the names.
- Right-click and select copy.

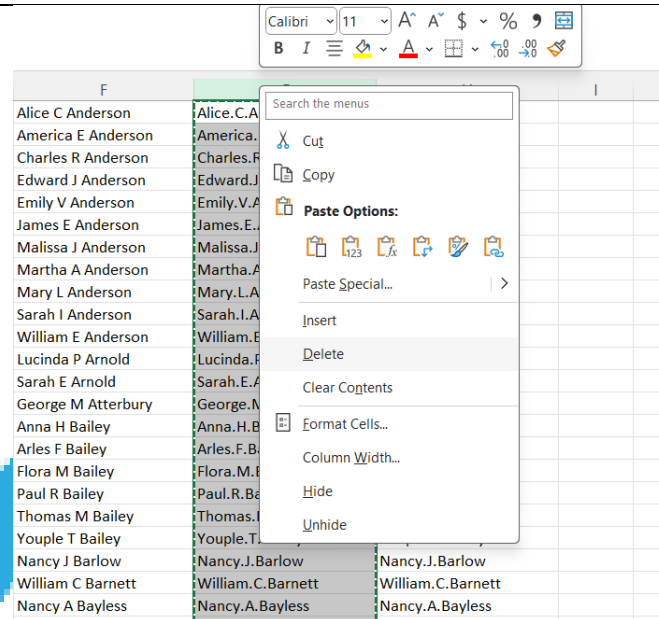


- Go to the next column which is column H.
- Right-click and then select paste values.





- Select column G.
- Right-click on it and then select delete.



- The spreadsheet will now look like this.

	A	B	C	D	E	F	G	H
1	dsadd user-upn	Alice	Careline	Anderson		Alice C Anderson	Alice.C.Anderson	
2	dsadd user-upn	America	Elizabeth	Anderson		America E Anderson	America.E.Anderson	
3	dsadd user-upn	Charles	Robert	Anderson		Charles R Anderson	Charles.R.Anderson	
4	dsadd user-upn	Edward	James	Anderson		Edward J Anderson	Edward.J.Anderson	
5	dsadd user-upn	Emily	Viola	Anderson		Emily V Anderson	Emily.V.Anderson	
6	dsadd user-upn	James	Everett	Anderson		James E Anderson	James.E.Anderson	
7	dsadd user-upn	Malissa	Jane	Anderson		Malissa J Anderson	Malissa.J.Anderson	
8	dsadd user-upn	Martha	Arana	Anderson		Martha A Anderson	Martha.A.Anderson	
9	dsadd user-upn	Mary	Lucinda	Anderson		Mary L Anderson	Mary.L.Anderson	
10	dsadd user-upn	Sarah	Isabelle	Anderson		Sarah I Anderson	Sarah.I.Anderson	
11	dsadd user-upn	William	Edward	Anderson		William E Anderson	William.E.Anderson	
12	dsadd user-upn	Lucinda	Parlee	Arnold		Lucinda P Arnold	Lucinda.P.Arnold	
13	dsadd user-upn	Sarah	Ellen	Arnold		Sarah E Arnold	Sarah.E.Arnold	
14	dsadd user-upn	George	McNella	Atterbury		George M Atterbury	George.M.Atterbury	
15	dsadd user-upn	Anna	Hannah	Bailey		Anna H Bailey	Anna.H.Bailey	
16	dsadd user-upn	Arles	Fredric	Bailey		Arles F Bailey	Arles.F.Bailey	
17	dsadd user-upn	Flora	Meoma	Bailey		Flora M Bailey	Flora.M.Bailey	
18	dsadd user-upn	Paul	Rosco	Bailey		Paul R Bailey	Paul.R.Bailey	
19	dsadd user-upn	Thomas	Maurice	Bailey		Thomas M Bailey	Thomas.M.Bailey	
20	dsadd user-upn	Youple	Tresa	Bailey		Youple T Bailey	Youple.T.Bailey	
21	dsadd user-upn	Nancy	Jane	Barlow		Nancy J Barlow	Nancy.J.Barlow	
22	dsadd user-upn	William	Curtis	Barnett		William C Barnett	William.C.Barnett	
23	dsadd user-upn	Nancy	Ann	Bayless		Nancy A Bayless	Nancy.A.Bayless	
24	dsadd user-upn	Mary	Frances	Beagles		Mary F Beagles	Mary.F.Beagles	
25	dsadd user-upn	Anna	Maria	Benedict		Anna M Benedict	Anna.M.Benedict	



- Right-click on column B and select insert.
- A new column will be created, and it is column B.

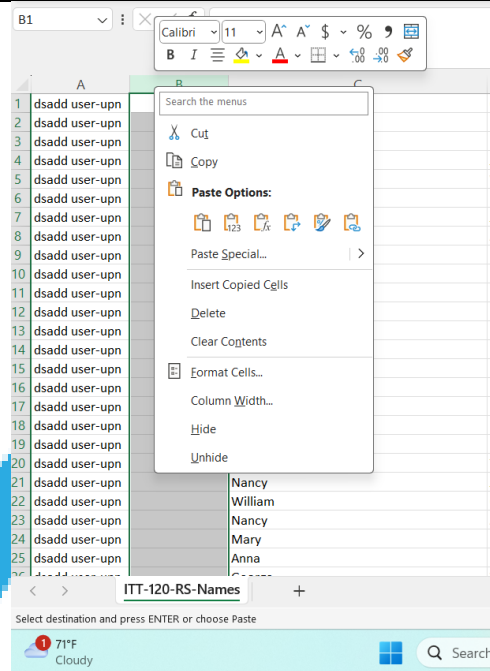
	A	B	C	D	E	F	G	H	I	J
1	dsadd user-upn		Alice	Careline	Anderson		Alice C Anderson	Alice.C.Anderson		
2	dsadd user-upn		America	Elizabeth	Anderson		America E Anderson	America.E.Anderson		
3	dsadd user-upn		Charles	Robert	Anderson		Charles R Anderson	Charles.R.Anderson		
4	dsadd user-upn		Edward	James	Anderson		Edward J Anderson	Edward.J.Anderson		
5	dsadd user-upn		Emily	Viola	Anderson		Emily V Anderson	Emily.V.Anderson		
6	dsadd user-upn		James	Everett	Anderson		James E Anderson	James.E.Anderson		
7	dsadd user-upn		Malissa	Jane	Anderson		Malissa J Anderson	Malissa.J.Anderson		
8	dsadd user-upn		Martha	Arana	Anderson		Martha A Anderson	Martha.A.Anderson		
9	dsadd user-upn		Mary	Lucinda	Anderson		Mary L Anderson	Mary.L.Anderson		
10	dsadd user-upn		Sarah	Isabelle	Anderson		Sarah I Anderson	Sarah.I.Anderson		
11	dsadd user-upn		William	Edward	Anderson		William E Anderson	William.E.Anderson		
12	dsadd user-upn		Lucinda	Parlee	Arnold		Lucinda P Arnold	Lucinda.P.Arnold		
13	dsadd user-upn		Sarah	Ellen	Arnold		Sarah E Arnold	Sarah.E.Arnold		
14	dsadd user-upn		George	McNella	Atterbury		George M Atterbury	George.M.Atterbury		
15	dsadd user-upn		Anna	Hannah	Bailey		Anna H Bailey	Anna.H.Bailey		
16	dsadd user-upn		Arles	Fredric	Bailey		Arles F Bailey	Arles.F.Bailey		
17	dsadd user-upn		Flora	Meoma	Bailey		Flora M Bailey	Flora.M.Bailey		
18	dsadd user-upn		Paul	Rosco	Bailey		Paul R Bailey	Paul.R.Bailey		
19	dsadd user-upn		Thomas	Maurice	Bailey		Thomas M Bailey	Thomas.M.Bailey		
20	dsadd user-upn		Youple	Tresa	Bailey		Youple T Bailey	Youple.T.Bailey		
21	dsadd user-upn		Nancy	Jane	Barlow		Nancy J Barlow	Nancy.J.Barlow		
22	dsadd user-upn		William	Curtis	Barnett		William C Barnett	William.C.Barnett		
23	dsadd user-upn		Nancy	Ann	Bayless		Nancy A Bayless	Nancy.A.Bayless		
24	dsadd user-upn		Mary	Frances	Beagles		Mary F Beagles	Mary.F.Beagles		
25	dsadd user-upn		Anna	Maria	Benedict		Anna M Benedict	Anna.M.Benedict		

- Right-click on column H.
- Select Copy.

	D	E	F	G	H	I	J	K	L
	Careline	Anderson		Alice C Anderson	Alice.				
	Elizabeth	Anderson		America E Anderson	Amer				
	Robert	Anderson		Charles R Anderson	Charl				
	James	Anderson		Edward J Anderson	Edwa				
	Viola	Anderson		Emily V Anderson	Emil				
	Everett	Anderson		James E Anderson	James				
	Jane	Anderson		Malissa J Anderson	Malis				
	Arana	Anderson		Martha A Anderson	Mart				
	Lucinda	Anderson		Mary L Anderson	Mary				
	Isabelle	Anderson		Sarah I Anderson	Sarah				
	Edward	Anderson		William E Anderson	Willia				
	Parlee	Arnold		Lucinda P Arnold	Lucin				
	Ellen	Arnold		Sarah E Arnold	Sarah				
	McNella	Atterbury		George M Atterbury	Georg				
	Hannah	Bailey		Anna H Bailey	Anna				
	Fredric	Bailey		Arles F Bailey	Arles				
	Meoma	Bailey		Flora M Bailey	Flora				
	Rosco	Bailey		Paul R Bailey	Paul				
	Maurice	Bailey		Thomas M Bailey	Thom				
	Tresa	Bailey		Youple T Bailey	Youpl				
	Jane	Barlow		Nancy J Barlow	Nancy				
	Curtis	Barnett		William C Barnett	William				
	Ann	Bayless		Nancy A Bayless	Nancy				
	Frances	Beagles		Mary F Beagles	Mary				
	Maria	Benedict		Anna M Benedict	Anna				



- Click on column B.
- Right-click column B.
- Select paste.



- This is what it will look like after copy-pasting the text.

	A	B	C	D	E	F	G	H	I
1	dsadd user-upn	Alice.C.Anderson	Alice	Careline	Anderson		Alice C Anderson	Alice.C.Anderson	
2	dsadd user-upn	America.E.Anderson	America	Elizabeth	Anderson		America E Anderson	America.E.Anderson	
3	dsadd user-upn	Charles.R.Anderson	Charles	Robert	Anderson		Charles R Anderson	Charles.R.Anderson	
4	dsadd user-upn	Edward.J.Anderson	Edward	James	Anderson		Edward J Anderson	Edward.J.Anderson	
5	dsadd user-upn	Emily.V.Anderson	Emily	Viola	Anderson		Emily V Anderson	Emily.V.Anderson	
6	dsadd user-upn	James.E.Anderson	James	Everett	Anderson		James E Anderson	James.E.Anderson	
7	dsadd user-upn	Malissa.J.Anderson	Malissa	Jane	Anderson		Malissa J Anderson	Malissa.J.Anderson	
8	dsadd user-upn	Martha.A.Anderson	Martha	Arana	Anderson		Martha A Anderson	Martha.A.Anderson	
9	dsadd user-upn	Mary.L.Anderson	Mary	Lucinda	Anderson		Mary L Anderson	Mary.L.Anderson	
10	dsadd user-upn	Sarah.I.Anderson	Sarah	Isabelle	Anderson		Sarah I Anderson	Sarah.I.Anderson	
11	dsadd user-upn	William.E.Anderson	William	Edward	Anderson		William E Anderson	William.E.Anderson	
12	dsadd user-upn	Lucinda.P.Arnold	Lucinda	Parlee	Arnold		Lucinda P Arnold	Lucinda.P.Arnold	
13	dsadd user-upn	Sarah.E.Arnold	Sarah	Ellen	Arnold		Sarah E Arnold	Sarah.E.Arnold	
14	dsadd user-upn	George.M.Atterbury	George	McNella	Atterbury		George M Atterbury	George.M.Atterbury	
15	dsadd user-upn	Anna.H.Bailey	Anna	Hannah	Bailey		Anna H Bailey	Anna.H.Bailey	
16	dsadd user-upn	Arles.F.Bailey	Arles	Fredric	Bailey		Arles F Bailey	Arles.F.Bailey	
17	dsadd user-upn	Flora.M.Bailey	Flora	Meoma	Bailey		Flora M Bailey	Flora.M.Bailey	
18	dsadd user-upn	Paul.R.Bailey	Paul	Rosco	Bailey		Paul R Bailey	Paul.R.Bailey	
19	dsadd user-upn	Thomas.M.Bailey	Thomas	Maurice	Bailey		Thomas M Bailey	Thomas.M.Bailey	
20	dsadd user-upn	Youple.T.Bailey	Youple	Tresa	Bailey		Youple T Bailey	Youple.T.Bailey	
21	dsadd user-upn	Nancy.J.Barlow	Nancy	Jane	Barlow		Nancy J Barlow	Nancy.J.Barlow	
22	dsadd user-upn	William.C.Barnett	William	Curtis	Barnett		William C Barnett	William.C.Barnett	
23	dsadd user-upn	Nancy.A.Bayless	Nancy	Ann	Bayless		Nancy A Bayless	Nancy.A.Bayless	
24	dsadd user-upn	Mary.F.Beagles	Mary	Frances	Beagles		Mary F Beagles	Mary.F.Beagles	
25	dsadd user-upn	Anna.M.Benedict	Anna	Maria	Benedict		Anna M Benedict	Anna.M.Benedict	



- Add a new column between column B and C.
- Right-click column C and select insert.

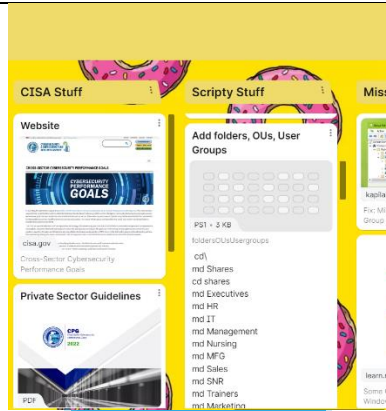
	A	B	C	D	E	F	G
1	dsadd user-upn	Alice.C.Anderson	Alice		pn		Alice C Anderson
2	dsadd user-upn	America.E.Anderson	America		pn		America E Anderson
3	dsadd user-upn	Charles.R.Anderson	Charles		pn		Charles R Anderson
4	dsadd user-upn	Edward.J.Anderson	Edward		pn		Edward J Anderson
5	dsadd user-upn	Emily.V.Anderson	Emily		pn		Emily V Anderson
6	dsadd user-upn	James.E.Anderson	James		pn		James E Anderson
7	dsadd user-upn	Malissa.J.Anderson	Malissa		pn		Malissa J Anderson
8	dsadd user-upn	Martha.A.Anderson	Martha		pn		Martha A Anderson
9	dsadd user-upn	Mary.L.Anderson	Mary		pn		Mary L Anderson
10	dsadd user-upn	Sarah.I.Anderson	Sarah		pn		Sarah I Anderson
11	dsadd user-upn	William.E.Anderson	William		pn		William E Anderson
12	dsadd user-upn	Lucinda.P.Arnold	Lucinda				Lucinda P Arnold
13	dsadd user-upn	Sarah.E.Arnold	Sarah				Sarah E Arnold
14	dsadd user-upn	George.M.Atterbury	George				George M Atterbury
15	dsadd user-upn	Anna.H.Bailey	Anna				Anna H Bailey
16	dsadd user-upn	Arles.F.Bailey	Arles				Arles F Bailey
17	dsadd user-upn	Flora.M.Bailey	Flora				Flora M Bailey
18	dsadd user-upn	Paul.R.Bailey	Paul				Paul R Bailey
19	dsadd user-upn	Thomas.M.Bailey	Thomas				Thomas M Bailey
20	dsadd user-upn	Youple.T.Bailey	Youple				Youple T Bailey
21	dsadd user-upn	Nancy.J.Barlow	Nancy	Jane	Barlow		Nancy J Barlow
22	dsadd user-upn	William.C.Barnett	William	Curtis	Barnett		William C Barnett
23	dsadd user-upn	Nancy.A.Bayless	Nancy	Ann	Bayless		Nancy A Bayless
24	dsadd user-upn	Mary.F.Beagles	Mary	Frances	Beagles		Mary F Beagles
25	dsadd user-upn	Anna.M.Benedict	Anna	Maria	Benedict		Anna M Benedict

- Click C1.
- Type space, quote “, cn and then equal sign =.
- Hit the Enter key.
- Click the bridge to make the column smaller.
- Double-click the right corner on the bottom of cell C1 to copy-paste for the rest of the cells in the column.

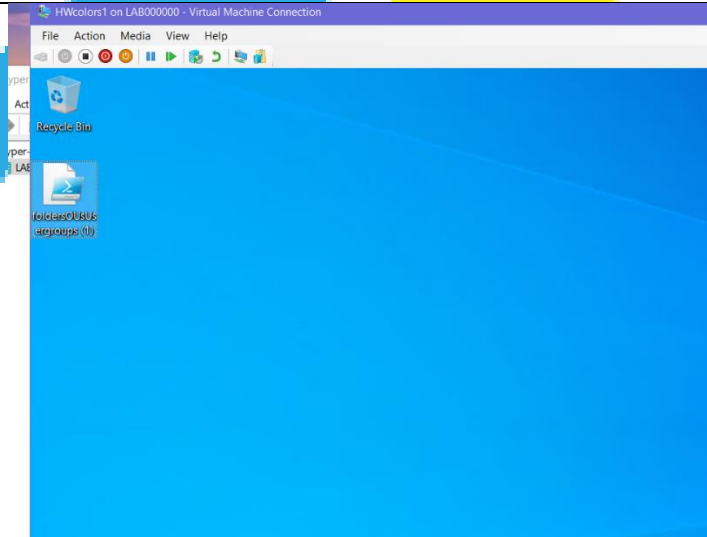
	A	B	C	D	E	F	G
1	dsadd user-upn	Alice.C.Anderson	"cn= Alice		Carelina	Anderson	
2	dsadd user-upn	America.E.Anderson	"cn= America		Elizabeth	Anderson	
3	dsadd user-upn	Charles.R.Anderson	"cn= Charles		Robert	Anderson	
4	dsadd user-upn	Edward.J.Anderson	"cn= Edward		James	Anderson	
5	dsadd user-upn	Emily.V.Anderson	"cn= Emily		Viola	Anderson	
6	dsadd user-upn	James.E.Anderson	"cn= James		Everett	Anderson	
7	dsadd user-upn	Malissa.J.Anderson	"cn= Malissa		Jane	Anderson	
8	dsadd user-upn	Martha.A.Anderson	"cn= Martha		Arana	Anderson	
9	dsadd user-upn	Mary.L.Anderson	"cn= Mary		Lucinda	Anderson	
10	dsadd user-upn	Sarah.I.Anderson	"cn= Sarah		Isabelle	Anderson	
11	dsadd user-upn	William.E.Anderson	"cn= William		Edward	Anderson	
12	dsadd user-upn	Lucinda.P.Arnold	"cn= Lucinda		Parlee	Arnold	
13	dsadd user-upn	Sarah.E.Arnold	"cn= Sarah		Ellen	Arnold	
14	dsadd user-upn	George.M.Atterbury	"cn= George		McNella	Atterbury	
15	dsadd user-upn	Anna.H.Bailey	"cn= Anna		Hannah	Bailey	
16	dsadd user-upn	Arles.F.Bailey	"cn= Arles		Fredric	Bailey	
17	dsadd user-upn	Flora.M.Bailey	"cn= Flora		Meoma	Bailey	
18	dsadd user-upn	Paul.R.Bailey	"cn= Paul		Rosco	Bailey	
19	dsadd user-upn	Thomas.M.Bailey	"cn= Thomas		Maurice	Bailey	
20	dsadd user-upn	Youple.T.Bailey	"cn= Youple		Tresa	Bailey	
21	dsadd user-upn	Nancy.J.Barlow	"cn= Nancy		Jane	Barlow	
22	dsadd user-upn	William.C.Barnett	"cn= William		Curtis	Barnett	
23	dsadd user-upn	Nancy.A.Bayless	"cn= Nancy		Ann	Bayless	
24	dsadd user-upn	Mary.F.Beagles	"cn= Mary		Frances	Beagles	
25	dsadd user-upn	Anna.M.Benedict	"cn= Anna		Maria	Benedict	



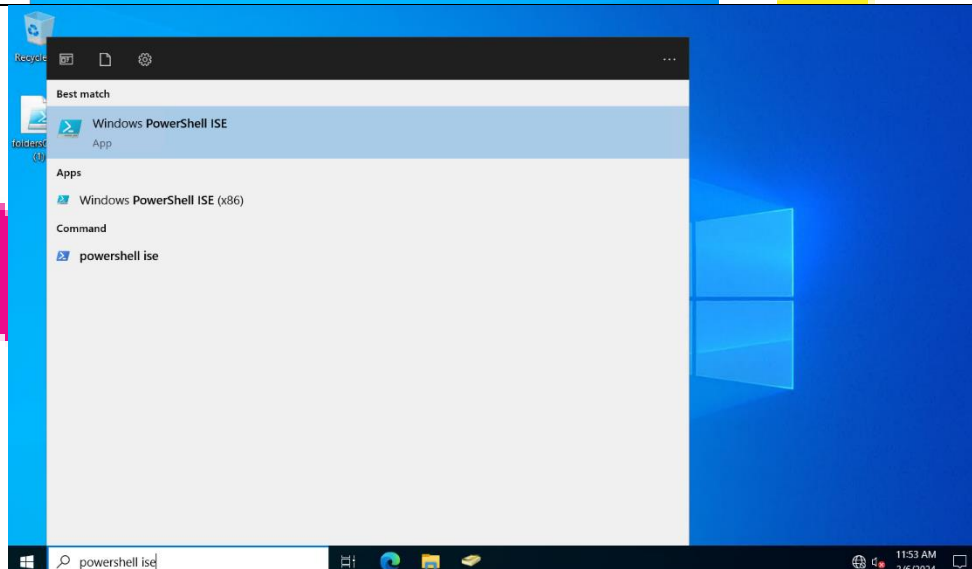
- Now go to Padlet.
- Go to the Scripty Stuff and download the Add folders, Ous, and User Groups.



- Now Open Azure Lab and run the server.
- Copy-paste the downloaded file into the server's desktop.

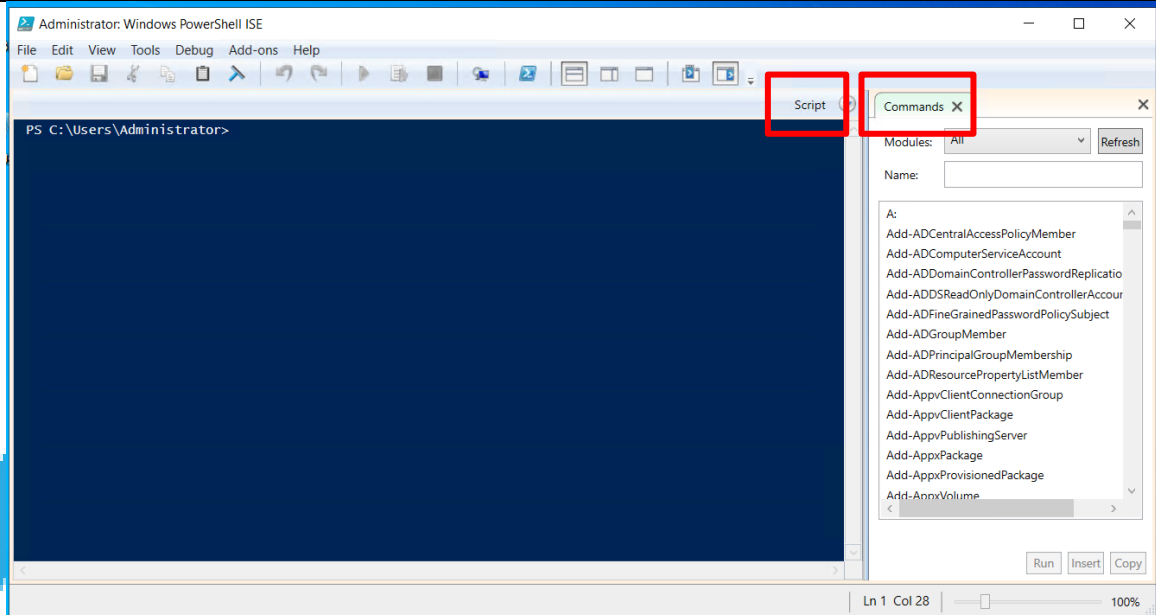


- Go to the search and type PowerShell ISE.

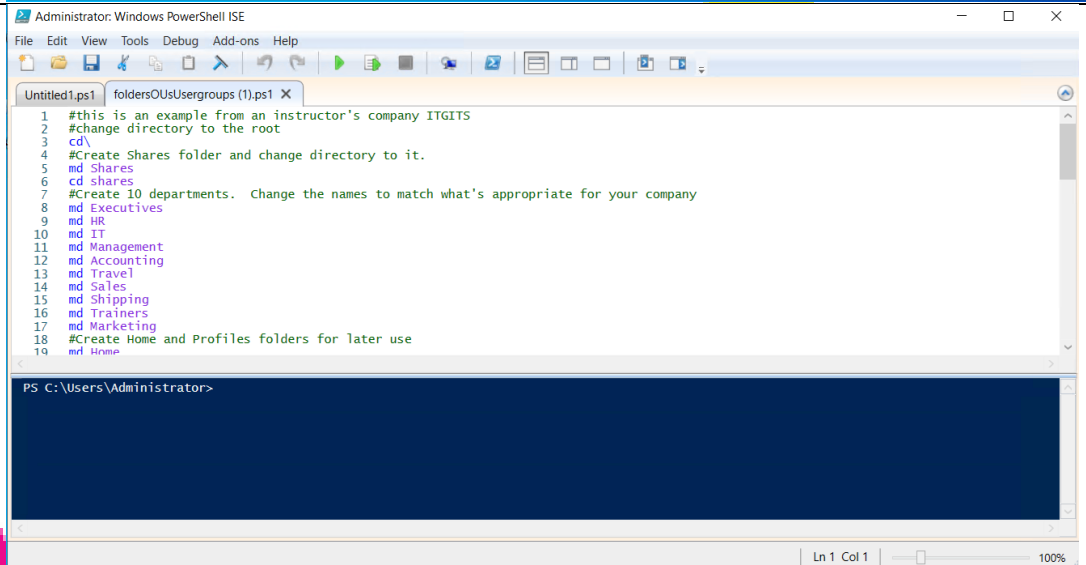




- Close the commands windows on the right side.
- Click on the Script to open the script windows.



- Open the downloaded file into PowerShell.
- You can drag the file from the desktop into the Script windows screen.





- Change the word “Travel” into “Associates”.
- Change the word “Trainer” into “Storemanager”.
- Don’t forget to write it in one word.

```
Administrator: Windows PowerShell ISE
File Edit View Tools Debug Add-ons Help
Untitled1.ps1 foldersOUUsergroups (1).ps1* X
1 #this is an example from an instructor's company ITGITS
2 #change directory to the root
3 cd\
4 #Create Shares folder and change directory to it.
5 md Shares
6 cd shares
7 #Create 10 departments. Change the names to match what's appropriate for your company
8 md Executives
9 md HR
10 md IT
11 md Management
12 md Accounting
13 md Associates
14 md Sales
15 md Shipping
16 md Storemanager
17 md Marketing
18 #Create Home and Profiles folders for later use
19 md Home
PS C:\Users\Administrator>
```

- Scroll down and check or update the next part to mirror it with the top part.
- Change New-ADOrganizationalUnit -name “Travel” ... to “Associates”

```
Administrator: Windows PowerShell ISE
File Edit View Tools Debug Add-ons Help
Untitled1.ps1 foldersOUUsergroups (1).ps1* X
13 md Associates
14 md Sales
15 md Shipping
16 md Storemanager
17 md Marketing
18 #Create Home and Profiles folders for later use
19 md Home
20 md Profiles
21
22 #create OUs Be sure to change the Name to what's appropriate for your company
23 #also change the path to be your domain.
24 #Example:
25 #New-ADOrganizationalUnit -Name "Ouname" -Path "DC=FIRSTPARTOFYOURDOMAIN,DC=LASTPARTOFYOURDOMAIN"
26 New-ADOrganizationalUnit -Name "Executives" -Path "DC=itgits,DC=ORG"
27 New-ADOrganizationalUnit -Name "HR" -Path "DC=itgits,DC=ORG"
28 New-ADOrganizationalUnit -Name "IT" -Path "DC=itgits,DC=ORG"
29 New-ADOrganizationalUnit -Name "Management" -Path "DC=itgits,DC=ORG"
30 New-ADOrganizationalUnit -Name "Accounting" -Path "DC=itgits,DC=ORG"
31 New-ADOrganizationalUnit -Name "Associates" -Path "DC=itgits,DC=ORG"
32 New-ADOrganizationalUnit -Name "Sales" -Path "DC=itgits,DC=ORG"
33 New-ADOrganizationalUnit -Name "Shipping" -Path "DC=itgits,DC=ORG"
34 New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=itgits,DC=ORG"
35 New-ADOrganizationalUnit -Name "Marketing" -Path "DC=itgits,DC=ORG"
36
37 #create user group. The name must match the OUs and Folders created above. Same for the Path.
38 #Example:
39 #New-ADGroup -Name "GROUPNAME" -SamAccountName GROUPNAME -GroupCategory Security -GroupScope Global -Path "OU=FIRSTPARTOFYOURDOMAIN,DC=
40 New-ADGroup -Name "Executives" -SamAccountName Executives -GroupCategory Security -GroupScope Global -Path "OU=Executives,DC=itgits,DC=
PS C:\Users\Administrator>
Ln 34 Col 45 100%
```



<ul style="list-style-type: none">• Change the itgits from "DC=itgits" to your domain name.• My domain name is colors.up.• I change the itsgits into colors.	<pre>#create OUs Be sure to change the Name to what's appropriate for your company #also change the path to be your domain. #Example: #New-ADOrganizationalUnit -Name "OUNAME" -Path "DC=FIRSTPARTOFOURDOMAIN,DC=LASTPARTOFOURDOMAIN" New-ADOrganizationalUnit -Name "Executives" -Path "DC=colors,DC=ORG" new-adorganizationalunit -Name "HR" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "IT" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Management" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Accounting" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Associates" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Sales" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Shipping" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=colors,DC=ORG" New-ADOrganizationalUnit -Name "Marketing" -Path "DC=colors,DC=ORG"</pre> <p>#create user group. The name must match the OUs and Folders created above. Same for the Path.</p>
<ul style="list-style-type: none">• Now change the "DC=ORG" into "DC=up". To match your domain.	<pre>20 md Profiles 21 22 #create OUs Be sure to change the Name to what's appropriate for your company 23 #also change the path to be your domain. 24 #Example: 25 #New-ADOrganizationalUnit -Name "OUNAME" -Path "DC=FIRSTPARTOFOURDOMAIN,DC=LASTPARTOFOURDOMAIN" 26 New-ADOrganizationalUnit -Name "Executives" -Path "DC=colors,DC=up" 27 new-adorganizationalunit -Name "HR" -Path "DC=colors,DC=up" 28 New-ADOrganizationalUnit -Name "IT" -Path "DC=colors,DC=up" 29 New-ADOrganizationalUnit -Name "Management" -Path "DC=colors,DC=up" 30 New-ADOrganizationalUnit -Name "Accounting" -Path "DC=colors,DC=up" 31 New-ADOrganizationalUnit -Name "Associates" -Path "DC=colors,DC=up" 32 New-ADOrganizationalUnit -Name "Sales" -Path "DC=colors,DC=up" 33 New-ADOrganizationalUnit -Name "Shipping" -Path "DC=colors,DC=up" 34 New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=colors,DC=up" 35 New-ADOrganizationalUnit -Name "Marketing" -Path "DC=colors,DC=up" 36 37 #create user group. The name must match the OUs and Folders created above. Same for the Path.</pre>
<ul style="list-style-type: none">• Scroll down to the next part.• Change and match the name to the previous part.• Here, I change -Name "Travel" into -Name "Associates."• Then, I change -Name "Trainer" into -Name "Storemanager."	<pre>28 New-ADOrganizationalUnit -Name "IT" -Path "DC=colors,DC=up" 29 New-ADOrganizationalUnit -Name "Management" -Path "DC=colors,DC=up" 30 New-ADOrganizationalUnit -Name "Accounting" -Path "DC=colors,DC=up" 31 New-ADOrganizationalUnit -Name "Associates" -Path "DC=colors,DC=up" 32 New-ADOrganizationalUnit -Name "Sales" -Path "DC=colors,DC=up" 33 New-ADOrganizationalUnit -Name "Shipping" -Path "DC=colors,DC=up" 34 New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=colors,DC=up" 35 New-ADOrganizationalUnit -Name "Marketing" -Path "DC=colors,DC=up" 36 37 #create user group. The name must match the OUs and Folders created above. Same for the Path. 38 #Example: 39 #New-ADGroup -Name "GROUPNAME" -SamAccountName GROUPNAME -GroupCategory Security -GroupScope Global -Path "OU=FIRSTPARTOFOURDOMAIN,DC=LASTPARTOFOURDOMAIN" 40 New-ADGroup -Name "Executives" -SamAccountName Executives -GroupCategory Security -GroupScope Global -Path "OU=Executives,DC=colors,DC=up" 41 New-ADGroup -Name "HR" -SamAccountName HR -GroupCategory Security -GroupScope Global -Path "OU=HR,DC=itgits,DC=colors,DC=up" 42 New-ADGroup -Name "IT" -SamAccountName IT -GroupCategory Security -GroupScope Global -Path "OU=IT,DC=itgits,DC=colors,DC=up" 43 New-ADGroup -Name "Management" -SamAccountName Management -GroupCategory Security -GroupScope Global -Path "OU=Management,DC=colors,DC=up" 44 New-ADGroup -Name "Accounting" -SamAccountName Accounting -GroupCategory Security -GroupScope Global -Path "OU=Accounting,DC=colors,DC=up" 45 New-ADGroup -Name "Associates" -SamAccountName Travel -GroupCategory Security -GroupScope Global -Path "OU=Travel,DC=colors,DC=up" 46 New-ADGroup -Name "Sales" -SamAccountName Sales -GroupCategory Security -GroupScope Global -Path "OU=Sales,DC=itgits,DC=colors,DC=up" 47 New-ADGroup -Name "Shipping" -SamAccountName Shipping -GroupCategory Security -GroupScope Global -Path "OU=Shipping,DC=colors,DC=up" 48 New-ADGroup -Name "Storemanager" -SamAccountName Trainers -GroupCategory Security -GroupScope Global -Path "OU=Trainers,DC=colors,DC=up" 49 New-ADGroup -Name "Marketing" -SamAccountName Marketing -GroupCategory Security -GroupScope Global -Path "OU=Marketing,DC=colors,DC=up" 50 51 52 53 54</pre>



- Make sure - SamAccountName is matched with the - Name.
- Here, I change - SamAccountName Travel into - SamAccountName Associates.
- Then, I changed - SamAccountName Trainers into - SamAccountName Storemanager.

```
Intitled1.ps1 | foldersOUUsergroups (1).ps1* X
28 New-ADOrganizationalUnit -Name "IT" -Path "DC=colors,DC=up"
29 New-ADOrganizationalUnit -Name "Management" -Path "DC=colors,DC=up"
30 New-ADOrganizationalUnit -Name "Accounting" -Path "DC=colors,DC=up"
31 New-ADOrganizationalUnit -Name "Associates" -Path "DC=colors,DC=up"
32 New-ADOrganizationalUnit -Name "Sales" -Path "DC=colors,DC=up"
33 New-ADOrganizationalUnit -Name "Shipping" -Path "DC=colors,DC=up"
34 New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=colors,DC=up"
35 New-ADOrganizationalUnit -Name "Marketing" -Path "DC=colors,DC=up"
36
37 #create user group. The name must match the OUs and Folders created above. Same for the Path.
38 #Example:
39 #New-ADGroup -Name "GROUPNAME" -SamAccountName GROUPNAME -GroupCategory Security -GroupScope Global -Path "OU=F
40 New-ADGroup -Name "Executives" -SamAccountName Executives -GroupCategory Security -GroupScope Global -Path "OU=
41 New-ADGroup -Name "HR" -SamAccountName HR -GroupCategory Security -GroupScope Global -Path "OU=HR,DC=itgits,DC=
42 New-ADGroup -Name "IT" -SamAccountName IT -GroupCategory Security -GroupScope Global -Path "OU=IT,DC=itgits,DC=
43 New-ADGroup -Name "Management" -SamAccountName Management -GroupCategory Security -GroupScope Global -Path "OU=
44 New-ADGroup -Name "Accounting" -SamAccountName Accounting -GroupCategory Security -GroupScope Global -Path "OU=
45 New-ADGroup -Name "Associates" -SamAccountName Associates -GroupCategory Security -GroupScope Global -Path "OU=
46 New-ADGroup -Name "Sales" -SamAccountName Sales -GroupCategory Security -GroupScope Global -Path "OU=Sales,DC=i
47 New-ADGroup -Name "Shipping" -SamAccountName Shipping -GroupCategory Security -GroupScope Global -Path "OU=Ship
48 New-ADGroup -Name "Storemanager" -SamAccountName Storemanager -GroupCategory Security -GroupScope Global -Path
49 New-ADGroup -Name "Marketing" -SamAccountName Marketing -GroupCategory Security -GroupScope Global -Path "OU=Ma
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859
860
861
862
863
864
865
866
867
868
869
870
871
872
873
874
875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923
924
925
926
927
928
929
930
931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972
973
974
975
976
977
978
979
980
981
982
983
984
985
986
987
988
989
990
991
992
993
994
995
996
997
998
999
1000
1001
1002
1003
1004
1005
1006
1007
1008
1009
1010
1011
1012
1013
1014
1015
1016
1017
1018
1019
1020
1021
1022
1023
1024
1025
1026
1027
1028
1029
1030
1031
1032
1033
1034
1035
1036
1037
1038
1039
1040
1041
1042
1043
1044
1045
1046
1047
1048
1049
1050
1051
1052
1053
1054
1055
1056
1057
1058
1059
1060
1061
1062
1063
1064
1065
1066
1067
1068
1069
1070
1071
1072
1073
1074
1075
1076
1077
1078
1079
1080
1081
1082
1083
1084
1085
1086
1087
1088
1089
1090
1091
1092
1093
1094
1095
1096
1097
1098
1099
1100
1101
1102
1103
1104
1105
1106
1107
1108
1109
1110
1111
1112
1113
1114
1115
1116
1117
1118
1119
1120
1121
1122
1123
1124
1125
1126
1127
1128
1129
1130
1131
1132
1133
1134
1135
1136
1137
1138
1139
1140
1141
1142
1143
1144
1145
1146
1147
1148
1149
1150
1151
1152
1153
1154
1155
1156
1157
1158
1159
1160
1161
1162
1163
1164
1165
1166
1167
1168
1169
1170
1171
1172
1173
1174
1175
1176
1177
1178
1179
1180
1181
1182
1183
1184
1185
1186
1187
1188
1189
1190
1191
1192
1193
1194
1195
1196
1197
1198
1199
1200
1201
1202
1203
1204
1205
1206
1207
1208
1209
1210
1211
1212
1213
1214
1215
1216
1217
1218
1219
1220
1221
1222
1223
1224
1225
1226
1227
1228
1229
1230
1231
1232
1233
1234
1235
1236
1237
1238
1239
1240
1241
1242
1243
1244
1245
1246
1247
1248
1249
1250
1251
1252
1253
1254
1255
1256
1257
1258
1259
1260
1261
1262
1263
1264
1265
1266
1267
1268
1269
1270
1271
1272
1273
1274
1275
1276
1277
1278
1279
1280
1281
1282
1283
1284
1285
1286
1287
1288
1289
1290
1291
1292
1293
1294
1295
1296
1297
1298
1299
1300
1301
1302
1303
1304
1305
1306
1307
1308
1309
1310
1311
1312
1313
1314
1315
1316
1317
1318
1319
1320
1321
1322
1323
1324
1325
1326
1327
1328
1329
1330
1331
1332
1333
1334
1335
1336
1337
1338
1339
1340
1341
1342
1343
1344
1345
1346
1347
1348
1349
1350
1351
1352
1353
1354
1355
1356
1357
1358
1359
1360
1361
1362
1363
1364
1365
1366
1367
1368
1369
1370
1371
1372
1373
1374
1375
1376
1377
1378
1379
1380
1381
1382
1383
1384
1385
1386
1387
1388
1389
1390
1391
1392
1393
1394
1395
1396
1397
1398
1399
1400
1401
1402
1403
1404
1405
1406
1407
1408
1409
1410
1411
1412
1413
1414
1415
1416
1417
1418
1419
1420
1421
1422
1423
1424
1425
1426
1427
1428
1429
1430
1431
1432
1433
1434
1435
1436
1437
1438
1439
1440
1441
1442
1443
1444
1445
1446
1447
1448
1449
1450
1451
1452
1453
1454
1455
1456
1457
1458
1459
1460
1461
1462
1463
1464
1465
1466
1467
1468
1469
1470
1471
1472
1473
1474
1475
1476
1477
1478
1479
1480
1481
1482
1483
1484
1485
1486
1487
1488
1489
1490
1491
1492
1493
1494
1495
1496
1497
1498
1499
1500
1501
1502
1503
1504
1505
1506
1507
1508
1509
1510
1511
1512
1513
1514
1515
1516
1517
1518
1519
1520
1521
1522
1523
1524
1525
1526
1527
1528
1529
1530
1531
1532
1533
1534
1535
1536
1537
1538
1539
1540
1541
1542
1543
1544
1545
1546
1547
1548
1549
1550
1551
1552
1553
1554
1555
1556
1557
1558
1559
1560
1561
1562
1563
1564
1565
1566
1567
1568
1569
1570
1571
1572
1573
1574
1575
1576
1577
1578
1579
1580
1581
1582
1583
1584
1585
1586
1587
1588
1589
1590
1591
1592
1593
1594
1595
1596
1597
1598
1599
1600
1601
1602
1603
1604
1605
1606
1607
1608
1609
1610
1611
1612
1613
1614
1615
1616
1617
1618
1619
1620
1621
1622
1623
1624
1625
1626
1627
1628
1629
1630
1631
1632
1633
1634
1635
1636
1637
1638
1639
1640
1641
1642
1643
1644
1645
1646
1647
1648
1649
1650
1651
1652
1653
1654
1655
1656
1657
1658
1659
1660
1661
1662
1663
1664
1665
1666
1667
1668
1669
1670
1671
1672
1673
1674
1675
1676
1677
1678
1679
1680
1681
1682
1683
1684
1685
1686
1687
1688
1689
1690
1691
1692
1693
1694
1695
1696
1697
1698
1699
1700
1701
1702
1703
1704
1705
1706
1707
1708
1709
1710
1711
1712
1713
1714
1715
1716
1717
1718
1719
1720
1721
1722
1723
1724
1725
1726
1727
1728
1729
1730
1731
1732
1733
1734
1735
1736
1737
1738
1739
1740
1741
1742
1743
1744
1745
1746
1747
1748
1749
1750
1751
1752
1753
1754
1755
1756
1757
1758
1759
1760
1761
1762
1763
1764
1765
1766
1767
1768
1769
1770
1771
1772
1773
1774
1775
1776
1777
1778
1779
1780
1781
1782
1783
1784
1785
1786
1787
1788
1789
1790
1791
1792
1793
1794
1795
1796
1797
1798
1799
1800
1801
1802
1803
1804
1805
1806
1807
1808
1809
1810
1811
1812
1813
1814
1815
1816
1817
1818
1819
1820
1821
1822
1823
1824
1825
1826
1827
1828
1829
1830
1831
1832
1833
1834
1835
1836
1837
1838
1839
1840
1841
1842
1843
1844
1845
1846
1847
1848
1849
1850
1851
1852
1853
1854
1855
1856
1857
1858
1859
1860
1861
1862
1863
1864
1865
1866
1867
1868
1869
1870
1871
1872
1873
1874
1875
1876
1877
1878
1879
1880
1881
1882
1883
1884
1885
1886
1887
1888
1889
1890
1891
1892
1893
1894
1895
1896
1897
1898
1899
1900
1901
1902
1903
1904
1905
1906
1907
1908
1909
1910
1911
1912
1913
1914
1915
1916
1917
1918
1919
1920
1921
1922
1923
1924
1925
1926
1927
1928
1929
1930
1931
1932
1933
1934
1935
1936
1937
1938
1939
1940
1941
1942
1943
1944
1945
1946
1947
1948
1949
1950
1951
1952
1953
1954
1955
1956
1957
1958
1959
1960
1961
1962
1963
1964
1965
1966
1967
1968
1969
1970
1971
1972
1973
1974
1975
1976
1977
1978
1979
1980
1981
1982
1983
1984
1985
1986
1987
1988
1989
1990
1991
1992
1993
1994
1995
1996
1997
1998
1999
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035
2036
2037
2038
2039
2040
2041
2042
2043
2044
2045
2046
2047
2048
2049
2050
2051
2052
2053
2054
2055
2056
2057
2058
2059
2060
2061
2062
2063
2064
2065
2066
2067
2068
2069
2070
2071
2072
2073
2074
2075
2076
2077
2078
2079
2080
2081
2082
2083
2084
2085
2086
2087
2088
2089
2090
2091
2092
2093
2094
2095
2096
2097
2098
2099
2100
2101
2102
2103
2104
2105
2106
2107
2108
2109
2110
2111
2112
2113
2114
2115
2116
2117
2118
2119
2120
2121
2122
2123
2124
2125
2126
2127
2128
2129
2130
2131
2132
2133
2134
2135
2136
2137
2138
2139
2140
2141
2142
2143
2144
2145
2146
2147
2148
2149
2150
2151
2152
2153
2154
2155
2156
2157
2158
2159
2160
2161
2162
2163
2164
2165
2166
2167
2168
2169
2170
2171
2172
2173
2174
2175
2176
2177
2178
2179
2180
2181
2182
2183
2184
2185
2186
2187
2188
2189
2190
2191
2192
2193
2194
2195
2196
2197
2198
2199
2200
2201
2202
2203
2204
2205
2206
2207
2208
2209
2210
2211
2212
2213
2214
2215
2216
2217
2218
2219
2220
2221
2222
2223
2224
2225
2226
2227
2228
2229
2230
2231
2232
2233
2234
2235
2236
2237
2238
2239
2240
2241
2242
2243
2244
2245
2246
2247
2248
2249
2250
2251
2252
2253
2254
2255
2256
2257
2258
2259
2260
2261
2262
2263
2264
2265
2266
2267
2268
2269
2270
2271
2272
2273
2274
2275
2276
2277
2278
2279
2280
2281
2282
2283
2284
2285
2286
2287
2288
2289
2290
2291
2292
2293
2294
2295
2296
2297
2298
2299
2300
2301
2302
2303
2304
2305
2306
2307
2308
2309
2310
2311
2312
2313
2314
2315
2316
2317
2318
2319
2320
2321
2322
2323
2324
2325
2326
2327
2328
2329
2330
2331
2332
2333
2334
2335
2336
2337
2338
2339
2340
2341
2342
2343
2344
2345
2346
2347
2348
2349
2350
2351
2352
2353
2354
2355
2356
2357
2358
2359
2360
2361
2362
2363
2364
2365
2366
2367
2368
2369
2370
2371
2372
2373
2374
2375
2376
2377
2378
2379
2380
2381
2382
2383
2384
2385
2386
2387
2388
2389
2390
2391
2392
2393
2394
2395
2396
2397
2398
2399
2400
2401
2402
2403
2404
2405
2406
2407
2408
2409
2410
2411
2412
2413
2414
2415
2416
2417
2418
2419
2420
2421
2422
2423
2424
2425
2426
2427
2428
2429
2430
2431
2432
2433
2434
2435
2436
2437
2438
2439
2440
2441
2442
2443
2444
2445
2446
2447
2448
2449
2450
2451
2452
2453
2454
2455
2456
2457
2458
2459
2460
2461
2462
2463
2464
2465
2466
2467
2468
2469
2470
2471
2472
2473
2474
2475
2476
2477
2478
2479
2480
2481
2482
2483
2484
2485
2486
2487
2488
2489
2490
2491
2492
2493
2494
2495
2496
2497
2498
2499
2500
2501
2502
2503
2504
2505
2506
2507
2508
2509
2510
2511
2512
2513
2514
2515
2516
2517
2518
2519
2520
2521
2522
2523
2524
2525
2526
2527
2528
2529
2530
2531
2532
2533
2534
2535
2536
2537
2538
2539
2540
2541
2542
2543
2544
2545
2546
2547
2548
2549
2550
```



- Make sure everything is correct.
- Click Run on the top navigation bar that has a symbol of a green right arrow.

```
Administrator: Windows PowerShell ISE
File Edit View Tools Debug Add-ons Help
Untitled1.ps1 foldersOUUsergroups (1).ps1 X
27 new-adorganizationalunit -Name "HR" -Path "DC=colors,DC=up"
28 New-ADOrganizationalUnit -Name "IT" -Path "DC=colors,DC=up"
29 New-ADOrganizationalUnit -Name "Management" -Path "DC=colors,DC=up"
30 New-ADOrganizationalUnit -Name "Accounting" -Path "DC=colors,DC=up"
31 New-ADOrganizationalUnit -Name "Associates" -Path "DC=colors,DC=up"
32 New-ADOrganizationalUnit -Name "Sales" -Path "DC=colors,DC=up"
33 New-ADOrganizationalUnit -Name "Shipping" -Path "DC=colors,DC=up"
34 New-ADOrganizationalUnit -Name "Storemanager" -Path "DC=colors,DC=up"
35 New-ADOrganizationalUnit -Name "Marketing" -Path "DC=colors,DC=up"
36
37 #create user group. The name must match the OUs and Folders created above. Same for the Path.
38 #Example:
39 #New-ADGroup -Name "GROUPNAME" -SamAccountName GROUPNAME -GroupCategory Security -GroupScope Global -Path "C:
40 New-ADGroup -Name "Executives" -SamAccountName Executives -GroupCategory Security -GroupScope Global -Path '
41 New-ADGroup -Name "HR" -SamAccountName HR -GroupCategory Security -GroupScope Global -Path "OU=HR,DC=colors,
42 New-ADGroup -Name "IT" -SamAccountName IT -GroupCategory Security -GroupScope Global -Path "OU=IT,DC=colors,
43 New-ADGroup -Name "Management" -SamAccountName Management -GroupCategory Security -GroupScope Global -Path '
44 New-ADGroup -Name "Accounting" -SamAccountName Accounting -GroupCategory Security -GroupScope Global -Path '
45 New-ADGroup -Name "Associates" -SamAccountName Associates -GroupCategory Security -GroupScope Global -Path '
46 New-ADGroup -Name "Sales" -SamAccountName Sales -GroupCategory Security -GroupScope Global -Path "OU=Sales,c
47 New-ADGroup -Name "Shipping" -SamAccountName Shipping -GroupCategory Security -GroupScope Global -Path "OU=S
48 New-ADGroup -Name "Storemanager" -SamAccountName Storemanager -GroupCategory Security -GroupScope Global -Pa
49 New-ADGroup -Name "Marketing" -SamAccountName Marketing -GroupCategory Security -GroupScope Global -Path "OU
50
51
52
53
54
```

- Once it is completed, check the command window to see if it runs successfully.
- The picture shows that it runs successfully.

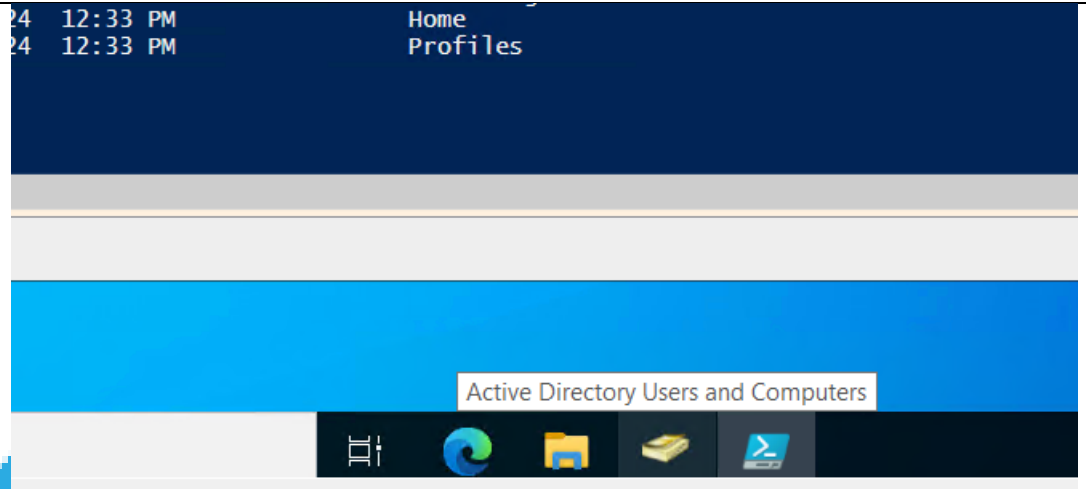
```
Administrator: Windows PowerShell ISE
File Edit View Tools Debug Add-ons Help
Untitled1.ps1 foldersOUUsergroups (1).ps1 X
Directory: C:\
Mode                LastWriteTime         Length Name
----                -
d-----          3/6/2024 12:33 PM             Shares

Directory: C:\shares
Mode                LastWriteTime         Length Name
----                -
d-----          3/6/2024 12:33 PM             Executives
d-----          3/6/2024 12:33 PM             HR
d-----          3/6/2024 12:33 PM             IT
d-----          3/6/2024 12:33 PM             Management
d-----          3/6/2024 12:33 PM             Accounting
d-----          3/6/2024 12:33 PM             Associates
d-----          3/6/2024 12:33 PM             Sales
d-----          3/6/2024 12:33 PM             Shipping
d-----          3/6/2024 12:33 PM             Storemanager
d-----          3/6/2024 12:33 PM             Marketing
d-----          3/6/2024 12:33 PM             Home
d-----          3/6/2024 12:33 PM             Profiles

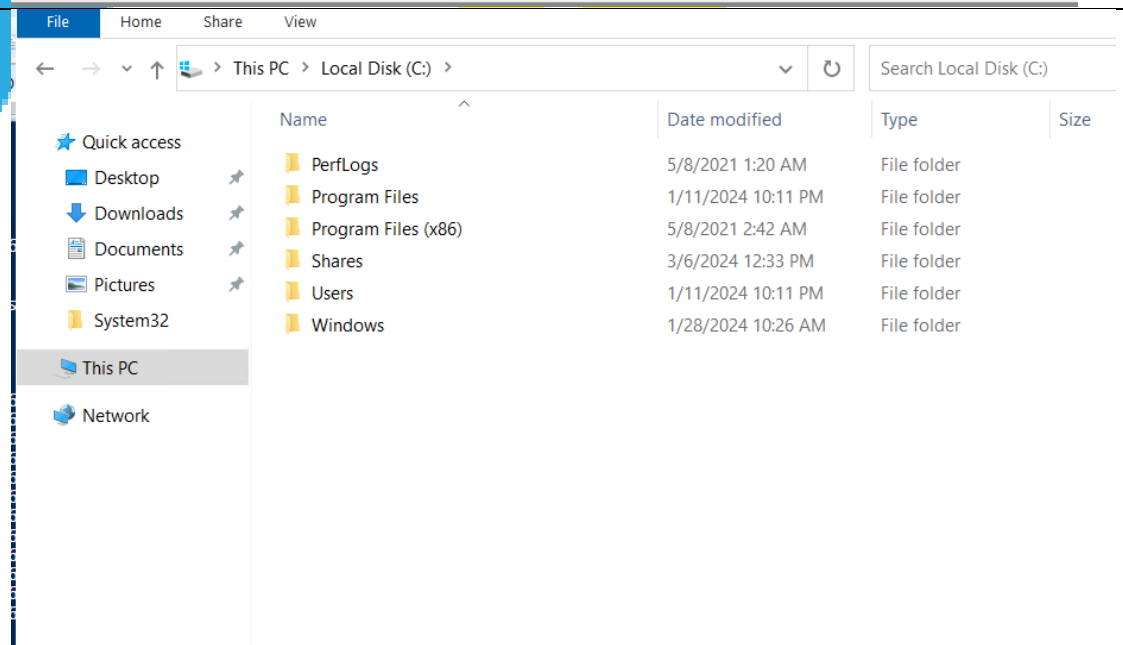
PS C:\shares>
Completed
```




- Check the folders by going to file explorer on the bottom bar.

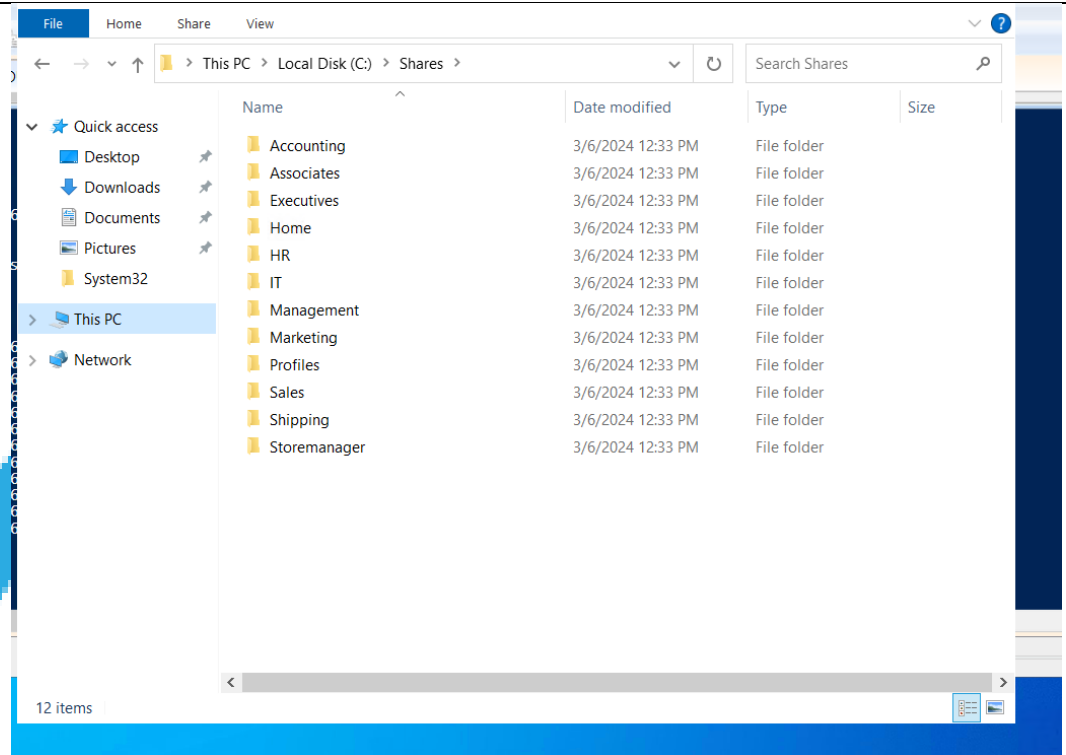


- Open the file explorer.
- Double-click on the This PC.
- Double-click Shares folder.

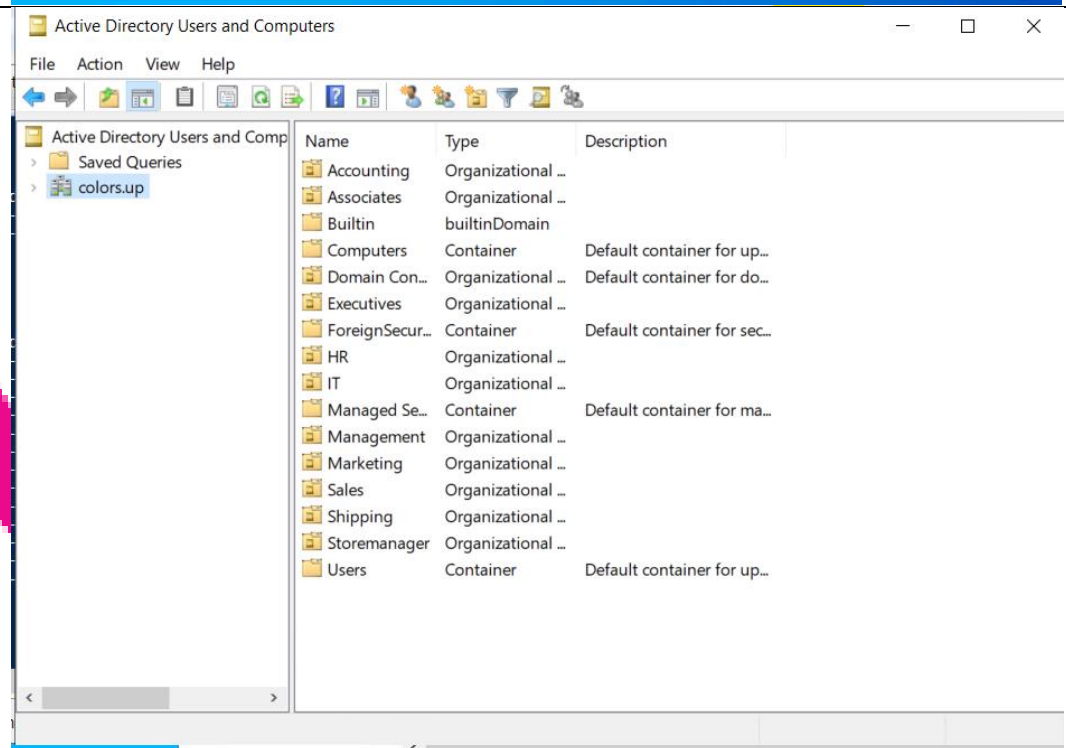




- These are the folders.



- Then, go to Active Directory to check if the script works.
- You will see the folders that we just created when you click your domain name on Active Directory.





- Now I'm going back to Excel.
- Insert a new column between column C and E.

Get & Transform Data		Queries & Connections		Data Types		Sort & Filter		Data Tools		Forecast
<div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div>										
A	B	C	D	E	F	G	H	I	J	
jsadd user-upn	Alice.C.Anderson	"cn=	Alice		Careline	Anderson		Alice C Anderson	Alice.C.Anderson	
jsadd user-upn	America.E.Anderson	"cn=	America		Elizabeth	Anderson		America E Anderson	America.E.Anderson	
jsadd user-upn	Charles.R.Anderson	"cn=	Charles		Robert	Anderson		Charles R Anderson	Charles.R.Anderson	
jsadd user-upn	Edward.J.Anderson	"cn=	Edward		James	Anderson		Edward J Anderson	Edward.J.Anderson	
jsadd user-upn	Emily.V.Anderson	"cn=	Emily		Viola	Anderson		Emily V Anderson	Emily.V.Anderson	
jsadd user-upn	James.E.Anderson	"cn=	James		Everett	Anderson		James E Anderson	James.E.Anderson	
jsadd user-upn	Malissa.J.Anderson	"cn=	Malissa		Jane	Anderson		Malissa J Anderson	Malissa.J.Anderson	
jsadd user-upn	Martha.A.Anderson	"cn=	Martha		Arana	Anderson		Martha A Anderson	Martha.A.Anderson	
jsadd user-upn	Mary.L.Anderson	"cn=	Mary		Lucinda	Anderson		Mary L Anderson	Mary.L.Anderson	
jsadd user-upn	Sarah.I.Anderson	"cn=	Sarah		Isabelle	Anderson		Sarah I Anderson	Sarah.I.Anderson	
jsadd user-upn	William.E.Anderson	"cn=	William		Edward	Anderson		William E Anderson	William.E.Anderson	
jsadd user-upn	Lucinda.P.Arnold	"cn=	Lucinda		Parlee	Arnold		Lucinda P Arnold	Lucinda.P.Arnold	
jsadd user-upn	Sarah.E.Arnold	"cn=	Sarah		Ellen	Arnold		Sarah E Arnold	Sarah.E.Arnold	
jsadd user-upn	George.M.Atterbury	"cn=	George		McNella	Atterbury		George M Atterbury	George.M.Atterbury	
jsadd user-upn	Anna.H.Bailey	"cn=	Anna		Hannah	Bailey		Anna H Bailey	Anna.H.Bailey	
jsadd user-upn	Arles.F.Bailey	"cn=	Arles		Fredric	Bailey		Arles F Bailey	Arles.F.Bailey	
jsadd user-upn	Flora.M.Bailey	"cn=	Flora		Meoma	Bailey		Flora M Bailey	Flora.M.Bailey	
jsadd user-upn	Paul.R.Bailey	"cn=	Paul		Rosco	Bailey		Paul R Bailey	Paul.R.Bailey	
jsadd user-upn	Thomas.M.Bailey	"cn=	Thomas		Maurice	Bailey		Thomas M Bailey	Thomas.M.Bailey	
jsadd user-upn	Youple.T.Bailey	"cn=	Youple		Tresa	Bailey		Youple T Bailey	Youple.T.Bailey	
jsadd user-upn	Nancy.J.Barlow	"cn=	Nancy		Jane	Barlow		Nancy J Barlow	Nancy.J.Barlow	
jsadd user-upn	William.C.Barnett	"cn=	William		Curtis	Barnett		William C Barnett	William.C.Barnett	
jsadd user-upn	Nancy.A.Bayless	"cn=	Nancy		Ann	Bayless		Nancy A Bayless	Nancy.A.Bayless	
jsadd user-upn	Mary.F.Beagles	"cn=	Mary		Frances	Beagles		Mary F Beagles	Mary.F.Beagles	
jsadd user-upn	Anna.M.Benedict	"cn=	Anna		Maria	Benedict		Anna M Benedict	Anna.M.Benedict	
jsadd user-upn	Grace.M.Bloss	"cn=	Grace		Marketa	Bloss		Grace M Bloss	Grace.M.Bloss	
IT120-RS-Names										
Accessibility: Good to go										

- Copy column I and paste it into column D.

E	F	G	H	I	J	K	L
	Careline	Anderson		Alice C Anderson	Alice.C.Anderson		
	Elizabeth	Anderson		America E Anderson	America.E.Anderson		
	Robert	Anderson		Charles R Anderson	Charles.R.Anderson		
	James	Anderson		Edward J Anderson	Edward.J.Anderson		
	Viola	Anderson		Emily V Anderson	Emily.V.Anderson		
	Everett	Anderson		James E Anderson	James.E.Anderson		
	Jane	Anderson		Malissa J Anderson	Malissa.J.Anderson		
	Arana	Anderson		Martha A Anderson	Martha.A.Anderson		
	Lucinda	Anderson		Mary L Anderson	Mary.L.Anderson		
	Isabelle	Anderson		Sarah I Anderson	Sarah.I.Anderson		
	Edward	Anderson		William E Anderson	William.E.Anderson		
	Parlee	Arnold		Lucinda P Arnold	Lucinda.P.Arnold		
	Ellen	Arnold		Sarah E Arnold	Sarah.E.Arnold		
	McNella	Atterbury		George M Atterbury	George.M.Atterbury		
	Hannah	Bailey		Anna H Bailey	Anna.H.Bailey		
	Fredric	Bailey		Arles F Bailey	Arles.F.Bailey		
	Meoma	Bailey		Flora M Bailey	Flora.M.Bailey		
	Rosco	Bailey		Paul R Bailey	Paul.R.Bailey		
	Maurice	Bailey		Thomas M Bailey	Thomas.M.Bailey		
	Tresa	Bailey		Youple T Bailey	Youple.T.Bailey		
	Jane	Barlow		Nancy J Barlow	Nancy.J.Barlow		
	Curtis	Barnett		William C Barnett	William.C.Barnett		
	Ann	Bayless		Nancy A Bayless	Nancy.A.Bayless		
	Frances	Beagles		Mary F Beagles	Mary.F.Beagles		
	Maria	Benedict		Anna M Benedict	Anna.M.Benedict		
	Grace M Bloss			Marketa Bloss	Grace.M.Bloss		

- Now the spreadsheet will look like this.

fx Alice C Anderson										
A	B	C	D	E	F	G	H	I	J	
user-upn	Alice.C.Anderson	"cn=	Alice C Anderson	Alice	Careline	Anderson		Alice C Anderson	Alice.C.Anderson	
user-upn	America.E.Anderson	"cn=	America E Anderson	America	Elizabeth	Anderson		America E Anderson	America.E.Anderson	
user-upn	Charles.R.Anderson	"cn=	Charles R Anderson	Charles	Robert	Anderson		Charles R Anderson	Charles.R.Anderson	
user-upn	Edward.J.Anderson	"cn=	Edward J Anderson	Edward	James	Anderson		Edward J Anderson	Edward.J.Anderson	
user-upn	Emily.V.Anderson	"cn=	Emily V Anderson	Emily	Viola	Anderson		Emily V Anderson	Emily.V.Anderson	
user-upn	James.E.Anderson	"cn=	James E Anderson	James	Everett	Anderson		James E Anderson	James.E.Anderson	
user-upn	Malissa.J.Anderson	"cn=	Malissa J Anderson	Malissa	Jane	Anderson		Malissa J Anderson	Malissa.J.Anderson	
user-upn	Martha.A.Anderson	"cn=	Martha A Anderson	Martha	Arana	Anderson		Martha A Anderson	Martha.A.Anderson	
user-upn	Mary.L.Anderson	"cn=	Mary L Anderson	Mary	Lucinda	Anderson		Mary L Anderson	Mary.L.Anderson	
user-upn	Sarah.I.Anderson	"cn=	Sarah I Anderson	Sarah	Isabelle	Anderson		Sarah I Anderson	Sarah.I.Anderson	
user-upn	William.E.Anderson	"cn=	William E Anderson	William	Edward	Anderson		William E Anderson	William.E.Anderson	
user-upn	Lucinda.P.Arnold	"cn=	Lucinda P Arnold	Lucinda	Parlee	Arnold		Lucinda P Arnold	Lucinda.P.Arnold	
user-upn	Sarah.E.Arnold	"cn=	Sarah E Arnold	Sarah	Ellen	Arnold		Sarah E Arnold	Sarah.E.Arnold	
user-upn	George.M.Atterbury	"cn=	George M Atterbury	George	McNella	Atterbury		George M Atterbury	George.M.Atterbury	
user-upn	Anna.H.Bailey	"cn=	Anna H Bailey	Anna	Hannah	Bailey		Anna H Bailey	Anna.H.Bailey	
user-upn	Arles.F.Bailey	"cn=	Arles F Bailey	Arles	Fredric	Bailey		Arles F Bailey	Arles.F.Bailey	
user-upn	Flora.M.Bailey	"cn=	Flora M Bailey	Flora	Meoma	Bailey		Flora M Bailey	Flora.M.Bailey	
user-upn	Paul.R.Bailey	"cn=	Paul R Bailey	Paul	Rosco	Bailey		Paul R Bailey	Paul.R.Bailey	
user-upn	Thomas.M.Bailey	"cn=	Thomas M Bailey	Thomas	Maurice	Bailey		Thomas M Bailey	Thomas.M.Bailey	
user-upn	Youple.T.Bailey	"cn=	Youple T Bailey	Youple	Tresa	Bailey		Youple T Bailey	Youple.T.Bailey	
user-upn	Nancy.J.Barlow	"cn=	Nancy J Barlow	Nancy	Jane	Barlow		Nancy J Barlow	Nancy.J.Barlow	
user-upn	William.C.Barnett	"cn=	William C Barnett	William	Curtis	Barnett		William C Barnett	William.C.Barnett	
user-upn	Nancy.A.Bayless	"cn=	Nancy A Bayless	Nancy	Ann	Bayless		Nancy A Bayless	Nancy.A.Bayless	
user-upn	Mary.F.Beagles	"cn=	Mary F Beagles	Mary	Frances	Beagles		Mary F Beagles	Mary.F.Beagles	
user-upn	Anna.M.Benedict	"cn=	Anna M Benedict	Anna	Maria	Benedict		Anna M Benedict	Anna.M.Benedict	
user-upn	Grace.M.Bloss	"cn=	Grace M Bloss	Grace	Marketa	Bloss		Grace M Bloss	Grace.M.Bloss	



- Insert a new column between column D and F.
- You can do it by right-clicking on column E and selecting insert.

	A	B	C	D	E	F	G	H
1	dsadd user-upn	Alice.C.Anderson	"cn=	Alice C Anderson		Alice	Careline	Anderson
2	dsadd user-upn	America.E.Anderson	"cn=	America E Anderson		America	Elizabeth	Anderson
3	dsadd user-upn	Charles.R.Anderson	"cn=	Charles R Anderson		Charles	Robert	Anderson
4	dsadd user-upn	Edward.J.Anderson	"cn=	Edward J Anderson		Edward	James	Anderson
5	dsadd user-upn	Emily.V.Anderson	"cn=	Emily V Anderson		Emily	Viola	Anderson
6	dsadd user-upn	James.E.Anderson	"cn=	James E Anderson		James	Everett	Anderson
7	dsadd user-upn	Malissa.J.Anderson	"cn=	Malissa J Anderson		Malissa	Jane	Anderson
8	dsadd user-upn	Martha.A.Anderson	"cn=	Martha A Anderson		Martha	Arana	Anderson
9	dsadd user-upn	Mary.L.Anderson	"cn=	Mary L Anderson		Mary	Lucinda	Anderson
10	dsadd user-upn	Sarah.I.Anderson	"cn=	Sarah I Anderson		Sarah	Isabelle	Anderson
11	dsadd user-upn	William.E.Anderson	"cn=	William E Anderson		William	Edward	Anderson
12	dsadd user-upn	Lucinda.P.Arnold	"cn=	Lucinda P Arnold		Lucinda	Parlee	Arnold
13	dsadd user-upn	Sarah.E.Arnold	"cn=	Sarah E Arnold		Sarah	Ellen	Arnold
14	dsadd user-upn	George.M.Atterbury	"cn=	George M Atterbury		George	McNella	Atterbury
15	dsadd user-upn	Anna.H.Bailey	"cn=	Anna H Bailey		Anna	Hannah	Bailey
16	dsadd user-upn	Arles.F.Bailey	"cn=	Arles F Bailey		Arles	Fredric	Bailey
17	dsadd user-upn	Flora.M.Bailey	"cn=	Flora M Bailey		Flora	Meoma	Bailey
18	dsadd user-upn	Paul.R.Bailey	"cn=	Paul R Bailey		Paul	Rosco	Bailey
19	dsadd user-upn	Thomas.M.Bailey	"cn=	Thomas M Bailey		Thomas	Maurice	Bailey
20	dsadd user-upn	Youple.T.Bailey	"cn=	Youple T Bailey		Youple	Tresa	Bailey
21	dsadd user-upn	Nancy.J.Barlow	"cn=	Nancy J Barlow		Nancy	Jane	Barlow
22	dsadd user-upn	William.C.Barnett	"cn=	William C Barnett		William	Curtis	Barnett
23	dsadd user-upn	Nancy.A.Bayless	"cn=	Nancy A Bayless		Nancy	Ann	Bayless
24	dsadd user-upn	Mary.F.Beagles	"cn=	Mary F Beagles		Mary	Frances	Beagles
25	dsadd user-upn	Anna.M.Benedict	"cn=	Anna M Benedict		Anna	Maria	Benedict
26	dsadd user-upn	George.M.Barnett	"cn=	George M Barnett		George	Mark	Barnett

- On E1, type, ou=the first folder,dc= the first part of the domain,dc= the last part of the domain and then quote, space, dash, and then samid.

& Transform Data		Queries & Connections		Data Types		Sort & Filter		Data Tools	
B	C	D	E	F					
ce.C.Anderson	"cn= Alice C Anderson		,ou=Accounting,dc=colors,dc=up" -samid	Alice					
erica.E.Anderson	"cn= America E Anderson			America					
arles.R.Anderson	"cn= Charles R Anderson			Charles					
ward.J.Anderson	"cn= Edward J Anderson			Edward					
ily.V.Anderson	"cn= Emily V Anderson			Emily					
mes.E.Anderson	"cn= James E Anderson			James					
alissa.J.Anderson	"cn= Malissa J Anderson			Malissa					
artha.A.Anderson	"cn= Martha A Anderson			Martha					
ary.L.Anderson	"cn= Mary L Anderson			Mary					
rah.I.Anderson	"cn= Sarah I Anderson			Sarah					
lliam.E.Anderson	"cn= William E Anderson			William					
cinda.P.Arnold	"cn= Lucinda P Arnold			Lucinda					
rah.E.Arnold	"cn= Sarah E Arnold			Sarah					
orge.M.Atterbury	"cn= George M Atterbury			George					
na.H.Bailey	"cn= Anna H Bailey			Anna					
es.F.Bailey	"cn= Arles F Bailey			Arles					
ra.M.Bailey	"cn= Flora M Bailey			Flora					
ul.R.Bailey	"cn= Paul R Bailey			Paul					
omas.M.Bailey	"cn= Thomas M Bailey			Thomas					
uple.T.Bailey	"cn= Youple T Bailey			Youple					
ncy.J.Barlow	"cn= Nancy J Barlow			Nancy					
lliam.C.Barnett	"cn= William C Barnett			William					
ncy.A.Bayless	"cn= Nancy A Bayless			Nancy					
ary.F.Beagles	"cn= Mary F Beagles			Mary					



- Copy it until row 10.

-up" -samid

D	E	
erson	,ou=Accounting,dc=colors,dc=up" -samid	Alice
nderson	,ou=Accounting,dc=colors,dc=up" -samid	America
nderson	,ou=Accounting,dc=colors,dc=up" -samid	Charles
nderson	,ou=Accounting,dc=colors,dc=up" -samid	Edward
erson	,ou=Accounting,dc=colors,dc=up" -samid	Emily
erson	,ou=Accounting,dc=colors,dc=up" -samid	James
nderson	,ou=Accounting,dc=colors,dc=up" -samid	Malissa
nderson	,ou=Accounting,dc=colors,dc=up" -samid	Martha
erson	,ou=Accounting,dc=colors,dc=up" -samid	Mary
erson	,ou=Accounting,dc=colors,dc=up" -samid	Sarah
nderson		William
rnold		Lucinda
old		Sarah
atterbury		George
ey		Anna
ey		Arles
ley		Flora
y		Paul
Bailey		Thomas

- Change the name to match the folder's name on the server.
- Highlight E1 – E10 and double click on the right corner to copy it all the way to the end of the column.

Get & Transform Data		Queries & Connections		Data Types		Sort & Filter
E1						
,ou=Accounting,dc=colors,dc=up" -samid						
	A	B	C	D	E	
1	dsadd user-upn	Alice.C.Anderson	"cn=	Alice C Anderson	,ou=Accounting,dc=colors,dc=up" -samid	Alice
2	dsadd user-upn	America.E.Anderson	"cn=	America E Anderson	,ou=Associates,dc=colors,dc=up" -samid	America
3	dsadd user-upn	Charles.R.Anderson	"cn=	Charles R Anderson	,ou=Executives,dc=colors,dc=up" -samid	Charles
4	dsadd user-upn	Edward.J.Anderson	"cn=	Edward J Anderson	,ou=HR,dc=colors,dc=up" -samid	Edward
5	dsadd user-upn	Emily.V.Anderson	"cn=	Emily V Anderson	,ou=IT,dc=colors,dc=up" -samid	Emily
6	dsadd user-upn	James.E.Anderson	"cn=	James E Anderson	,ou=Management,dc=colors,dc=up" -samid	James
7	dsadd user-upn	Malissa.J.Anderson	"cn=	Malissa J Anderson	,ou=Marketing,dc=colors,dc=up" -samid	Malissa
8	dsadd user-upn	Martha.A.Anderson	"cn=	Martha A Anderson	,ou=Sales,dc=colors,dc=up" -samid	Martha
9	dsadd user-upn	Mary.L.Anderson	"cn=	Mary L Anderson	,ou=Shipping,dc=colors,dc=up" -samid	Mary
10	dsadd user-upn	Sarah.I.Anderson	"cn=	Sarah I Anderson	,ou=Storemanager,dc=colors,dc=up" -samid	Sarah
11	dsadd user-upn	William.E.Anderson	"cn=	William E Anderson		William
12	dsadd user-upn	Lucinda.P.Arnold	"cn=	Lucinda P Arnold		Lucinda
13	dsadd user-upn	Sarah.E.Arnold	"cn=	Sarah E Arnold		Sarah
14	dsadd user-upn	George.M.Atterbury	"cn=	George M Atterbury		George
15	dsadd user-upn	Anna.H.Bailey	"cn=	Anna H Bailey		Anna
16	dsadd user-upn	Arles.F.Bailey	"cn=	Arles F Bailey		Arles
17	dsadd user-upn	Flora.M.Bailey	"cn=	Flora M Bailey		Flora
18	dsadd user-upn	Paul.R.Bailey	"cn=	Paul R Bailey		Paul
19	dsadd user-upn	Thomas.M.Bailey	"cn=	Thomas M Bailey		Thomas
20	dsadd user-upn	Youple.T.Bailey	"cn=	Youple T Bailey		Youple
21	dsadd user-upn	Nancy.J.Barlow	"cn=	Nancy J Barlow		Nancy
22	dsadd user-upn	William.C.Barnett	"cn=	William C Barnett		William



- The spreadsheet will look like this.

	A	B	C	D	E	F	G	
1	dsadd user-upn	Alice.C.Anderson	"cn= Alice C Anderson		,ou=Accounting,dc=colors,dc=up" -samid	Alice	Careline	A
2	dsadd user-upn	America.E.Anderson	"cn= America E Anderson		,ou=Associates,dc=colors,dc=up" -samid	America	Elizabeth	A
3	dsadd user-upn	Charles.R.Anderson	"cn= Charles R Anderson		,ou=Executives,dc=colors,dc=up" -samid	Charles	Robert	A
4	dsadd user-upn	Edward.J.Anderson	"cn= Edward J Anderson		,ou=HR,dc=colors,dc=up" -samid	Edward	James	A
5	dsadd user-upn	Emily.V.Anderson	"cn= Emily V Anderson		,ou=IT,dc=colors,dc=up" -samid	Emily	Viola	A
6	dsadd user-upn	James.E.Anderson	"cn= James E Anderson		,ou=Management,dc=colors,dc=up" -samid	James	Everett	A
7	dsadd user-upn	Malissa.J.Anderson	"cn= Malissa J Anderson		,ou=Marketing,dc=colors,dc=up" -samid	Malissa	Jane	A
8	dsadd user-upn	Martha.A.Anderson	"cn= Martha A Anderson		,ou=Sales,dc=colors,dc=up" -samid	Martha	Arana	A
9	dsadd user-upn	Mary.L.Anderson	"cn= Mary L Anderson		,ou=Shipping,dc=colors,dc=up" -samid	Mary	Lucinda	A
10	dsadd user-upn	Sarah.I.Anderson	"cn= Sarah I Anderson		,ou=Storemanager,dc=colors,dc=up" -samid	Sarah	Isabelle	A
11	dsadd user-upn	William.E.Anderson	"cn= William E Anderson		,ou=Accounting,dc=colors,dc=up" -samid	William	Edward	A
12	dsadd user-upn	Lucinda.P.Arnold	"cn= Lucinda P Arnold		,ou=Associates,dc=colors,dc=up" -samid	Lucinda	Parlee	A
13	dsadd user-upn	Sarah.E.Arnold	"cn= Sarah E Arnold		,ou=Executives,dc=colors,dc=up" -samid	Sarah	Ellen	A
14	dsadd user-upn	George.M.Atterbury	"cn= George M Atterbury		,ou=HR,dc=colors,dc=up" -samid	George	McNella	A
15	dsadd user-upn	Anna.H.Bailey	"cn= Anna H Bailey		,ou=IT,dc=colors,dc=up" -samid	Anna	Hannah	B
16	dsadd user-upn	Arles.F.Bailey	"cn= Arles F Bailey		,ou=Management,dc=colors,dc=up" -samid	Arles	Fredric	B
17	dsadd user-upn	Flora.M.Bailey	"cn= Flora M Bailey		,ou=Marketing,dc=colors,dc=up" -samid	Flora	Meoma	B
18	dsadd user-upn	Paul.R.Bailey	"cn= Paul R Bailey		,ou=Sales,dc=colors,dc=up" -samid	Paul	Rosco	B
19	dsadd user-upn	Thomas.M.Bailey	"cn= Thomas M Bailey		,ou=Shipping,dc=colors,dc=up" -samid	Thomas	Maurice	B
20	dsadd user-upn	Youple.T.Bailey	"cn= Youple T Bailey		,ou=Storemanager,dc=colors,dc=up" -samid	Youple	Tresa	B
21	dsadd user-upn	Nancy.J.Barlow	"cn= Nancy J Barlow		,ou=Associates,dc=colors,dc=up" -samid	Nancy	Jane	B
22	dsadd user-upn	William.C.Barnett	"cn= William C Barnett		,ou=Executives,dc=colors,dc=up" -samid	William	Curtis	B
23	dsadd user-upn	Nancy.A.Bayless	"cn= Nancy A Bayless		,ou=HR,dc=colors,dc=up" -samid	Nancy	Ann	B
24	dsadd user-upn	Mary.F.Beagles	"cn= Mary F Beagles		,ou=IT,dc=colors,dc=up" -samid	Mary	Frances	B
25	dsadd user-upn	Anna.M.Benedict	"cn= Anna M Benedict		,ou=IT,dc=colors,dc=up" -samid	Anna	Maria	B

- Right-click on column F.
- Select insert to add a new column.

Microsoft Excel ribbon: Data, Formulas, References, Layout, Send To, View, Help. Data Tools: Sort & Filter, Advanced, Text to Columns, Data Validation, What-If Analysis, Forecast Sheet. Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Styles.

Right-click context menu for column F:

- Search the menus
- Cut
- Copy
- Paste Options:
 - Paste Special...
- Insert
- Delete
- Clear Contents
- Format Cells...
- Column Width...
- Hide
- Unhide



- Type space, dash, samid and then space. "-samid "

E	F	
,ou=Accounting,dc=colors,dc=up" -samid	-samid	Alice
,ou=Associates,dc=colors,dc=up" -samid		America
,ou=Executives,dc=colors,dc=up" -samid		Charles
,ou=HR,dc=colors,dc=up" -samid		Edward
,ou=IT,dc=colors,dc=up" -samid		Emily
,ou=Management,dc=colors,dc=up" -samid		James
,ou=Marketing,dc=colors,dc=up" -samid		Malissa
,ou=Sales,dc=colors,dc=up" -samid		Martha
,ou=Shipping,dc=colors,dc=up" -samid		Mary
,ou=Storemanager,dc=colors,dc=up" -samid		Sarah
,ou=Accounting,dc=colors,dc=up" -samid		William
,ou=Associates,dc=colors,dc=up" -samid		Lucinda
,ou=Executives,dc=colors,dc=up" -samid		Sarah
,ou=HR,dc=colors,dc=up" -samid		George
,ou=IT,dc=colors,dc=up" -samid		Anna
,ou=Management,dc=colors,dc=up" -samid		Arles
,ou=Marketing,dc=colors,dc=up" -samid		Flora

- Double-click the right corner on the bottom of the cell to copy the text to the rest of the cells in the column.

	E	F	G	H	I
	,ou=Accounting,dc=colors,dc=up" -samid	-samid	Alice		Careline /
on	,ou=Associates,dc=colors,dc=up" -samid	-samid	America		Elizabeth /
in	,ou=Executives,dc=colors,dc=up" -samid	-samid	Charles		Robert /
n	,ou=HR,dc=colors,dc=up" -samid	-samid	Edward		James /
	,ou=IT,dc=colors,dc=up" -samid	-samid	Emily		Viola /
	,ou=Management,dc=colors,dc=up" -samid	-samid	James		Everett /
n	,ou=Marketing,dc=colors,dc=up" -samid	-samid	Malissa		Jane /
in	,ou=Sales,dc=colors,dc=up" -samid	-samid	Martha		Arana /
	,ou=Shipping,dc=colors,dc=up" -samid	-samid	Mary		Lucinda /
	,ou=Storemanager,dc=colors,dc=up" -samid	-samid	Sarah		Isabelle /
n	,ou=Accounting,dc=colors,dc=up" -samid	-samid	William		Edward /
	,ou=Associates,dc=colors,dc=up" -samid	-samid	Lucinda		Parlee /
	,ou=Executives,dc=colors,dc=up" -samid	-samid	Sarah		Ellen /
ry	,ou=HR,dc=colors,dc=up" -samid	-samid	George		McNella /
	,ou=IT,dc=colors,dc=up" -samid	-samid	Anna		Hannah E
	,ou=Management,dc=colors,dc=up" -samid	-samid	Arles		Fredric E
	,ou=Marketing,dc=colors,dc=up" -samid	-samid	Flora		Meoma E
	,ou=Sales,dc=colors,dc=up" -samid	-samid	Paul		Rosco E
	,ou=Shipping,dc=colors,dc=up" -samid	-samid	Thomas		Maurice E
	,ou=Storemanager,dc=colors,dc=up" -samid	-samid	Youple		Tresa E
	,ou=Accounting,dc=colors,dc=up" -samid	-samid	Nancy		Jane E



- Insert a new column in between column F and H.
- Copy column M.

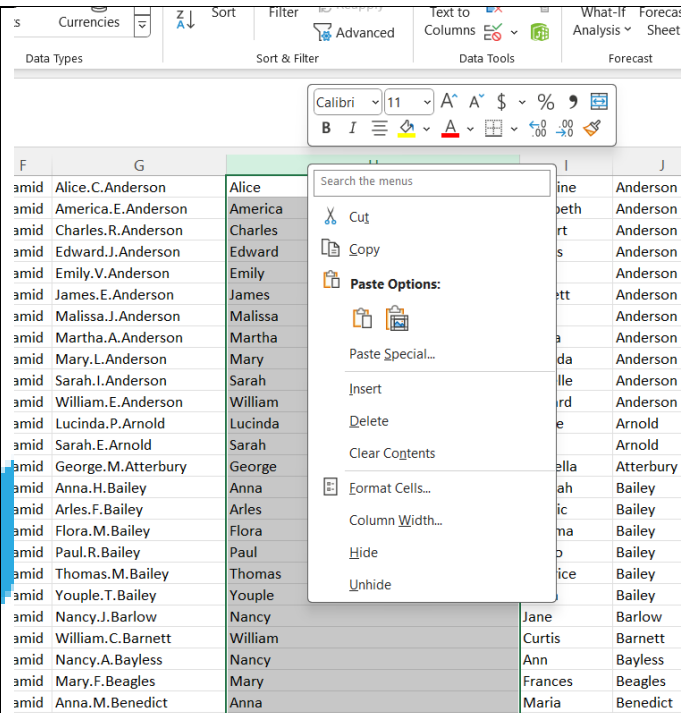
F	G	H	I	J	K	L	M
-samid	⚡e		Careline	Anderson		Alice C Anderson	Alice.C.Anderson
-samid	America		Elizabeth	Anderson		America E Anderson	America.E.Anderson
-samid	Charles		Robert	Anderson		Charles R Anderson	Charles.R.Anderson
-samid	Edward		James	Anderson		Edward J Anderson	Edward.J.Anderson
-samid	Emily		Viola	Anderson		Emily V Anderson	Emily.V.Anderson
-samid	James		Everett	Anderson		James E Anderson	James.E.Anderson
-samid	Malissa		Jane	Anderson		Malissa J Anderson	Malissa.J.Anderson
-samid	Martha		Arana	Anderson		Martha A Anderson	Martha.A.Anderson
-samid	Mary		Lucinda	Anderson		Mary L Anderson	Mary.L.Anderson
-samid	Sarah		Isabelle	Anderson		Sarah I Anderson	Sarah.I.Anderson
-samid	William		Edward	Anderson		William E Anderson	William.E.Anderson
-samid	Lucinda		Parlee	Arnold		Lucinda P Arnold	Lucinda.P.Arnold
-samid	Sarah		Ellen	Arnold		Sarah E Arnold	Sarah.E.Arnold
-samid	George		McNella	Atterbury		George M Atterbury	George.M.Atterbury
-samid	Anna		Hannah	Bailey		Anna H Bailey	Anna.H.Bailey
-samid	Arles		Fredric	Bailey		Arles F Bailey	Arles.F.Bailey
-samid	Flora		Meoma	Bailey		Flora M Bailey	Flora.M.Bailey
-samid	Paul		Rosco	Bailey		Paul R Bailey	Paul.R.Bailey
-samid	Thomas		Maurice	Bailey		Thomas M Bailey	Thomas.M.Bailey
-samid	Youple		Tresa	Bailey		Youple T Bailey	Youple.T.Bailey
-samid	Nancy		Jane	Barlow		Nancy J Barlow	Nancy.J.Barlow
-samid	William		Curtis	Barnett		William C Barnett	William.C.Barnett
-samid	Nancy		Ann	Bayless		Nancy A Bayless	Nancy.A.Bayless
-samid	Mary		Frances	Beagles		Mary F Beagles	Mary.F.Beagles
-samid	Anna		Maria	Benedict		Anna M Benedict	Anna.M.Benedict

- Paste it into column G.

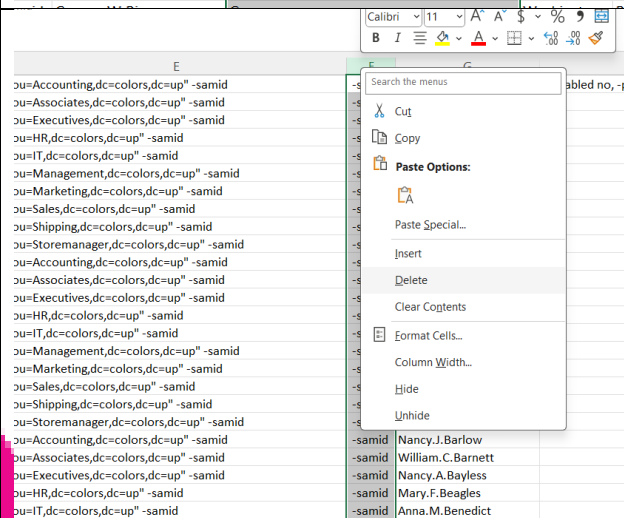
E	F	G	H	I	J
lors,dc=up" -samid	-samid	Alice.C.Anderson	⚡(Ctrl)	Careline	Anderson
lors,dc=up" -samid	-samid	America.E.Anderson	America	Elizabeth	Anderson
lors,dc=up" -samid	-samid	Charles.R.Anderson	Charles	Robert	Anderson
up" -samid	-samid	Edward.J.Anderson	Edward	James	Anderson
ip" -samid	-samid	Emily.V.Anderson	Emily	Viola	Anderson
:colors,dc=up" -samid	-samid	James.E.Anderson	James	Everett	Anderson
lors,dc=up" -samid	-samid	Malissa.J.Anderson	Malissa	Jane	Anderson
c=up" -samid	-samid	Martha.A.Anderson	Martha	Arana	Anderson
rs,dc=up" -samid	-samid	Mary.L.Anderson	Mary	Lucinda	Anderson
=colors,dc=up" -samid	-samid	Sarah.I.Anderson	Sarah	Isabelle	Anderson
lors,dc=up" -samid	-samid	William.E.Anderson	William	Edward	Anderson
lors,dc=up" -samid	-samid	Lucinda.P.Arnold	Lucinda	Parlee	Arnold
lors,dc=up" -samid	-samid	Sarah.E.Arnold	Sarah	Ellen	Arnold
up" -samid	-samid	George.M.Atterbury	George	McNella	Atterbury
ip" -samid	-samid	Anna.H.Bailey	Anna	Hannah	Bailey
:colors,dc=up" -samid	-samid	Arles.F.Bailey	Arles	Fredric	Bailey
lors,dc=up" -samid	-samid	Flora.M.Bailey	Flora	Meoma	Bailey
c=up" -samid	-samid	Paul.R.Bailey	Paul	Rosco	Bailey
rs,dc=up" -samid	-samid	Thomas.M.Bailey	Thomas	Maurice	Bailey
=colors,dc=up" -samid	-samid	Youple.T.Bailey	Youple	Tresa	Bailey
lors,dc=up" -samid	-samid	Nancy.J.Barlow	Nancy	Jane	Barlow
lors,dc=up" -samid	-samid	William.C.Barnett	William	Curtis	Barnett
lors,dc=up" -samid	-samid	Nancy.A.Bayless	Nancy	Ann	Bayless
up" -samid	-samid	Mary.F.Beagles	Mary	Frances	Beagles
up" -samid	-samid	Anna.M.Benedict	Anna	Maria	Benedict



- Add a new column next to column G.
- Right-click column H and select insert to add a new column on the left side of column H.



- Since we have said already in column E, we need to delete column F.
- Right-click column F and click Delete.





- On column G, type “-disabled no, -pwd “Red.vine2”, -mustchpwd yes, -memberof “cn=Accounting, ou=Accounting, dc=colors, dc=up”
- Don’t forget to add space before -disabled.

Data Types	Sort & Filter	Data Tools	Forecast	Outline	FS
memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"					
F		G			
Alice.C.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"				Alice
America.E.Anderson					America
Charles.R.Anderson					Charles
Edward.J.Anderson					Edward
Emily.V.Anderson					Emily
James.E.Anderson					James
Malissa.J.Anderson					Malissa
Martha.A.Anderson					Martha
Mary.L.Anderson					Mary
Sarah.I.Anderson					Sarah
William.E.Anderson					William
Lucinda.P.Arnold					Lucinda
Sarah.E.Arnold					Sarah
George.M.Atterbury					George
Anna.H.Bailey					Anna
Arles.F.Bailey					Arles
Flora.M.Bailey					Flora
Paul.R.Bailey					Paul
Thomas.M.Bailey					Thomas

- Copy-paste it until G10.

F	G	
.C.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Alice
ica.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Amer
les.R.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Charl
rd.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Edwa
r.V.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Emily
s.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Jame
isa.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Malis
ha.A.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Mart
.L.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Mary
.I.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Sara
am.E.Anderson		lie
ida.P.Arnold		Lucin
.E.Arnold		Sara
ge.M.Atterbury		Geor
.H.Bailey		Anna
.F.Bailey		Arles
.M.Bailey		Flora

- Change the name to match the names for each row.
- Double-click on the right corner on the bottom to copy-paste the text into the rest of the cells in the column.

f "cn=Accounting, ou=Accounting, dc=colors, dc=up"		
F	G	
Alice.C.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	Alice
America.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colors, dc=up"	Amer
Charles.R.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colors, dc=up"	Charl
Edward.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"	Edwa
Emily.V.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"	Emily
James.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc=colors, dc=up"	Jame
Malissa.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"	Malis
Martha.A.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"	Mart
Mary.L.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"	Mary
Sarah.I.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	Sarah
William.E.Anderson		ia
Lucinda.P.Arnold		Lucin
Sarah.E.Arnold		Sarah
George.M.Atterbury		Geor
Anna.H.Bailey		Anna
Arles.F.Bailey		Arles
Flora.M.Bailey		Flora
Paul.R.Bailey		Paul
Thomas.M.Bailey		Thom
Youple.T.Bailey		Youpl



- The column should look like this.

F	G
Alice.C.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=col
America.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=col
Charles.R.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=col
Edward.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"
Emily.V.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"
James.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc
Malissa.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=col
Martha.A.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"
Mary.L.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, d
Sarah.I.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, c
William.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=col
Lucinda.P.Arnold	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=col
Sarah.E.Arnold	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=col
George.M.Atterbury	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"
Anna.H.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"
Arles.F.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc
Flora.M.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=col
Paul.R.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"
Thomas.M.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, d
Youple.T.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, c
Nancy.J.Barlow	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=col
William.C.Barnett	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=col
Nancy.A.Bayless	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=col
Mary.F.Beagles	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"
Anna.M.Benedict	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"
George.M.Bishop	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -memberof "cn=Management, ou=Management, dc

- Add a new column by right-clicking on column H.
- Select Insert.
- On H1, type (space, dash, fn, and space) "-fn"

G	H	I	J	K
nustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn	Alice	Careline	Anderson
nustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colors, dc=up"		America	Elizabeth	Anderson
nustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colors, dc=up"		Charles	Robert	Anderson
nustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"		Edward	James	Anderson
nustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"		Emily	Viola	Anderson
nustchpwd yes, -memberof "cn=Management, ou=Management, dc=colors, dc=up"		James	Everett	Anderson
nustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"		Malissa	Jane	Anderson
nustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"		Martha	Arana	Anderson
nustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"		Mary	Lucinda	Anderson
nustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"		Sarah	Isabelle	Anderson
nustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"		William	Edward	Anderson
nustchpwd yes, -memberof "cn=Associates, ou=Associates, dc=colors, dc=up"		Lucinda	Parlee	Arnold
nustchpwd yes, -memberof "cn=Executives, ou=Executives, dc=colors, dc=up"		Sarah	Ellen	Arnold
nustchpwd yes, -memberof "cn=HR, ou=HR, dc=colors, dc=up"		George	McNella	Atterbury
nustchpwd yes, -memberof "cn=IT, ou=IT, dc=colors, dc=up"		Anna	Hannah	Bailey
nustchpwd yes, -memberof "cn=Management, ou=Management, dc=colors, dc=up"		Arles	Fredric	Bailey
nustchpwd yes, -memberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"		Flora	Meoma	Bailey
nustchpwd yes, -memberof "cn=Sales, ou=Sales, dc=colors, dc=up"		Paul	Rosco	Bailey
nustchpwd yes, -memberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"		Thomas	Maurice	Bailey
nustchpwd yes, -memberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"		Youple	Tresa	Bailey
nustchpwd yes, -memberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"		Nancy	Jane	Barlow



- Hover to the right corner of cell H1. When the + sign shows, double click it to copy-paste for the rest of the cells in the column.

G	H	I	J	K
mberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn	Alice	Careline	Anderson
mberof "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn	America	Elizabeth	Anderson
mberof "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn	Charles	Robert	Anderson
mberof "cn=HR, ou=HR, dc=colors, dc=up"	-fn	Edward	James	Anderson
mberof "cn=IT, ou=IT, dc=colors, dc=up"	-fn	Emily	Viola	Anderson
mberof "cn=Management, ou=Management, dc=colors, dc=up"	-fn	James	Everett	Anderson
mberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"	-fn	Malissa	Jane	Anderson
mberof "cn=Sales, ou=Sales, dc=colors, dc=up"	-fn	Martha	Arana	Anderson
mberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"	-fn	Mary	Lucinda	Anderson
mberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	-fn	Sarah	Isabelle	Anderson
mberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn	William	Edward	Anderson
mberof "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn	Lucinda	Parlee	Arnold
mberof "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn	Sarah	Ellen	Arnold
mberof "cn=HR, ou=HR, dc=colors, dc=up"	-fn	George	McNella	Atterbury
mberof "cn=IT, ou=IT, dc=colors, dc=up"	-fn	Anna	Hannah	Bailey
mberof "cn=Management, ou=Management, dc=colors, dc=up"	-fn	Arles	Fredric	Bailey
mberof "cn=Marketing, ou=Marketing, dc=colors, dc=up"	-fn	Flora	Meoma	Bailey
mberof "cn=Sales, ou=Sales, dc=colors, dc=up"	-fn	Paul	Rosco	Bailey
mberof "cn=Shipping, ou=Shipping, dc=colors, dc=up"	-fn	Thomas	Maurice	Bailey
mberof "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	-fn	Youple	Tresa	Bailey
mberof "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn	Anna	Tresa	Bailey

- Add a new column by clicking column J.
- Right-click and select Insert.
- On J1, type (space, dash, mi, and space) "-mi "

	H	I	J	K	L	M	N
	-fn	Alice	-mi	Careline	Anderson		Alice C Anderson
	-fn	America		Elizabeth	Anderson		America E Anderson
	-fn	Charles		Robert	Anderson		Charles R Anderson
	-fn	Edward		James	Anderson		Edward J Anderson
	-fn	Emily		Viola	Anderson		Emily V Anderson
J	-fn	James		Everett	Anderson		James E Anderson
	-fn	Malissa		Jane	Anderson		Malissa J Anderson
	-fn	Martha		Arana	Anderson		Martha A Anderson
	-fn	Mary		Lucinda	Anderson		Mary L Anderson
up"	-fn	Sarah		Isabelle	Anderson		Sarah I Anderson
	-fn	William		Edward	Anderson		William E Anderson
	-fn	Lucinda		Parlee	Arnold		Lucinda P Arnold
	-fn	Sarah		Ellen	Arnold		Sarah E Arnold
	-fn	George		McNella	Atterbury		George M Atterbury
	-fn	Anna		Hannah	Bailey		Anna H Bailey
J	-fn	Arles		Fredric	Bailey		Arles F Bailey
	-fn	Flora		Meoma	Bailey		Flora M Bailey
	-fn	Paul		Rosco	Bailey		Paul R Bailey
	-fn	Thomas		Maurice	Bailey		Thomas M Bailey
up"	-fn	Youple		Tresa	Bailey		Youple T Bailey



- Hover to the right corner of cell J1. When the + sign shows, double click it to copy-paste for the rest of the cells in the column.

H	I	J	K	L	M	N
-fn Alice		-mi	Careline	Anderson		Alice C Anderson
-fn America		-mi	Elizabeth	Anderson		America E Anderson
-fn Charles		-mi	Robert	Anderson		Charles R Anderson
-fn Edward		-mi	James	Anderson		Edward J Anderson
-fn Emily		-mi	Viola	Anderson		Emily V Anderson
-fn James		-mi	Everett	Anderson		James E Anderson
-fn Malissa		-mi	Jane	Anderson		Malissa J Anderson
-fn Martha		-mi	Arana	Anderson		Martha A Anderson
-fn Mary		-mi	Lucinda	Anderson		Mary L Anderson
-fn Sarah		-mi	Isabelle	Anderson		Sarah I Anderson
-fn William		-mi	Edward	Anderson		William E Anderson
-fn Lucinda		-mi	Parlee	Arnold		Lucinda P Arnold
-fn Sarah		-mi	Ellen	Arnold		Sarah E Arnold
-fn George		-mi	McNella	Atterbury		George M Atterbury
-fn Anna		-mi	Hannah	Bailey		Anna H Bailey
-fn Arles		-mi	Fredric	Bailey		Arles F Bailey
-fn Flora		-mi	Meoma	Bailey		Flora M Bailey
-fn Paul		-mi	Rosco	Bailey		Paul R Bailey
-fn Thomas		-mi	Maurice	Bailey		Thomas M Bailey
-fn Youple		-mi	Tresa	Bailey		Youple T Bailey
-fn Nancy		-mi	Jane	Barlow		Nancy J Barlow
-fn William		-mi	Curtis	Barnett		William C Barnett
-fn Nancy		-mi	Ann	Bayless		Nancy A Bayless
-fn Mary		-mi	Frances	Beagles		Mary F Beagles
-fn Anna		-mi	Maria	Beardist		Anna M Beardist

- Add a new column by right-click on column K.
- Then select Insert.
- On K1, type a formula.
- The formula is = (LEFT, L1,1))
- Hit the Enter key.
- Double-click the plus sign on the right corner of K1.

	H	I	J	K	L	M	N	O
	-fn Alice		-mi	C	Careline	Anderson		Alice C Anderson
	-fn America		-mi	E	Elizabeth	Anderson		America E Anderson
	-fn Charles		-mi	R	Robert	Anderson		Charles R Anderson
	-fn Edward		-mi	J	James	Anderson		Edward J Anderson
	-fn Emily		-mi	V	Viola	Anderson		Emily V Anderson
p"	-fn James		-mi	E	Everett	Anderson		James E Anderson
	-fn Malissa		-mi	J	Jane	Anderson		Malissa J Anderson
	-fn Martha		-mi	A	Arana	Anderson		Martha A Anderson
	-fn Mary		-mi	L	Lucinda	Anderson		Mary L Anderson
-up"	-fn Sarah		-mi	I	Isabelle	Anderson		Sarah I Anderson
	-fn William		-mi	E	Edward	Anderson		William E Anderson
	-fn Lucinda		-mi	P	Parlee	Arnold		Lucinda P Arnold
	-fn Sarah		-mi	E	Ellen	Arnold		Sarah E Arnold
	-fn George		-mi	M	McNella	Atterbury		George M Atterbury
p"	-fn Anna		-mi	H	Hannah	Bailey		Anna H Bailey
	-fn Arles		-mi	F	Fredric	Bailey		Arles F Bailey
	-fn Flora		-mi	M	Meoma	Bailey		Flora M Bailey
	-fn Paul		-mi	R	Rosco	Bailey		Paul R Bailey
	-fn Thomas		-mi	M	Maurice	Bailey		Thomas M Bailey
-up"	-fn Youple		-mi	T	Tresa	Bailey		Youple T Bailey
	-fn Nancy		-mi	I	Jane	Barlow		Nancy I Barlow

- This is the formula.

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperHelp

Get Data

From Text/CSVFrom WebFrom Table/Range

From Picture

Recent SourcesExisting Connections

Get & Transform Data

RefreshAll

Queries & ConnectionsPropertiesWorkbook Links

Queries & Connections

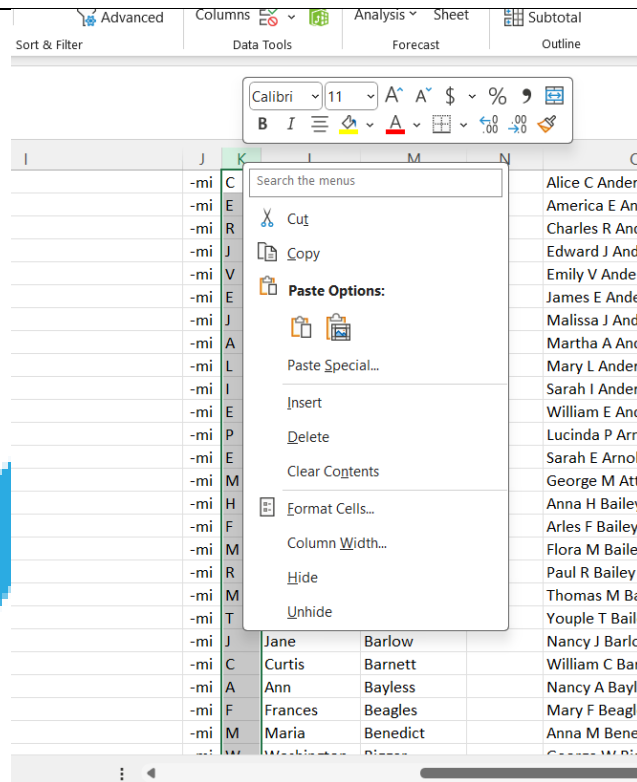
StocksCurrencies

Data Types

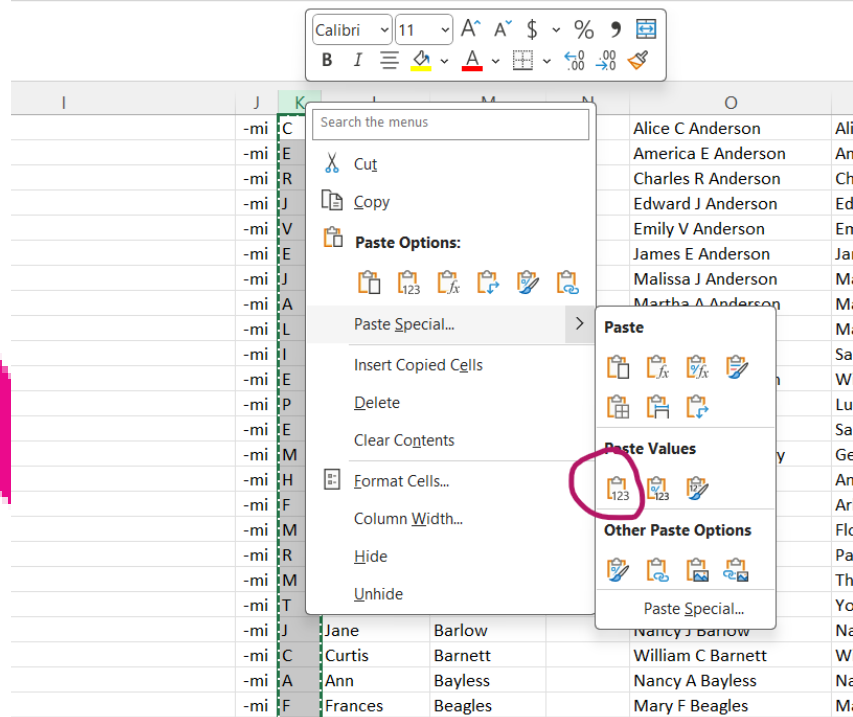
K1: X ✓ fx =(LEFT(L1,1))



- Right-click on column K.
- Select Copy.



- Then select column K.
- Right-click and select Paste Special, click Paste Value.
- The circle is the paste value for Windows.
- This method is to remove the formula and replace it with the result.





- Now add a new column.
- Right-click on column L.
- Select Insert.
- On L1, type (space, dash, In, and space) “-In “

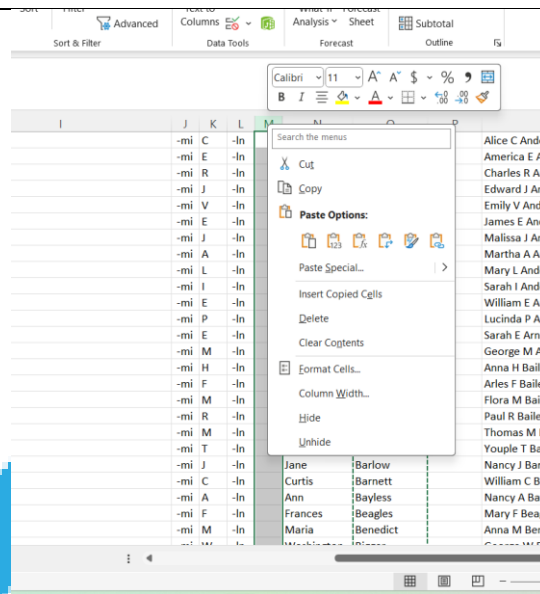
I	J	K	L	M	N	O
-mi	C	-In	Careline	Anderson		Alic
-mi	E	-In	Elizabeth	Anderson		Am
-mi	R	-In	Robert	Anderson		Cha
-mi	J	-In	James	Anderson		Edv
-mi	V	-In	Viola	Anderson		Emi
-mi	E	-In	Everett	Anderson		Jarr
-mi	J	-In	Jane	Anderson		Mal
-mi	A	-In	Arana	Anderson		Ma
-mi	L	-In	Lucinda	Anderson		Ma
-mi	I	-In	Isabelle	Anderson		Sari
-mi	E	-In	Edward	Anderson		Will
-mi	P	-In	Parlee	Arnold		Luc
-mi	E	-In	Ellen	Arnold		Sari
-mi	M	-In	McNella	Atterbury		Gec
-mi	H	-In	Hannah	Bailey		Ann
-mi	F	-In	Fredric	Bailey		Arle
-mi	M	-In	Meoma	Bailey		Flor
-mi	R	-In	Rosco	Bailey		Paul
-mi	M	-In	Maurice	Bailey		Thc
-mi	T	-In	Tresa	Bailey		You
-mi	J	-In	Jane	Barlow		Nar
-mi	C	-In	Curtis	Barnett		Wil
-mi	A	-In	Ann	Bayless		Nar
-mi	F	-In	Frances	Beagles		Ma
-mi	M	-In	Maria	Benedict		Ann

- Add a new column next to it.
- Right-click on column M.
- Select Insert.
- And we need to copy the data from column O, and paste it into column M.
- Right-click on column O.
- Select Copy.

I	J	K	L	M	N	O	P	Q
-mi	C	-In	Careline	Anderson				
-mi	E	-In	Elizabeth	Anderson				
-mi	R	-In	Robert	Anderson				
-mi	J	-In	James	Anderson				
-mi	V	-In	Viola	Anderson				
-mi	E	-In	Everett	Anderson				
-mi	J	-In	Jane	Anderson				
-mi	A	-In	Arana	Anderson				
-mi	L	-In	Lucinda	Anderson				
-mi	I	-In	Isabelle	Anderson				
-mi	E	-In	Edward	Anderson				
-mi	P	-In	Parlee	Arnol				
-mi	E	-In	Ellen	Arnol				
-mi	M	-In	McNella	Atter				
-mi	H	-In	Hannah	Bailey				
-mi	F	-In	Fredric	Bailey				
-mi	M	-In	Meoma	Bailey				
-mi	R	-In	Rosco	Bailey				
-mi	M	-In	Maurice	Bailey				
-mi	T	-In	Tresa	Bailey				
-mi	J	-In	Jane	Barlow				
-mi	C	-In	Curtis	Barnett				
-mi	A	-In	Ann	Bayless				
-mi	F	-In	Frances	Beagles				
-mi	M	-In	Maria	Benedict				



- Click on column M.
- Right-click and select Paste.

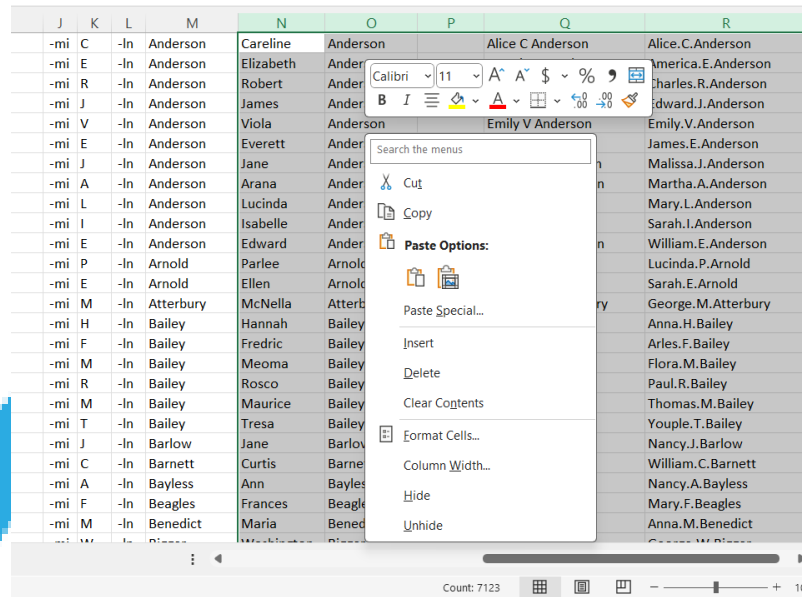


- The spreadsheet should look like this.

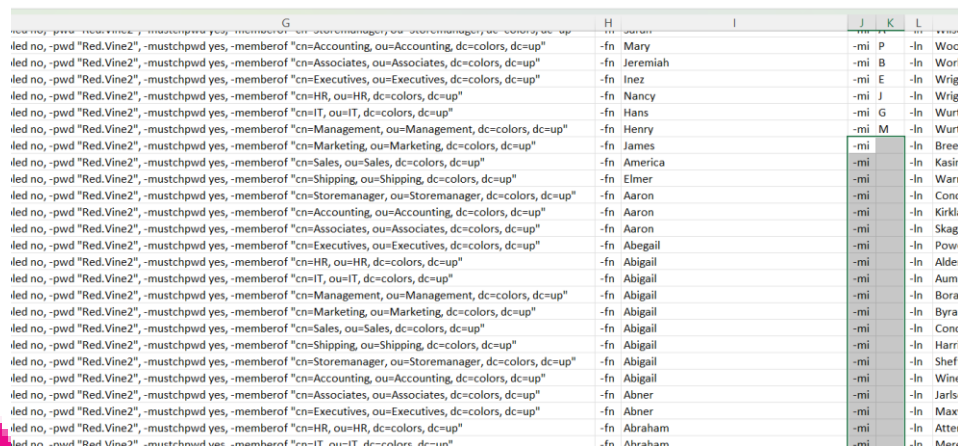
H	I	J	K	L	M	N	O	P
-fn Alice		-mi C	-ln	Anderson	Careline	Anderson		
-fn America		-mi E	-ln	Anderson	Elizabeth	Anderson		
-fn Charles		-mi R	-ln	Anderson	Robert	Anderson		
-fn Edward		-mi J	-ln	Anderson	James	Anderson		
-fn Emily		-mi V	-ln	Anderson	Viola	Anderson		
-fn James		-mi E	-ln	Anderson	Everett	Anderson		
-fn Malissa		-mi J	-ln	Anderson	Jane	Anderson		
-fn Martha		-mi A	-ln	Anderson	Arana	Anderson		
-fn Mary		-mi L	-ln	Anderson	Lucinda	Anderson		
-fn Sarah		-mi I	-ln	Anderson	Isabelle	Anderson		
-fn William		-mi E	-ln	Anderson	Edward	Anderson		
-fn Lucinda		-mi P	-ln	Arnold	Parlee	Arnold		
-fn Sarah		-mi E	-ln	Arnold	Ellen	Arnold		
-fn George		-mi M	-ln	Atterbury	McNella	Atterbury		
-fn Anna		-mi H	-ln	Bailey	Hannah	Bailey		
-fn Arles		-mi F	-ln	Bailey	Fredric	Bailey		
-fn Flora		-mi M	-ln	Bailey	Meoma	Bailey		
-fn Paul		-mi R	-ln	Bailey	Rosco	Bailey		
-fn Thomas		-mi M	-ln	Bailey	Maurice	Bailey		
-fn Youple		-mi T	-ln	Bailey	Tresa	Bailey		
-fn Nancy		-mi J	-ln	Barlow	Jane	Barlow		
-fn William		-mi C	-ln	Barnett	Curtis	Barnett		
-fn Nancy		-mi A	-ln	Bayless	Ann	Bayless		
-fn Mary		-mi F	-ln	Beagles	Frances	Beagles		
-fn Anna		-mi M	-ln	Benedict	Maria	Benedict		
-fn George		-mi M	-ln	Barnett	Martha	Barnett		



- Highlight column N, O, P, Q, and R.
- You can click column N and hold it and drag until column R. It will select those columns.
- Right-click and select Delete.

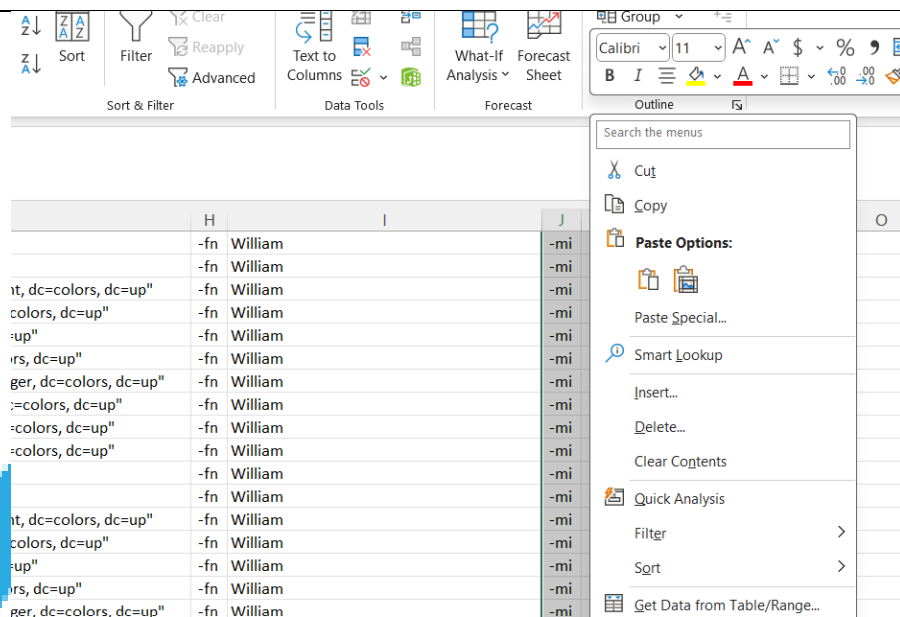


- Now, scroll down to row 837.
- Click on J837.
- Hold on Ctrl and Shift key.
- Press the down arrow key.
- Then press the Shift key and right arrow key.

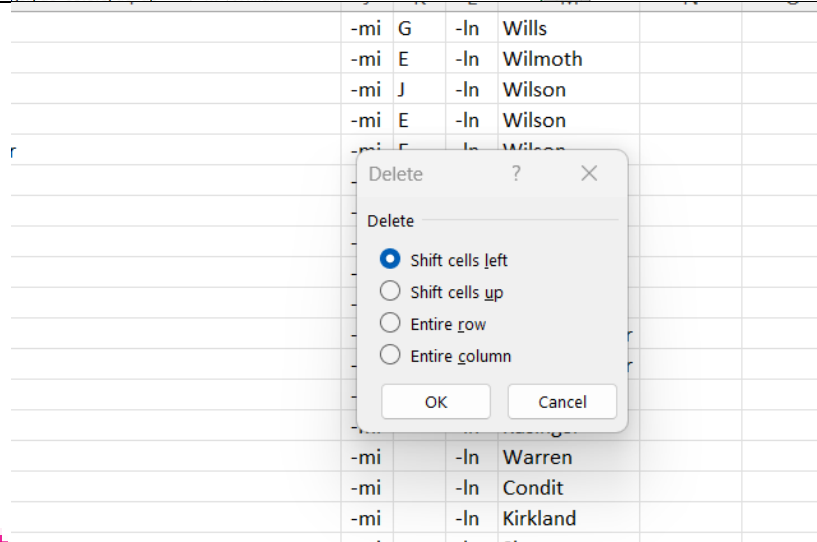




- Right-click and select Delete.
- Delete shift to the left.



- Select Shift cells left.
- Click the OK button.





- The spreadsheet should look like this.

	H	I	J	K	L	M	N
lc=colors, dc=up"	-fn	Lewis	-mi	G	-ln	Wills	
nt, ou=Management, dc=colors, dc=up"	-fn	Sarah	-mi	E	-ln	Wilmoth	
ou=Marketing, dc=colors, dc=up"	-fn	Henry	-mi	J	-ln	Wilson	
ales, dc=colors, dc=up"	-fn	Ingram	-mi	E	-ln	Wilson	
u=Shipping, dc=colors, dc=up"	-fn	Monchier	-mi	E	-ln	Wilson	
ger, ou=Storemanager, dc=colors, dc=up"	-fn	Sarah	-mi	A	-ln	Wilson	
, ou=Accounting, dc=colors, dc=up"	-fn	Mary	-mi	P	-ln	Woolard	
, ou=Associates, dc=colors, dc=up"	-fn	Jeremiah	-mi	B	-ln	Worley	
, ou=Executives, dc=colors, dc=up"	-fn	Inez	-mi	E	-ln	Wright	
, dc=colors, dc=up"	-fn	Nancy	-mi	J	-ln	Wright	
lc=colors, dc=up"	-fn	Hans	-mi	G	-ln	Wurtenberger	
nt, ou=Management, dc=colors, dc=up"	-fn	Henry	-mi	M	-ln	Wurtenberger	
ou=Marketing, dc=colors, dc=up"	-fn	James	-ln	Breeding			
ales, dc=colors, dc=up"	-fn	America	-ln	Kasinger			
u=Shipping, dc=colors, dc=up"	-fn	Elmer	-ln	Warren			
ger, ou=Storemanager, dc=colors, dc=up"	-fn	Aaron	-ln	Condit			
, ou=Accounting, dc=colors, dc=up"	-fn	Aaron	-ln	Kirkland			
, ou=Associates, dc=colors, dc=up"	-fn	Aaron	-ln	Skaggs			
, ou=Executives, dc=colors, dc=up"	-fn	Abigail	-ln	Powell			
, dc=colors, dc=up"	-fn	Abigail	-ln	Alden			
c=colors, dc=up"	-fn	Abigail	-ln	Aumiller			
nt, ou=Management, dc=colors, dc=up"	-fn	Abigail	-ln	Borah			
ou=Marketing, dc=colors, dc=up"	-fn	Abigail	-ln	Byram			
ales, dc=colors, dc=up"	-fn	Abigail	-ln	Condit			

- Now Press Ctrl key and F key.
- Type open parentheses "(" and click the Find Next button.
- If there is a data with (in it. Delete the row.
- Then find next until you cannot find it anymore.
- Type) and click on the Find Next button.
- If there is no data with). You are good to go to the next step.

D	E	F	
ooks	,ou=HR,dc=colors,dc=up" -samid	Mary.P.Brooks	-disabled no,
in S Brown	,ou=IT		-disabled no,
3rown	,ou=M		-disabled no,
rown	,ou=M		-disabled no,
M Brown	,ou=Sa		-disabled no,
l Burge	,ou=Sh		-disabled no,
rks	,ou=St		-disabled no,
irns	,ou=Ac		-disabled no,
utcher	,ou=As		-disabled no,
Byrd	,ou=Ex		-disabled no,
Byrd	,ou=HI		-disabled no,
impbell	,ou=IT,dc=colors,dc=up" -samid	Mary.A.Campbell	-disabled no,
/ Campbell	,ou=Marketing,dc=colors,dc=up" -samid	Thomas.W.Campbell	-disabled no,
P Carr	,ou=Sales,dc=colors,dc=up" -samid	Margaret.P.Carr	-disabled no,
Causey	,ou=Shipping,dc=colors,dc=up" -samid	Cynthia.A.Causey	-disabled no,
apman	,ou=Storemanager,dc=colors,dc=up" -samid	Sarah.A.Chapman	-disabled no,
Christman	,ou=Accounting,dc=colors,dc=up" -samid	Harriet.A.Christman	-disabled no,
ayton	,ou=Associates,dc=colors,dc=up" -samid	Pearl.L.Clayton	-disabled no,
chran	,ou=Executives,dc=colors,dc=up" -samid	John.B.Cochran	-disabled no,



- Now select A1.
- Hold on Ctrl and Shift keys, press right arrow key.
- And hold on Ctrl and Shift keys, press down arrow key.
- It will select all data.
- Hold Ctrl + C key to copy.

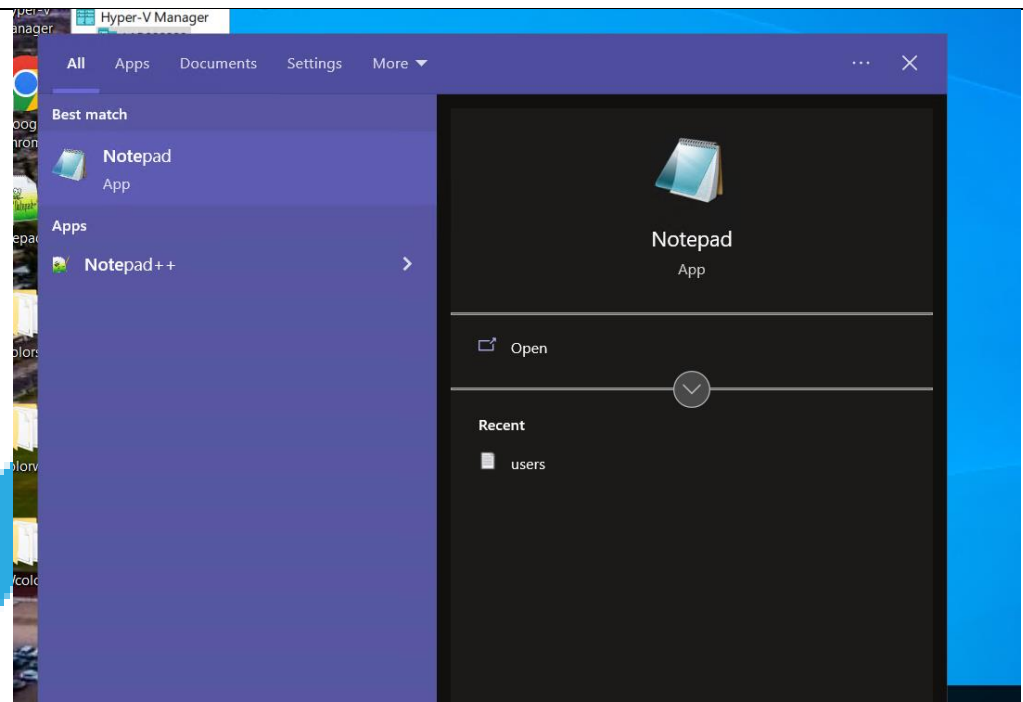
F	G	H	I	J	K	L	M	N	O
1 Alice.C.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn Alice	-mi C	-ln Anderson					
2 America.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn America	-mi E	-ln Anderson					
3 Charles.R.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn Charles	-mi R	-ln Anderson					
4 Edward.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=HR, ou=HR, dc=colors, dc=up"	-fn Edward	-mi J	-ln Anderson					
5 Emily.V.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=IT, ou=IT, dc=colors, dc=up"	-fn Emily	-mi V	-ln Anderson					
6 James.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Management, ou=Management, dc=colors, dc=up"	-fn James	-mi E	-ln Anderson					
7 Malissa.J.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Marketing, ou=Marketing, dc=colors, dc=up"	-fn Malissa	-mi J	-ln Anderson					
8 Martha.A.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Sales, ou=Sales, dc=colors, dc=up"	-fn Martha	-mi A	-ln Anderson					
9 Mary.I.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Shipping, ou=Shipping, dc=colors, dc=up"	-fn Mary	-mi I	-ln Anderson					
10 Sarah.I.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	-fn Sarah	-mi I	-ln Anderson					
11 William.E.Anderson	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn William	-mi E	-ln Anderson					
12 Lucinda.P.Arnold	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn Lucinda	-mi P	-ln Arnold					
13 Sarah.L.Arnold	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn Sarah	-mi L	-ln Arnold					
14 George.M.Atterbury	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=HR, ou=HR, dc=colors, dc=up"	-fn George	-mi M	-ln Atterbury					
15 Anna.H.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=IT, ou=IT, dc=colors, dc=up"	-fn Anna	-mi H	-ln Bailey					
16 Arles.F.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Management, ou=Management, dc=colors, dc=up"	-fn Arles	-mi F	-ln Bailey					
17 Flora.M.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Marketing, ou=Marketing, dc=colors, dc=up"	-fn Flora	-mi M	-ln Bailey					
18 Paul.R.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Sales, ou=Sales, dc=colors, dc=up"	-fn Paul	-mi R	-ln Bailey					
19 Thomas.M.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Shipping, ou=Shipping, dc=colors, dc=up"	-fn Thomas	-mi M	-ln Bailey					
20 Youple.T.Bailey	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Storemanager, ou=Storemanager, dc=colors, dc=up"	-fn Youple	-mi T	-ln Bailey					
21 Nancy.J.Barlow	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Accounting, ou=Accounting, dc=colors, dc=up"	-fn Nancy	-mi J	-ln Barlow					
22 William.C.Barnett	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Associates, ou=Associates, dc=colors, dc=up"	-fn William	-mi C	-ln Barnett					
23 Nancy.A.Bayless	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=Executives, ou=Executives, dc=colors, dc=up"	-fn Nancy	-mi A	-ln Bayless					
24 Mary.F.Beagles	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=HR, ou=HR, dc=colors, dc=up"	-fn Mary	-mi F	-ln Beagles					
25 Anna.M.Benedict	-disabled no, -pwd "Red.Vine2", -mustchpwd yes, -member of "cn=IT, ou=IT, dc=colors, dc=up"	-fn Anna	-mi M	-ln Benedict					

- Open Azure Lab.

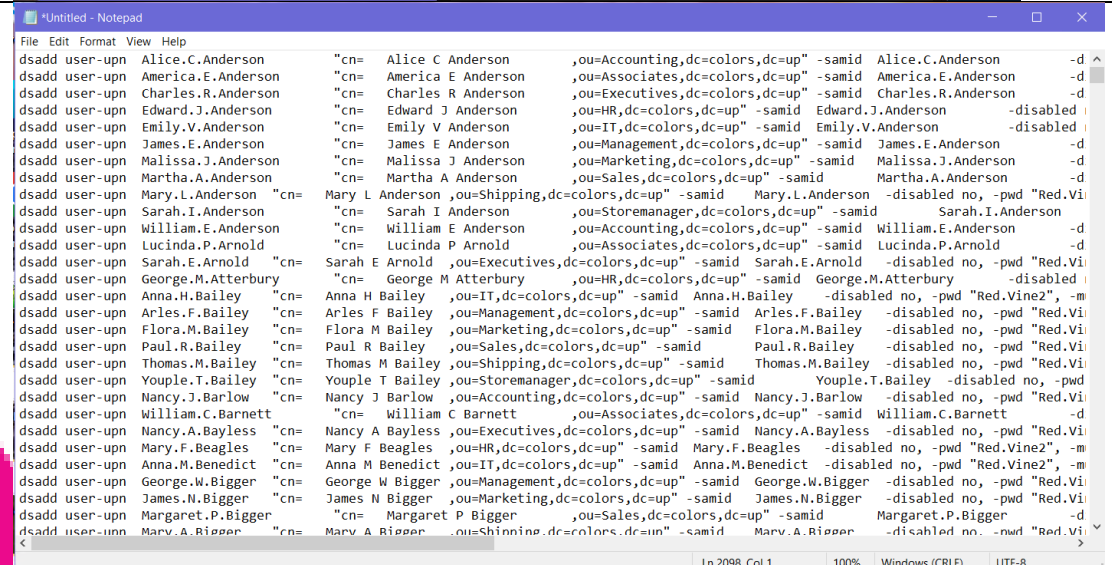




- Click on windows and type notepad.
- Hit the Enter key to open it.

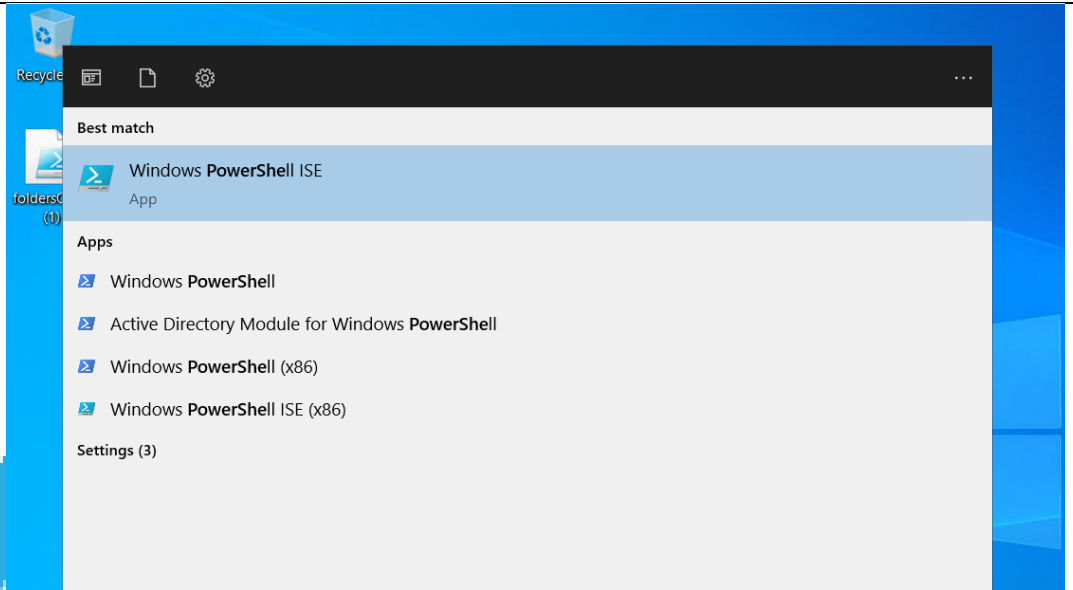


- On the Notepad, click anywhere on the screen.
- Gold Ctrl + V to paste.





- Open the server.
- Open Windows PowerShell ISE.



- Go back to the Notepad.
- Click anywhere.
- Hold on Ctrl + A. It will select all data.
- Hold on Ctrl + C. It will copy the data.

```
dsadd user-upn William..McDowell "cn= William McDowell ,ou=Executives,dc=colors,dc=up" -samid William..McDowell -d
dsadd user-upn William..Meredith "cn= William Meredith ,ou=HR,dc=colors,dc=up" -samid William..Meredith -disabled
dsadd user-upn William..Morrison "cn= William Morrison ,ou=IT,dc=colors,dc=up" -samid William..Morrison -disabled
dsadd user-upn William..Murray "cn= William Murray ,ou=Management,dc=colors,dc=up" -samid William..Murray -disabled no, -pwd "Red.Vi
dsadd user-upn William..Neville "cn= William Neville ,ou=Marketing,dc=colors,dc=up" -samid William..Neville -d
dsadd user-upn William..Perkins "cn= William Perkins ,ou=Sales,dc=colors,dc=up" -samid William..Perkins -d
dsadd user-upn William..Provow "cn= William Provow ,ou=Shipping,dc=colors,dc=up" -samid William..Provow -disabled no, -pwd "Red.Vi
dsadd user-upn William..Read "cn= William Read ,ou=Storemanager,dc=colors,dc=up" -samid William..Read -disabled no, -pwd
dsadd user-upn William..Sanders "cn= William Sanders ,ou=Accounting,dc=colors,dc=up" -samid William..Sanders -d
dsadd user-upn William..Sheffield "cn= William Sheffield ,ou=Associates,dc=colors,dc=up" -samid William..Sheffield -d
dsadd user-upn William..Spangler "cn= William Spangler ,ou=Executives,dc=colors,dc=up" -samid William..Spangler -d
dsadd user-upn William..Stout "cn= William Stout ,ou=HR,dc=colors,dc=up" -samid William..Stout -disabled no, -pwd "Red.Vine2", -m
dsadd user-upn William..Thurston "cn= William Thurston ,ou=IT,dc=colors,dc=up" -samid William..Thurston -disabled
dsadd user-upn William..Tripp "cn= William Tripp ,ou=Management,dc=colors,dc=up" -samid William..Tripp -disabled no, -pwd "Red.Vi
dsadd user-upn William..Wheeler "cn= William Wheeler ,ou=Marketing,dc=colors,dc=up" -samid William..Wheeler -d
dsadd user-upn William..Whittenberg "cn= William Whittenberg ,ou=Sales,dc=colors,dc=up" -samid William..Whittenberg -d
dsadd user-upn William..Whittenburg "cn= William Whittenburg ,ou=Shipping,dc=colors,dc=up" -samid William..Whittenburg -d
dsadd user-upn William..Wiggins "cn= William Wiggins ,ou=Storemanager,dc=colors,dc=up" -samid William..Wiggins
dsadd user-upn Williams..Maxwell "cn= Williams Maxwell ,ou=Accounting,dc=colors,dc=up" -samid Williams..Maxwell -d
dsadd user-upn Willie..Endeman "cn= Willie Endeman ,ou=Associates,dc=colors,dc=up" -samid Willie..Endeman -disabled no, -pwd "Red.Vi
dsadd user-upn Willie..Webb "cn= Willie Webb ,ou=Executives,dc=colors,dc=up" -samid Willie..Webb -disabled no, -pwd "Red.Vi
dsadd user-upn Willis..Meredith "cn= Willis Meredith ,ou=HR,dc=colors,dc=up" -samid Willis..Meredith -disabled
dsadd user-upn Wilmoth..Farris "cn= Wilmoth Farris ,ou=IT,dc=colors,dc=up" -samid Wilmoth..Farris -disabled no, -pwd "Red.Vine2", -m
dsadd user-upn Woodford..Meredith "cn= Woodford Meredith ,ou=Management,dc=colors,dc=up" -samid Woodford..Meredith -d
dsadd user-upn Wyattte..Hazelwood "cn= Wyattte Hazelwood ,ou=Marketing,dc=colors,dc=up" -samid Wyattte..Hazelwood -d
dsadd user-upn Zenas..Condit "cn= Zenas Condit ,ou=Sales,dc=colors,dc=up" -samid Zenas..Condit -disabled no, -pwd "Red.Vi
```




- Go back to the server and PowerShell ISE.
- Click on the script screen.
- Hold on Ctrl + V. It will paste the data into the PowerShell.

```
Administrator: Windows PowerShell ISE
File Edit View Tools Debug Add-ons Help
Untitled1.ps1* X
1 dsadd user -upn Alice.C.Anderson "cn=Alice C Anderson,ou=Accounting,dc=colors,dc=up" -samid Alice.C.Anderson -disabled no -pwd "Rec"
2 dsadd user -upn America.E.Anderson "cn=America E Anderson,ou=Associate,dc=colors,dc=up" -samid America.E.Anderson -disabled no -pwd "Rec"
3 dsadd user -upn Charles.R.Anderson "cn=Charles R Anderson,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -disabled no -pwd "Rec"
4 dsadd user -upn Edward.J.Anderson "cn=Edward J Anderson,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled no -pwd "Rec"
5 dsadd user -upn Emily.V.Anderson "cn=Emily V Anderson,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled no -pwd "Rec"
6 dsadd user -upn James.E.Anderson "cn=James E Anderson,ou=Management,dc=colors,dc=up" -samid James.E.Anderson -disabled no -pwd "Rec"
7 dsadd user -upn Malissa.J.Anderson "cn=Malissa J Anderson,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled no -pwd "Rec"
8 dsadd user -upn Martha.A.Anderson "cn=Martha A Anderson,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no -pwd "Rec"
9 dsadd user -upn Mary.L.Anderson "cn=Mary L Anderson,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no -pwd "Rec"
10 dsadd user -upn Sarah.I.Anderson "cn=Sarah I Anderson,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled no -pwd "Rec"
11 dsadd user -upn William.E.Anderson "cn=William E Anderson,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -disabled no -pwd "Rec"
12 dsadd user -upn Lucinda.B.Arnold "cn=Lucinda B Arnold,ou=Associate,dc=colors,dc=up" -samid Lucinda.B.Arnold -disabled no -pwd "Rec"

PS C:\Users\Administrator>
```

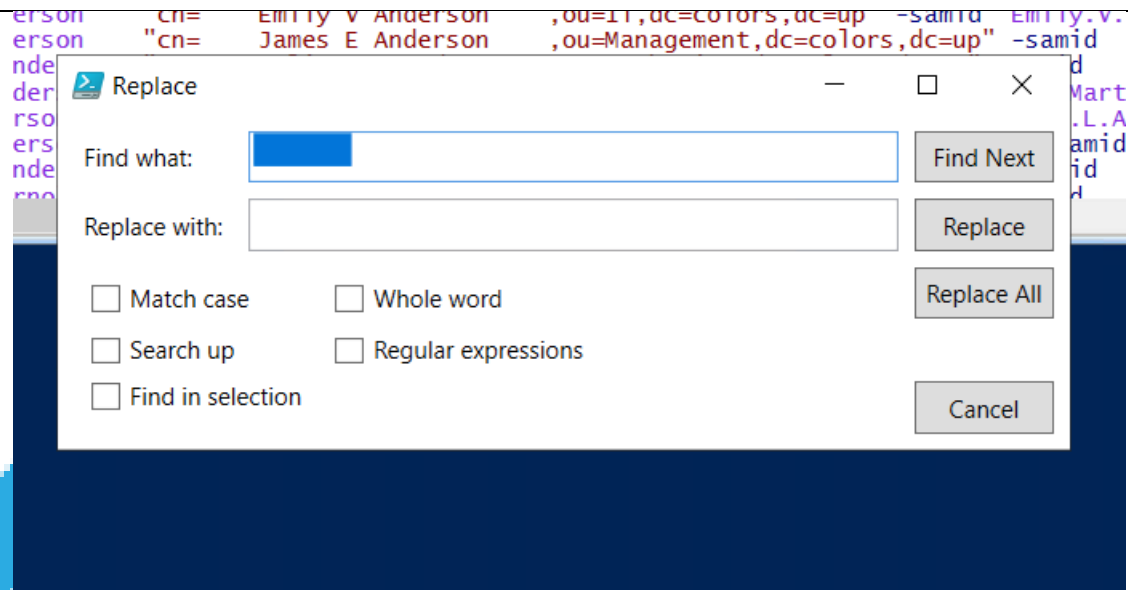
- Find a tab.
- We need to replace the tab to space.
- Click next to "cn=".
- Hold Ctrl key and Shift key.
- Press the right arrow key on the keyboard.

```
Administrator: Windows PowerShell ISE
File Edit View Tools Debug Add-ons Help
Untitled1.ps1* X
1 dsadd user -upn Alice.C.Anderson "cn=Alice C Anderson,ou=Accounting,dc=colors,dc=up" -samid Alice.C.Anderson -disabled no -pwd "Rec"
2 dsadd user -upn America.E.Anderson "cn=America E Anderson,ou=Associate,dc=colors,dc=up" -samid America.E.Anderson -disabled no -pwd "Rec"
3 dsadd user -upn Charles.R.Anderson "cn=Charles R Anderson,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -disabled no -pwd "Rec"
4 dsadd user -upn Edward.J.Anderson "cn=Edward J Anderson,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled no -pwd "Rec"
5 dsadd user -upn Emily.V.Anderson "cn=Emily V Anderson,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled no -pwd "Rec"
6 dsadd user -upn James.E.Anderson "cn=James E Anderson,ou=Management,dc=colors,dc=up" -samid James.E.Anderson -disabled no -pwd "Rec"
7 dsadd user -upn Malissa.J.Anderson "cn=Malissa J Anderson,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled no -pwd "Rec"
8 dsadd user -upn Martha.A.Anderson "cn=Martha A Anderson,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no -pwd "Rec"
9 dsadd user -upn Mary.L.Anderson "cn=Mary L Anderson,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no -pwd "Rec"
10 dsadd user -upn Sarah.I.Anderson "cn=Sarah I Anderson,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled no -pwd "Rec"
11 dsadd user -upn William.E.Anderson "cn=William E Anderson,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -disabled no -pwd "Rec"
12 dsadd user -upn Lucinda.B.Arnold "cn=Lucinda B Arnold,ou=Associate,dc=colors,dc=up" -samid Lucinda.B.Arnold -disabled no -pwd "Rec"

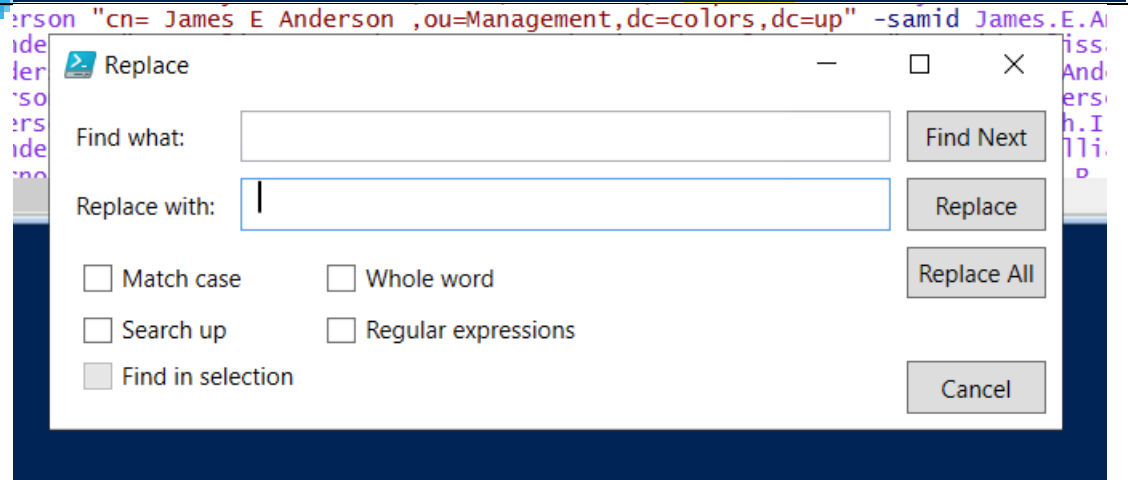
PS C:\Users\Administrator>
```



- Hold Ctrl + H key to open Replace dialog box.
- On the Replace with textbox, type a space.
- Click the Replace All button.

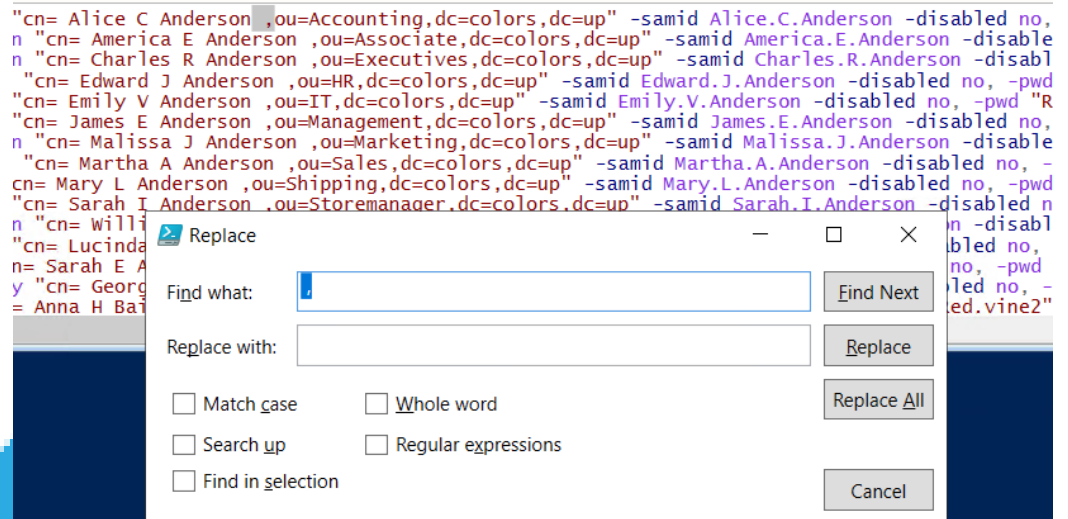


- The next thing is to replace two spaces with one space.
- On the Find what textbox, press the space bar two times.
- On the Replace with textbox, press the space bar one time.
- Click on the Replace All button.

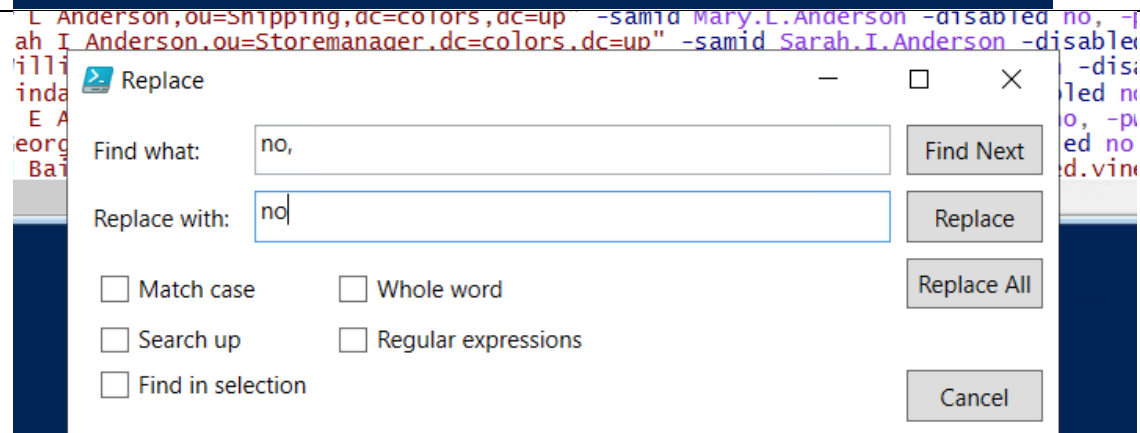




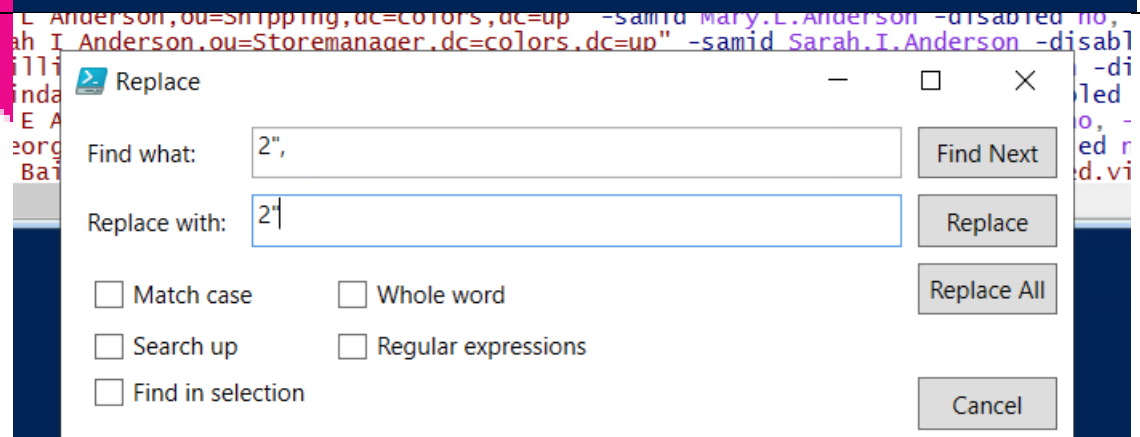
- Replace space comma with just one comma.
- On the Find what textbox, type a space and a comma.
- On the Replace with textbox, type a comma.
- Click on the Replace All button.



- Find what textbox is no, (no, and a comma).
- Replace it with no.
- Click on the Replace All button.

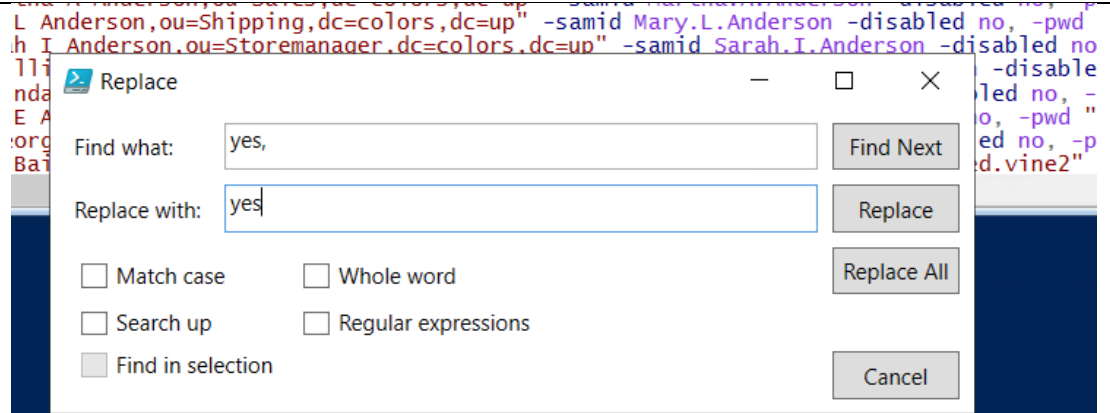


- Replace 2", (two double quote comma) with just 2" (two double quote).





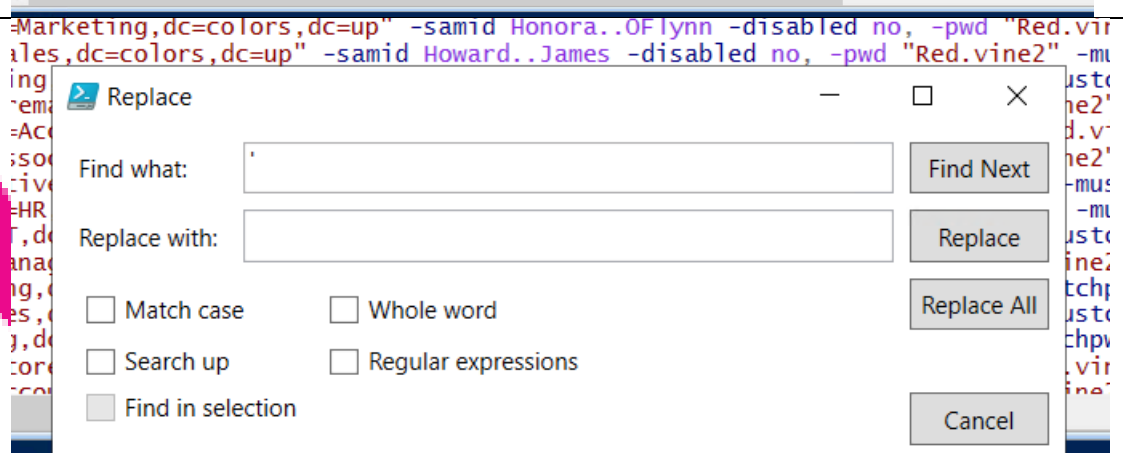
- The last part replaced yes with yes.



- Now scroll down to check if there are any errors.
- The color will tell.
- On row 1286 until down. The color is not right.
- The problem here is because the name contains '(a single quote).



- Hold on Ctrl + H key.
- On Find what textbox, type a single quote (').
- On the Replace with textbox, type nothing. It is empty.
- Click the Replace All button.





- Make sure everything is correct with no errors.
- Select row 1 – 10.
- Click on the Run Selection on the top bar.

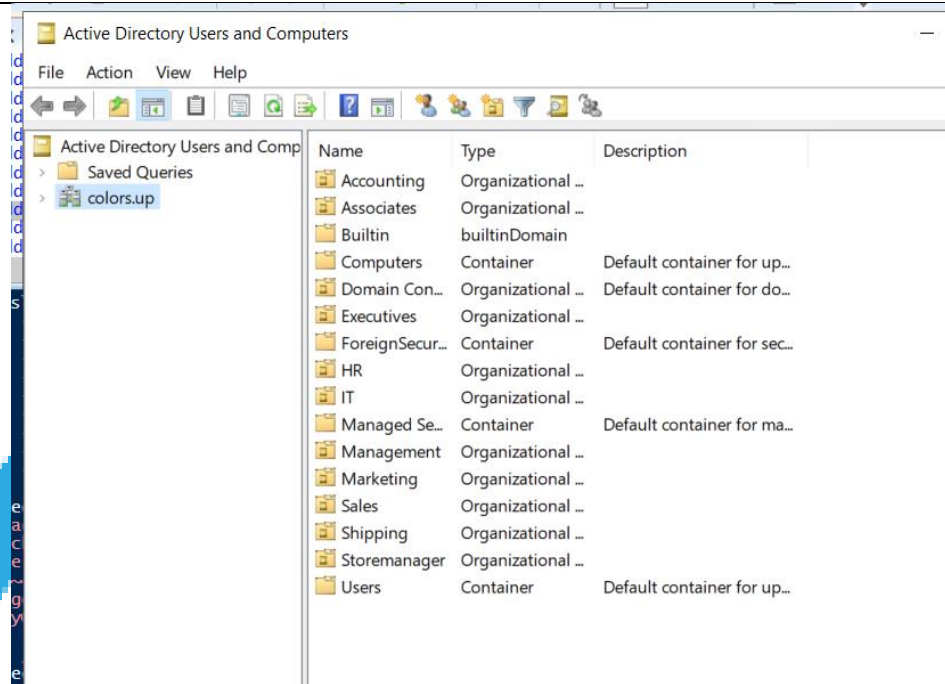
```
File Edit View Tools Debug Add-ons Help
names.ps1 X
1 dsadd user -upn Alice.C.Anderson "cn= Alice C Anderson,ou=Accounting,dc=colors,dc=up" -samid Alice.C.Anderson -disabled no, -pwd "Red.vine2"
2 dsadd user -upn America.E.Anderson "cn= America E Anderson,ou=Associate,dc=colors,dc=up" -samid America.E.Anderson -disabled no, -pwd "Red.vine2"
3 dsadd user -upn Charles.R.Anderson "cn= Charles R Anderson,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -disabled no, -pwd "Red.vine2"
4 dsadd user -upn Edward.J.Anderson "cn= Edward J Anderson,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled no, -pwd "Red.vine2"
5 dsadd user -upn Emily.V.Anderson "cn= Emily V Anderson,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled no, -pwd "Red.vine2"
6 dsadd user -upn James.E.Anderson "cn= James E Anderson,ou=Management,dc=colors,dc=up" -samid James.E.Anderson -disabled no, -pwd "Red.vine2"
7 dsadd user -upn Malissa.J.Anderson "cn= Malissa J Anderson,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled no, -pwd "Red.vine2"
8 dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no, -pwd "Red.vine2"
9 dsadd user -upn Mary.L.Anderson "cn= Mary L Anderson,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no, -pwd "Red.vine2"
10 dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled no, -pwd "Red.vine2"
11 dsadd user -upn William.E.Anderson "cn= William E Anderson,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -disabled no, -pwd "Red.vine2"
12 dsadd user -upn Lucinda.P.Arnold "cn= Lucinda P Arnold,ou=Associate,dc=colors,dc=up" -samid Lucinda.P.Arnold -disabled no, -pwd "Red.vine2"
13 dsadd user -upn Sarah.E.Arnold "cn= Sarah E Arnold,ou=Executives,dc=colors,dc=up" -samid Sarah.E.Arnold -disabled no, -pwd "Red.vine2"
14 dsadd user -upn George.M.Atterbury "cn= George M Atterbury,ou=HR,dc=colors,dc=up" -samid George.M.Atterbury -disabled no, -pwd "Red.vine2"
15 dsadd user -upn Anna.H.Bailey "cn= Anna H Bailey,ou=IT,dc=colors,dc=up" -samid Anna.H.Bailey -disabled no, -pwd "Red.vine2"
16 dsadd user -upn Arles.F.Bailey "cn= Arles F Bailey,ou=Management,dc=colors,dc=up" -samid Arles.F.Bailey -disabled no, -pwd "Red.vine2"
17 dsadd user -upn Flora.M.Bailey "cn= Flora M Bailey,ou=Marketing,dc=colors,dc=up" -samid Flora.M.Bailey -disabled no, -pwd "Red.vine2"
18 dsadd user -upn Paul.R.Bailey "cn= Paul R Bailey,ou=Sales,dc=colors,dc=up" -samid Paul.R.Bailey -disabled no, -pwd "Red.vine2"
19 dsadd user -upn Thomas.M.Bailey "cn= Thomas M Bailey,ou=Shipping,dc=colors,dc=up" -samid Thomas.M.Bailey -disabled no, -pwd "Red.vine2"
20 dsadd user -upn Youple.T.Bailey "cn= Youple T Bailey,ou=Storemanager,dc=colors,dc=up" -samid Youple.T.Bailey -disabled no, -pwd "Red.vine2"
21 dsadd user -upn Nancy.J.Barlow "cn= Nancy J Barlow,ou=Accounting,dc=colors,dc=up" -samid Nancy.J.Barlow -disabled no, -pwd "Red.vine2"
22 dsadd user -upn William.C.Barnett "cn= William C Barnett,ou=Associate,dc=colors,dc=up" -samid William.C.Barnett -disabled no, -pwd "Red.vine2"
23 dsadd user -upn Nancy.A.Bayless "cn= Nancy A Bayless,ou=Executives,dc=colors,dc=up" -samid Nancy.A.Bayless -disabled no, -pwd "Red.vine2"
24 dsadd user -upn Mary.F.Beagles "cn= Mary F Beagles,ou=HR,dc=colors,dc=up" -samid Mary.F.Beagles -disabled no, -pwd "Red.vine2"
25 dsadd user -upn Anna.M.Benedict "cn= Anna M Benedict,ou=IT,dc=colors,dc=up" -samid Anna.M.Benedict -disabled no, -pwd "Red.vine2"
26 dsadd user -upn George.W.Bigger "cn= George W Bigger,ou=Management,dc=colors,dc=up" -samid George.W.Bigger -disabled no, -pwd "Red.vine2"
27 dsadd user -upn James.N.Bigger "cn= James N Bigger,ou=Marketing,dc=colors,dc=up" -samid James.N.Bigger -disabled no, -pwd "Red.vine2"
28 dsadd user -upn George.M.Atterbury "cn= George M Atterbury,ou=HR,dc=colors,dc=up" -samid George.M.Atterbury -disabled no, -pwd "Red.vine2"
PS C:\Users\Administrator> dsadd user -upn Alice.C.Anderson "cn= Alice C Anderson,ou=Accounting,dc=colors,dc=up"
dsadd user -upn America.E.Anderson "cn= America E Anderson,ou=Associate,dc=colors,dc=up" -samid America.E.Anderson -disabled no, -pwd "Red.vine2"
dsadd user -upn Charles.R.Anderson "cn= Charles R Anderson,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -disabled no, -pwd "Red.vine2"
dsadd user -upn Edward.J.Anderson "cn= Edward J Anderson,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled no, -pwd "Red.vine2"
dsadd user -upn Emily.V.Anderson "cn= Emily V Anderson,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled no, -pwd "Red.vine2"
dsadd user -upn James.E.Anderson "cn= James E Anderson,ou=Management,dc=colors,dc=up" -samid James.E.Anderson -disabled no, -pwd "Red.vine2"
dsadd user -upn Malissa.J.Anderson "cn= Malissa J Anderson,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled no, -pwd "Red.vine2"
dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no, -pwd "Red.vine2"
dsadd user -upn Mary.L.Anderson "cn= Mary L Anderson,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no, -pwd "Red.vine2"
dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled no, -pwd "Red.vine2"
dsadd user -upn William.E.Anderson "cn= William E Anderson,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -disabled no, -pwd "Red.vine2"
dsadd user -upn Lucinda.P.Arnold "cn= Lucinda P Arnold,ou=Associate,dc=colors,dc=up" -samid Lucinda.P.Arnold -disabled no, -pwd "Red.vine2"
dsadd user -upn Sarah.E.Arnold "cn= Sarah E Arnold,ou=Executives,dc=colors,dc=up" -samid Sarah.E.Arnold -disabled no, -pwd "Red.vine2"
dsadd user -upn George.M.Atterbury "cn= George M Atterbury,ou=HR,dc=colors,dc=up" -samid George.M.Atterbury -disabled no, -pwd "Red.vine2"
dsadd succeeded:cn= Alice C Anderson,ou=Accounting,dc=colors,dc=up
dsadd : dsadd failed:cn= America E Anderson,ou=Associate,dc=colors,dc=up:Directory object not found.
At line:2 char:1
+ dsadd user -upn America.E.Anderson "cn= America E Anderson,ou=Associa ...
+ ~~~~~
+ CategoryInfo          : NotSpecified: (dsadd failed:cn...ect not found.:String) [], RemoteException
+ FullyQualifiedErrorId : NativeCommandError

type dsadd /? for help.
dsadd succeeded:cn= Charles R Anderson,ou=Executives,dc=colors,dc=up
dsadd succeeded:cn= Edward J Anderson,ou=HR,dc=colors,dc=up
dsadd succeeded:cn= Emily V Anderson,ou=IT,dc=colors,dc=up
dsadd succeeded:cn= James E Anderson,ou=Management,dc=colors,dc=up
dsadd succeeded:cn= Malissa J Anderson,ou=Marketing,dc=colors,dc=up
dsadd succeeded:cn= Martha A Anderson,ou=Sales,dc=colors,dc=up
```

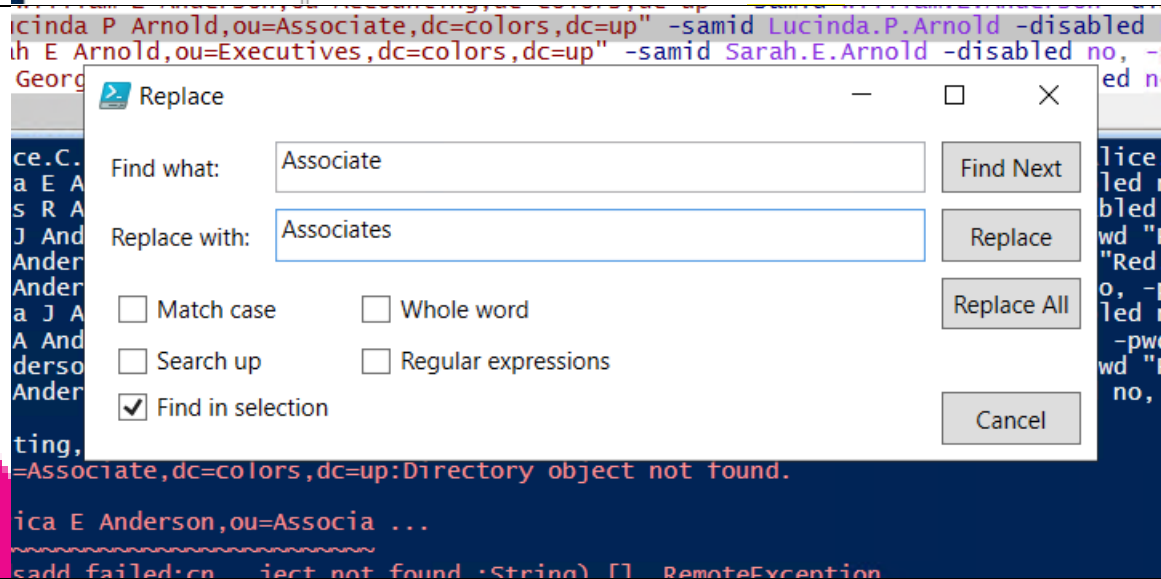
- Once you click on the run selection.
- If there are any errors, troubleshoot it.
- There is an error for row 2. The directory is not found.



- Open Active Directory.
- The problem is found.
- The name does not match the script.
- On active directory, the name is Associates. While on the script, it is Associate.
- We need to change the script.



- Hold on Ctrl + H key.
- Replace Associate with Associates.





- Run it again.
- It is successful.
- The red line shows that the account already exists. We can ignore them.
- Then click Run or green right arrow on the top bar to run the whole data.

```
file Edit View Tools Debug Add-ons Help
names.ps1 X
1 dsadd user -upn Alice.C.Anderson "cn= Alice C Anderson,ou=Accounting,dc=colors,dc=up" -samid Alice.C.Anderson -disabled no
2 dsadd user -upn America.E.Anderson "cn= America E Anderson,ou=Associates,dc=colors,dc=up" -samid America.E.Anderson -disabled no
3 dsadd user -upn Charles.R.Anderson "cn= Charles R Anderson,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -disabled no
4 dsadd user -upn Edward.J.Anderson "cn= Edward J Anderson,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled no
5 dsadd user -upn Emily.V.Anderson "cn= Emily V Anderson,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled no
6 dsadd user -upn James.E.Anderson "cn= James E Anderson,ou=Management,dc=colors,dc=up" -samid James.E.Anderson -disabled no
7 dsadd user -upn Malissa.J.Anderson "cn= Malissa J Anderson,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled no
8 dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no
9 dsadd user -upn Mary.L.Anderson "cn= Mary L Anderson,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no
10 dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled no
11 dsadd user -upn William.E.Anderson "cn= William E Anderson,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -disabled no

dsadd user -upn Edward.J.Anderson "cn= Edward J Anderson,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled no
dsadd user -upn Emily.V.Anderson "cn= Emily V Anderson,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled no
dsadd user -upn James.E.Anderson "cn= James E Anderson,ou=Management,dc=colors,dc=up" -samid James.E.Anderson -disabled no
dsadd user -upn Malissa.J.Anderson "cn= Malissa J Anderson,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled no
dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no
dsadd user -upn Mary.L.Anderson "cn= Mary L Anderson,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no
dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled no

dsadd : dsadd failed:cn= Alice C Anderson,ou=Accounting,dc=colors,dc=up:The specified account already exists.
At line:1 char:1
+ dsadd user -upn Alice.C.Anderson "cn= Alice C Anderson,ou=Accounting, ...
+ ~~~~~
+ CategoryInfo          : NotSpecified: (dsadd failed:cn...already exists.:String) [], RemoteException
+ FullyQualifiedErrorId : NativeCommandError

type dsadd /? for help.
dsadd succeeded:cn= America E Anderson,ou=Associates,dc=colors,dc=up
dsadd : dsadd failed:cn= Charles R Anderson,ou=Executives,dc=colors,dc=up:The specified account already exists.
At line:3 char:1
+ dsadd user -upn Charles.R.Anderson "cn= Charles R Anderson,ou=Executi ...
+ ~~~~~
+ CategoryInfo          : NotSpecified: (dsadd failed:cn...already exists.:String) [], RemoteException
+ FullyQualifiedErrorId : NativeCommandError

type dsadd /? for help.
dsadd : dsadd failed:cn= Edward J Anderson,ou=HR,dc=colors,dc=up:The specified account already exists.
At line:5 char:1
+ dsadd user -upn Edward.J.Anderson "cn= Edward J Anderson,ou=HR,dc=col ...
+ ~~~~~
+ CategoryInfo          : NotSpecified: (dsadd failed:cn...already exists.:String) [], RemoteException
+ FullyQualifiedErrorId : NativeCommandError

type dsadd /? for help.
dsadd succeeded:cn= Emily V Anderson,ou=IT,dc=colors,dc=up
dsadd : dsadd failed:cn= James E Anderson,ou=Management,dc=colors,dc=up:The specified account already exists.
At line:7 char:1
+ dsadd user -upn James.E.Anderson "cn= James E Anderson,ou=Management,dc=col ...
+ ~~~~~
+ CategoryInfo          : NotSpecified: (dsadd failed:cn...already exists.:String) [], RemoteException
+ FullyQualifiedErrorId : NativeCommandError

type dsadd /? for help.
dsadd succeeded:cn= Malissa J Anderson,ou=Marketing,dc=colors,dc=up
dsadd : dsadd failed:cn= Martha A Anderson,ou=Sales,dc=colors,dc=up:The specified account already exists.
At line:9 char:1
+ dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson,ou=Sales,dc=col ...
+ ~~~~~
+ CategoryInfo          : NotSpecified: (dsadd failed:cn...already exists.:String) [], RemoteException
+ FullyQualifiedErrorId : NativeCommandError

type dsadd /? for help.
dsadd succeeded:cn= Mary L Anderson,ou=Shipping,dc=colors,dc=up
dsadd : dsadd failed:cn= Sarah I Anderson,ou=Storemanager,dc=colors,dc=up:The specified account already exists.
At line:11 char:1
+ dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson,ou=Storemanager,dc=col ...
+ ~~~~~
+ CategoryInfo          : NotSpecified: (dsadd failed:cn...already exists.:String) [], RemoteException
+ FullyQualifiedErrorId : NativeCommandError

type dsadd /? for help.
dsadd succeeded:cn= William E Anderson,ou=Accounting,dc=colors,dc=up
```

- Once it is completed. It should look like this.

```
3 dsadd user -upn Charles.R.Anderson "cn= Charles R Anderson,ou=Executives,dc=colors,dc=up" -samid Charles.R.Anderson -disabled no
4 dsadd user -upn Edward.J.Anderson "cn= Edward J Anderson,ou=HR,dc=colors,dc=up" -samid Edward.J.Anderson -disabled no
5 dsadd user -upn Emily.V.Anderson "cn= Emily V Anderson,ou=IT,dc=colors,dc=up" -samid Emily.V.Anderson -disabled no
6 dsadd user -upn James.E.Anderson "cn= James E Anderson,ou=Management,dc=colors,dc=up" -samid James.E.Anderson -disabled no
7 dsadd user -upn Malissa.J.Anderson "cn= Malissa J Anderson,ou=Marketing,dc=colors,dc=up" -samid Malissa.J.Anderson -disabled no
8 dsadd user -upn Martha.A.Anderson "cn= Martha A Anderson,ou=Sales,dc=colors,dc=up" -samid Martha.A.Anderson -disabled no
9 dsadd user -upn Mary.L.Anderson "cn= Mary L Anderson,ou=Shipping,dc=colors,dc=up" -samid Mary.L.Anderson -disabled no
10 dsadd user -upn Sarah.I.Anderson "cn= Sarah I Anderson,ou=Storemanager,dc=colors,dc=up" -samid Sarah.I.Anderson -disabled no
11 dsadd user -upn William.E.Anderson "cn= William E Anderson,ou=Accounting,dc=colors,dc=up" -samid William.E.Anderson -disabled no

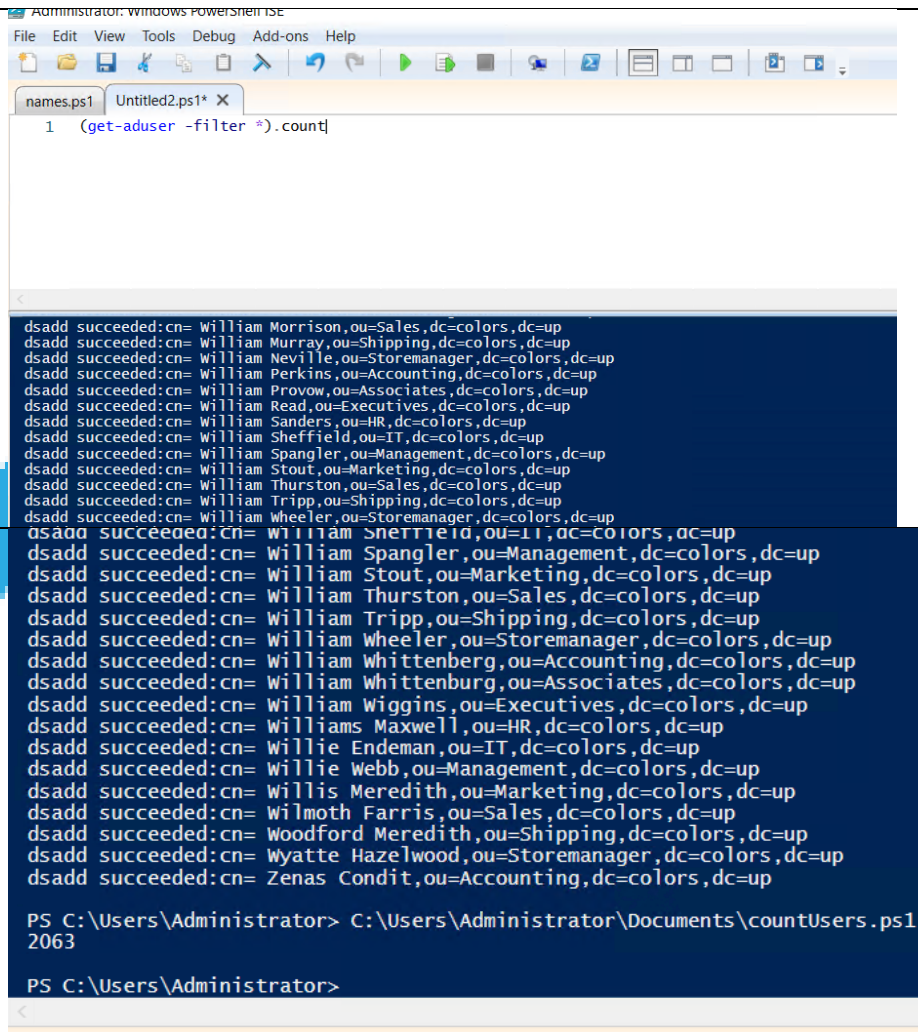
dsadd succeeded:cn= William Morrison,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= William Murray,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= William Neville,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= William Perkins,ou=Accounting,dc=colors,dc=up
dsadd succeeded:cn= William Provow,ou=Associates,dc=colors,dc=up
dsadd succeeded:cn= William Read,ou=Executives,dc=colors,dc=up
dsadd succeeded:cn= William Sanders,ou=HR,dc=colors,dc=up
dsadd succeeded:cn= William Sheffield,ou=IT,dc=colors,dc=up
dsadd succeeded:cn= William Spangler,ou=Management,dc=colors,dc=up
dsadd succeeded:cn= William Stout,ou=Marketing,dc=colors,dc=up
dsadd succeeded:cn= William Thurston,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= William Tripp,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= William Wheeler,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= William Whittenberg,ou=Accounting,dc=colors,dc=up
dsadd succeeded:cn= William Whittenburg,ou=Associates,dc=colors,dc=up
dsadd succeeded:cn= William Wiggins,ou=Executives,dc=colors,dc=up
dsadd succeeded:cn= Williams Maxwell,ou=HR,dc=colors,dc=up
dsadd succeeded:cn= Willie Endeman,ou=IT,dc=colors,dc=up
dsadd succeeded:cn= Willie Webb,ou=Management,dc=colors,dc=up
dsadd succeeded:cn= Willis Meredith,ou=Marketing,dc=colors,dc=up
dsadd succeeded:cn= Wilmoth Farris,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= Woodford Meredith,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= Wyatt Hazelwood,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= Zenas Condit,ou=Accounting,dc=colors,dc=up

PS C:\Users\Administrator> |
```

Completed



- Add a new script file.
- Type (get-aduser -filter *). count
- Run the program to find how many users you have.



The screenshot shows a Windows PowerShell ISE window with the title 'Administrator: Windows PowerShell ISE'. The menu bar includes File, Edit, View, Tools, Debug, Add-ons, and Help. The toolbar contains icons for file operations and execution. The script editor shows a file named 'names.ps1' with the following code:

```
1 (get-aduser -filter *).count|
```

The output pane displays a list of users and their counts, each preceded by 'dsadd succeeded:'. The output is as follows:

```
dsadd succeeded:cn= William Morrison,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= William Murray,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= William Neville,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= William Perkins,ou=Accounting,dc=colors,dc=up
dsadd succeeded:cn= William Provow,ou=Associates,dc=colors,dc=up
dsadd succeeded:cn= William Read,ou=Executives,dc=colors,dc=up
dsadd succeeded:cn= William Sanders,ou=HR,dc=colors,dc=up
dsadd succeeded:cn= William Sheffield,ou=IT,dc=colors,dc=up
dsadd succeeded:cn= William Spangler,ou=Management,dc=colors,dc=up
dsadd succeeded:cn= William Stout,ou=Marketing,dc=colors,dc=up
dsadd succeeded:cn= William Thurston,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= William Tripp,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= William Wheeler,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= William Whittenberg,ou=Accounting,dc=colors,dc=up
dsadd succeeded:cn= William Whittenburg,ou=Associates,dc=colors,dc=up
dsadd succeeded:cn= William Wiggins,ou=Executives,dc=colors,dc=up
dsadd succeeded:cn= Williams Maxwell,ou=HR,dc=colors,dc=up
dsadd succeeded:cn= Willie Endeman,ou=IT,dc=colors,dc=up
dsadd succeeded:cn= Willie Webb,ou=Management,dc=colors,dc=up
dsadd succeeded:cn= Willis Meredith,ou=Marketing,dc=colors,dc=up
dsadd succeeded:cn= Wilmoth Farris,ou=Sales,dc=colors,dc=up
dsadd succeeded:cn= Woodford Meredith,ou=Shipping,dc=colors,dc=up
dsadd succeeded:cn= Wyattte Hazelwood,ou=Storemanager,dc=colors,dc=up
dsadd succeeded:cn= Zenas Condit,ou=Accounting,dc=colors,dc=up
```

At the bottom of the output pane, the command prompt shows the execution of the script:

```
PS C:\Users\Administrator> C:\Users\Administrator\Documents\countUsers.ps1
2063

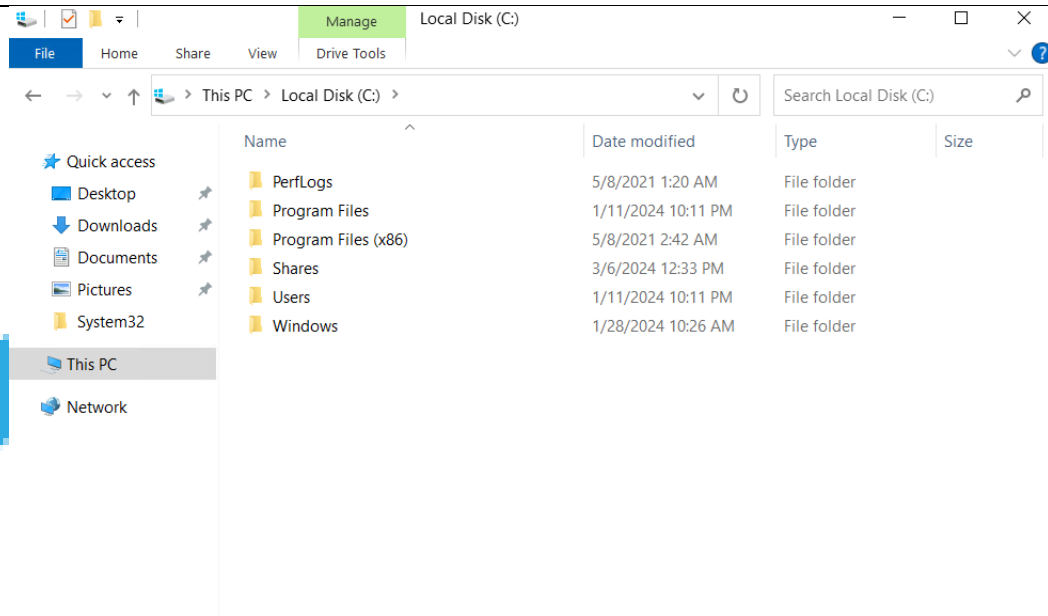
PS C:\Users\Administrator>
```

- The program will say 2063.

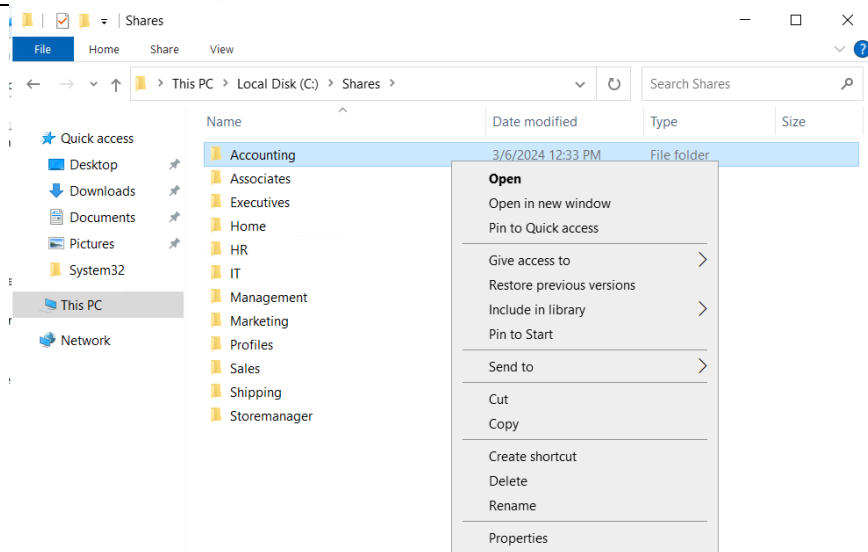


Appendix 5

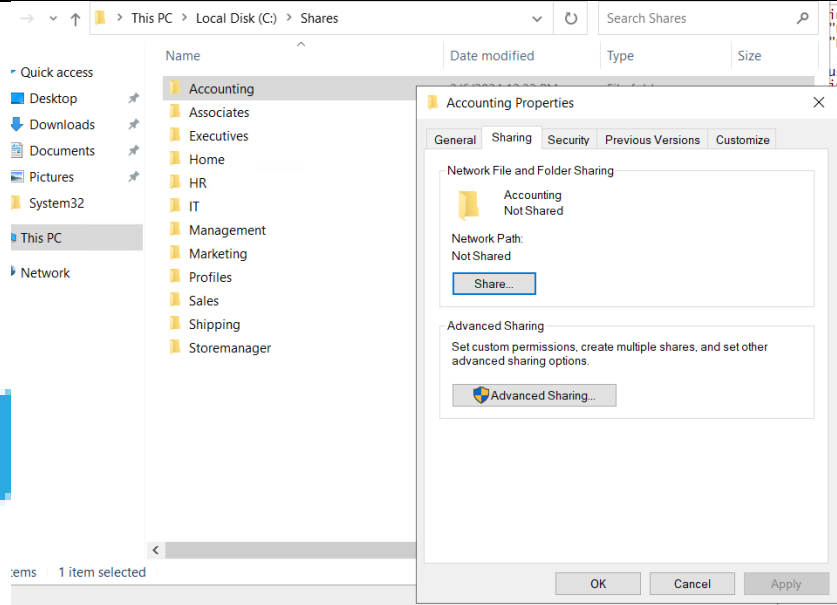
- Go to file explorer.
- Click This PC.
- Double-click on Local Disk (C:).
- Double-click Shares folder.



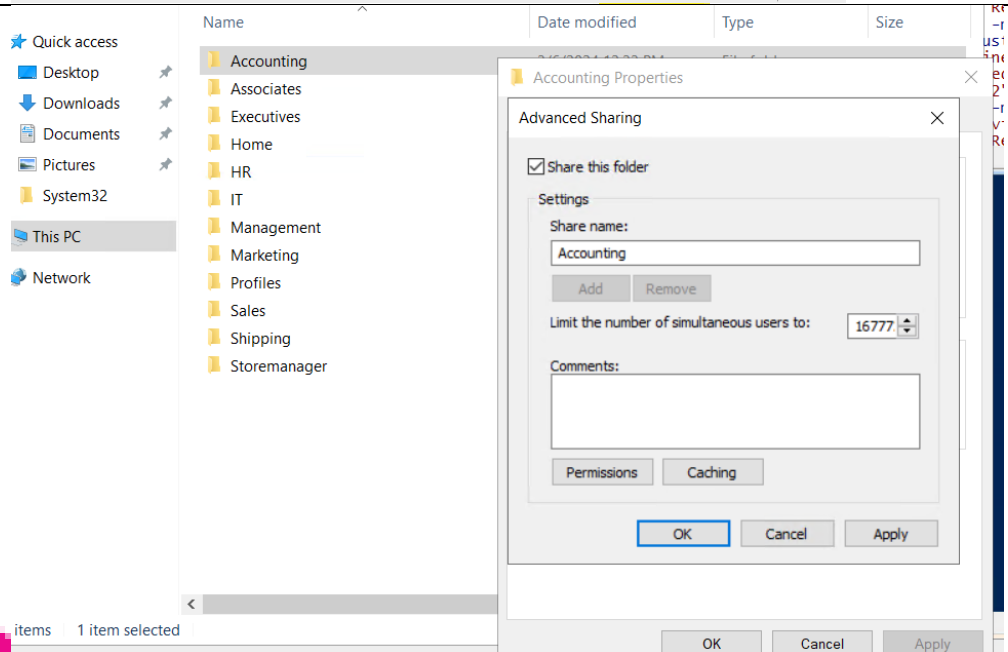
- Left click accounting folder.
- Right-click the selected folder.
- Select Properties.



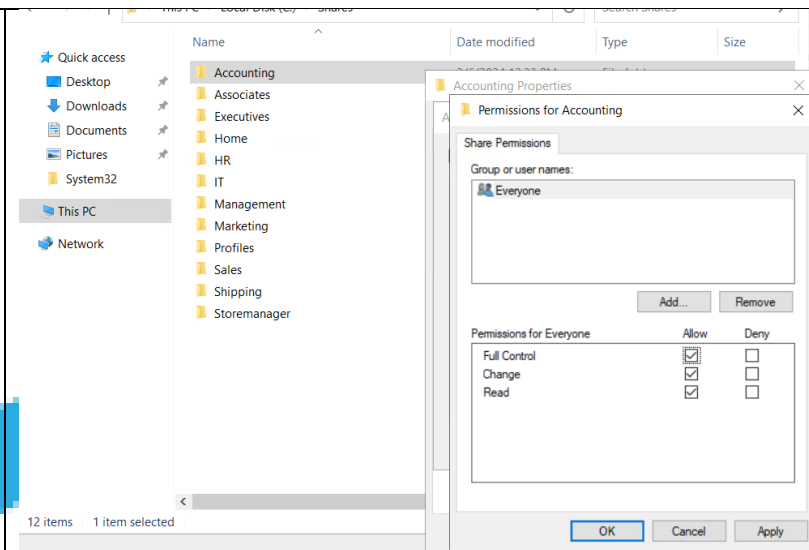
- Go to Sharing tab.
- Click Advanced Sharing button.



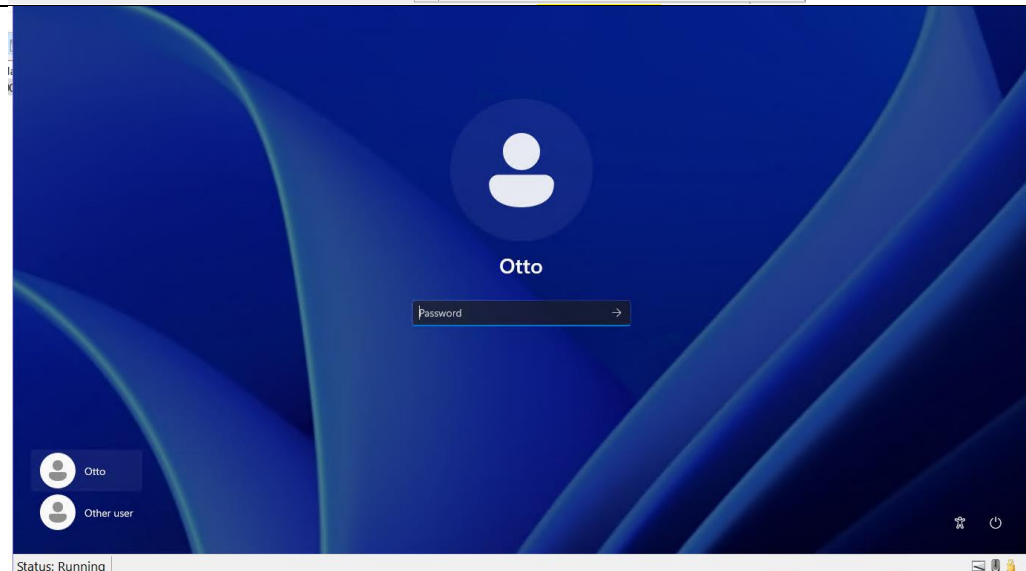
- Check the Share this folder checkbox.
- Click the Permissions button.



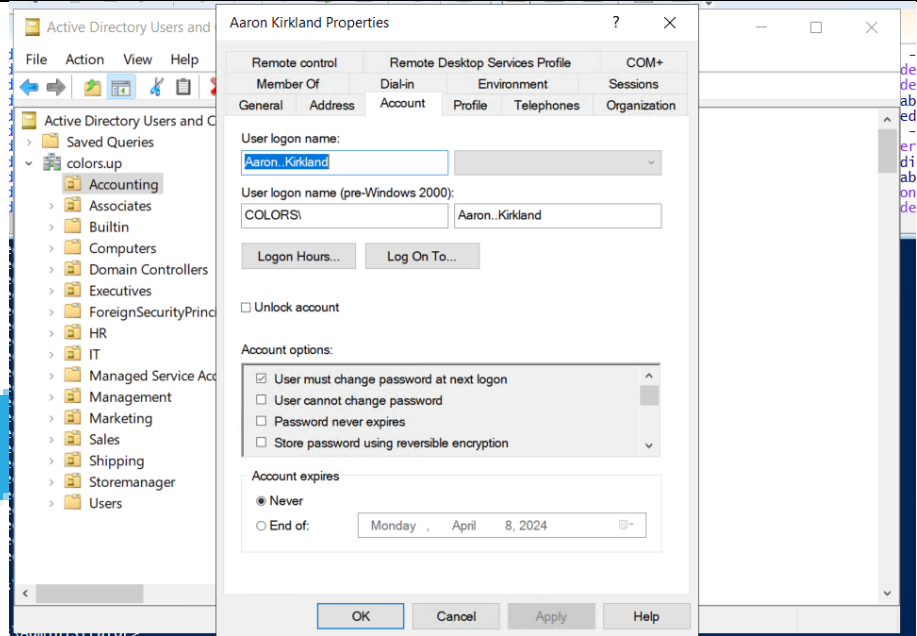
- Check the box full control.
- Click the Apply button.
- Click OK.
- Click OK.
- Click Close.



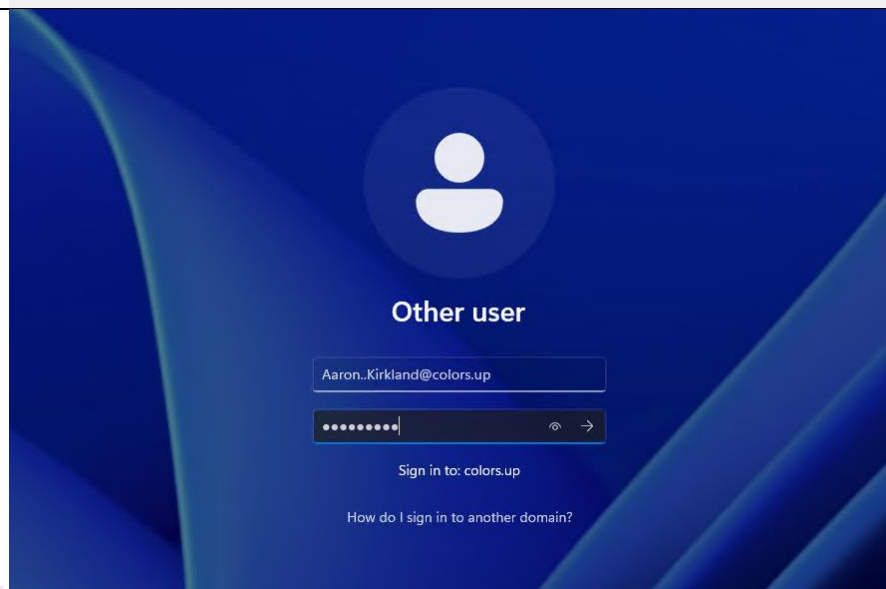
- Let's test it.
- Open and run the workstation.

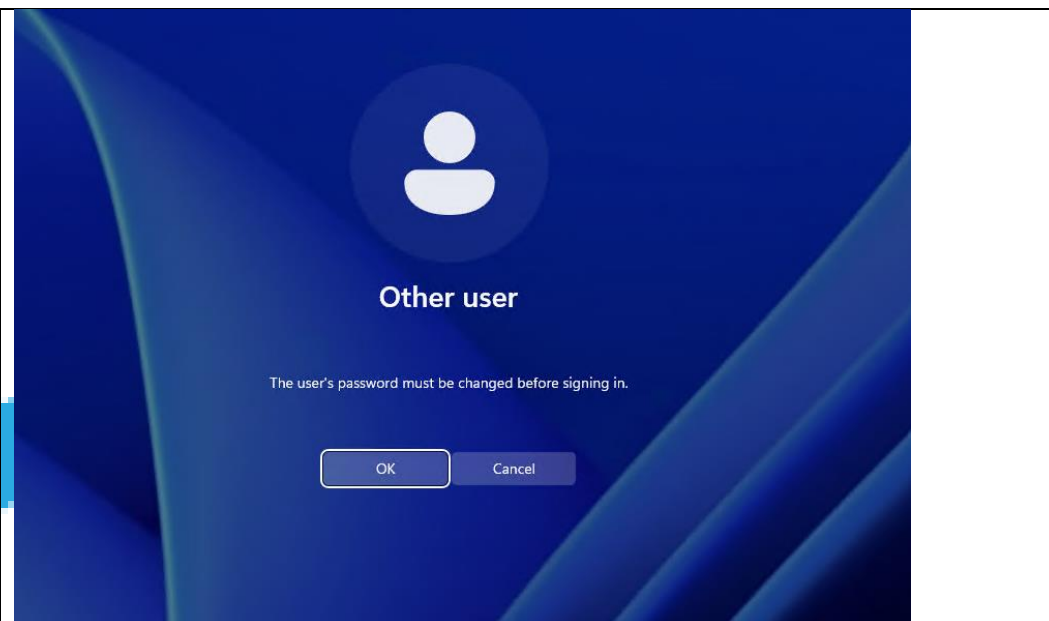
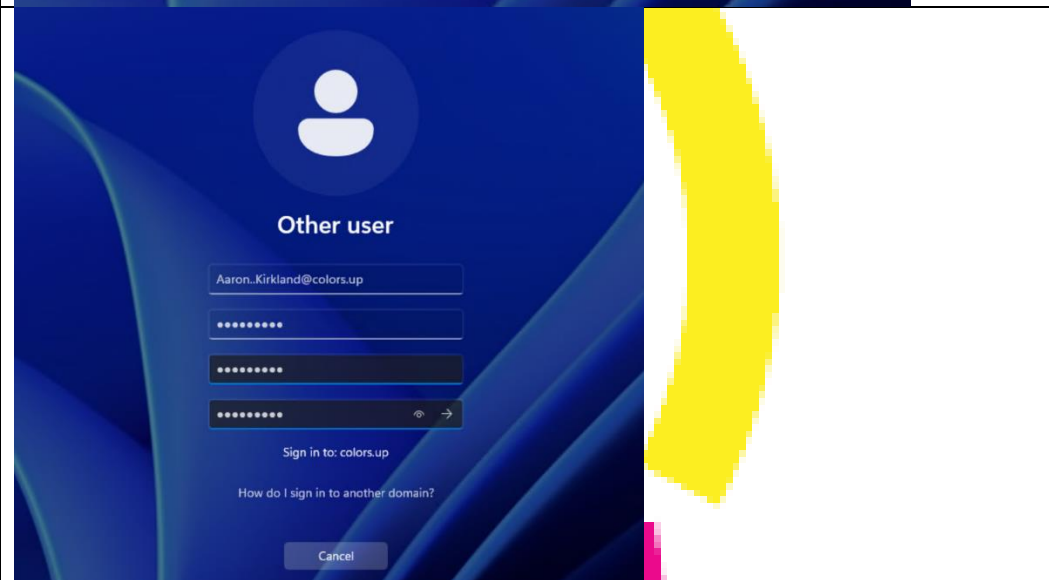
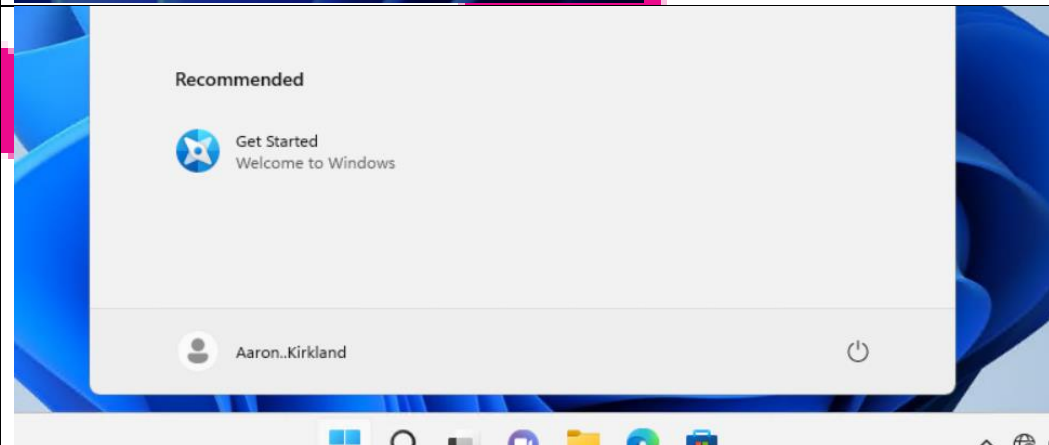


- Go back to the server.
- The Active Directory should be open.
- Click on Accounting.
- Double Click the first user.
- Click Account.
- Get the name.
- We need to use the name to log into the workstation.

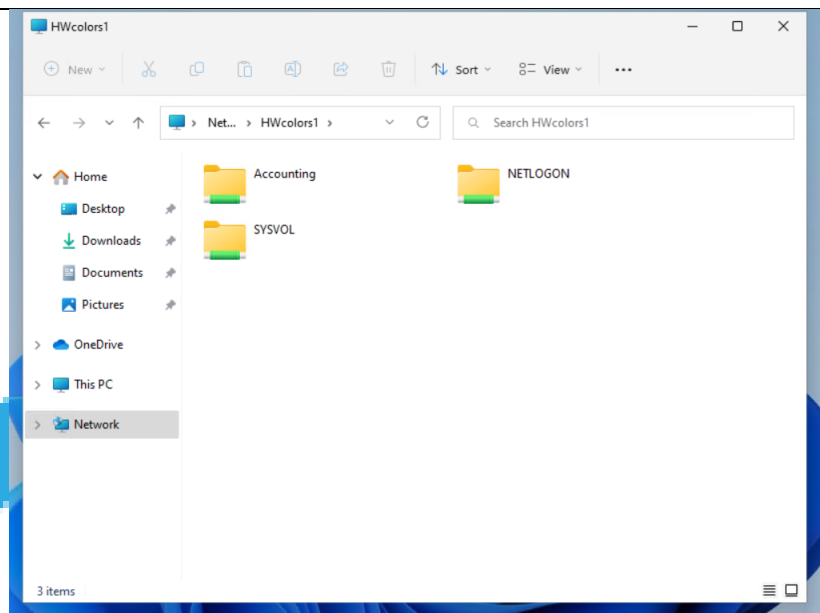


- Log in using Aaron's username followed by @ sign, and domain name.
- Use Red.vine2 as password.

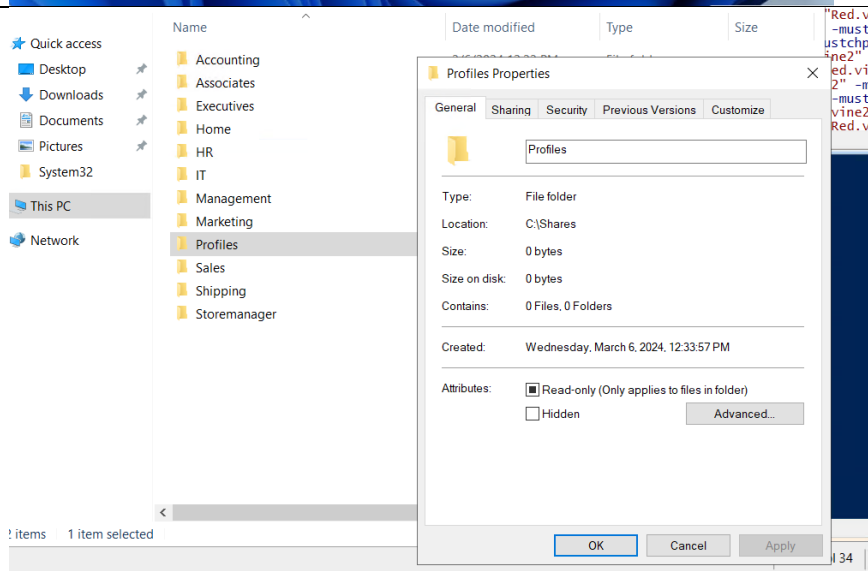


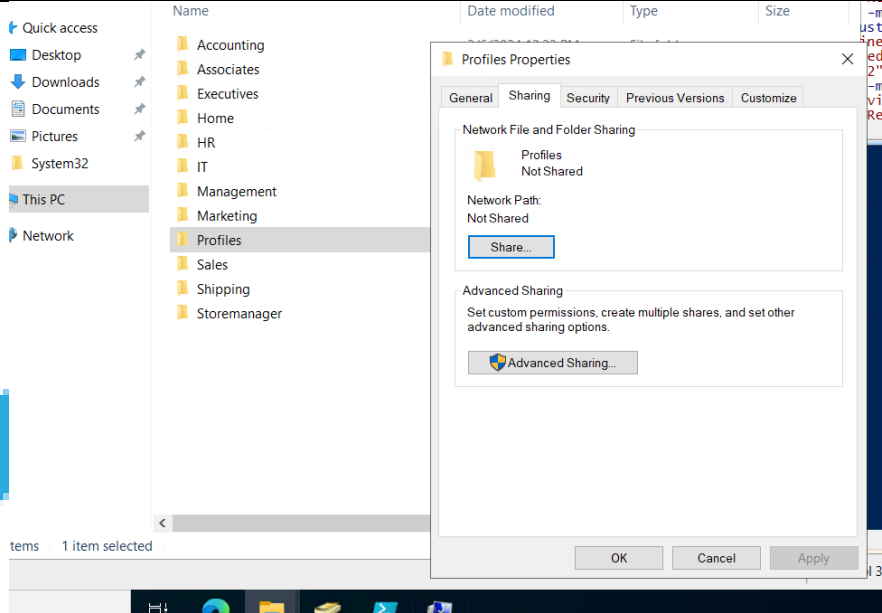
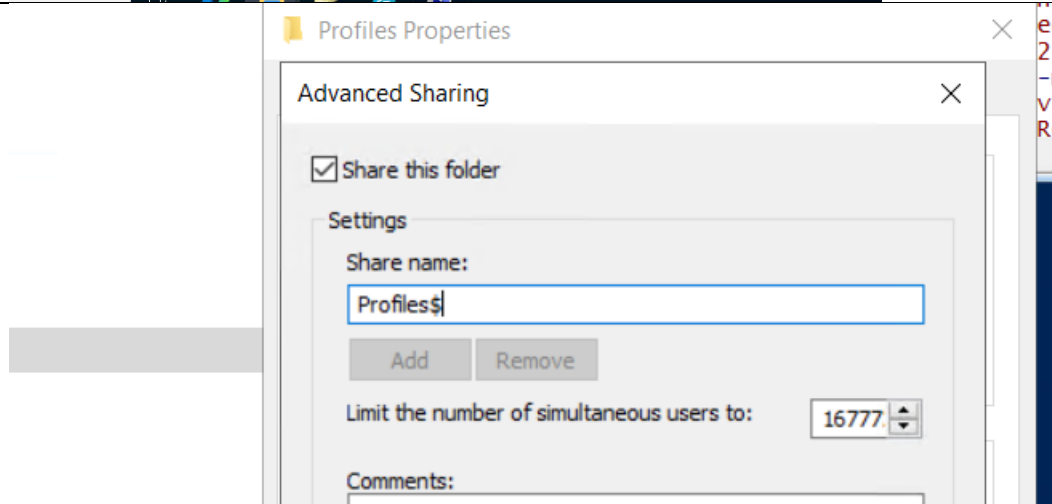
<ul style="list-style-type: none"> Click on the OK button. 	
<ul style="list-style-type: none"> Change the password to Red.vine1. Hit the Enter key. It will take a few moments. 	
<ul style="list-style-type: none"> The workstation should look like this that has Aaron..Kirkland name on the bottom. 	

- Open File explorer on the workstation.
- At the home bar.
- Type \\HWcolors1.
- The server's name is HWcolors1.
- You should see the folders like in the photo.



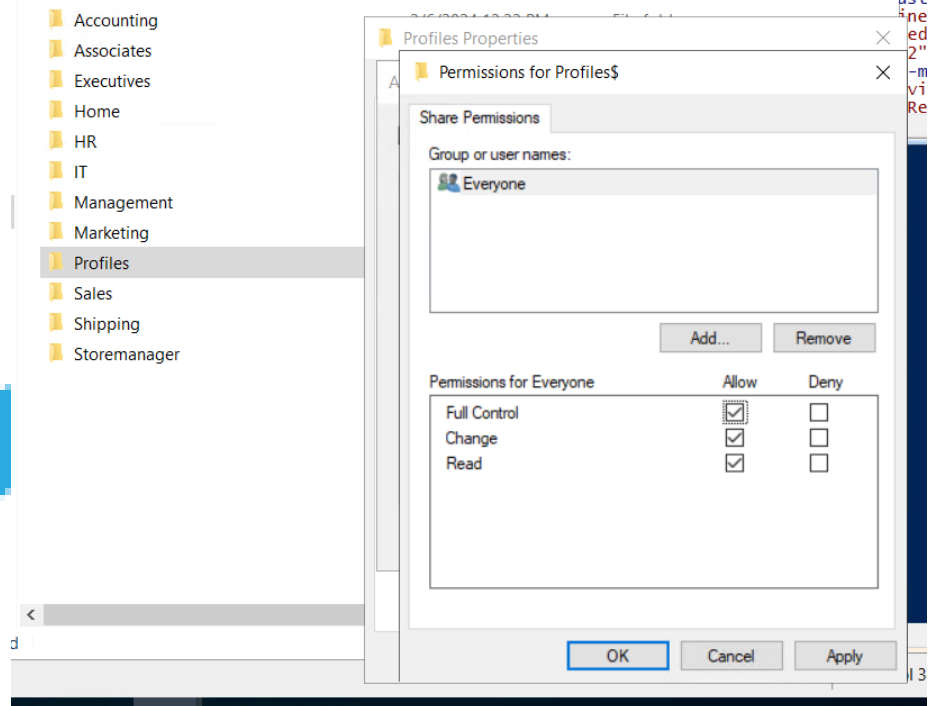
- Go back to the server.
- Click on Profile folder.
- Right-click and choose properties.



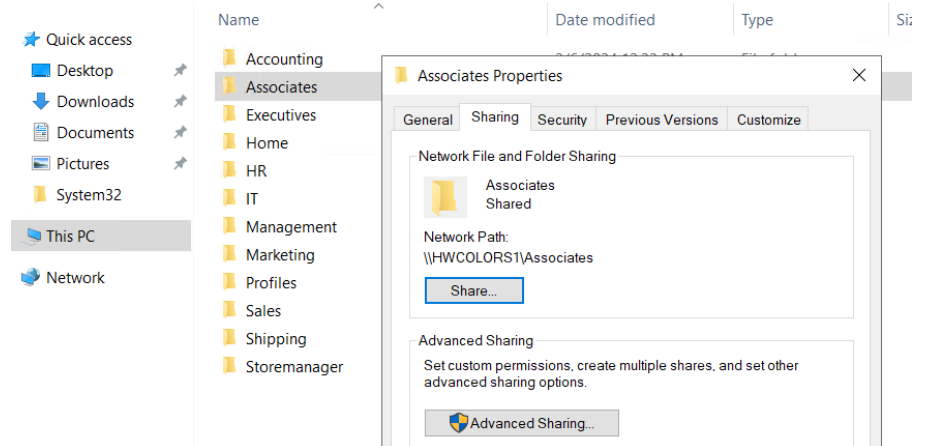
<ul style="list-style-type: none"> • Click the Sharing tab. • Click on Advanced Sharing. 	
<ul style="list-style-type: none"> • Select the checkbox. • Add a dollar sign (\$) after Profiles. • We need to hide it over the network. • Next, click on the Permission button. 	



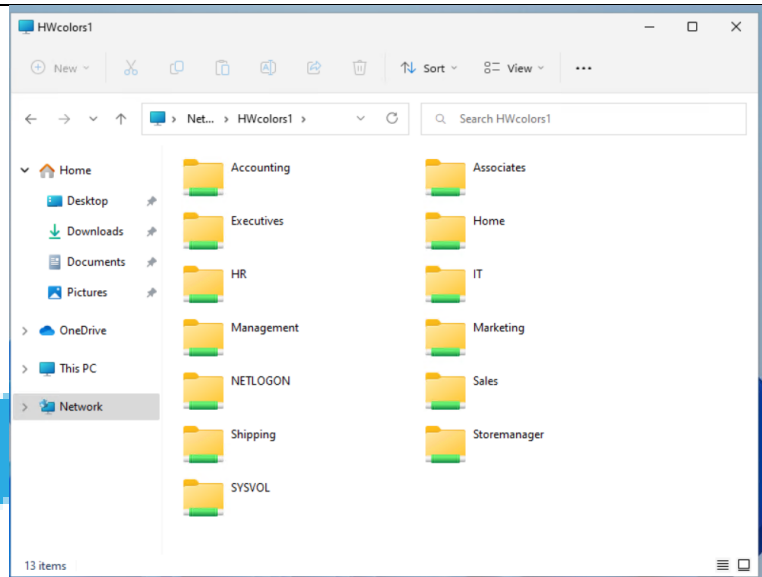
- Select the Full Control checkbox.
- Click on the OK button.
- Click the OK button.
- Click the Close button.



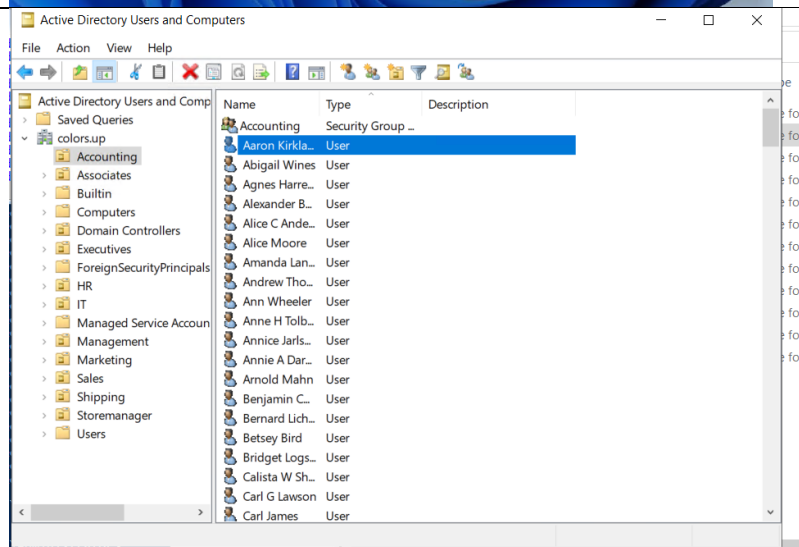
- Now do the share folder for the rest of the folders except Profile folder.
- Follow the step of sharing accounting folders over the network.
- Right-click on the folder.
- Select Properties, sharing tab, advanced sharing, check the box, permission, and check full control.
- Click on OK, OK, and Close buttons.



- Go back to the workstation.
- Refresh the `\\HWcolors1`.
- It should look like the photo.

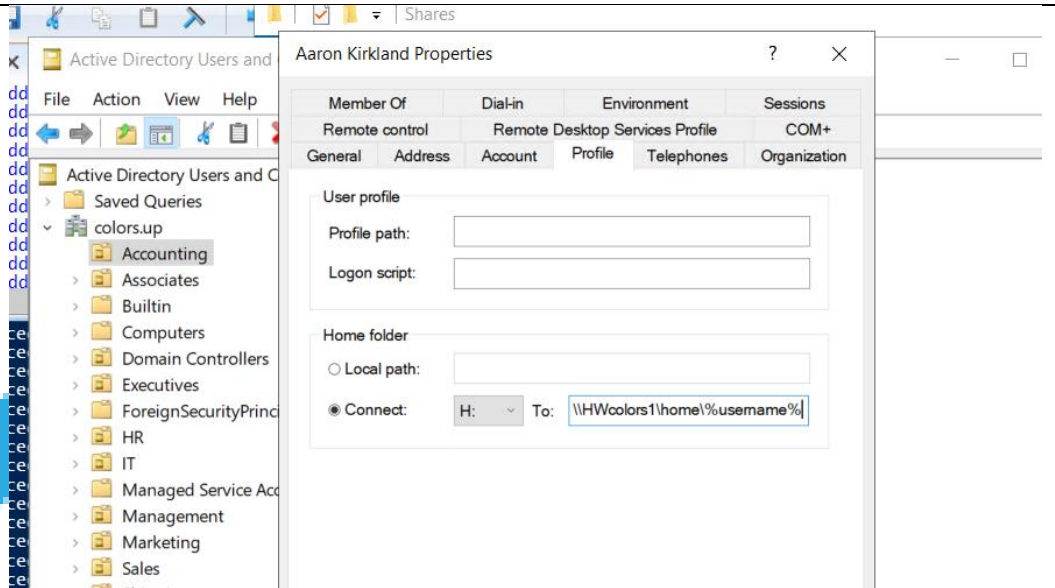


- Go back to the server.
- Go to the active directory.
- Click on Type to make the accounting group go to the top.

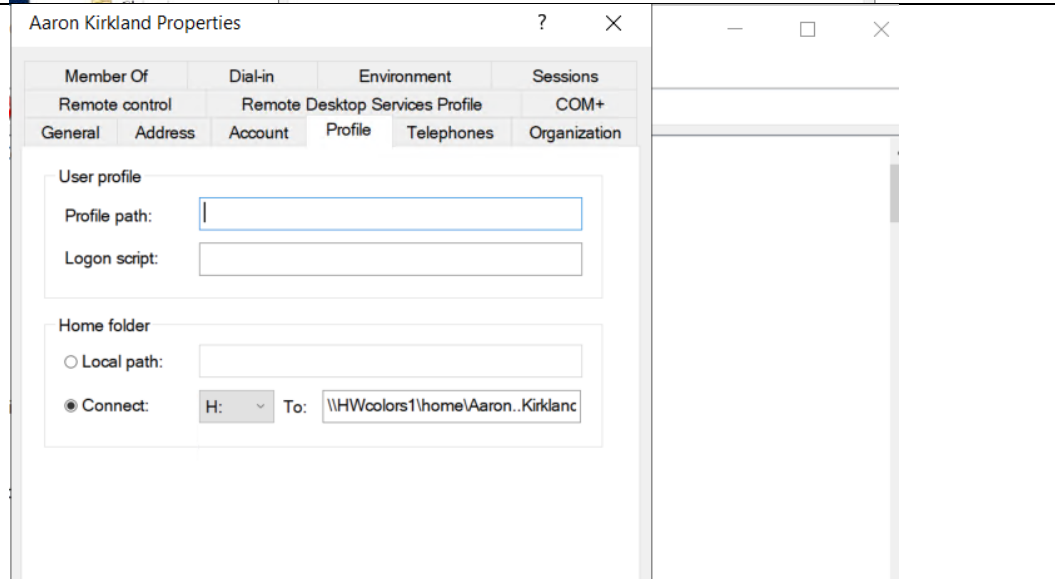




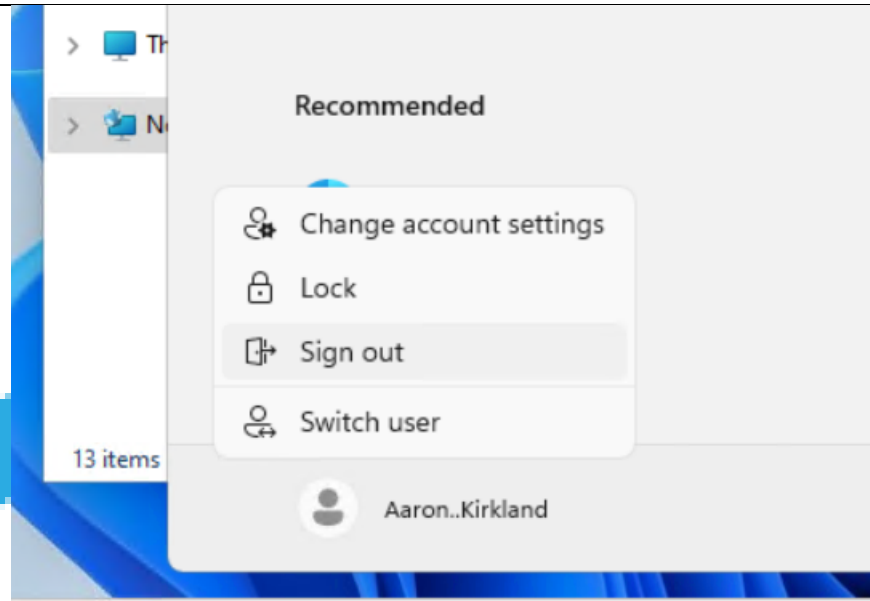
- Double-click on Aaroon.
- Click on Profile.
- Click connect.
- Select H from the drop-down.
- Type \\ followed by server's name and \ and home and \ and %username%.



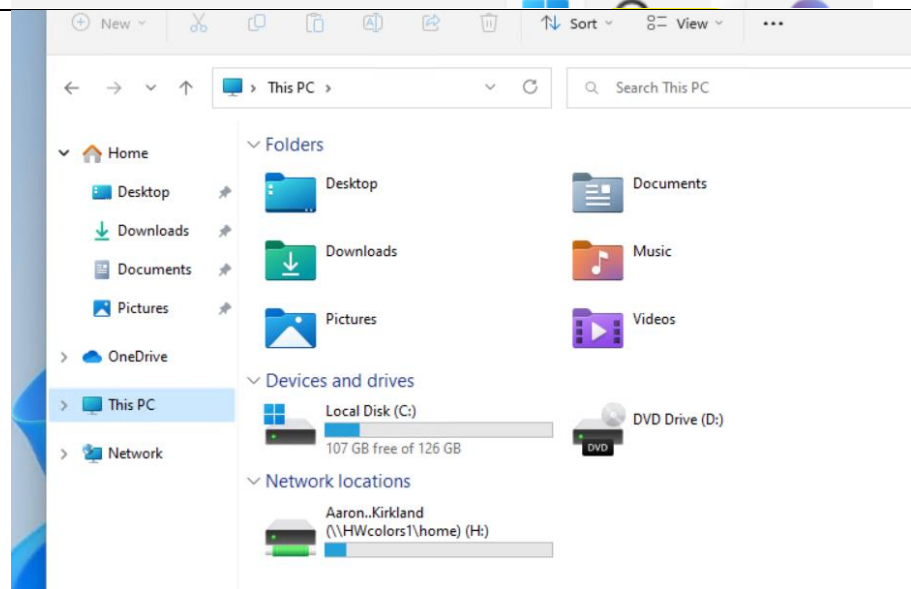
- Select the whole thing inside the textbox. Copy it.
- Click the Apply button.
- It should look like this.



- Go back to the workstation.
- Sign out from the account.
- Log back in.
- Use Red.vine1 as password.

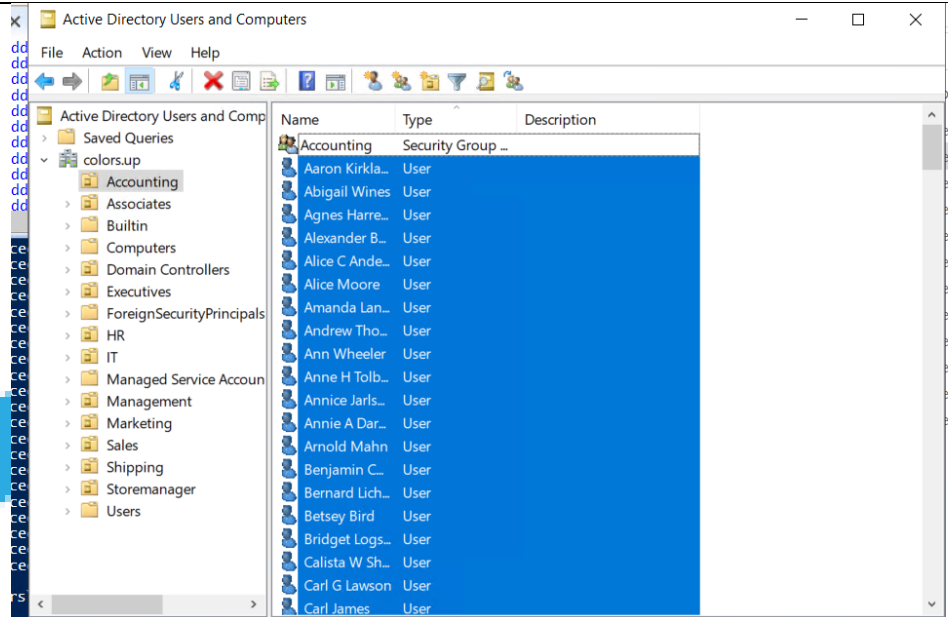


- Go to the File Explorer.
- Click on This PC.
- It should look like this.
- There is a network location that has a username.

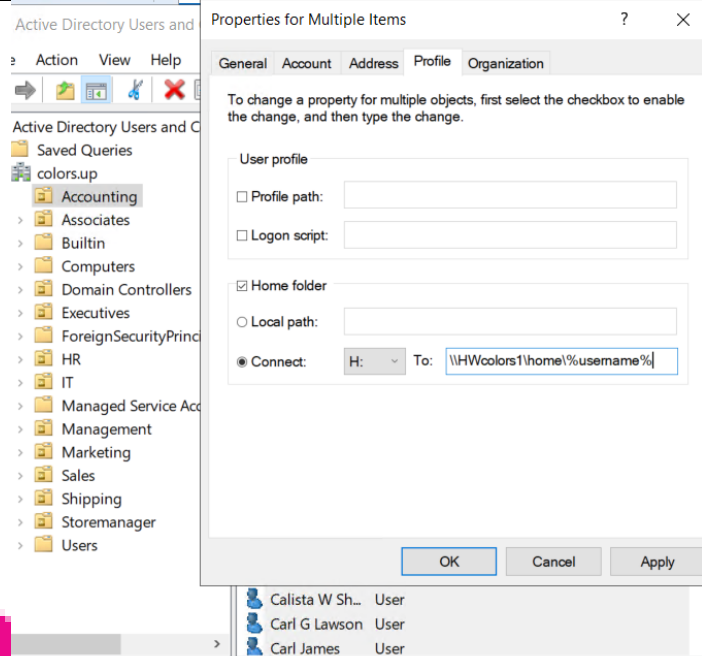


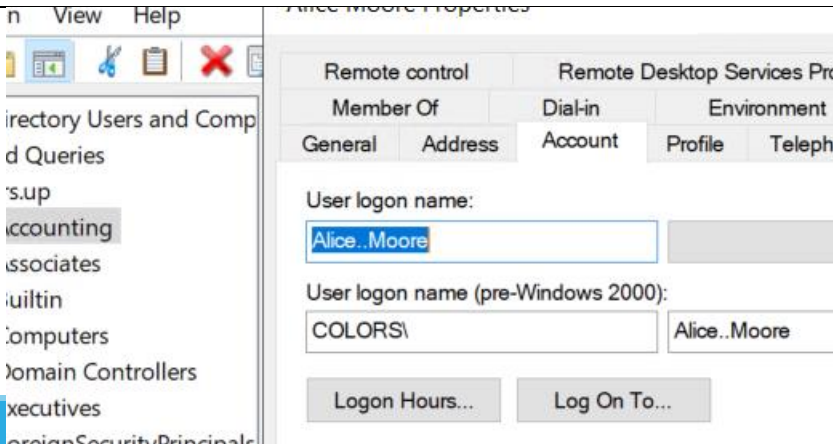
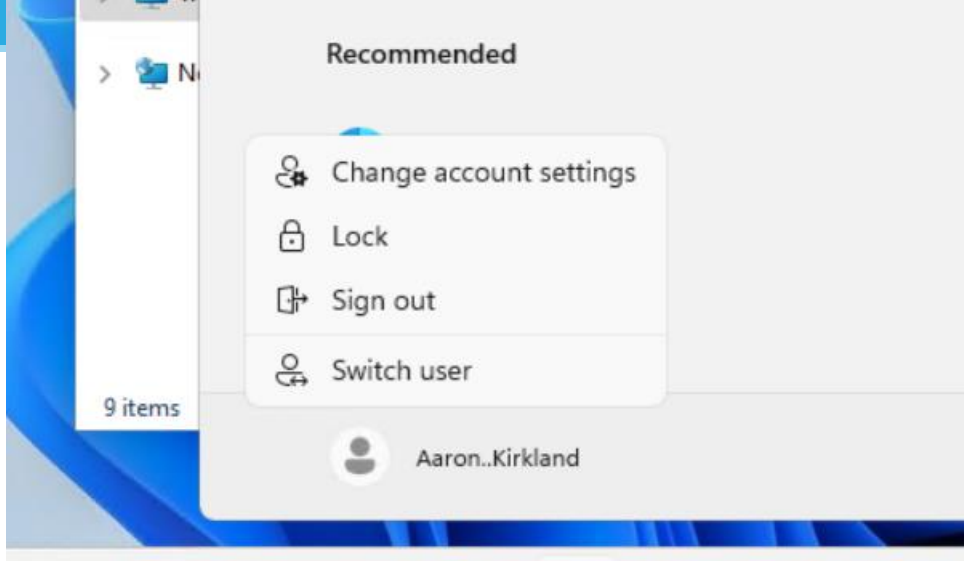


- Go back to the server, do a Ctrl + A to select the whole thing.
- Hold on Ctrl key and select Accounting to unselect it.

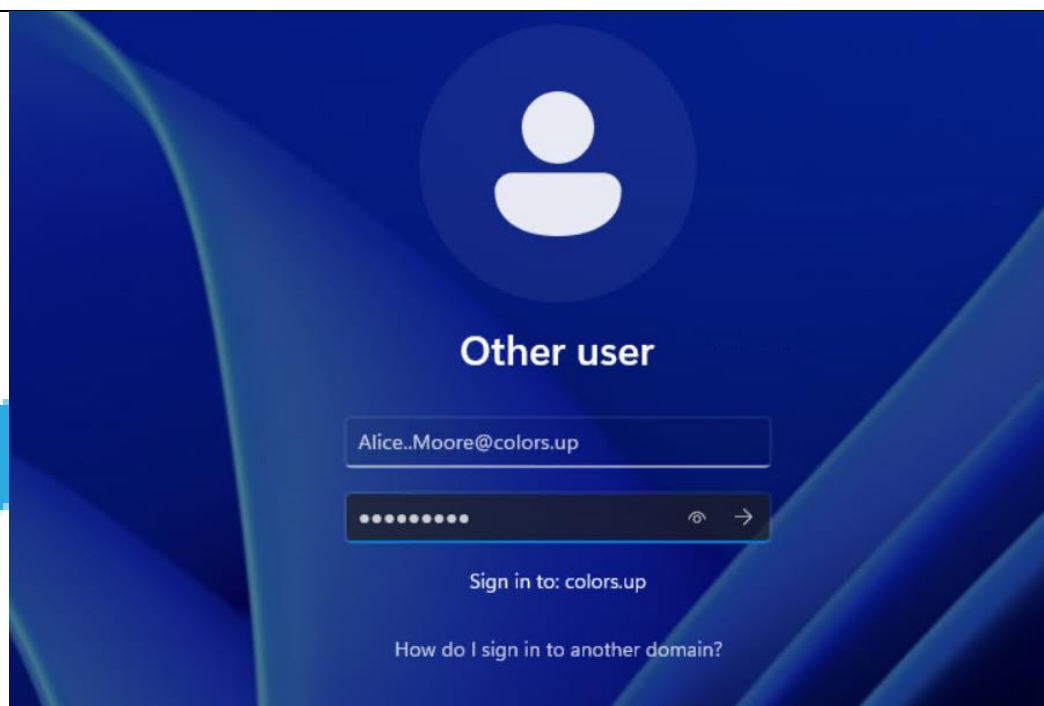


- Right-click and select properties.
- Click on Profile.
- Select Home folder.
- Select Connect.
- Choose H: from the drop-down menu.
- Ctrl + V to the textbox.
- If it is not working, type \\server's name\home\%username%.
- Click OK.

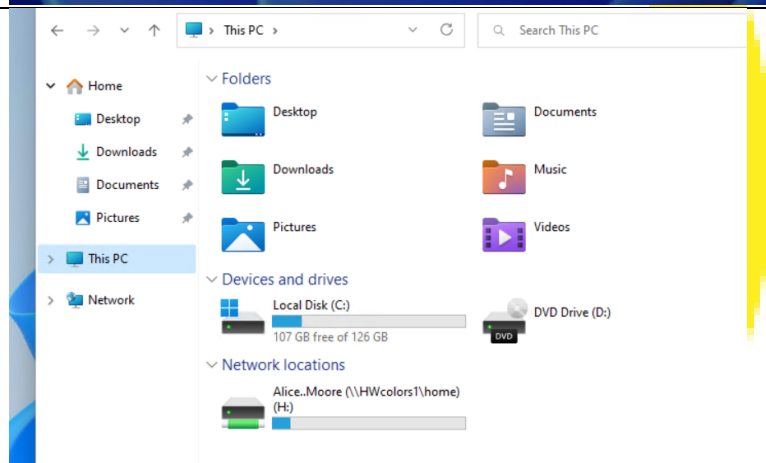


<ul style="list-style-type: none"> • To test it. • Click on one of the users. • Double-click it and select Account to see the name. 	
<ul style="list-style-type: none"> • Go back to the workstation. • Click on Aaron profile icon. • Click on Switch user. 	

- Click Another user.
- Type Alice..Moore and followed by @ symbol and a domain name.
- Password is Red.vine2
- Follow the same step as changing the password to Red.vine1

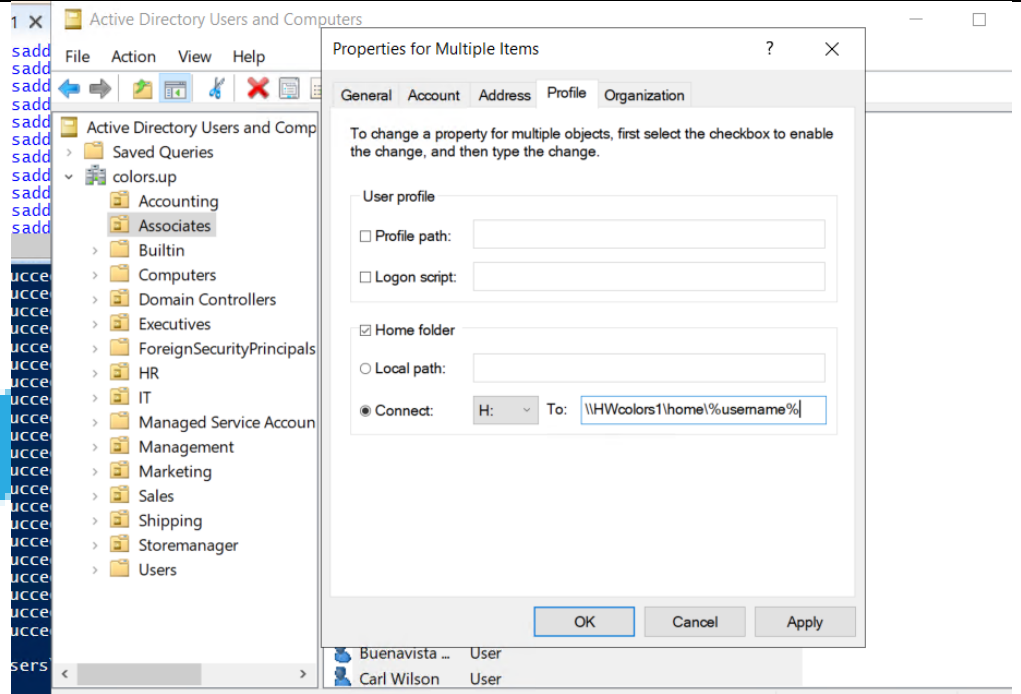


- Go to File Explorer.
- Click on This PC.
- If there is Alice..Moore network locations. It is good to go to the next step.



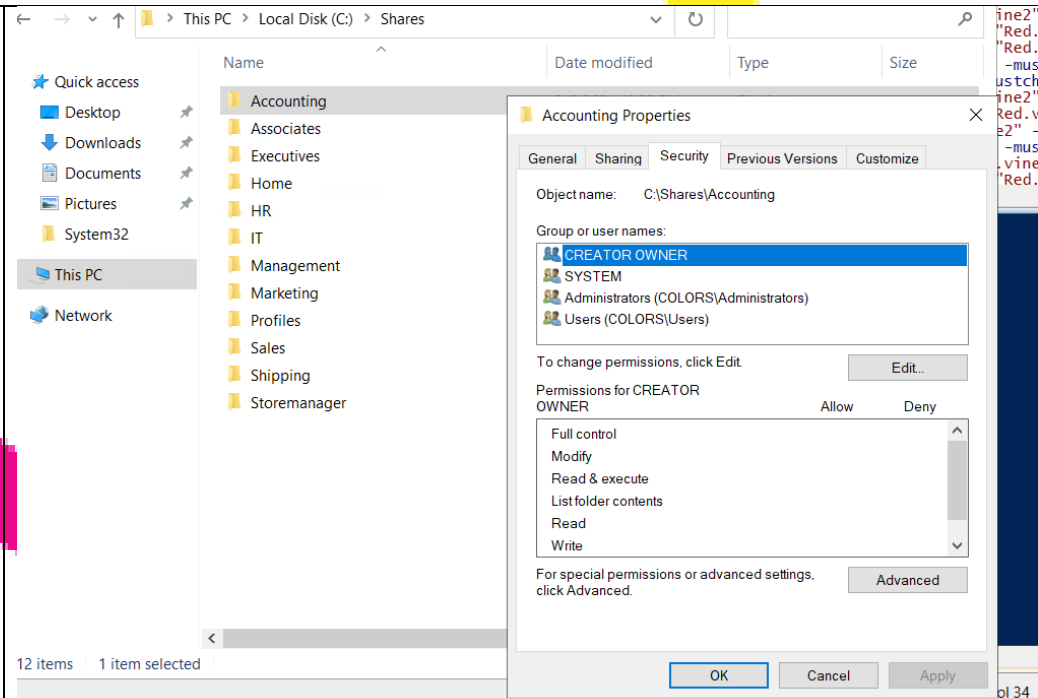


- Do the same process for the rest of ou or folders.
- The folders are Associates, Executives, HR, IT, Management, Marketing, Sales, Shipping, and Storemanager.

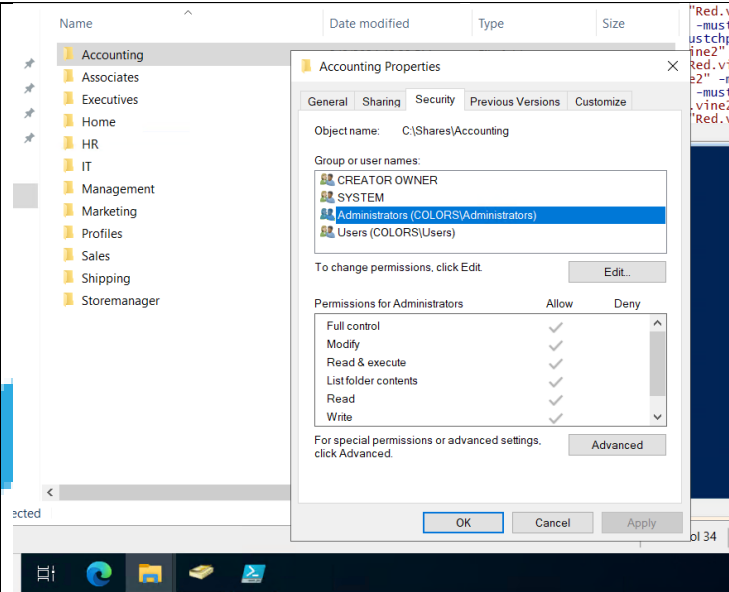


Appendix 6

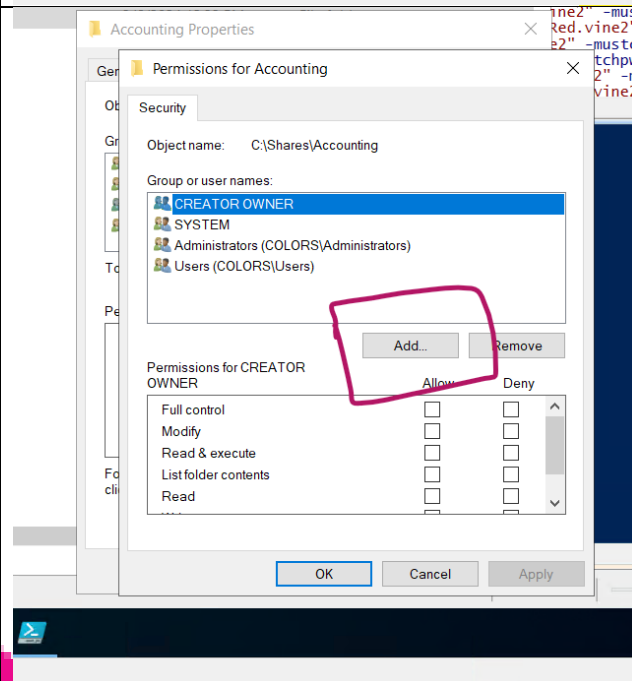
- Now we are going to set the permission for each folder.
- Go to the File Explorer.
- Click on Accounting folder.
- Right-click and select properties.
- Click on the Security tab.



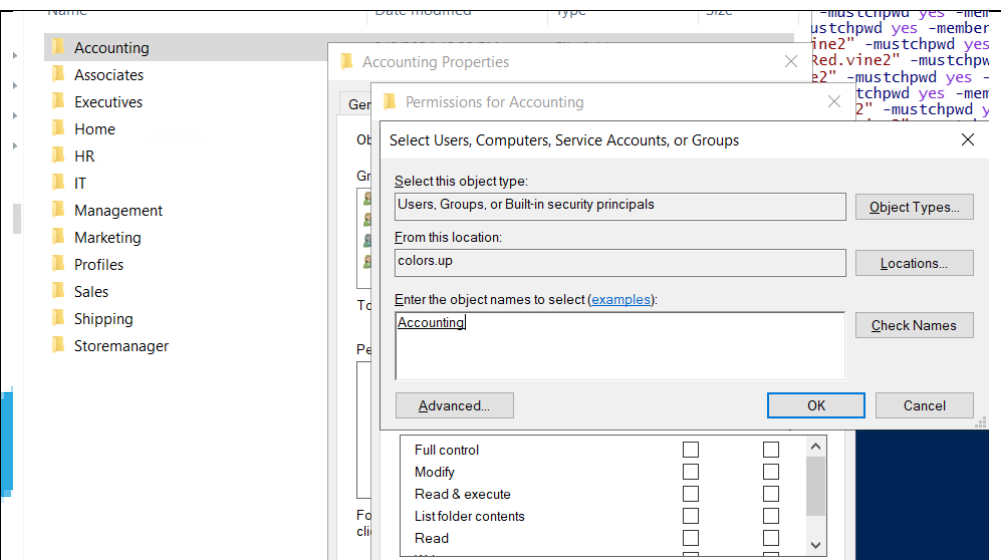
- Click on Administrators.
- Make sure everything is check or allow full control.
- Now we need to make the department have full control.
- Click on the Edit button.



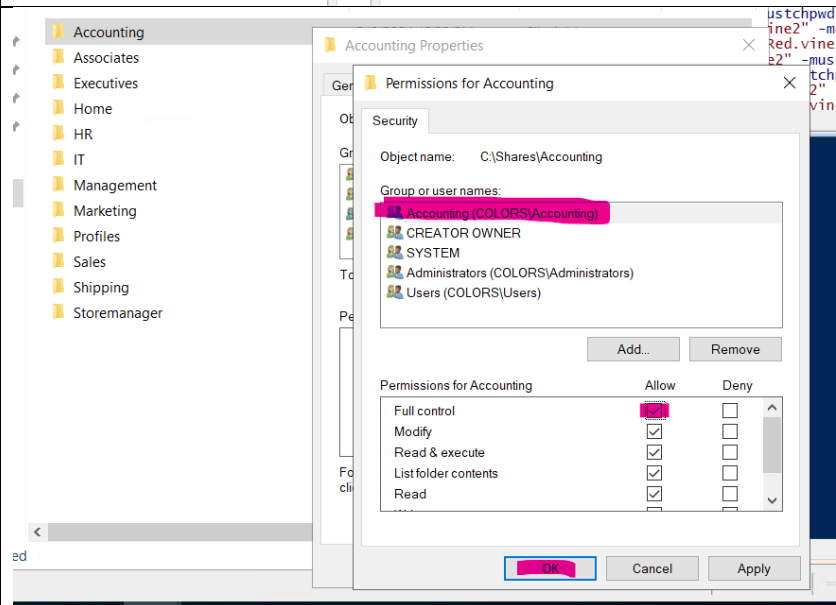
- Click the Add button.



- Type accounting.
- Press Alt + C key.
- Click the OK button.

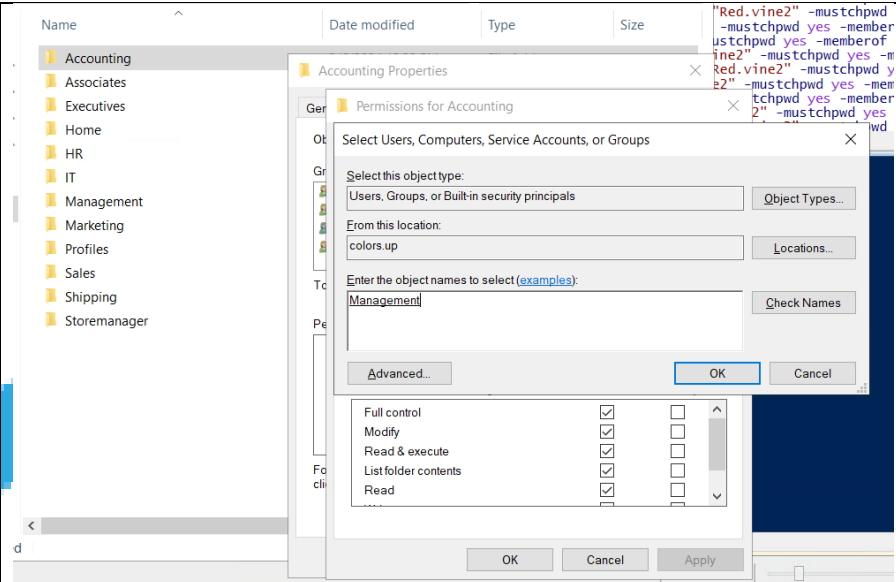


- Click on Accounting.
- Check the full control.
- Click Apply or OK.

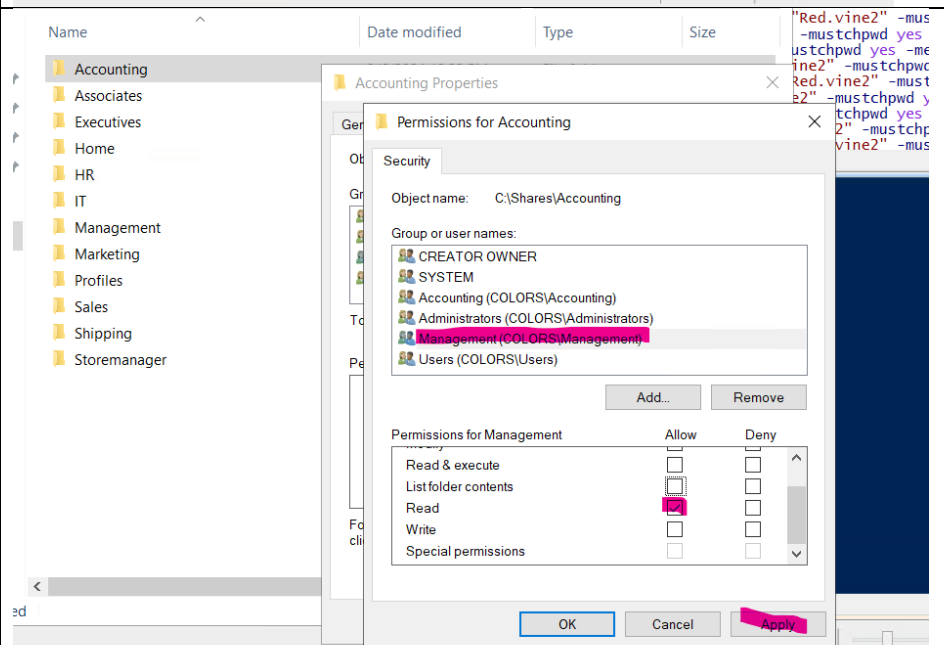




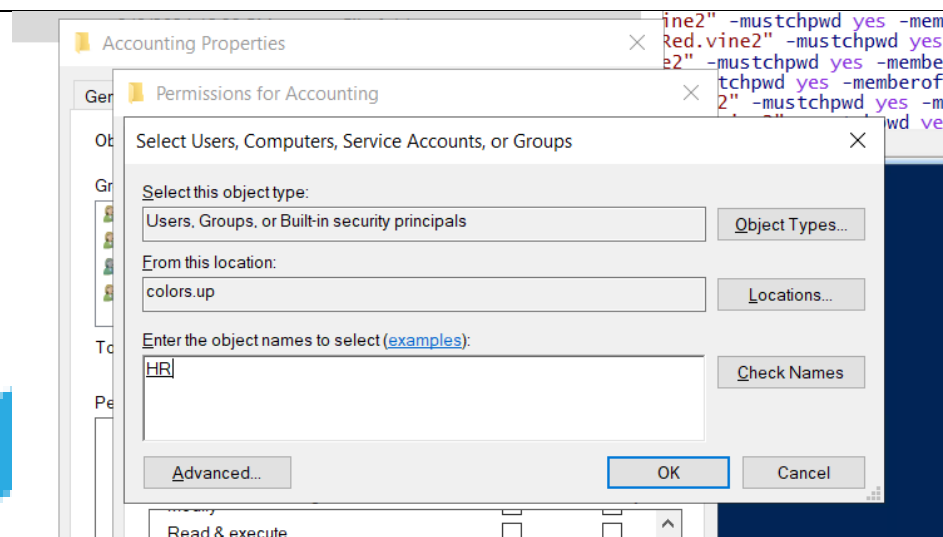
- Click the Add button again.
- Type management.
- Press Alt + C key.
- Click OK.



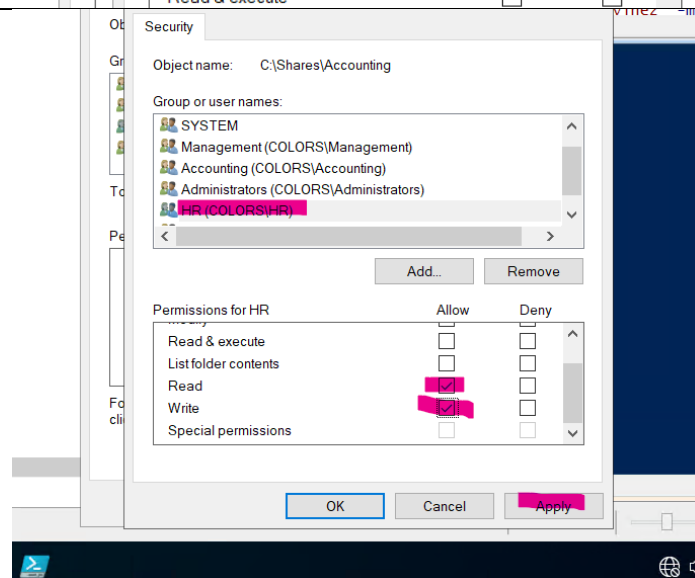
- Click on Management.
- Select the read & execute, and List folder contents.
- Only select Read.
- Click the Apply button.



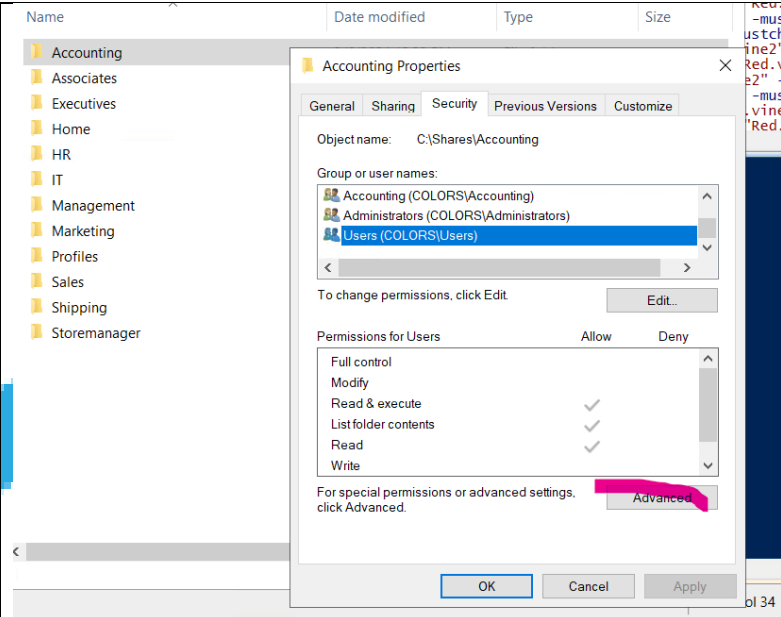
- Click the Add button.
- Type HR.
- Press Alt + C.
- Click OK.



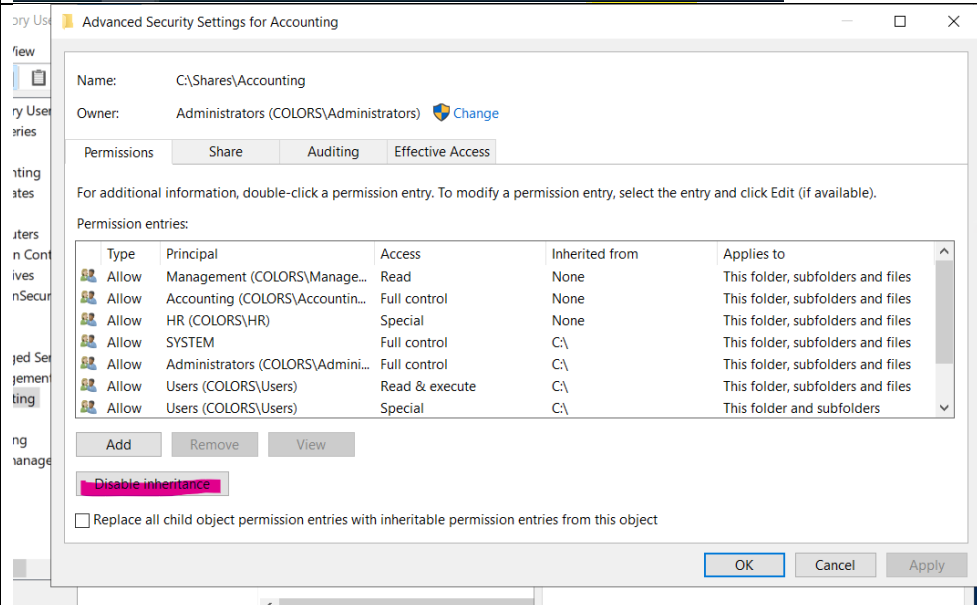
- Click on HR.
- Select only Read – Write boxes.
- Click Apply.
- Click OK.



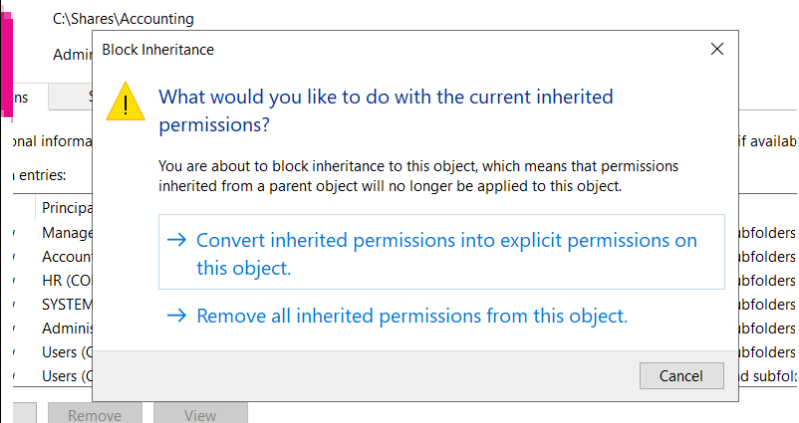
- Click the Advanced button.



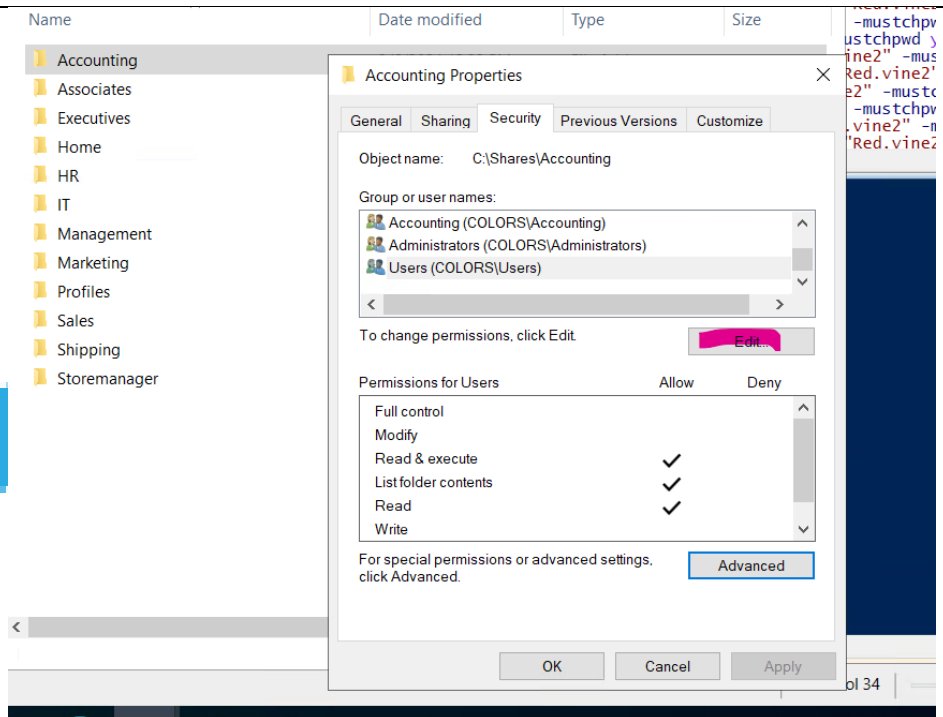
- Click the disabled inheritance button.



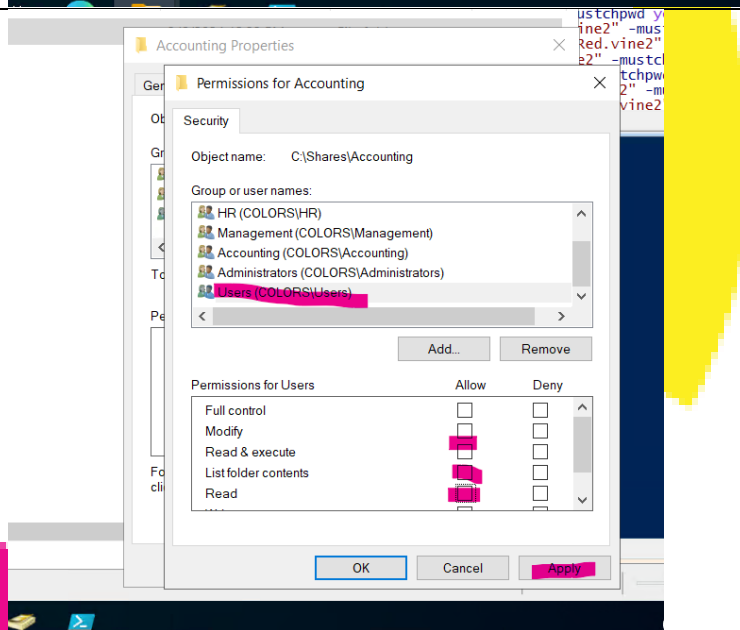
- Click Convert inherited permissions into explicit permissions on this object.
- Click Apply.
- Click OK.



- Click the Edit button.

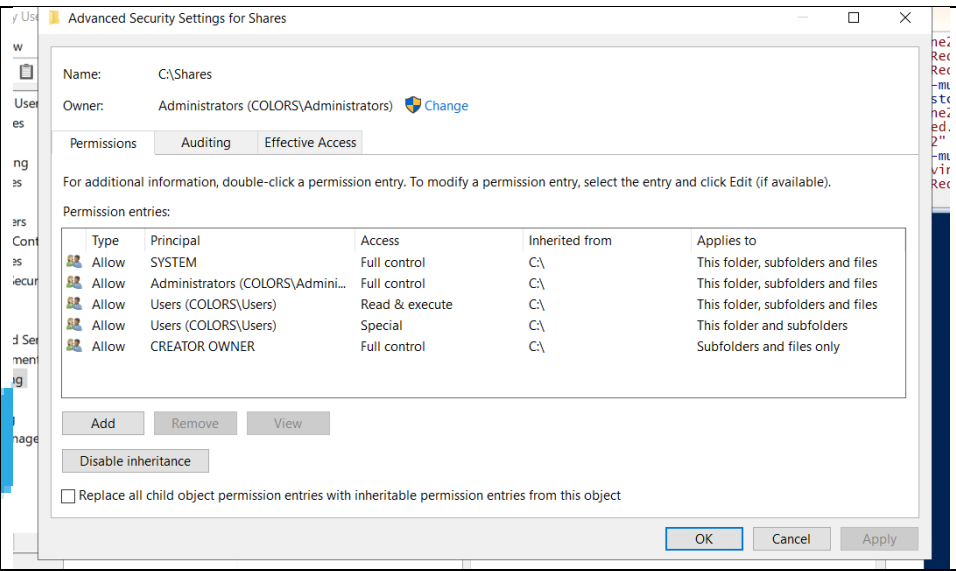


- Click Users.
- Uncheck the checked items.
- Click Apply.
- Click OK.



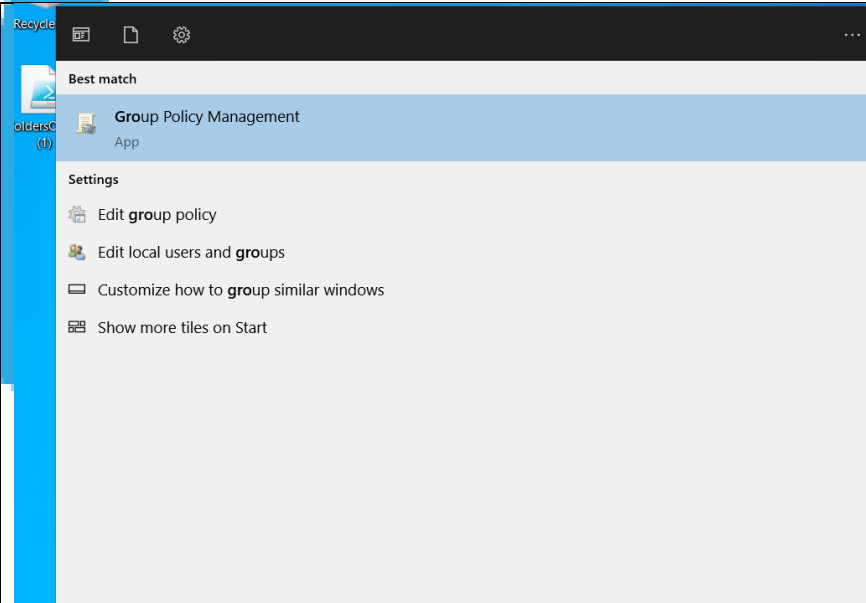


- Go back to the Shares folder.
- Right-click on it.
- Select properties.
- Click the Security tab.
- Click the Advanced button.
- Click Disable inheritance.
- Check Replace all child.
- Click Apply.
- Do the same process for the rest of the folders.



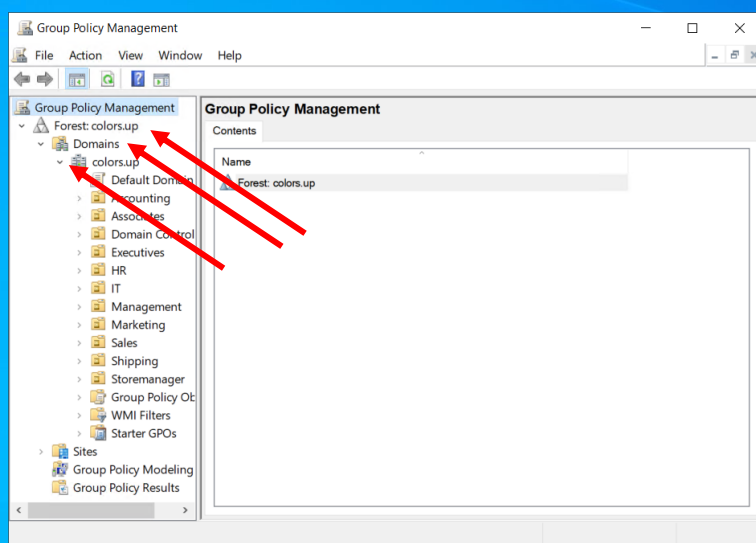
Appendix 7

- On the search bar on the bottom left corner, type Group Policy Management.
- Press Enter

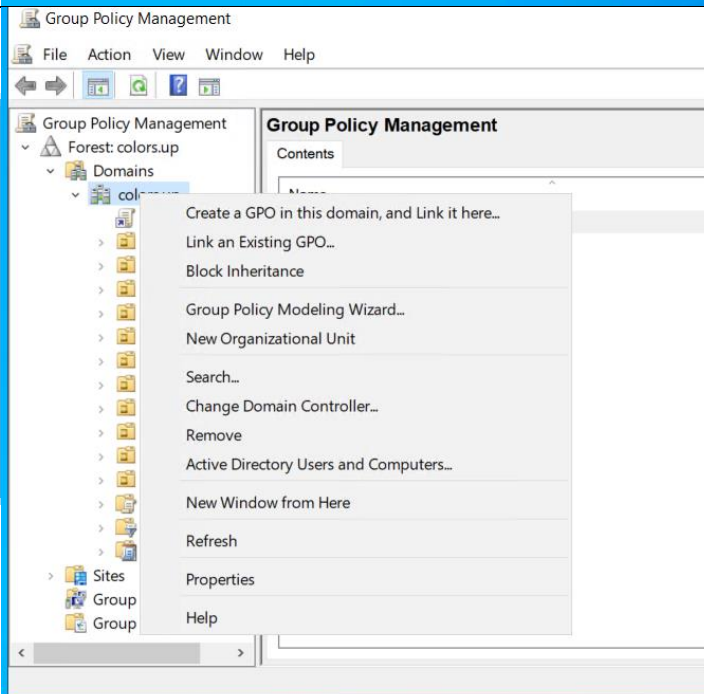




- Click the Forest arrow.
- Click the domains.
- Click on color up to open more.

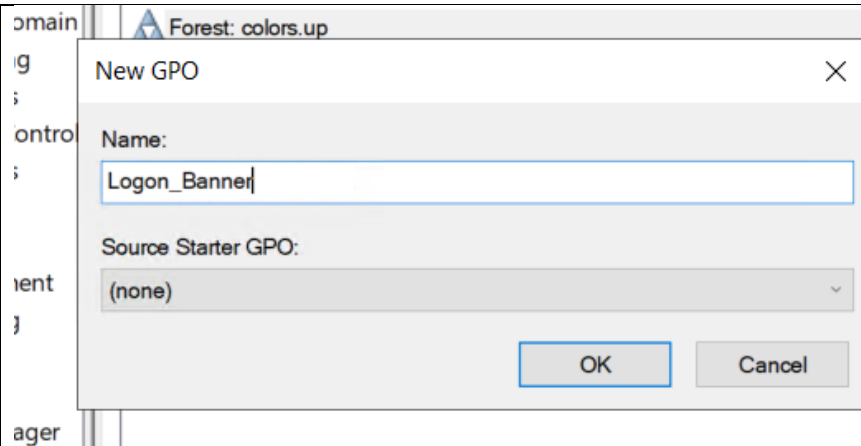


- Right-click on the colors.up.
- Click Create a GPO in this domain and link it here.

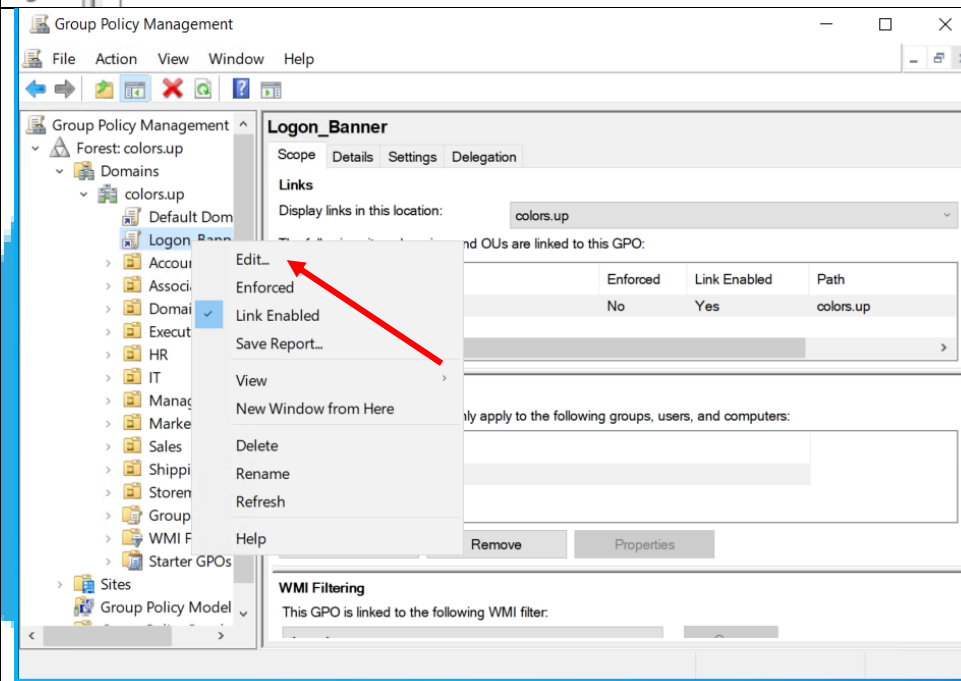




- Type Logon_Banner.
- Click on the OK button.

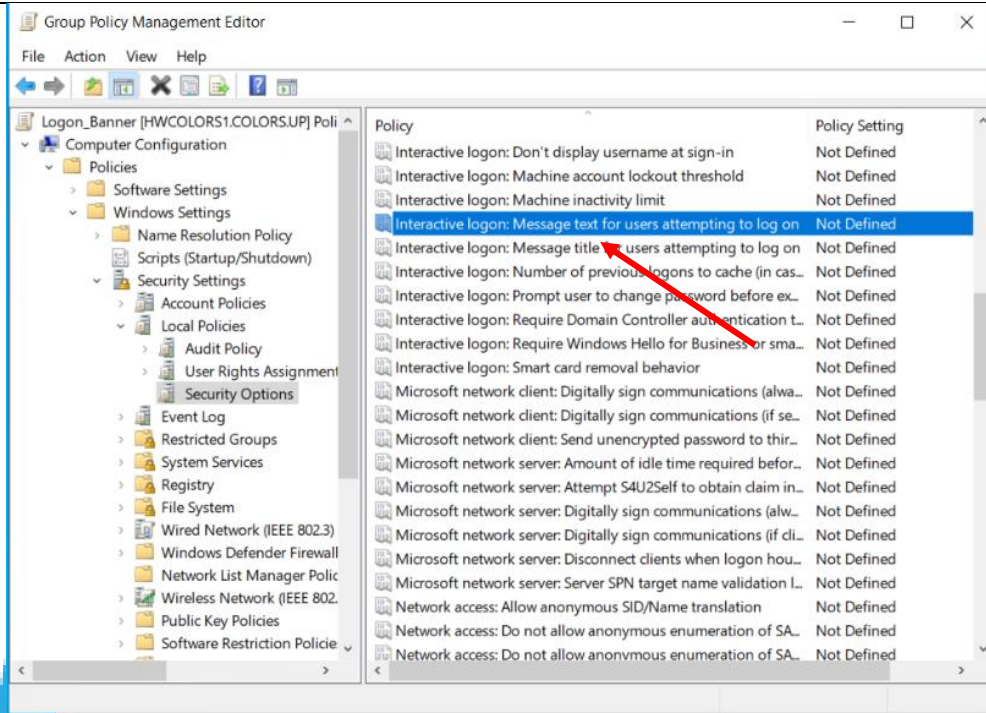


- Right-click on Logon Banner under the Default Domain on the left side of the screen.

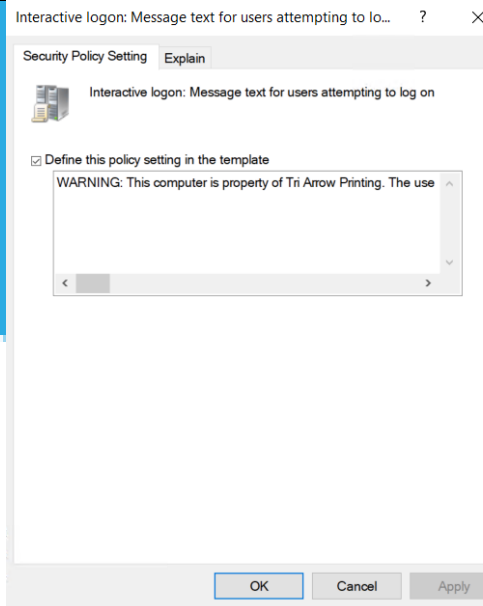




- Go to Computer Configuration > Policies > Windows Settings > Security Settings > Security Options.
- Look for Interactive Logon: Message text for users attempting to log on.
- Double-click on that.

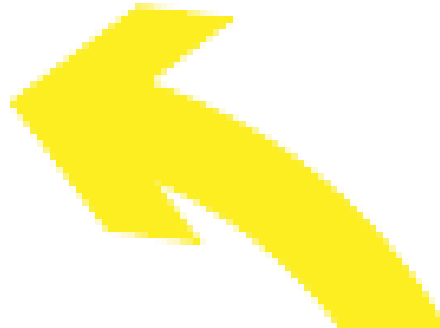
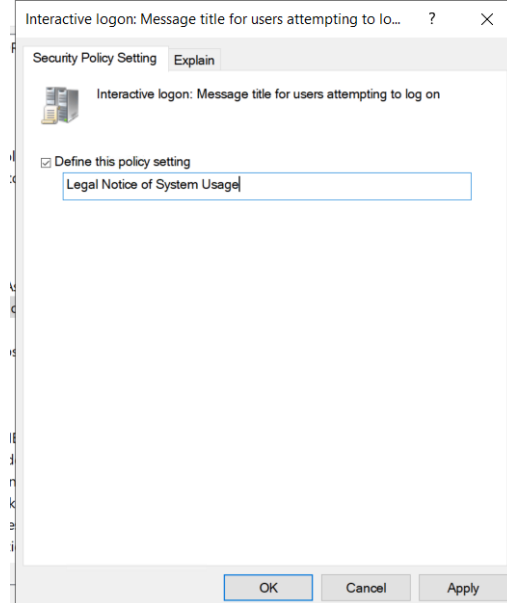


- Click on the box to check the Define this policy setting in the template.
- On the textbox, type the Warning text.
- Click on Apply.
- Click on OK.

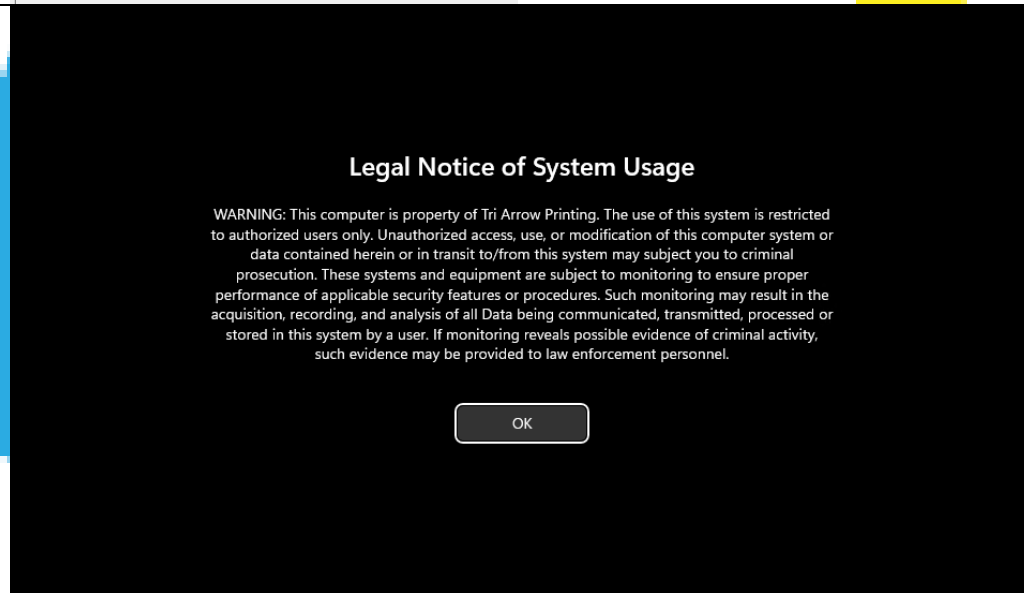




- Look for the Interactive Logon: Message title for users...
- Click the checkbox.
- Type Legan Notice of System Usage on the textbox.



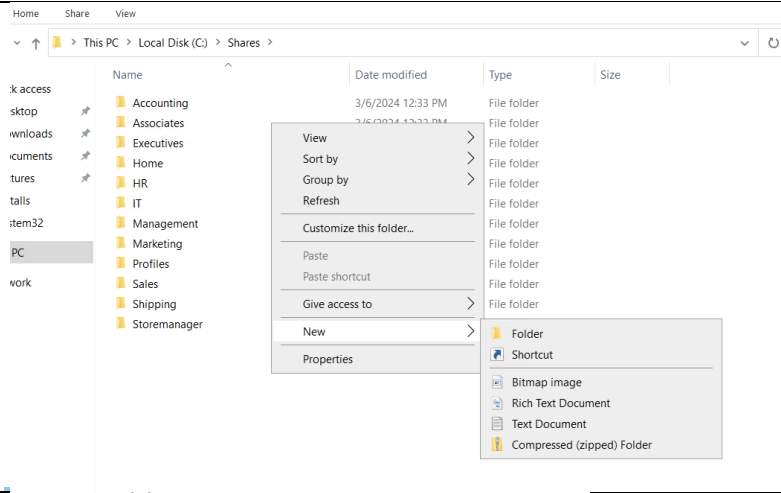
- Go to the workstation and run the workstation.
- A message like this will show up on the screen.
- You may need to restart the computer workstation if you have login into an account.



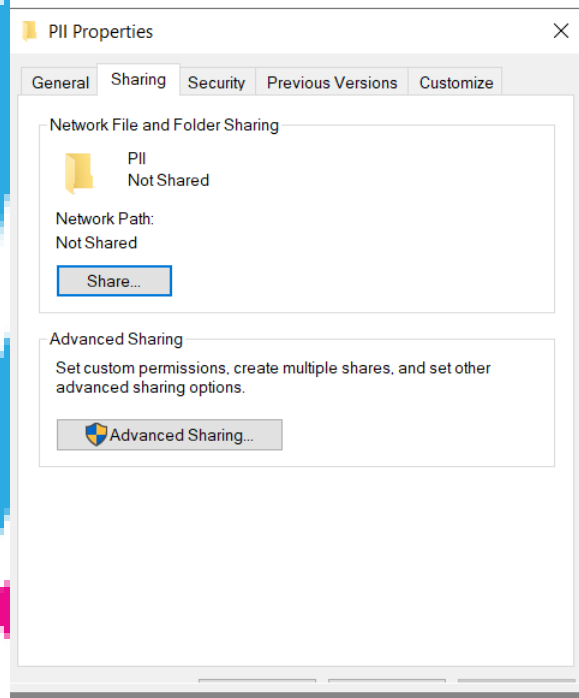


Appendix 8

- Go to the server.
- Open File Explorer.
- Go to the Shares folder.
- Create a new folder named PII.



- Right-click on the PII folder.
- Click "Sharing".
- Click "Advanced Sharing".





- Check the box to share the folder.
- Click “Permission”.

Advanced Sharing

☒ Share this folder

Settings

Share name:
PII

Add Remove

Limit the number of simultaneous users to: 16777

Comments:

Permissions Caching

OK Cancel Apply

- Make sure everyone is in full control.
- Check the “Full Control” box.
- Click “Apply”.
- Click “OK”.

Permissions for PII

Share Permissions

Group or user names:

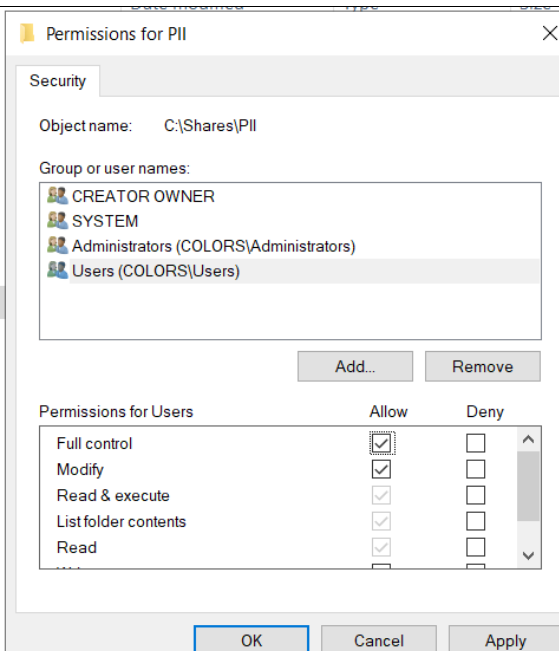
Everyone

Add... Remove

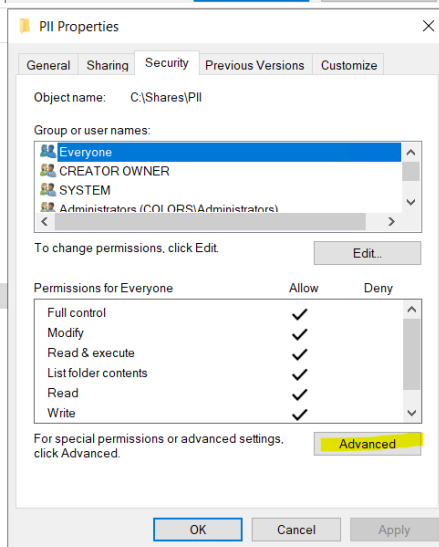
Permissions for Everyone	Allow	Deny
Full Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read	<input checked="" type="checkbox"/>	<input type="checkbox"/>



- Click the “Security” tab.
- Make sure the users are in full control.
- Check the box “Full Control” for Users.
- Click “Apply” and “OK”.

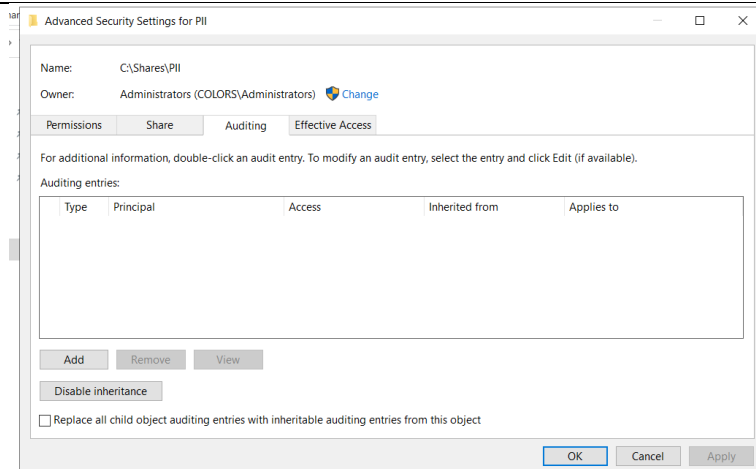


- Add Everyone to the list and make it as full control.
- Click Edit to add “Everyone” and check the “Full Control” box.
- Click “Apply” and “OK” buttons.
- Click “Advanced” button.

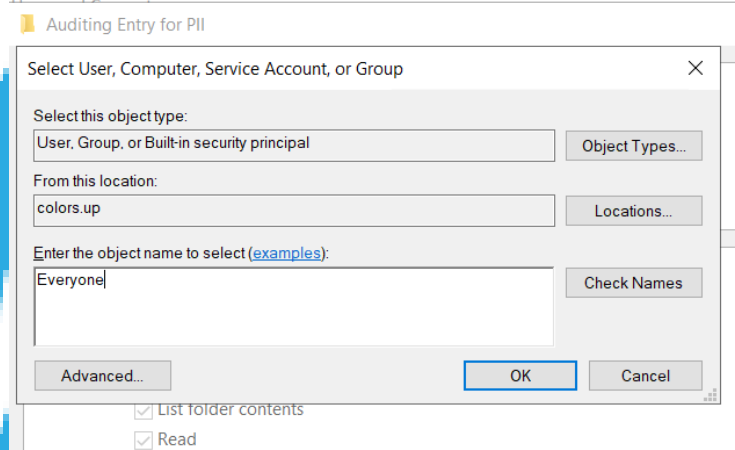




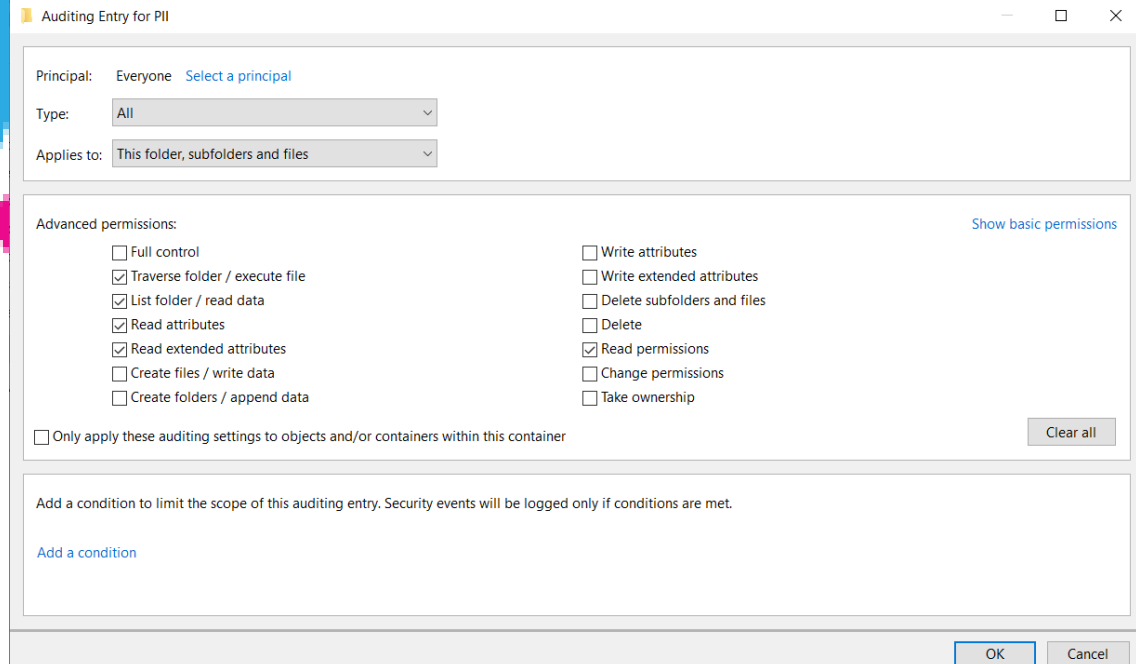
- Click “Auditing” tab.
- Click “Add” button.



- Click “Select Principal”.
- Type Everyone.
- Click “OK”.

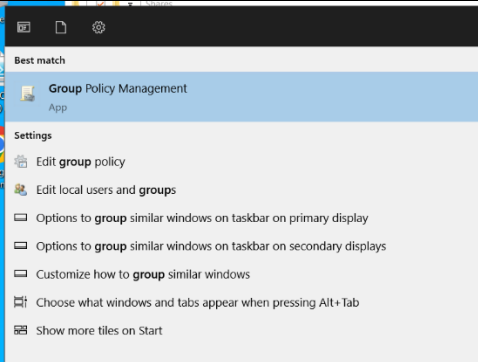


- Change the type to “All”.
- Click the “Show advanced permissions”.
- Make sure all the things from the picture are checked.
- Click “OK”.

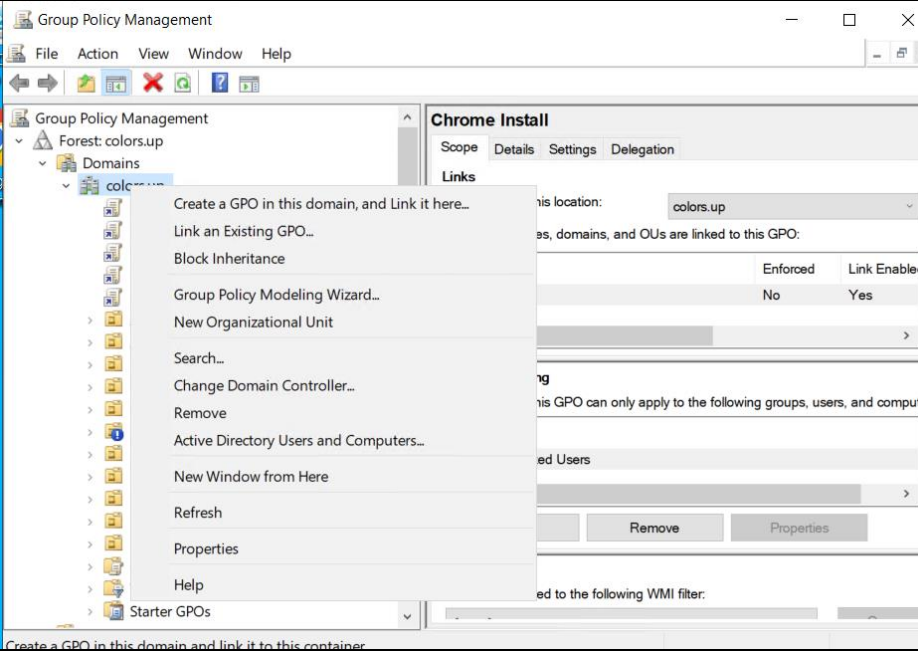




- Go to the Group Policy Management.

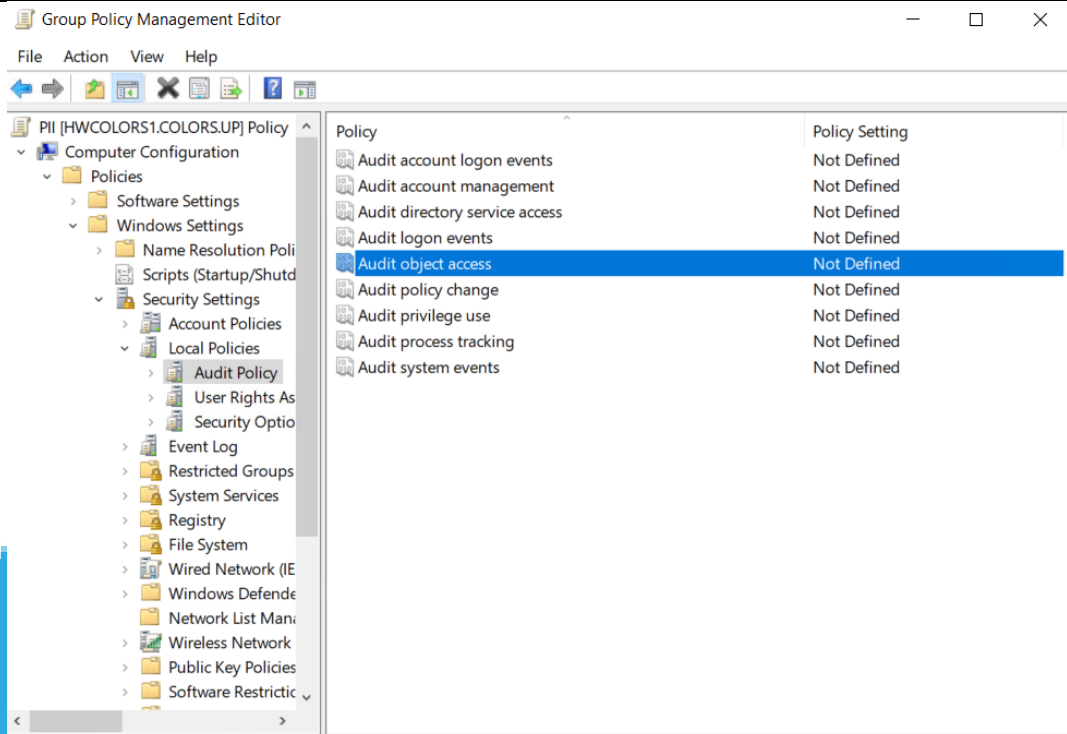


- Create a new GPO and name it PII.

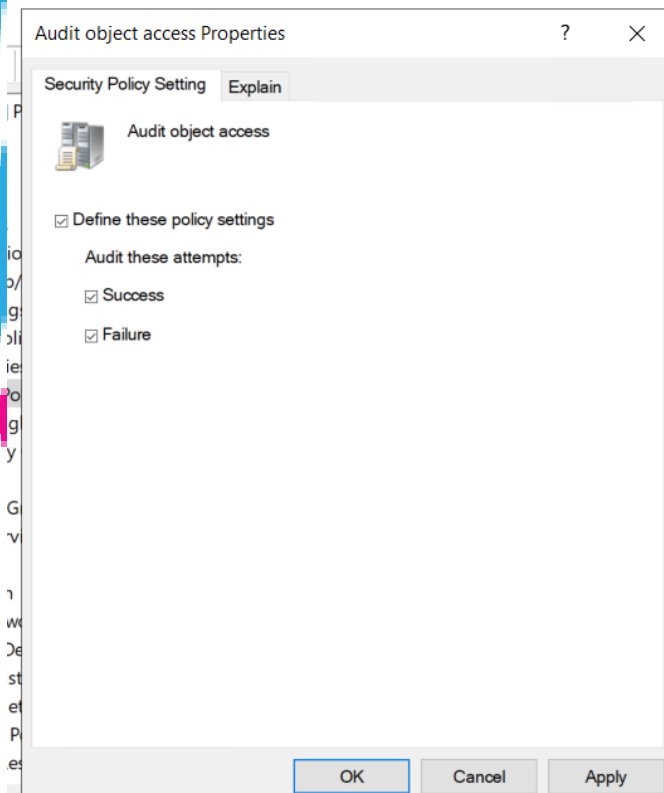




- Go to the PII GPO editor.
- Navigate to Computer Configuration > Policies > Windows Settings > Security Settings > Audit Policy.

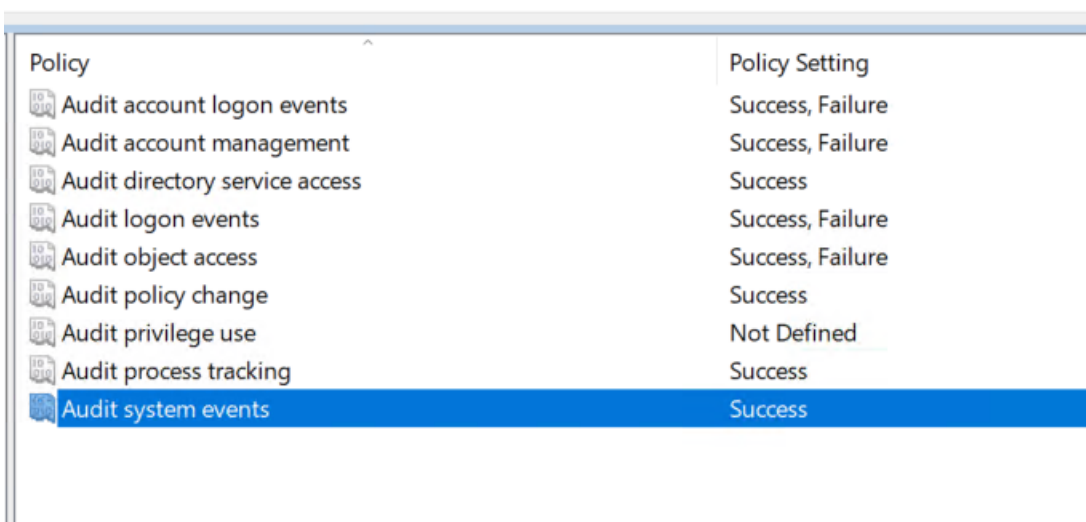


- Double-click on the “Audit Object Access”.
- Check the box “Define these policy settings”, “Success”, and “Failure” boxes.
- Click “Apply”.
- Click “OK”.

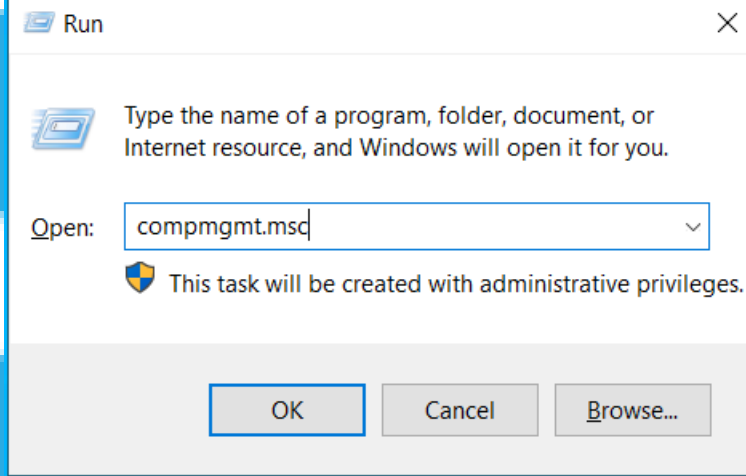




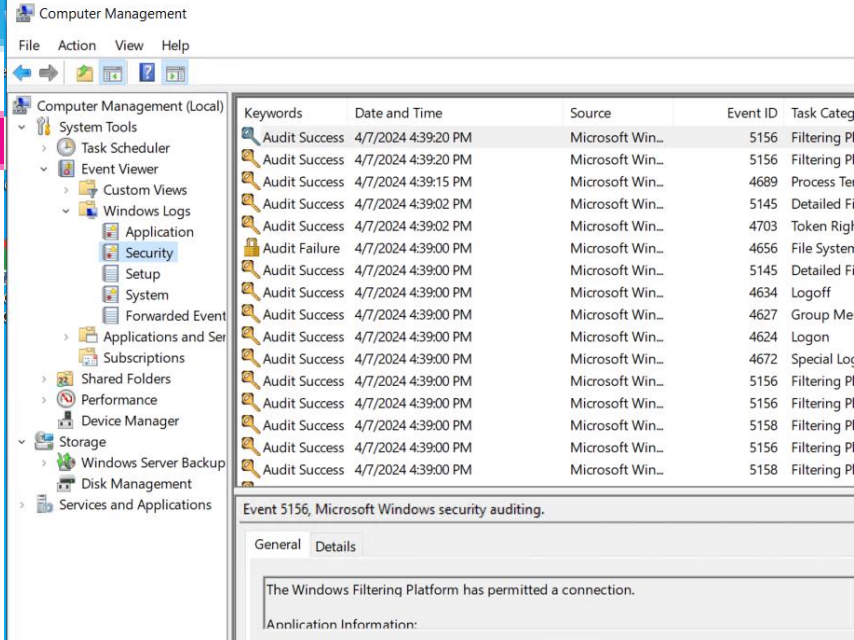
- Change all of the audit to match the policy setting based on the picture next to this step.



- Press Windows and R keys to open Run.
- Type compmgmt.msc.
- Press Enter.

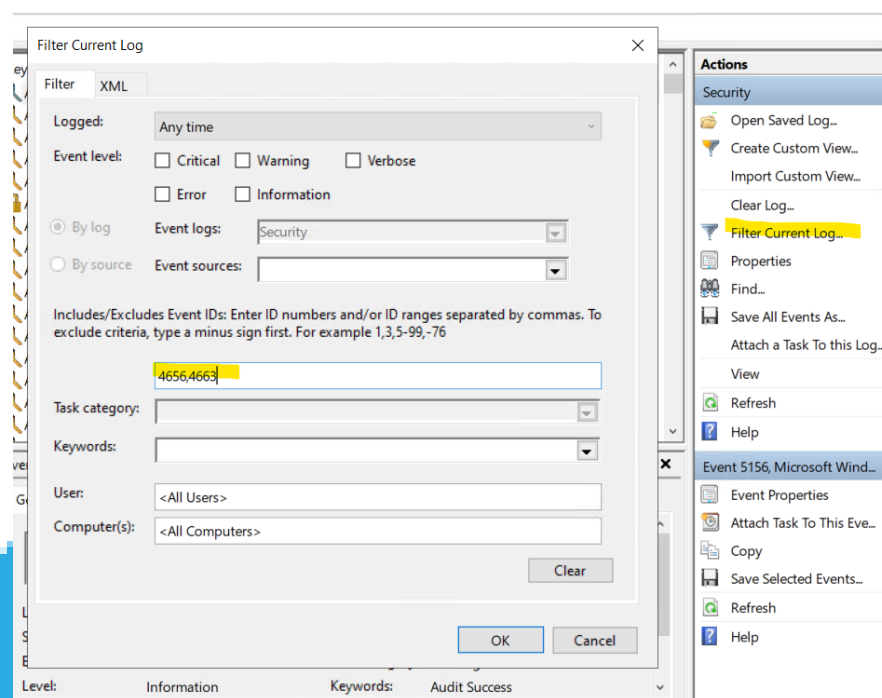


- Navigate to the Computer Management (Local) > System Tools > Event Viewer > Windows Logs > Security.
- Double-click Security.

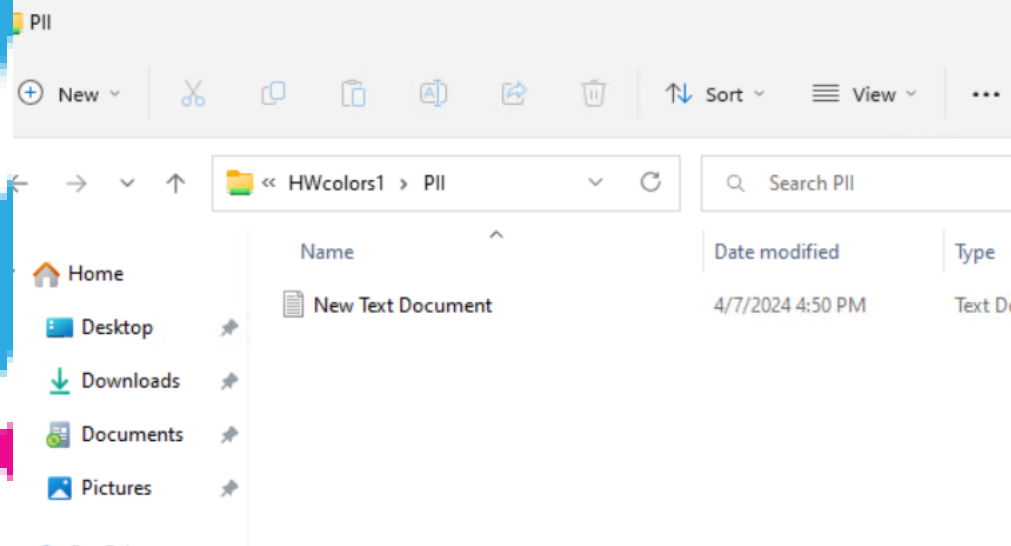




- Click “Filter Current Log”.
- Type 4656,4663 on the search box.
- Click “OK”.

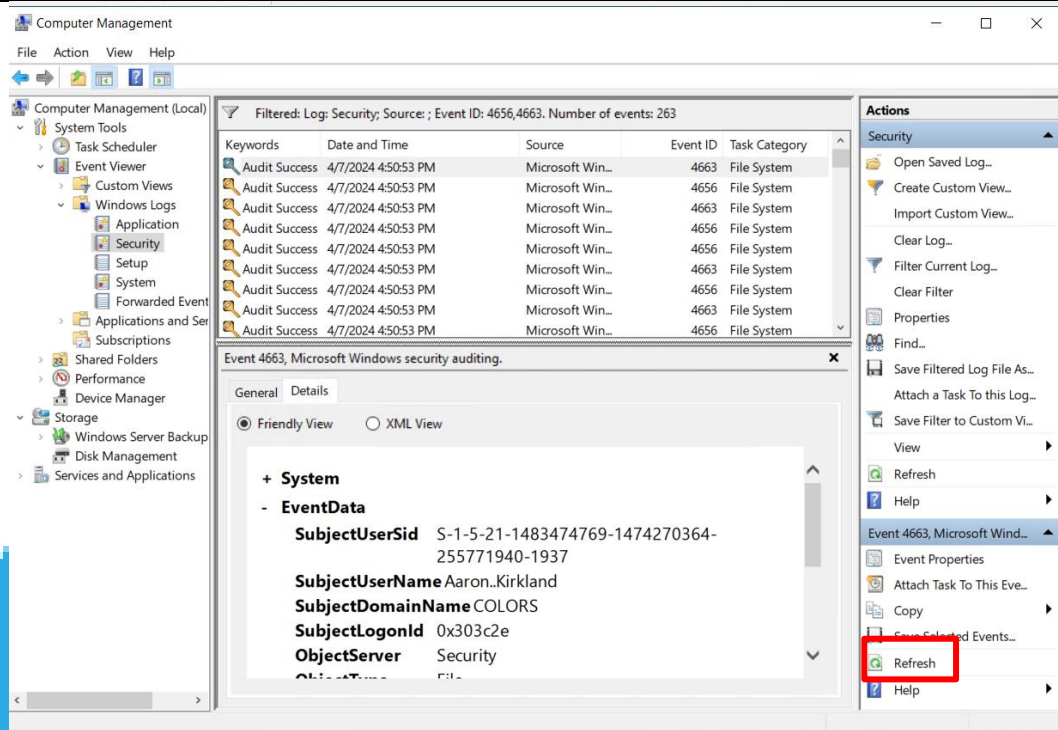


- Go to the workstation.
- Log in as one of the users.
- Open File Explorer.
- Navigate to the PII folder.
- Add a text document.



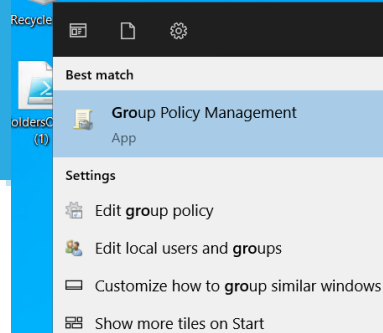


- Now go back to the server.
- Click on Refresh on the right navigation bar under Event 4663.
- Click on “Details” tab.
- The username that we logged in to the workstation will show up under “Details” tab.



Appendix 9

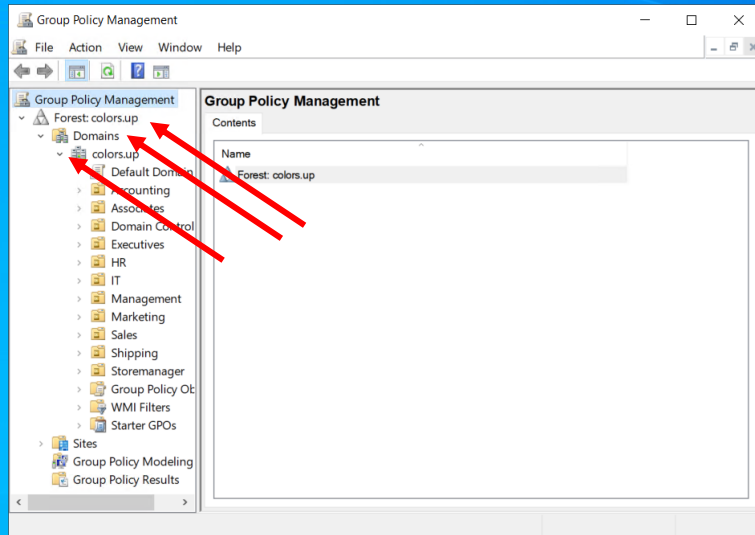
- On the search bar on the bottom left corner, type Group Policy Management.
- Press Enter



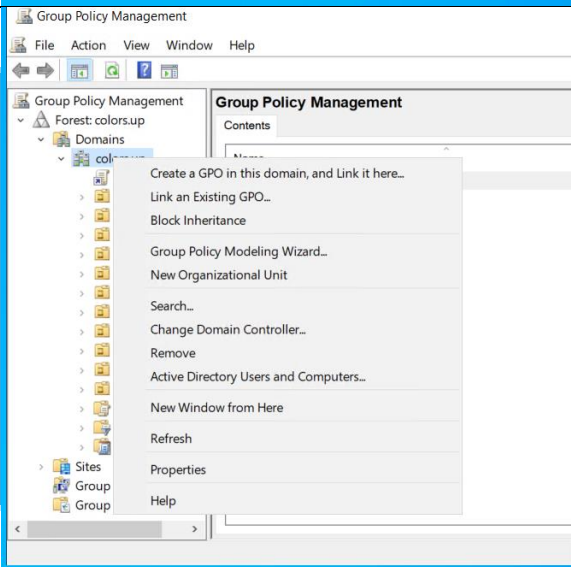
Legal Notice



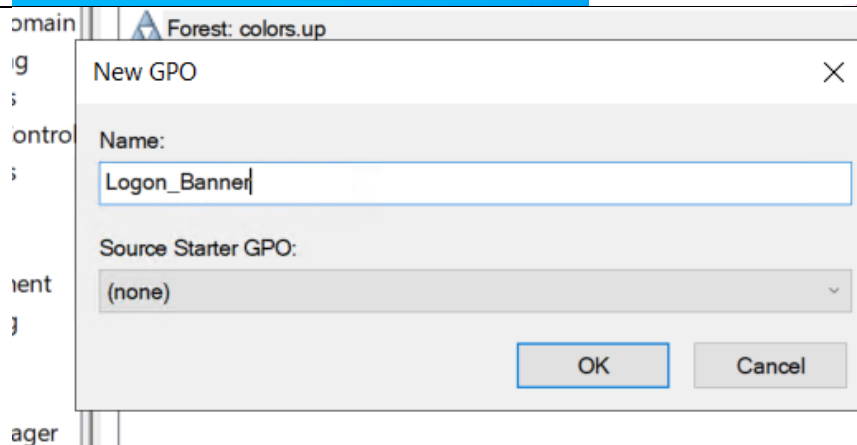
- Click the Forest arrow.
- Click the domains.
- Click on color up to open more.



- Right-click on the colors.up.
- Click Create a GPO in this domain and link it here.

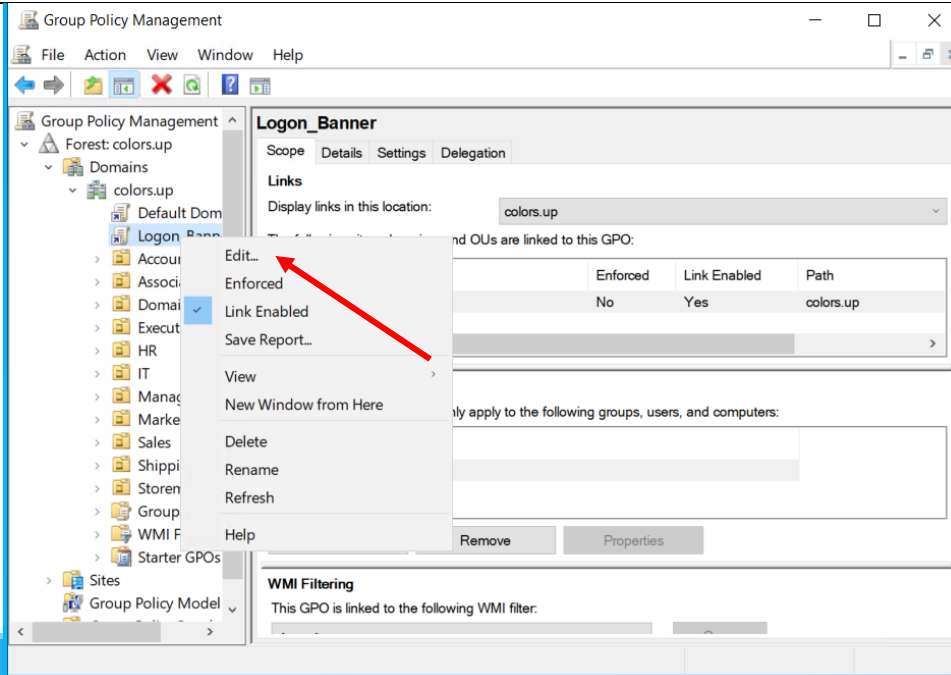


- Type Logon_Banner.
- Click on OK button.

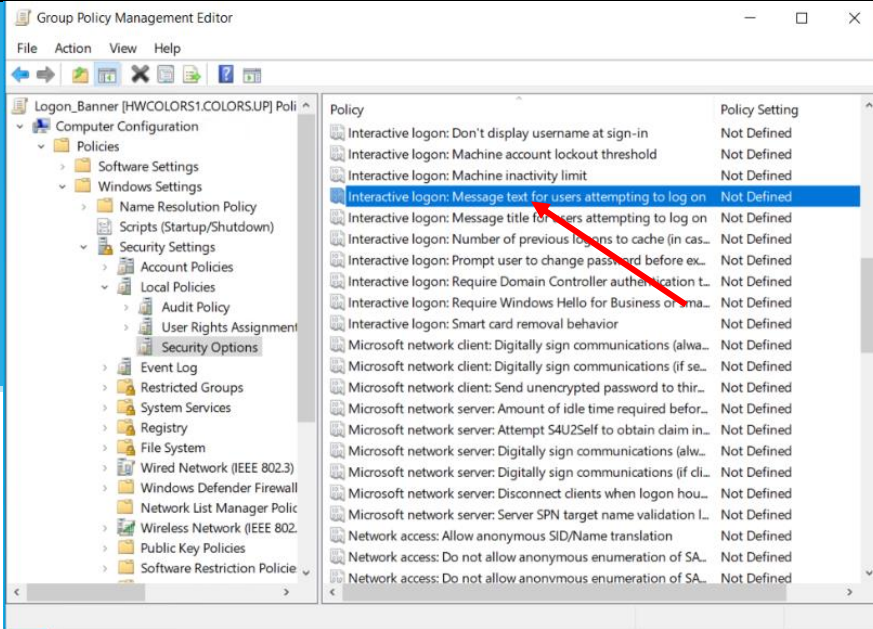




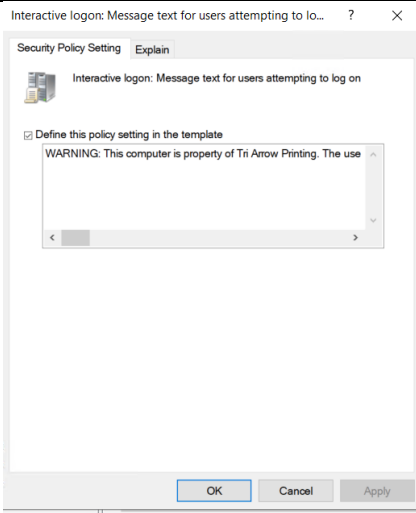
- Right-click on Logon Banner under the Default Domain on the left side of the screen.



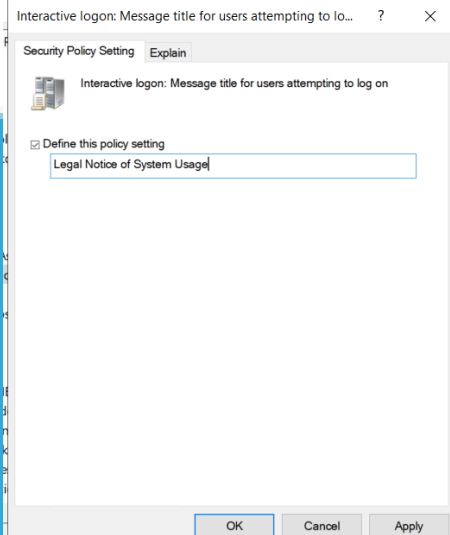
- Go to Computer Configuration > Policies > Windows Settings > Security Settings > Security Options.
- Look for Interactive Logon: Message text for users attempting to log on.
- Double-click on that.



- Click on the box to check the Define this policy setting in the template.
- On the textbox, type the Warning text.
- Click on Apply.
- Click on OK.



- Look for the Interactive Logon: Message title for users...
- Click the checkbox.
- Type Legal Notice of System Usage on the textbox.





- Go to the workstation and run the workstation.
- A message like this will show up on the screen.
- You may need to restart the computer workstation if you have login into an account.

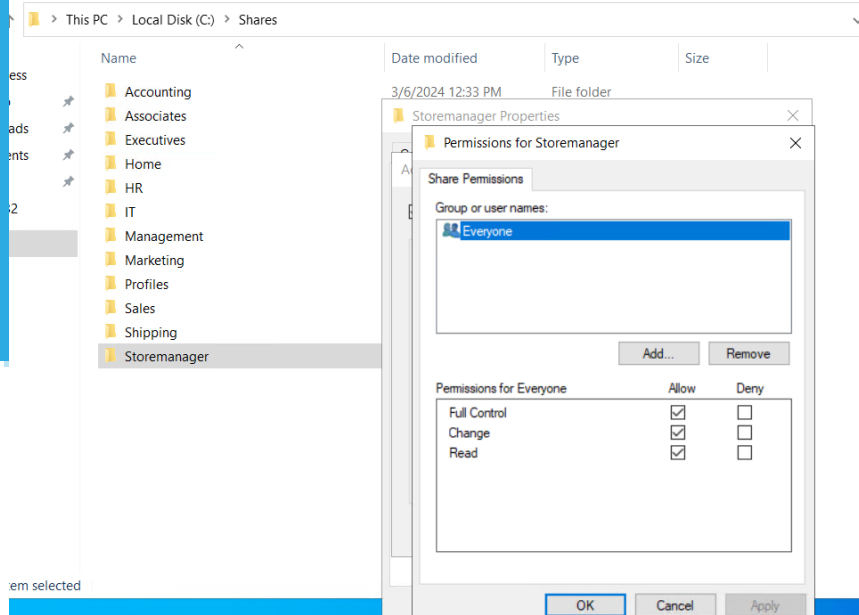
Legal Notice of System Usage

WARNING: This computer is property of Tri Arrow Printing. The use of this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or data contained herein or in transit to/from this system may subject you to criminal prosecution. These systems and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all Data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel.

OK

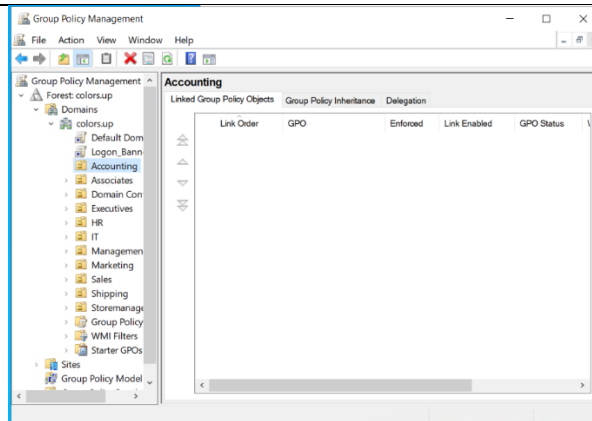
Drive Maps for each department OU to each User group

- First, we need to check and make sure that we have shared our folders correctly.
- Check each folder and make sure everyone has full control.
- Right-click on the folder, choose properties, select sharing, click advance sharing, click permissions.

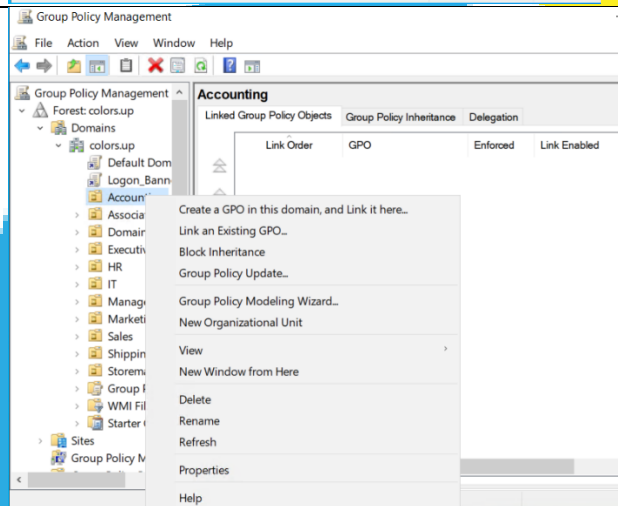




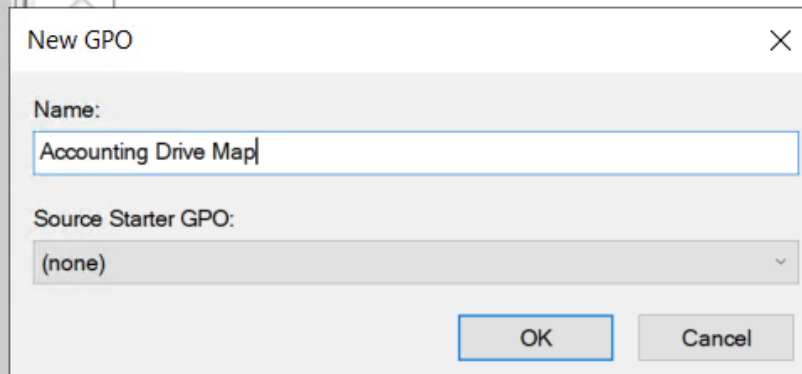
- Go to Group Policy Management.
- Click on Accounting folder.



- Right-click on the Accounting folder.
- Select Create a GPO in this domain, and link it here...

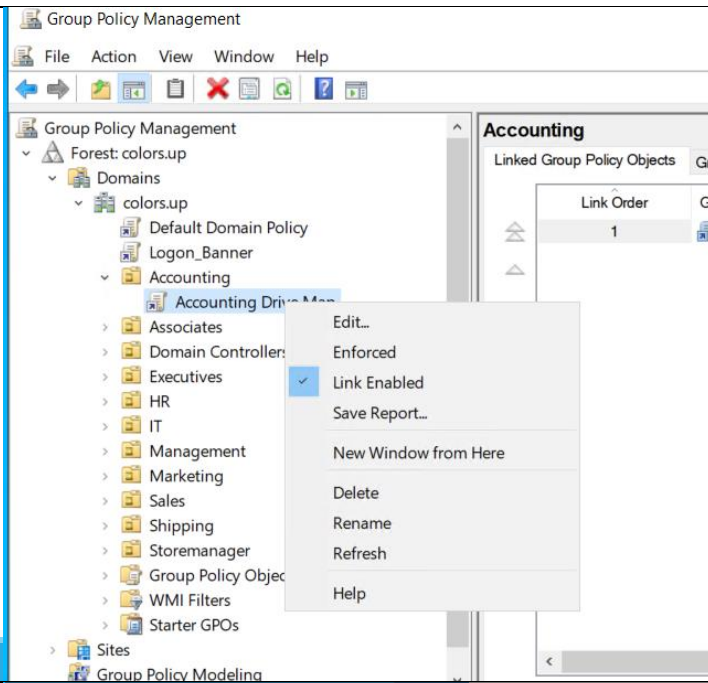


- Type Accounting Drive Map.
- Click on the OK button.

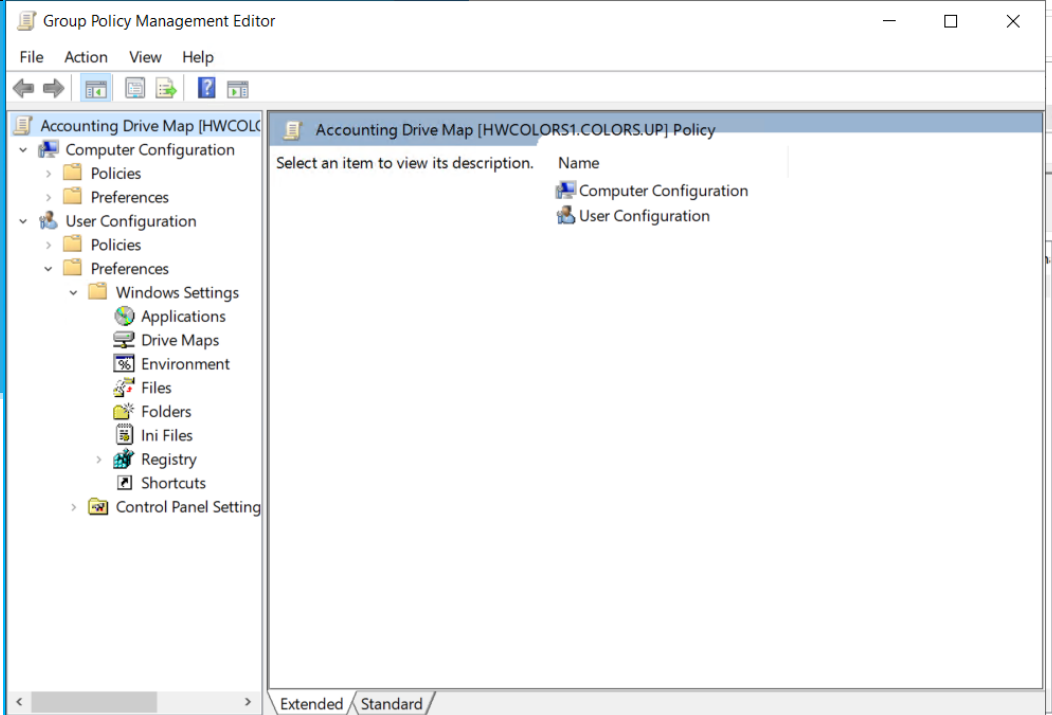




- Click the down arrow on Accounting folder.
- Right-click the Accounting Drive Map.
- Select Edit.

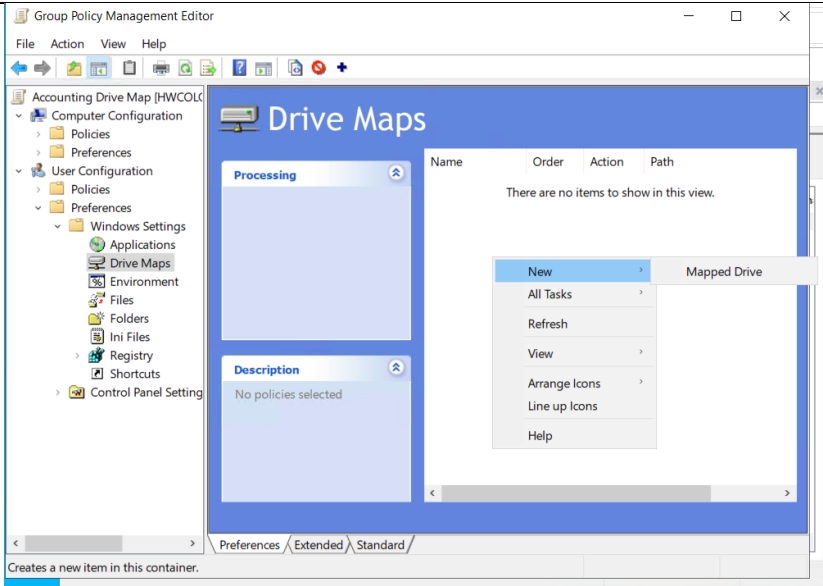


- Navigate to this path, User Configuration > Preferences > Windows Settings > Drive Maps
- Click on Drive Maps.

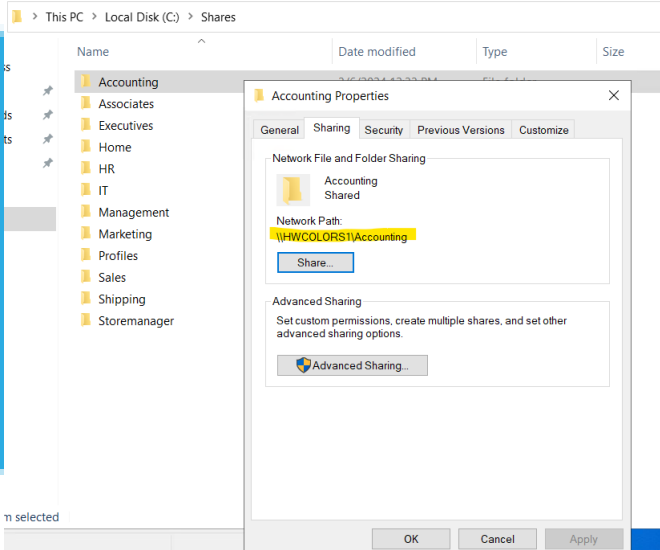




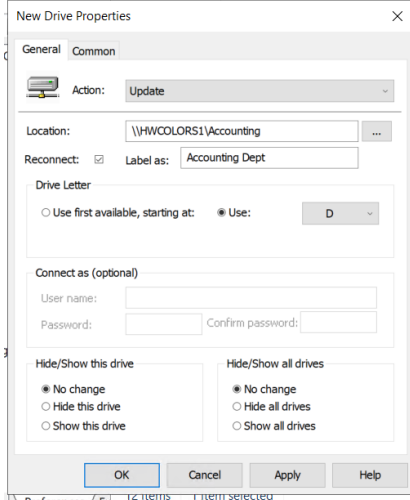
- Right-click on the Drive Maps screen.
- Click New.
- Click Mapped Drive.



- Go to the File Explorer.
- On Shares folder.
- Click on Accounting folder and right-click it.
- Select Properties and go to the Sharing tab.
- Copy the highlighted path.



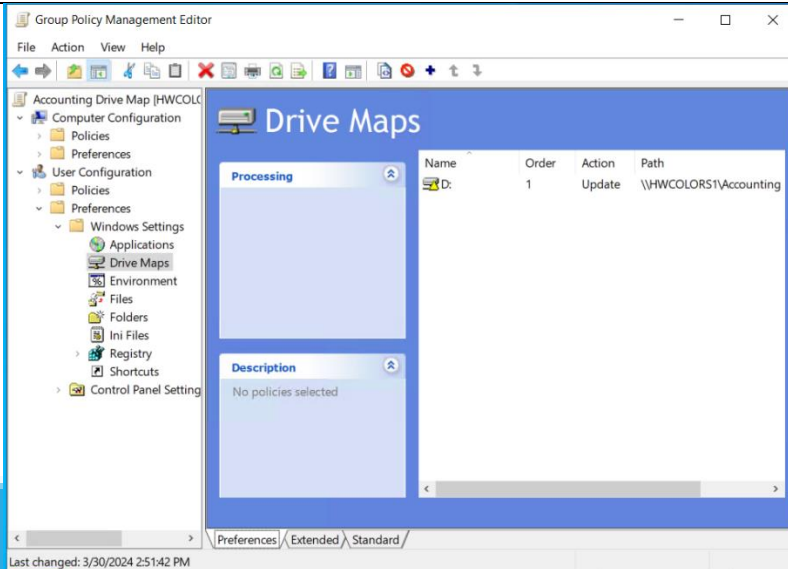
- Go back to the Drive Map.
- Paste the copied path into the location.
- Select Reconnect checkbox.
- Type the Label as "Accounting Dept."
- Select D from the Use dropdown options.



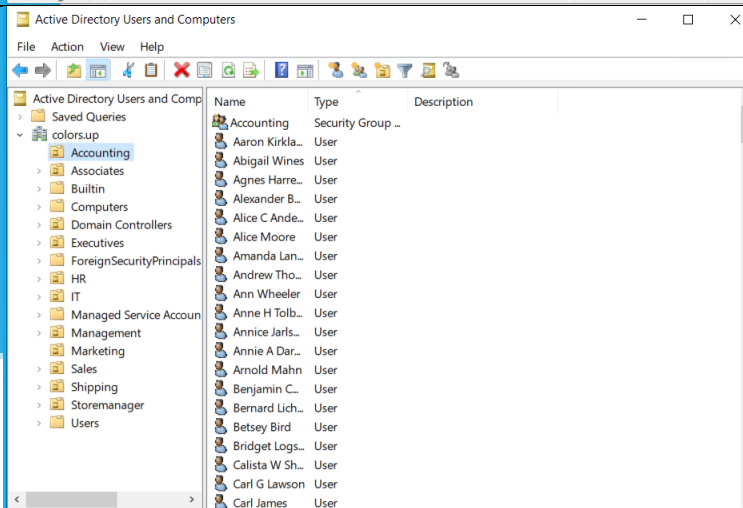


- Click on the Apply button.
- Click on the OK button.

- The result should look like this.
- Close the Group Policy Management Editor.



- We are going to test it by using one of the users from Accounting group.





- We can choose Agnes Harrelson to try.
- Double-click on the name and choose Account tab.
- Check the User logon name.
- Remember or copy it.

Agnes Harrelson Properties

Member Of	Dial-in	Environment	Sessions
Remote control	Remote Desktop Services Profile	COM+	

General Address Account Profile Telephones Organization

User logon name:

User logon name (pre-Windows 2000):

☐ Unlock account

- Go to the workstation and log in as Agnes Harrelson.
- Don't forget the domain name at the end.
- Use Red.vine2 as password.

Other user

Sign in to: colors.up

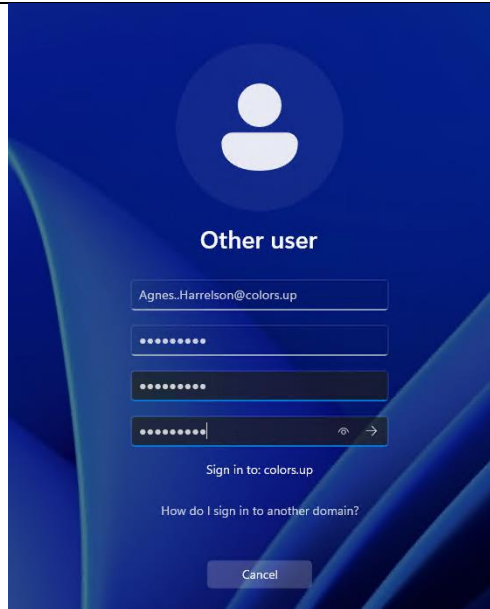
How do I sign in to another domain?

- The password needs to be changed before signing in.
- Click OK.

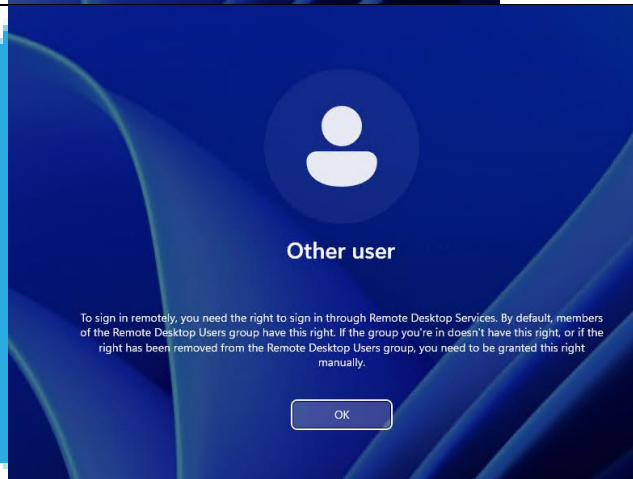
Other user

The user's password must be changed before signing in.

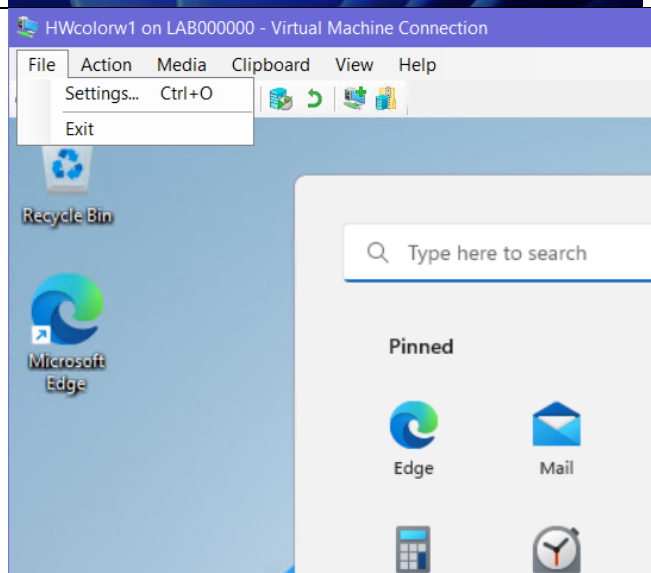
- Type Red.vine1 as the new password.
- Press the Enter key.



- The Hyper bug will show, and we can just leave it until it goes away.

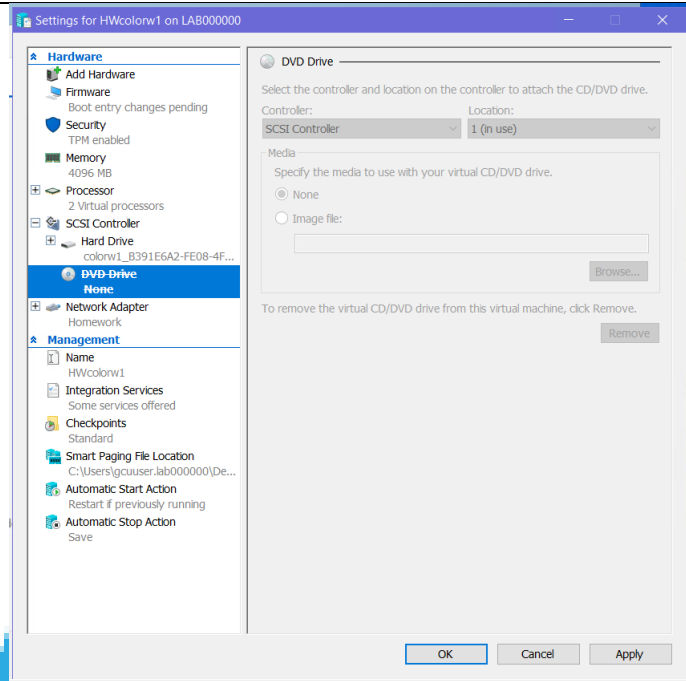


- Once log in.
- Change something by going to the Settings on the File tab on the left upper corner.

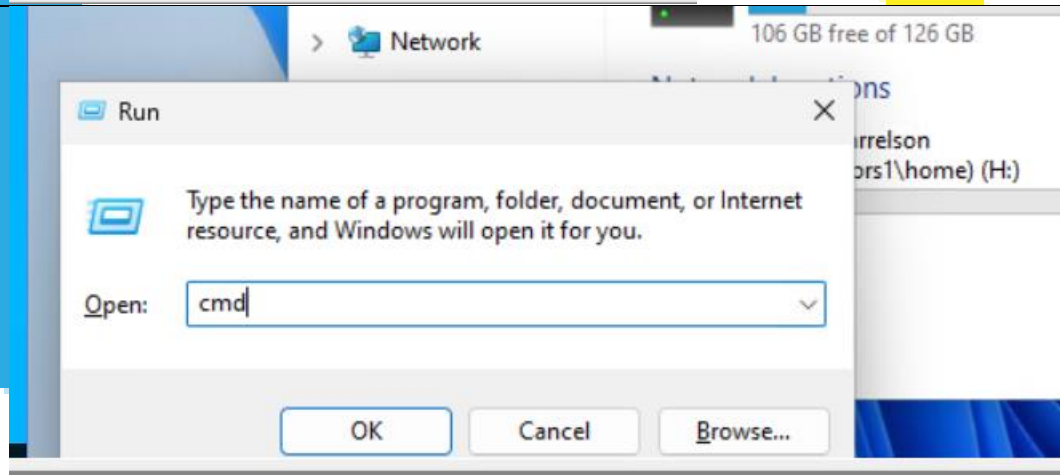




- Click DVD Drive.
- Click on the Remove button.
- Click Apply.
- Click OK.



- Go back to the workstation.
- Press Windows and R keys.
- Type CMD or cmd.
- Press the Enter key.





- Type gpupdate /force.
- Press the Enter key.

```
C:\Windows\system32\cmd.exe

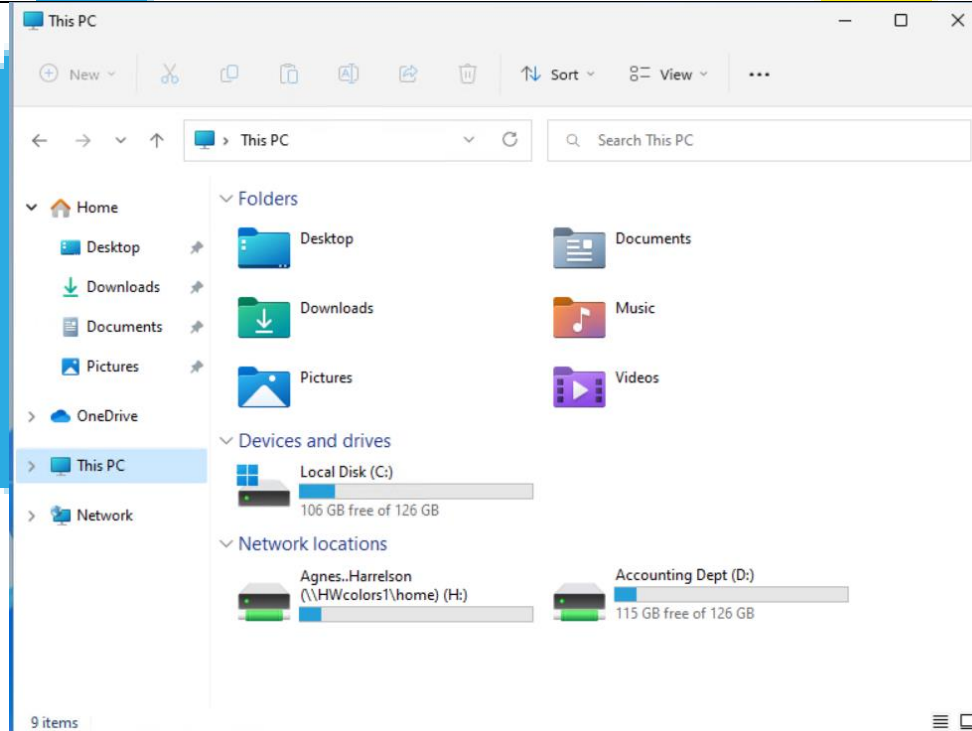
Microsoft Windows [Version 10.0.22621.525]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Agnes..Harrelson>gpupdate /force
Updating policy...

Computer Policy update has completed successfully.
User Policy update has completed successfully.

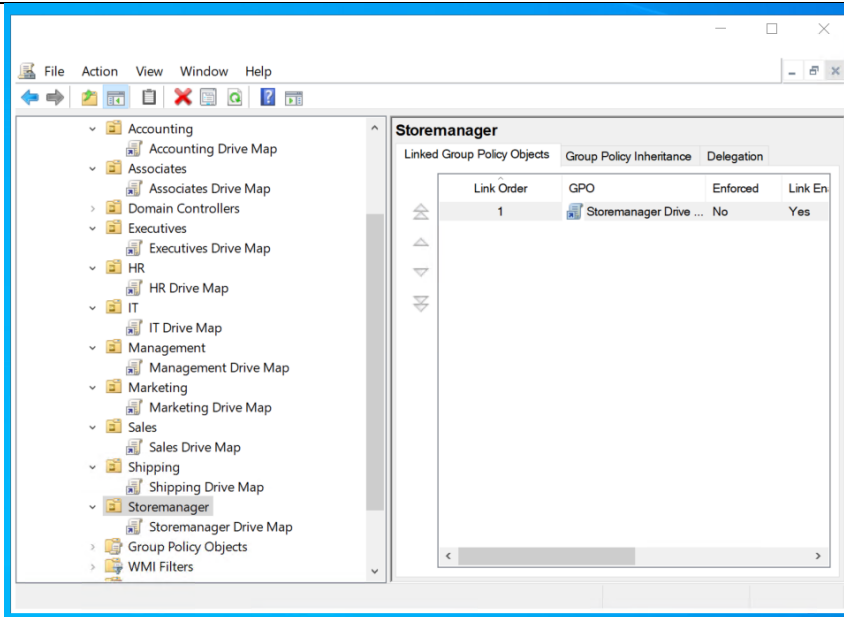
C:\Users\Agnes..Harrelson>
```

- Go to the File Explorer.
- Click This PC.
- The D drive should be there.

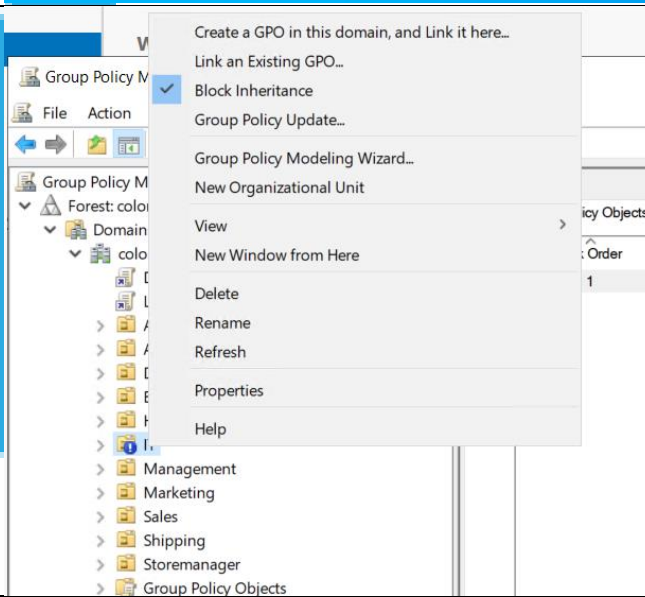




- Do the same process for all departments.

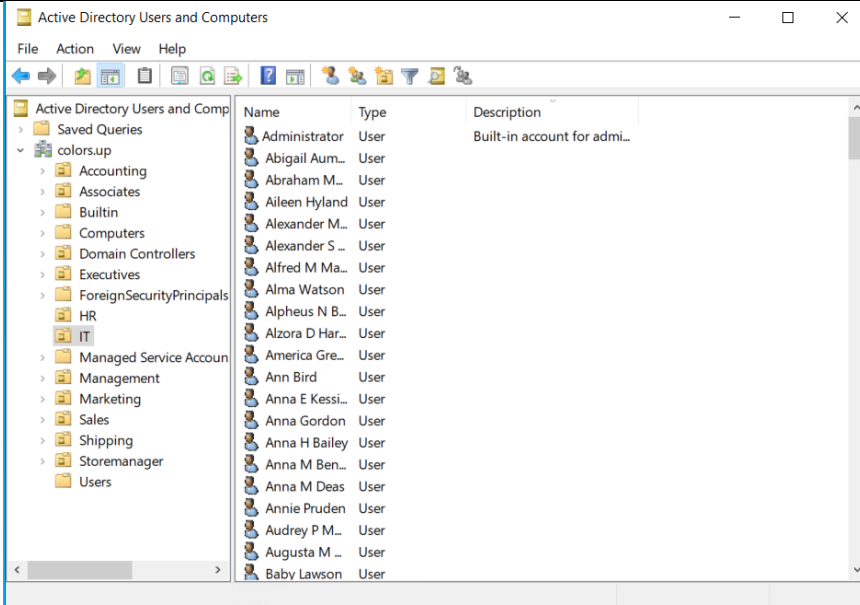


- Make the IT department as Block Inheritance.
- Right-click on the IT folder in the Group Policy Department.
- Select the Block Inheritance.



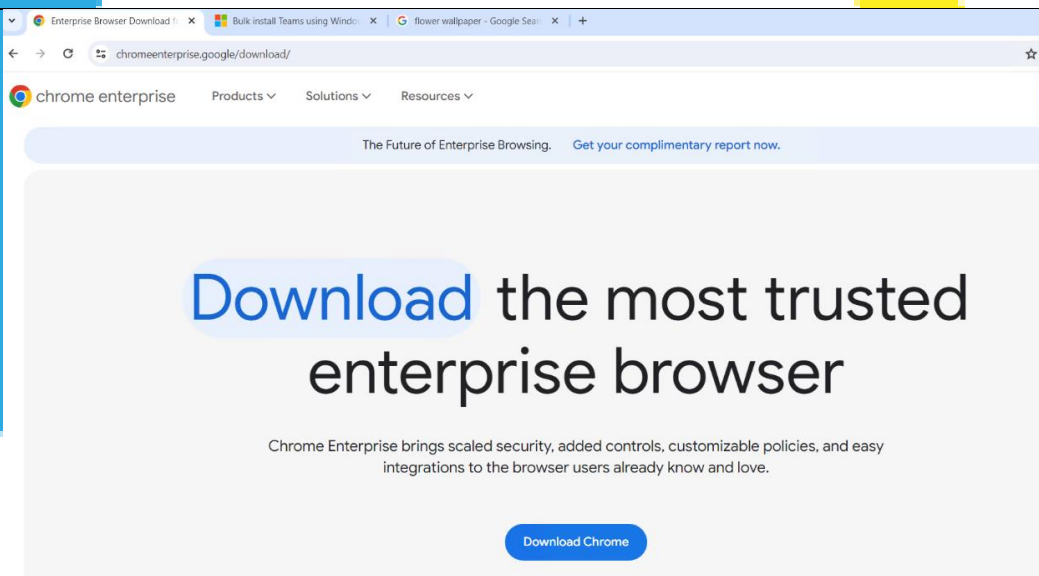


- Move the Administrator from Users to IT folder.



- Type Chrome Redistributable.
- Click on the first option.
- The web page should look like this.
- Click "Download Chrome" button.

Chrome Installation





- Choose MSI as file type.
- Click “Accept and download” button.

Windows Mac Management

Download Chrome browser for Windows

Choose between our stable or beta bundle and MSI options.

Channel: Stable

File type: MSI

Architecture: 64 bit

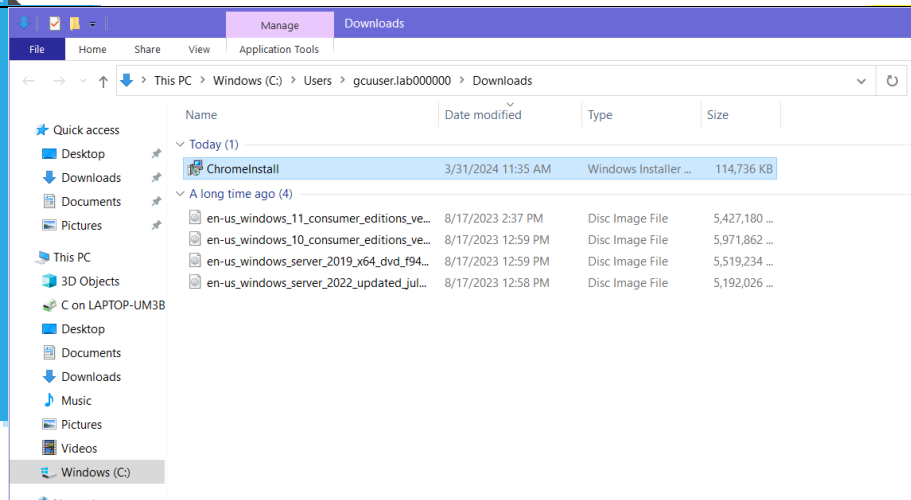
By downloading Chrome, you agree to the [Google Terms of Service](#) and [Chrome ChromeOS Additional Terms of Service](#)

☐ Help make Google Chrome better by automatically sending usage statistics and crash reports to Google. [Learn more](#)

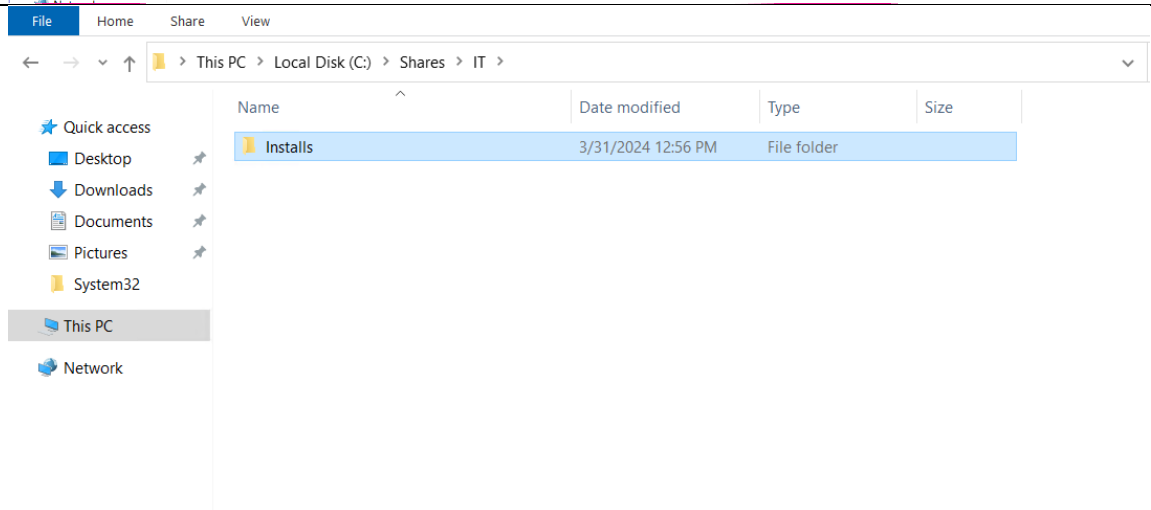
Accept and download ↓

Chrome version 123.0.6312.86 - Estimated size 78.9MB

- Change the name to something simple as “ChromelInstall”

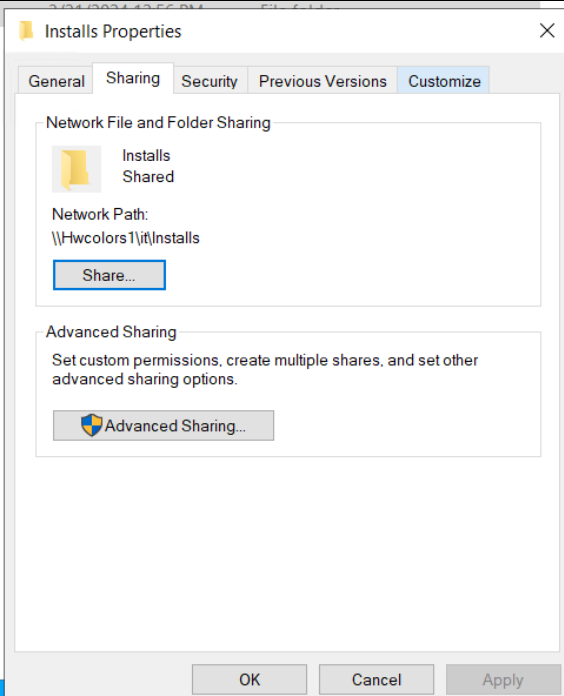


- Go to File Explorer.
- Go to This PC > Shares > IT.
- Create a new folder.
- Name it as Installs.

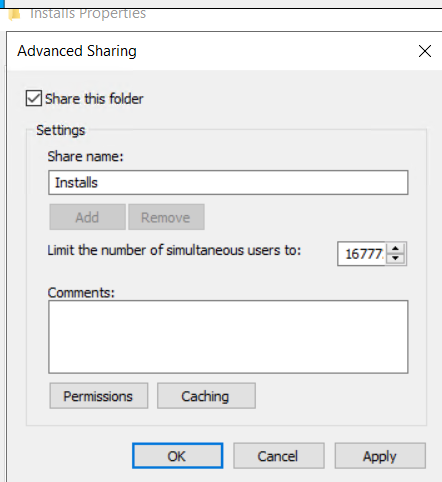




- Click the Installs folder.
- Right-click it.
- Choose “Properties.”
- Go to “Sharing” tab.
- Click “Advanced Sharing.”

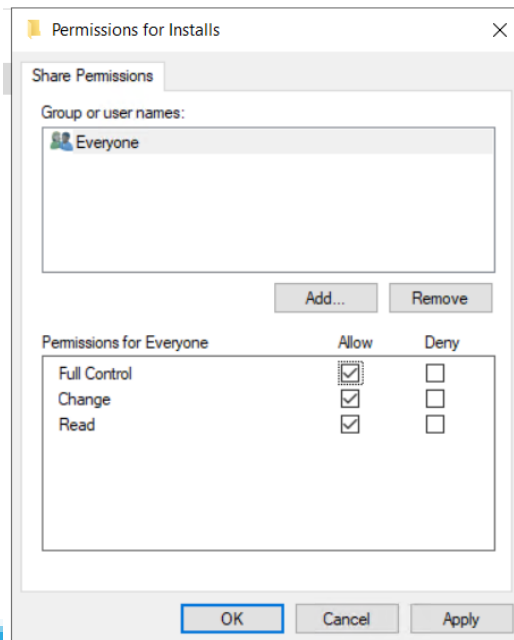


- Check the box for Share this folder.
- Click “Permissions.”

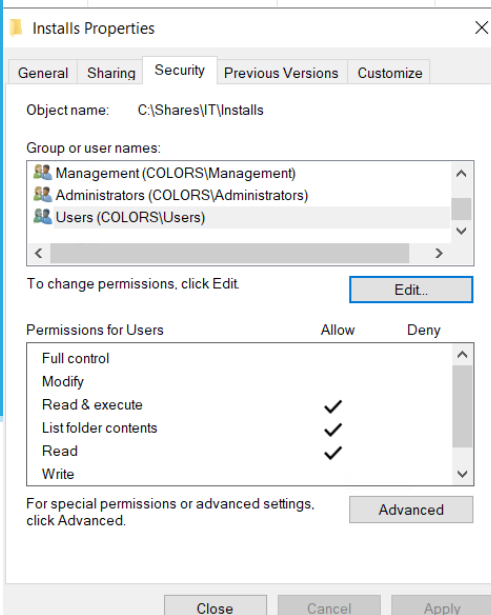




- Make everyone full control.
- Check the box “Full Control.”
- Click “Apply.”
- Click “OK.”

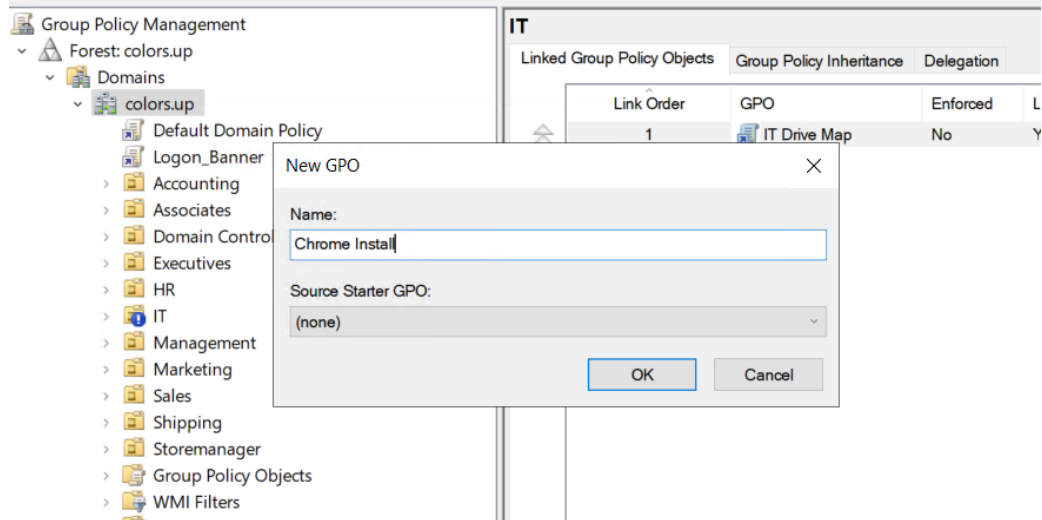


- Go to “Security” tab.
- Check if the Users have “Read & Execute”, “List folder contents”. And “Read” checked.
- If not, do it by click “Edit.”

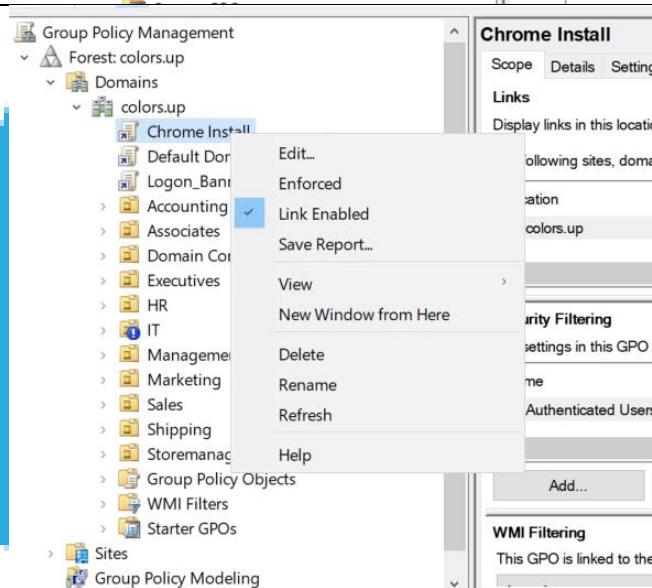




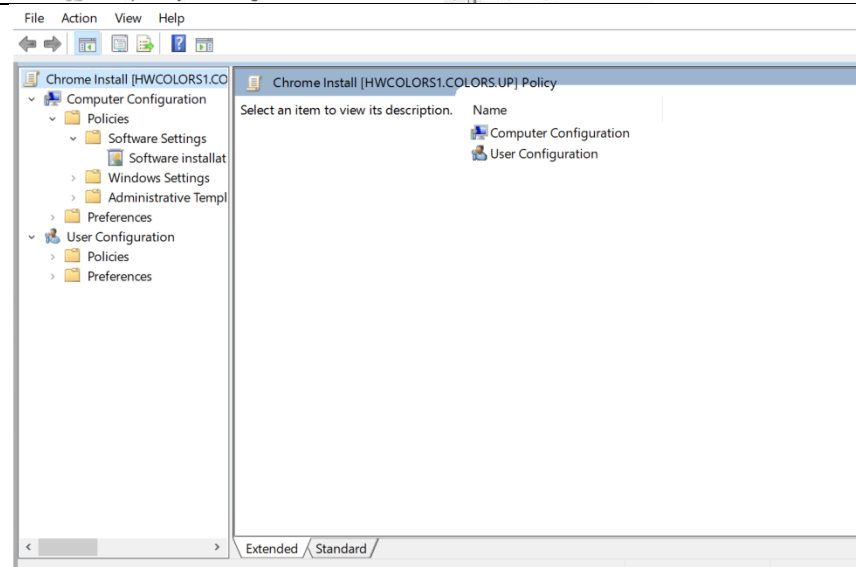
- Go to Group Policy Management.
- Right-click on “colors.up.”
- Click “Create GPO...”
- Type Chrome Install as the new GPO.
- Click “OK.”



- Right-click “Chrome Install”
- Click Edit.

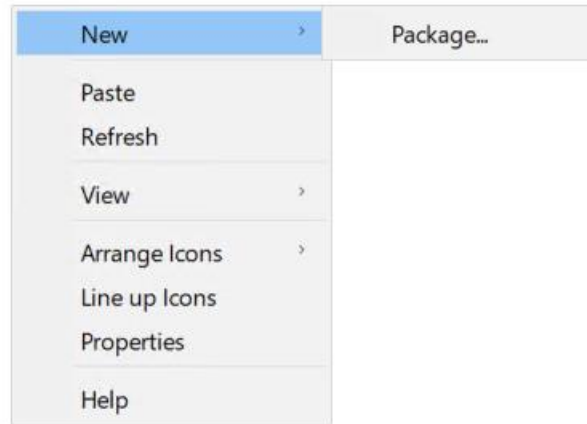


- Navigate to this path, Computer Configuration > Policies > Software Settings.
- Click “Software installation.”

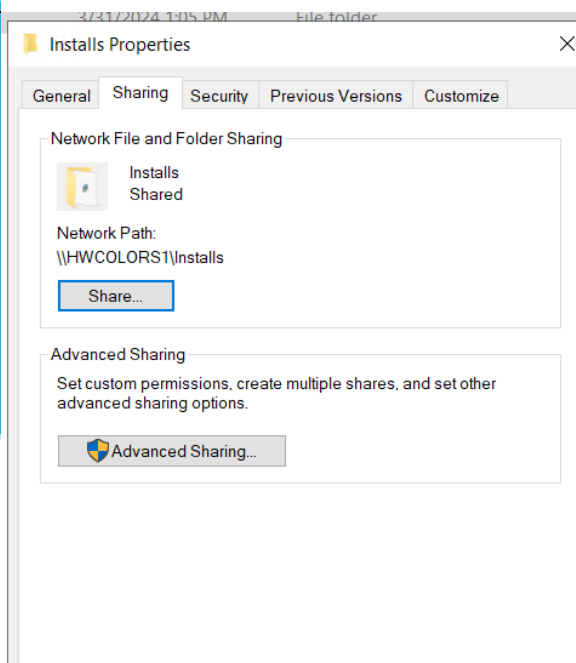




- Right-click on the screen.
- Click New.
- Click Package.

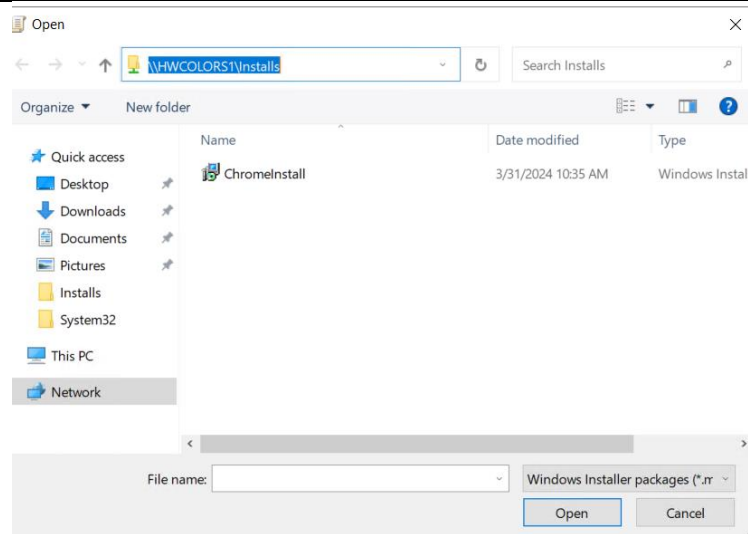


- Go back to the Installs Properties.
- Sharing tab.
- Copy the Network Path.

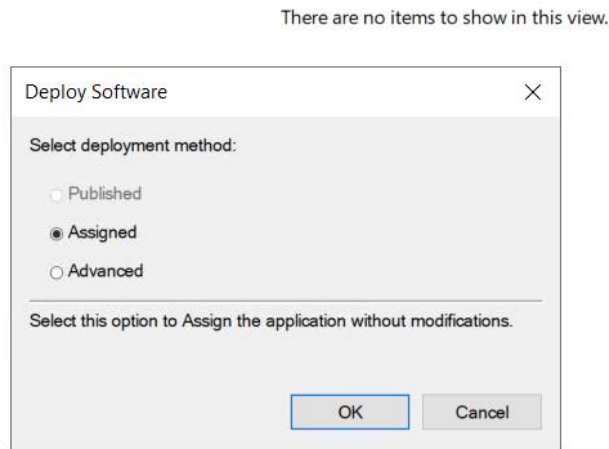




- Paste the network path into the bar.
- Click the ChromeInstall.
- Click Open.



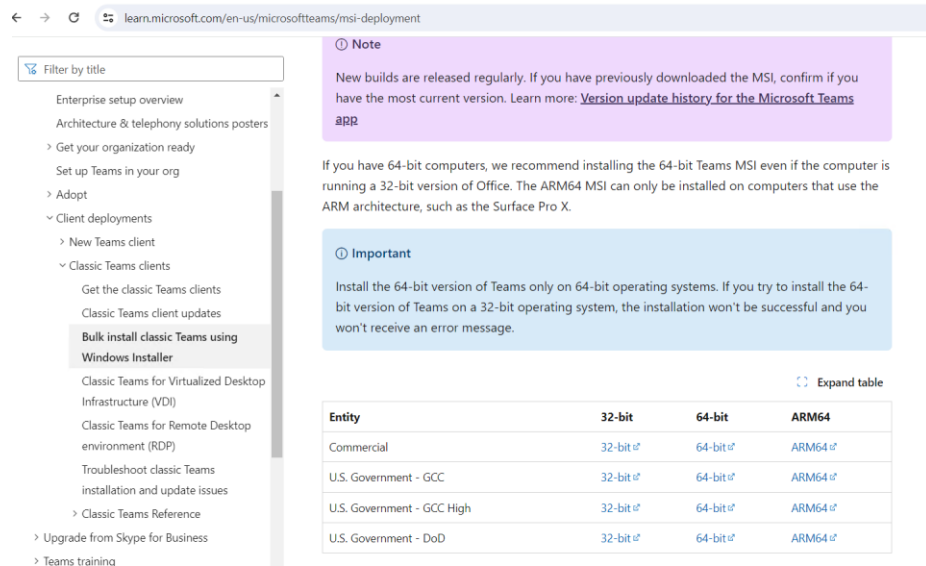
- Set it as default, Assigned.
- Click OK.



- Microsoft Teams Installation



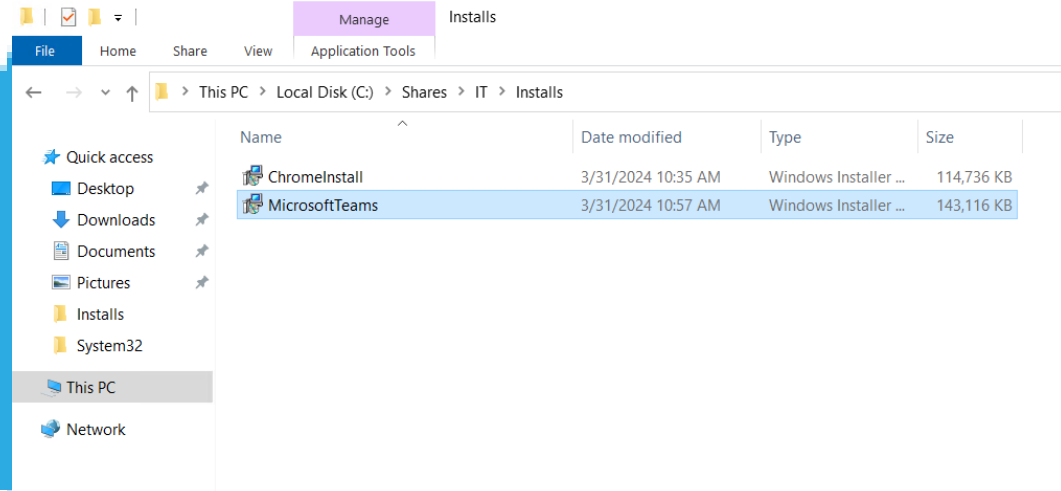
- Go to Google and search for Microsoft Teams msi download.
- Click the commercial 64 bit.



The screenshot shows the Microsoft Teams MSI deployment page. The left sidebar contains a navigation menu with options like 'Enterprise setup overview', 'Architecture & telephony solutions posters', 'Get your organization ready', 'Set up Teams in your org', 'Adopt', 'Client deployments', 'New Teams client', and 'Classic Teams clients'. The 'Bulk install classic Teams using Windows Installer' option is highlighted. The main content area has a 'Note' section stating that new builds are released regularly and a link to the 'Version update history for the Microsoft Teams app'. Below this, there is an 'Important' section advising that the 64-bit version of Teams should only be installed on 64-bit operating systems. At the bottom, there is a table with columns for 'Entity', '32-bit', '64-bit', and 'ARM64'.

Entity	32-bit	64-bit	ARM64
Commercial	32-bit ↗	64-bit ↗	ARM64 ↗
U.S. Government - GCC	32-bit ↗	64-bit ↗	ARM64 ↗
U.S. Government - GCC High	32-bit ↗	64-bit ↗	ARM64 ↗
U.S. Government - DoD	32-bit ↗	64-bit ↗	ARM64 ↗

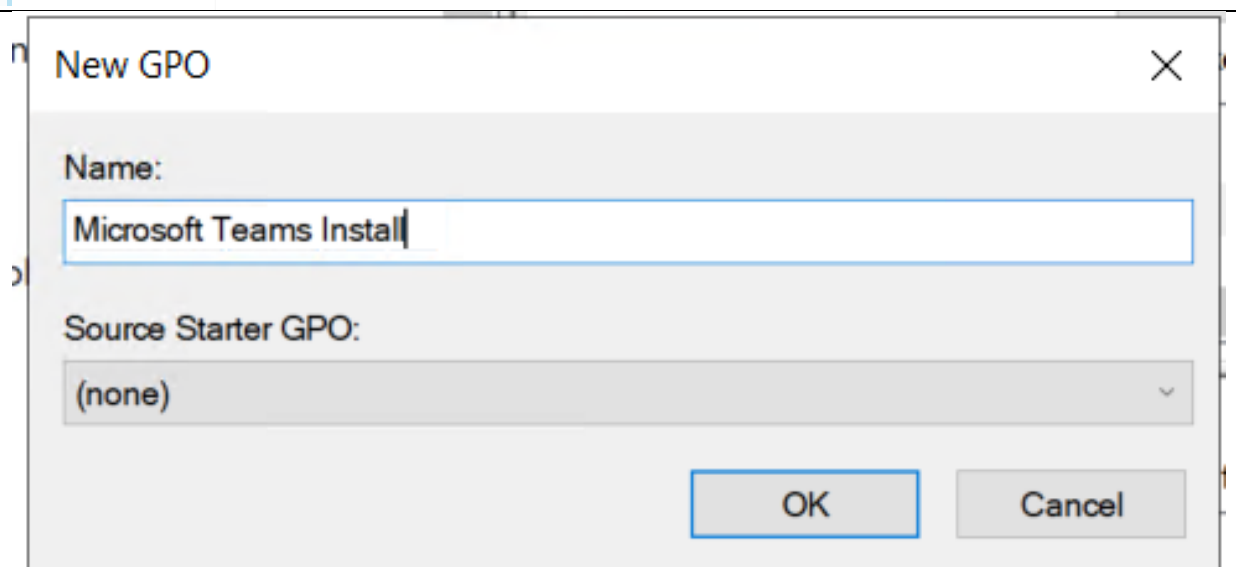
- Copy the downloaded file into the Installs folder in IT.



The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Local Disk (C:) > Shares > IT > Installs'. The left sidebar shows the 'Installs' folder selected. The main pane displays a list of files with columns for 'Name', 'Date modified', 'Type', and 'Size'. Two files are listed: 'ChromeInstall' and 'MicrosoftTeams'. The 'MicrosoftTeams' file is highlighted.

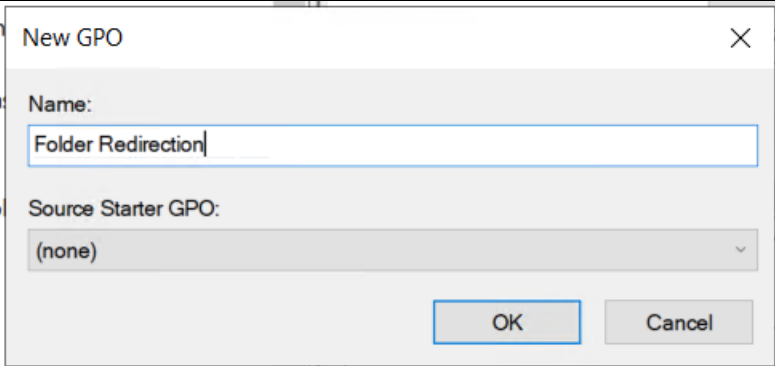
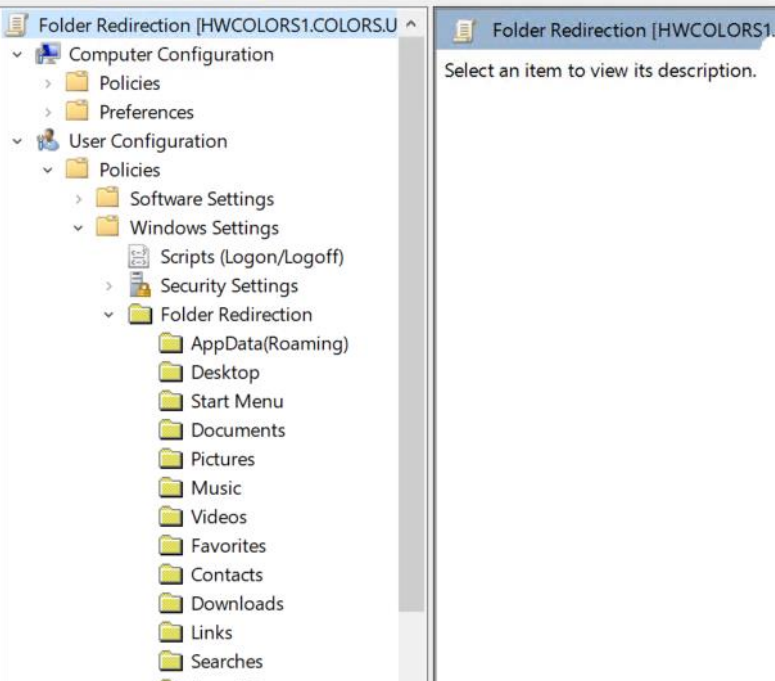
Name	Date modified	Type	Size
ChromeInstall	3/31/2024 10:35 AM	Windows Installer ...	114,736 KB
MicrosoftTeams	3/31/2024 10:57 AM	Windows Installer ...	143,116 KB

- Go to the Group Policy Management.
- Right-click on "colors.up."
- Click "Create GPO..."
- Type Microsoft Teams Install.
- Do the same process as Chrome installation



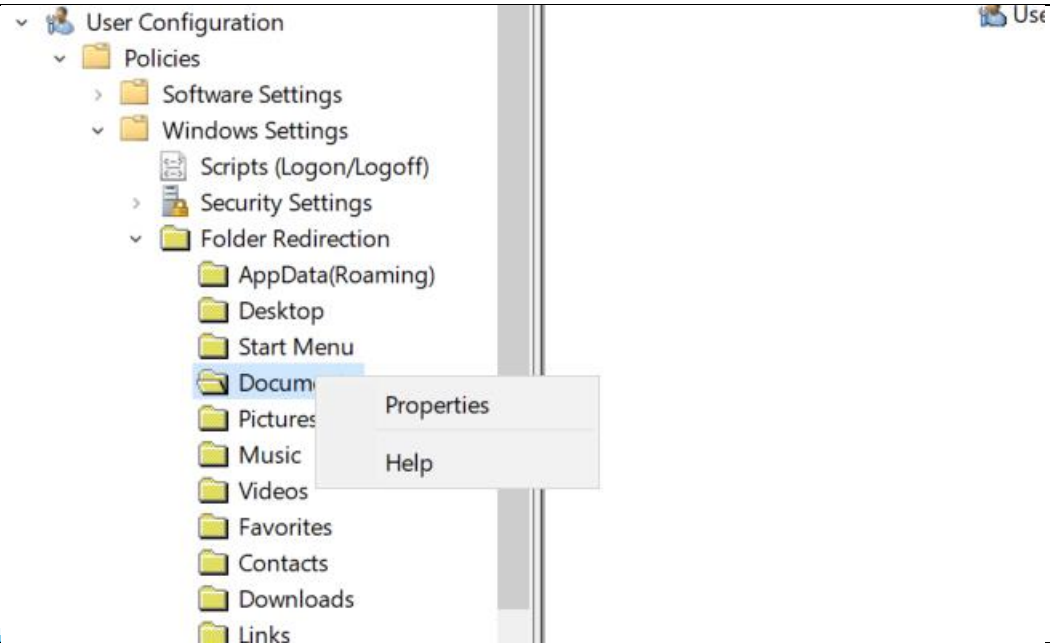
The screenshot shows the 'New GPO' dialog box. The 'Name' field contains the text 'Microsoft Teams Install'. The 'Source Starter GPO' dropdown menu is set to '(none)'. At the bottom, there are 'OK' and 'Cancel' buttons.



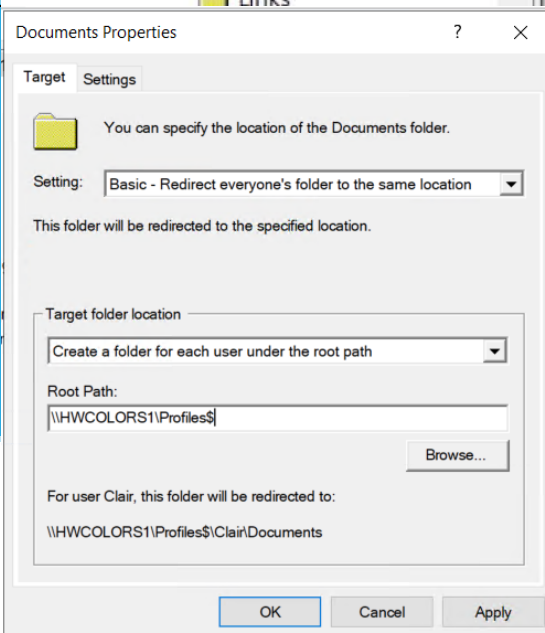
	Folder Redirection
<ul style="list-style-type: none">• Create a new GPO and name it as Folder Redirection.	
<ul style="list-style-type: none">• Right-click on the Folder Redirection.• Click Edit.• Navigate to User Configuration > Windows Settings > Security Settings > Folder Redirection.	



- Right-click on “Document”.
- Choose “Properties”.

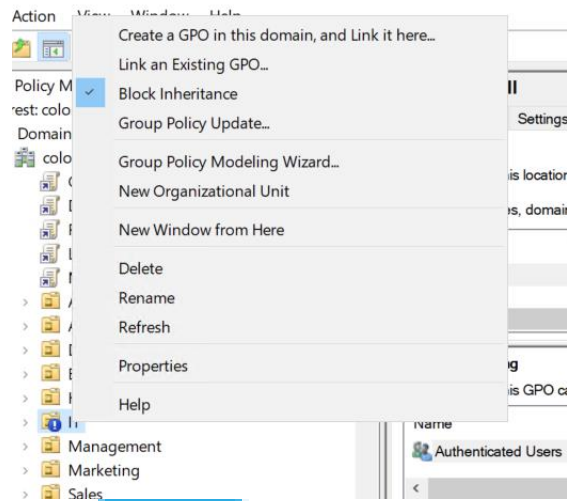


- On Setting, click the drop down and choose “Basic – Redirect everyone’s folder to the same location.”
- Type \\HWCOLORS1\Profiles\$
- Click Apply.
- Click OK.

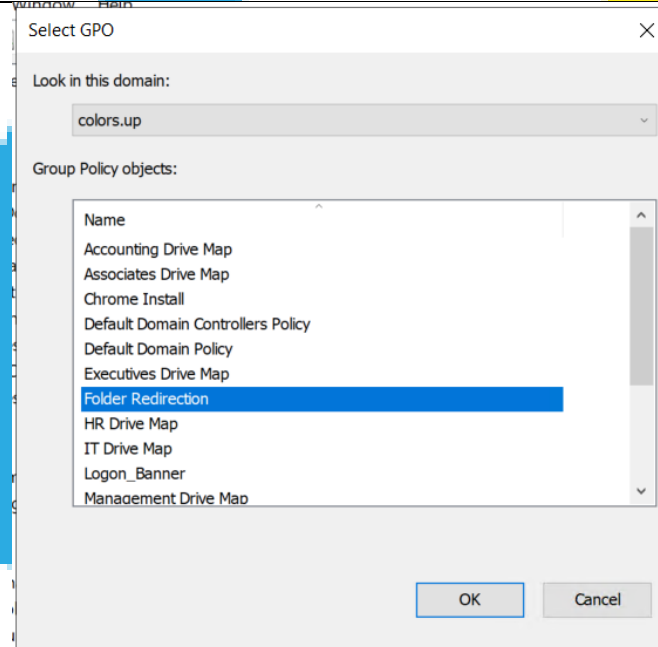




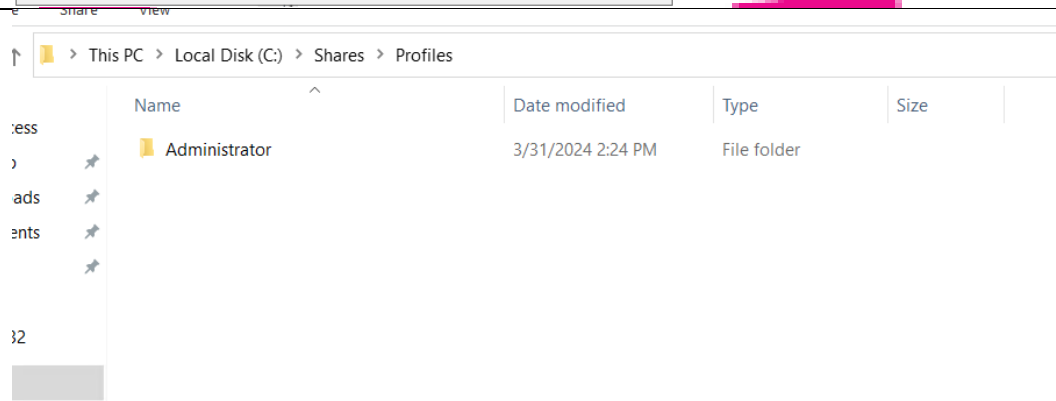
- Close the editor box.
- Go back to the Group Policy Management and right-click on the IT folder.
- Click “Link an Existing GPO.”



- Click on “Folder Redirection.”
- Click OK.



- Go to the workstation to try to sign in using Administrator.
- Once sign in or log in. The Administrator will show in the Profiles folder in the server.
- Do the same process for Desktop, Start

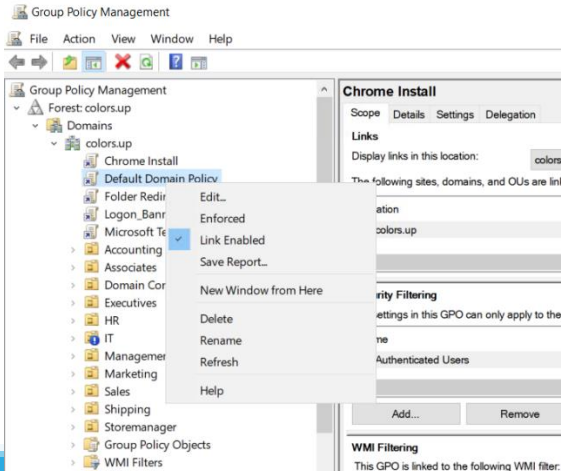




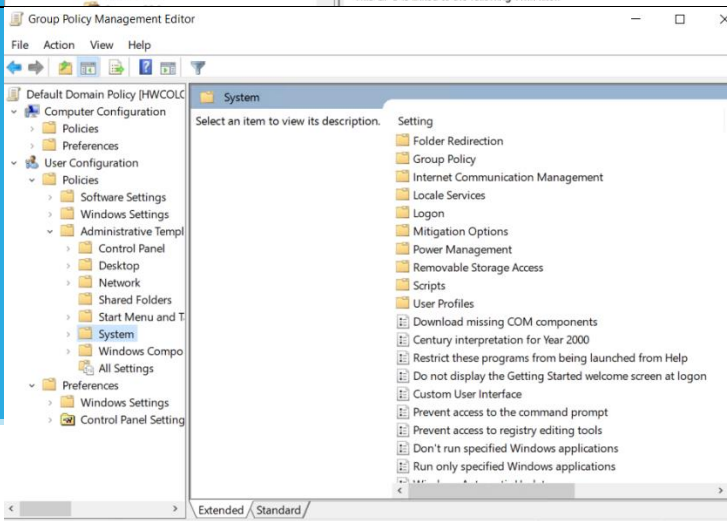
Menu, Pictures,
Music, Videos,
Favorites, and
Contacts.

Remove CMD

- Right-click on “Default Domain Policy.”
- Click Edit.

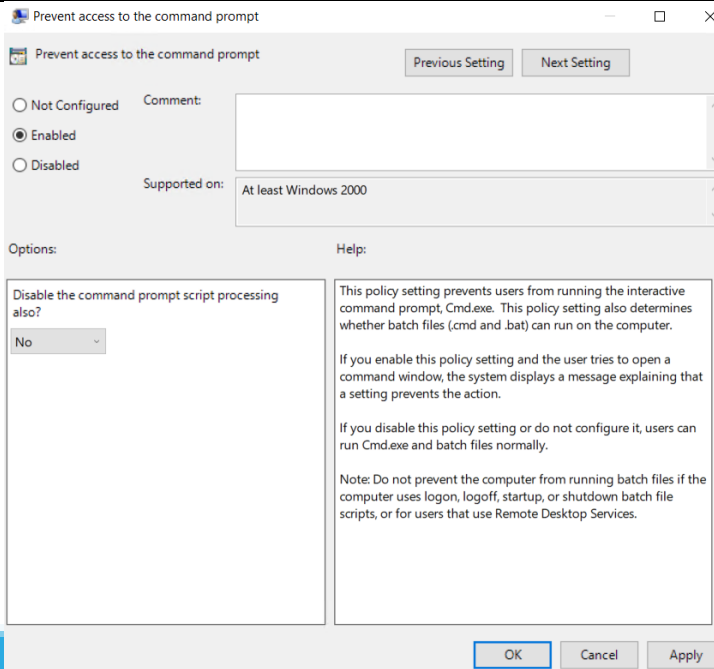


- Navigate to User Configuration > Administrative Template > System.
- Double-click “Prevent access to the command prompt.”



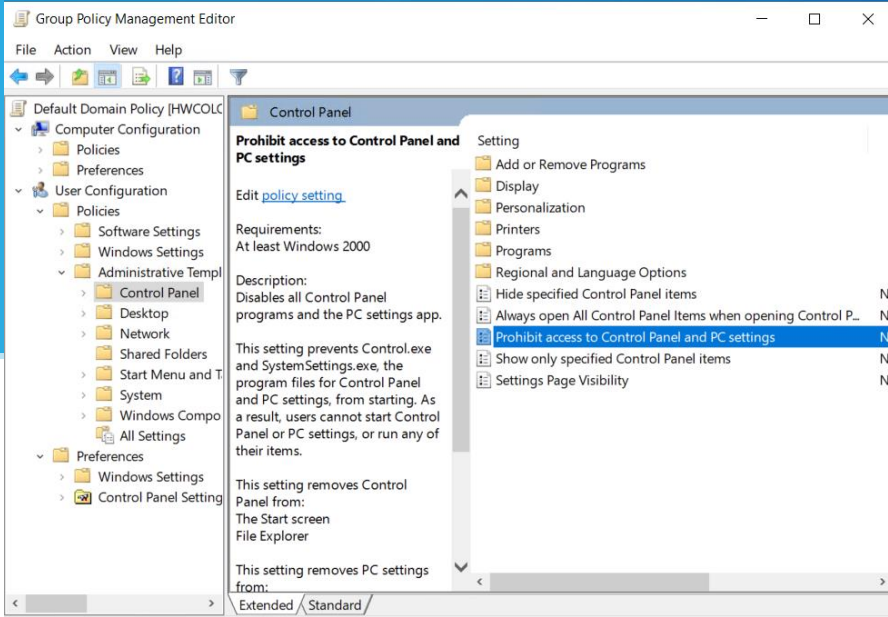


- Click on Enable.
- Leave the “Disable the command prompt script processing also?” as “No.”
- Click Apply.
- Click OK.



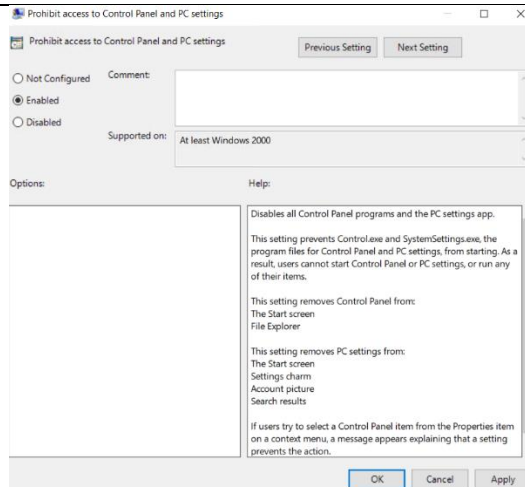
Remove Control Panel Et Al

- Still in the Default Domain Policy editor.
- Navigate to the User Configuration > Administrative Template > Control Panel.
- Look for “Prohibit access to Control Panel and PC settings.”



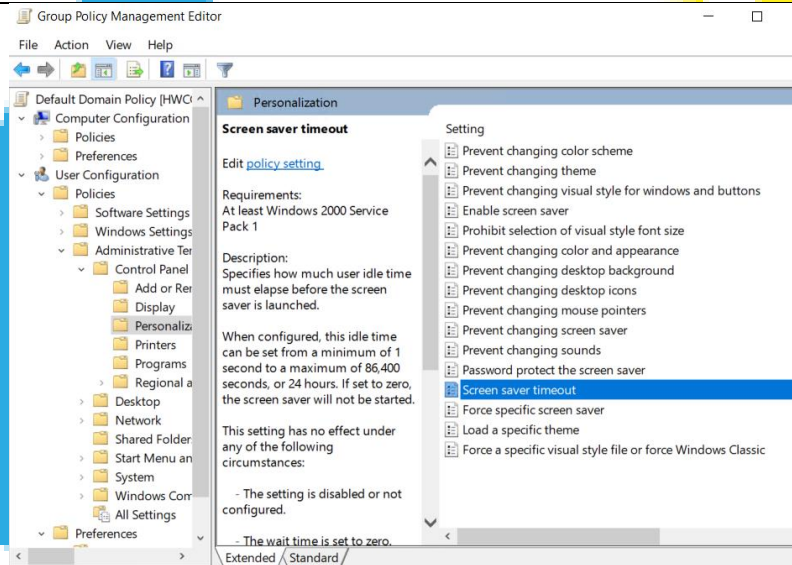


- Click Enable.
- Click Apply.
- Click OK.



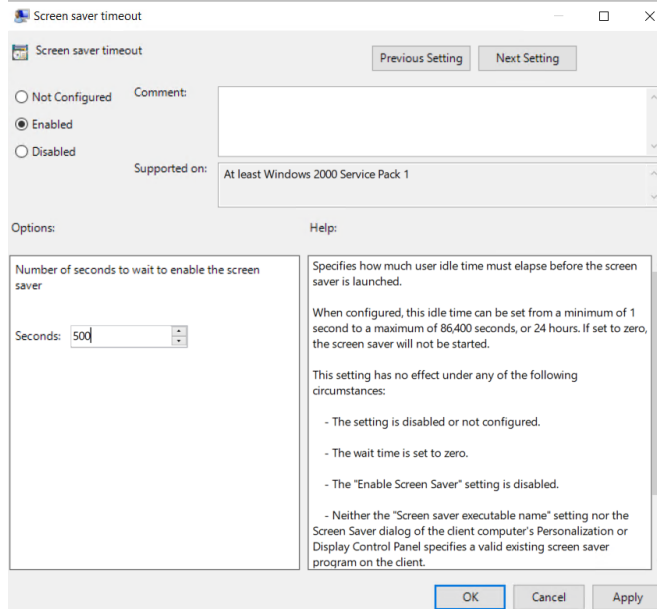
Autolock after 5 minutes inactivity

- Navigate to User Configuration > Administrative Template > Control Panel > Personalization.
- Look for “Screen saver timeout.”



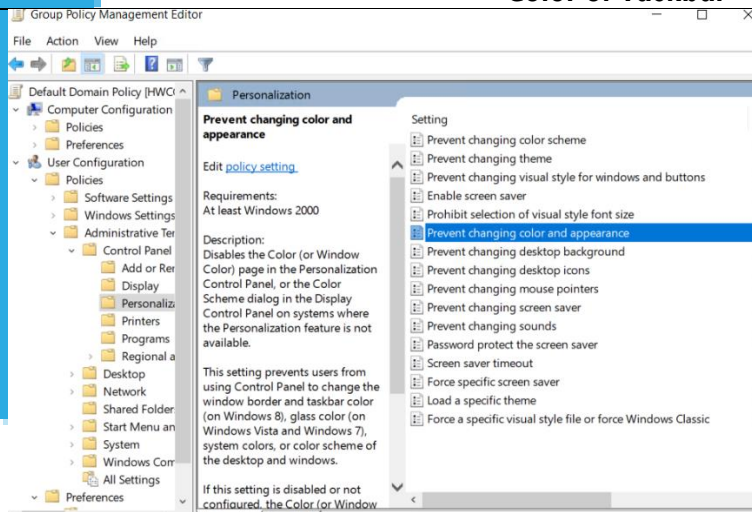


- Double-click it and click Enable.
- Type 500 in the second textbox.
- Click Apply.
- Click OK.



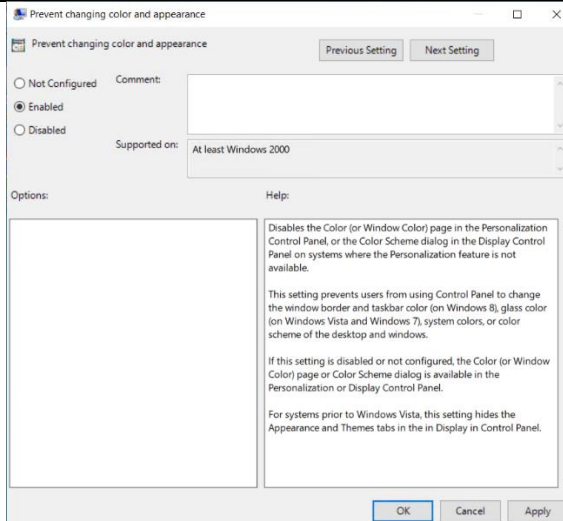
Color of Taskbar

- Navigate to User Configuration > Administrative Template > Control Panel > Personalization.
- Look for "Prevent changing color and appearance."



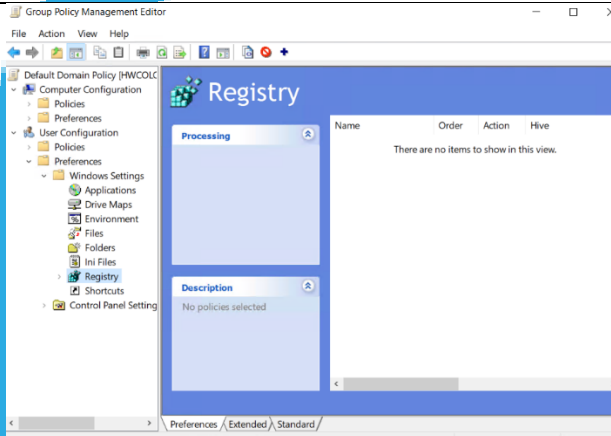


- Click Enable.
- Click Apply.
- Click OK.

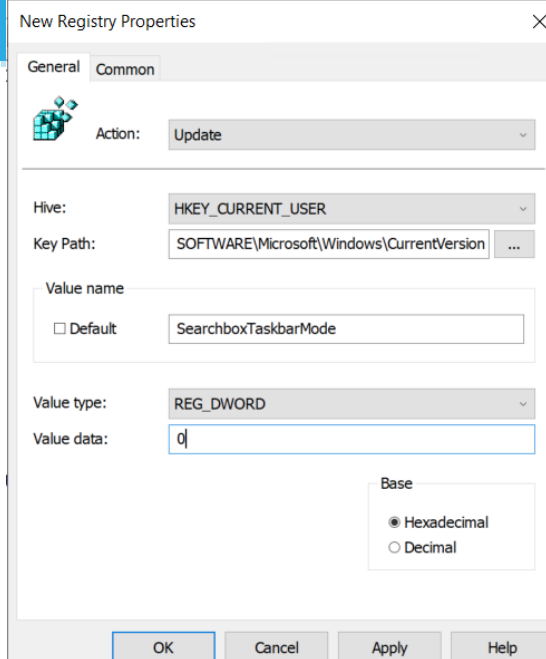


- Navigate to User Configuration > Preferences > Windows Settings > Registry.
- Right-click on the registry screen.
- Click New.

Remove the search bar on the taskbar

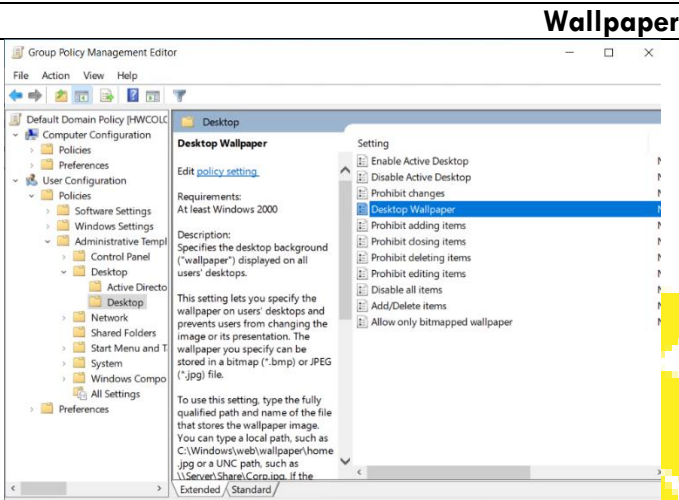


- Leave Hive as default.
- Type "SOFTWARE\Microsoft\Windows\CurrentVersion\Search"
- Type "SearchboxTaskbarMode" in the default. Choose REG_DWORD.
- Type 0 as value data.
- Click Apply and OK.

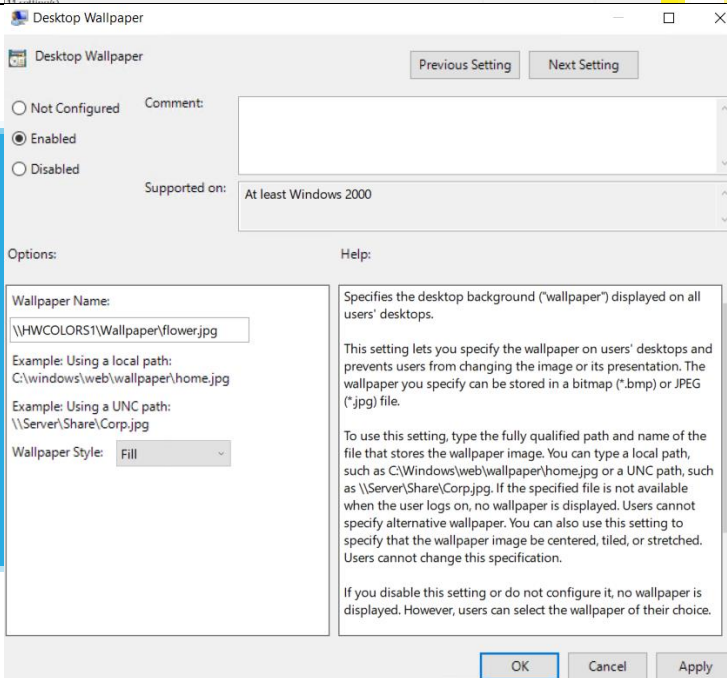




- Navigate to User Configuration > Policies > Administrative Template > Desktop > Desktop.
- Look for “Desktop Wallpaper”



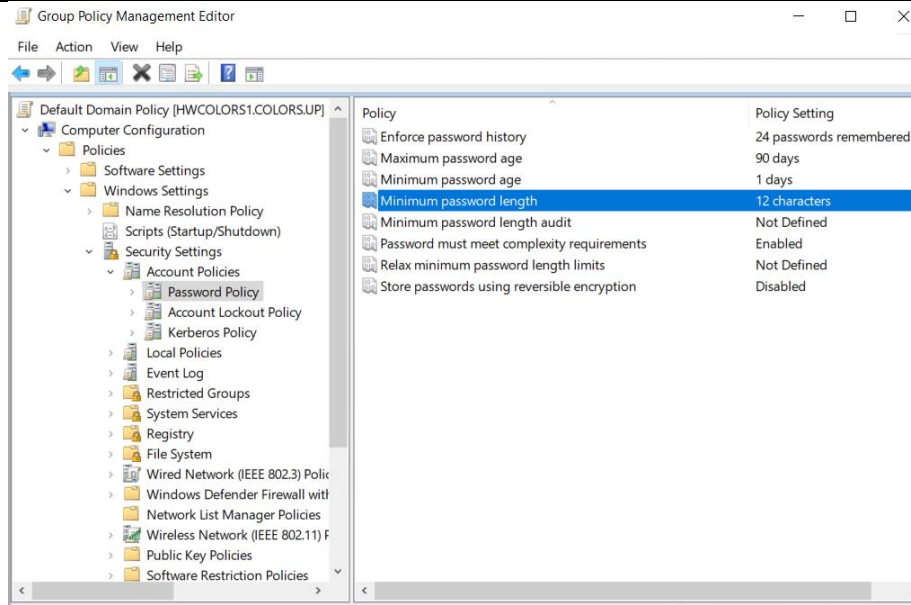
- Click Enable.
- Type the path to the wallpaper picture.
- Make sure the file is shared with everyone in full control.
- Choose Fill for the Wallpaper Style.
- Click Apply.
- Click OK.



Implement a password policy

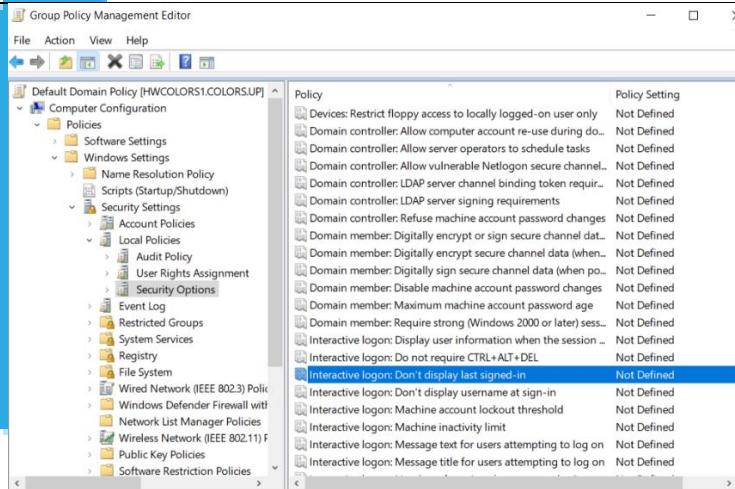


- Navigate to Computer Configuration > Policies > Windows Settings > Security Settings > Account Policy.
- Click “Password Policy.”
- Change some password policies.

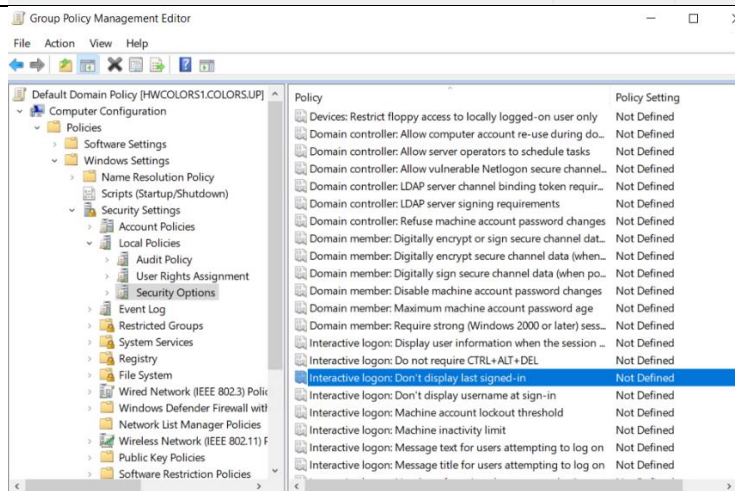


Remove the name of the last-logon-on user

- Navigate to the Computer Configuration > Policies > Windows Settings > Security Settings > Local Policies > Security Options.



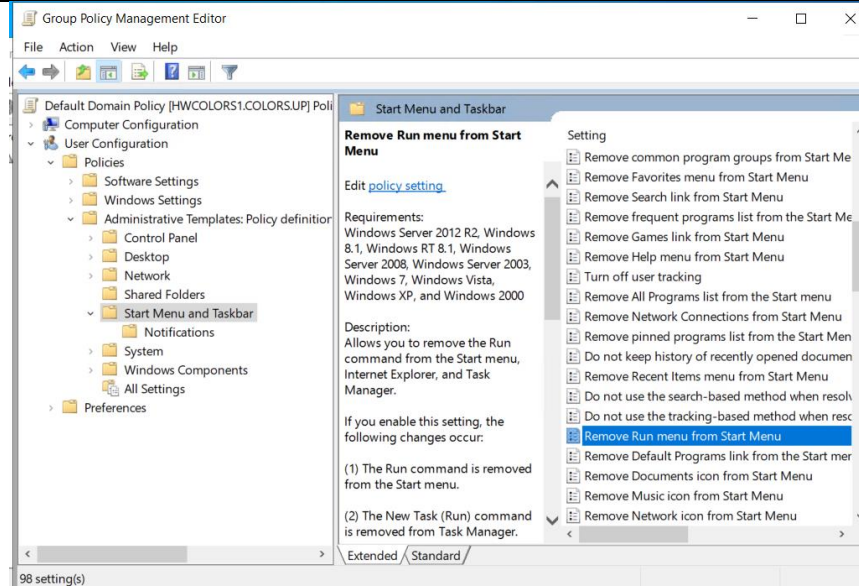
- Look for “Interactive logon: Don't display last signed-in.”
- Enable it.



Remove Run line from the Start menu

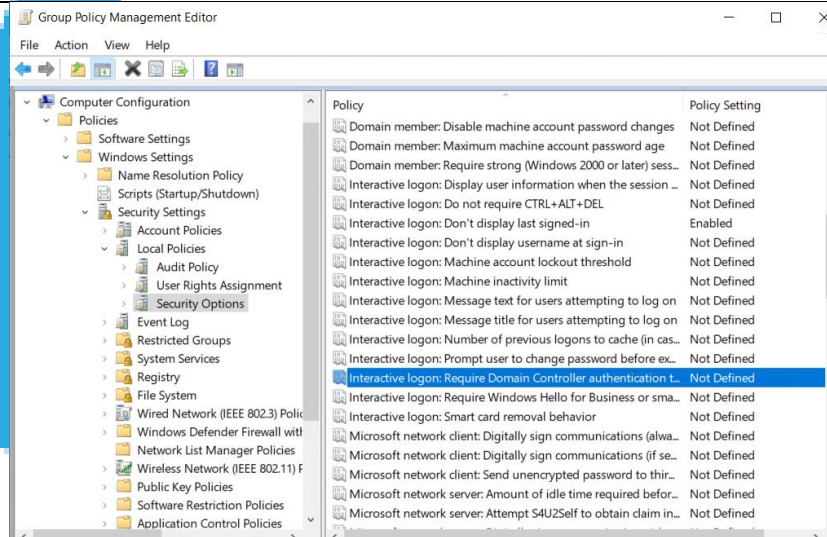


- Navigate to User Configuration > Policies > Administrative Templates > Start Menu and Taskbar.
- Look for “Remove Run Menu from Start Menu.
- Enable it.



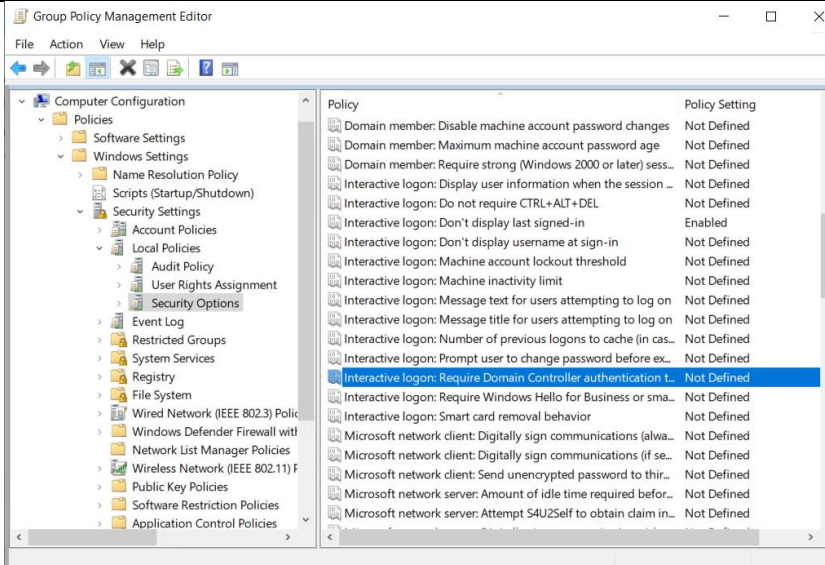
Require Domain Controller authentication to login to the system.

- Navigate Computer Configuration > Policies > Windows Settings > Security Settings > Local Policies > Security Options.

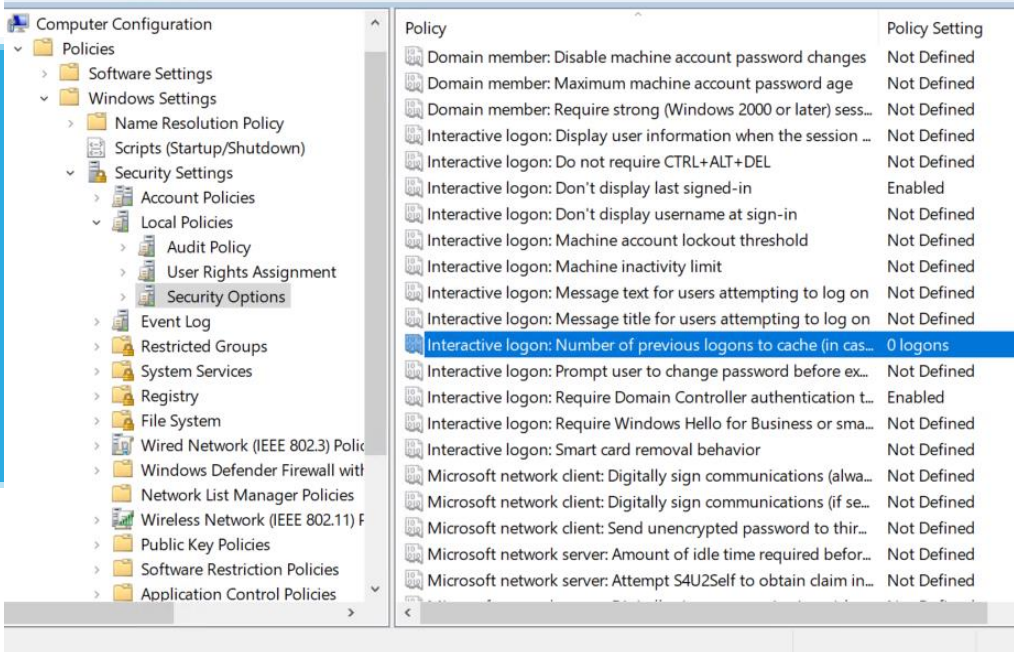




- Look for “Interactive logon: Require Domain Controller Authentication to unlock workstation.”
- Enable it.



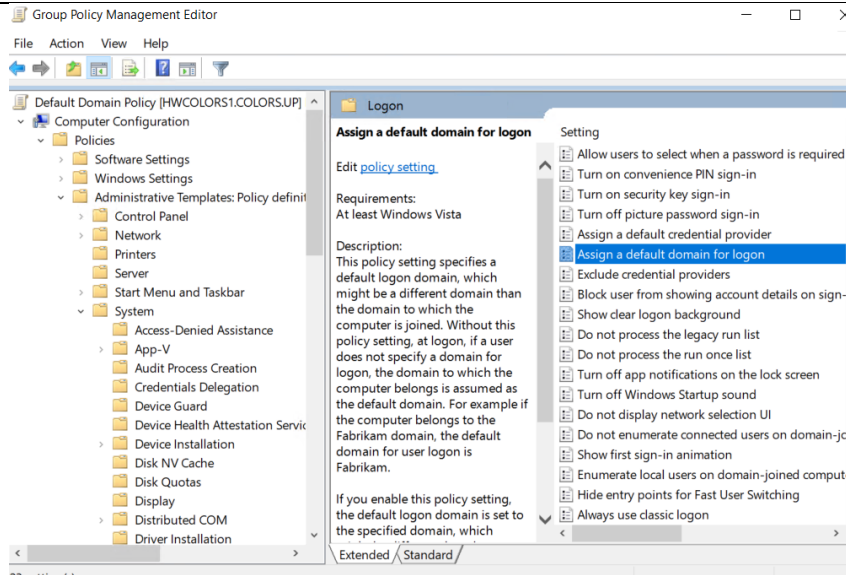
- Look for “Interactive logon: Number of previous logons to cache (in case domain controller is not available).”
- Change it to 0.



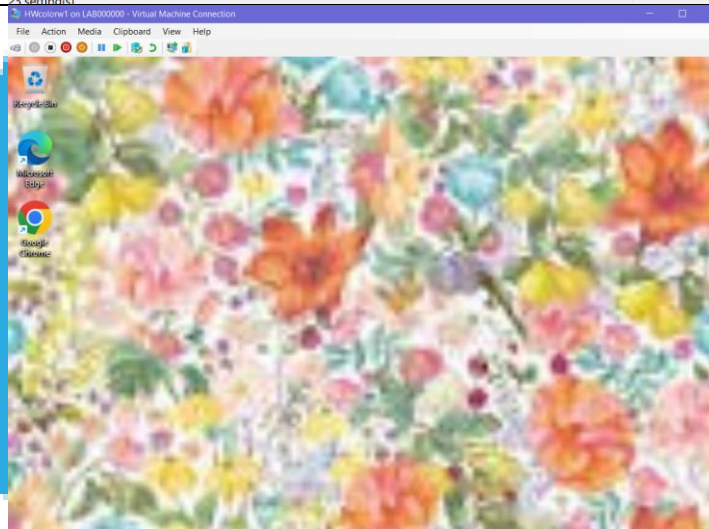
Assign a default domain for logon



- Navigate to Computer Configuration > Policies > Administrative Templates: > System > Logon.
- Look for Assign a default domain for logon.
- Click Enable.
- Click Apply.
- Click OK.



- Go to the workstation, and open cmd type gpupdate /force. Or log in as one of the users and restart the computer.



Appendix 10

Double click to see the file.



Dell PowerEdge MX760c Blade Server _ Dell USA.pdf



PowerEdge T150 Tower Server _ Dell USA.pdf



TRI-ARROW PRINTING

PowerEdge R760xa Server.pdf

Appendix 11

