MOC 10174 B Configuring and Administering Microsoft SharePoint 2010

Course Summary

Description

This five-day instructor-led course teaches students how to install, configure, and administer Microsoft SharePoint and also how to manage and monitor sites and users by using Microsoft SharePoint 2010. It will also cover the new features and functionality introduced with SharePoint 2010 Sp1 as well as Offices 365's SharePoint Online.

Objectives

At the end of this course, students will be able to:

- Prepare for and install SharePoint 2010
- Configure the fundamental service and logical components of a SharePoint implementation
- Administer SharePoint using the user interface, the command line, and Windows PowerShell
- Manage content in Lists and Libraries
- Administer identities and authentication
- Secure content in SharePoint sites
- Manage customizations to a SharePoint implementation
- Configure SharePoint services and applications
- Configure SharePoint social networking features
- Manage SharePoint search
- Configure farms, servers, service applications, and web applications
- Install, upgrade, configure, and operate a SharePoint farm
- Configure high availability and recoverability
- Monitor and optimize SharePoint performance

Topics

- Introducing SharePoint 2010
- Creating a SharePoint 2010 Intranet
- Administering and Automating SharePoint
- Configuring Content Management
- Configuring Authentication
- Securing Content
- Managing SharePoint Customizations
- Configuring and Securing SharePoint Services and Applications
- Managing SharePoint Services and Applications
- Configuring User Profiles and Social Networking
- Administering SharePoint Search
- Installing and Upgrading to SharePoint 2010
- Implementing Business Continuity
- Monitoring and Optimizing SharePoint Performance

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MOC 10174 B Configuring and Administering Microsoft SharePoint 2010

Course Summary (cont'd)

Audience

This course is intended for IT professionals who are experienced Windows Server 2003 or 2008 administrators and are interested in learning how to administer SharePoint 2010 or SharePoint Online. The course is also intended for part-time Business Application Administrators (BAAs) who are engaged in administering Line of Business (LOB) applications in conjunction with internal business customers.
It also directly supports exam *70-667: TS: Microsoft SharePoint 2010, Configuring* and students wishing to achieve that certification would also be interested in taking this course.

Prerequisites

In addition to their professional experience, students who attend this training should have experience:

- Administering Active Directory: creating and managing user and group accounts, delegation of administration, configuring Group Policy
- Administering network infrastructure: DNS, TCP/IP connectivity
- General conceptual awareness of Microsoft .NET Framework as it relates to SharePoint 2010
- Administering SQL Server 2005 or 2008: creating logons, assigning roles, using SQL Management Studio
- One year experience using Windows PowerShell cmdlets
- General security and authentication practices

Duration

Five days

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Course Outline

I. Introducing SharePoint 2010

The goal of this module is to enable students to prepare for and install the first server in a SharePoint 2010 farm.

A. Evaluate the Features of SharePoint 2010
B. Prepare for SharePoint 2010
C. Install SharePoint 2010
D. Advanced Installation of SharePoint 2010

Lab: Install SharePoint 2010

- Exercise 1: Create Active Directory Accounts for SharePoint
- Exercise 2: Install SharePoint Server Prerequisites
- Exercise 3: Install SharePoint Server
- Exercise 4: Run the SharePoint Products Configuration Wizard
- Exercise 5: Configure the Farm with the Farm Configuration Wizard
- Exercise 6 (Optional): Install a Language Pack

After completing this module, students will be able to:

- Describe the relationship between SharePoint, Active Directory, and SQL Server
- Create the accounts and permissions that are required to install SharePoint
- Identify the role of the Prerequisite Installer
- Install the first server in a SharePoint farm

II. Creating a SharePoint 2010 Intranet

The goal of this module is to enable students to configure and administer the fundamental components of a SharePoint farm, including its configuration, logical structure, user-facing features, and underlying engine.

A. Perform Initial Farm Configuration
B. Configure the SharePoint Logical Structure
C. Explore the SharePoint Web Application and Physical Architecture

Lab: Create a SharePoint 2010 Intranet

- Exercise 1: Create a Web Application
- Exercise 2: Create a Site Collection
- Exercise 3: Create a Site Collection in a New Content Database
- Describe the high level structure, components, and functioning of the farm
- Perform configuration of a SharePoint farm using the Farm Configuration Wizard
- Understand the logical topology of SharePoint web apps, site collections, and sites
- Experience SharePoint user-facing functionality
- Create a Web application
- Create a site collection
- Configure managed paths
- Create a content database

III. Administering and Automating SharePoint

The goal of this module is to enable students to apply the full range of options for administering and automating SharePoint: Central Administration, STSADM, and PowerShell. The module also introduces students to the logs, which are mentioned in several subsequent modules and are detailed in Module 14.

A. Configure Central Administration
B. Administer SharePoint from the Command Line
C. Automate SharePoint Operations with PowerShell

Lab: Automate SharePoint with PowerShell

- Exercise 1: Add SharePoint Functionality to Windows PowerShell
- Exercise 2: Delegate the Ability to Use Windows PowerShell to Manage SharePoint
- Exercise 3: Report Web and Site Collection Properties
- Exercise 4: Create Site Collections Using Windows PowerShell
- Exercise 5: Create and Update Items

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MOC 10174 B Configuring and Administering Microsoft SharePoint 2010

Course Outline (cont'd)

Lab: Administer SharePoint with Stsadm

- Exercise 1: Execute Stsadm Commands
- After completing this module, students will be able to:
- Load Microsoft.SharePoint.Dll into PowerShell 64bit.
- Create a PowerShell Script to Enumerate Webs
- Create a PowerShell Script to Create a SharePoint Site
- Create a PowerShell Script to Create/Update a ListItem
- Automate common SharePoint tasks with Stsadm

IV. Configuring Content Management

The goal of this module is to enable students to manage content (lists, libraries, items and documents)

A. Optimize Content Storage and Access
B. Manage Site Content Types and Site Columns
C. Configure the Managed Metadata Service

Lab: Configuring List Throttling and Remote BLOB Storage

- Exercise 1: Configure List Throttling
- Exercise 2: Enable FILESTREAM and Provision the RBS Data Store
- Exercise 3: Install RBS on All SharePoint Web and Application Servers
- Exercise 4: Configure the Blob Size Threshold for RBS

Lab: Configure Managed Metadata

- Exercise 1: Configure and Implement Managed Metadata

After completing this module, students will be able to:

- Configure List Query Thresholds
- Setup Remote Blog Storage on a Content Database
- Configure RBS
- Migrate to and from RBS

V. Configuring Authentication

The goal of this module is to enable students to administer authentication to SharePoint web applications.

A. Classic SharePoint Authentication Providers
B. Federated Authentication

Lab: Configuring Custom Authentication

- Exercise 1: Create the ASP.NET Membership Database
- Exercise 2: Create a Web Applications that Uses Claim Based Authentication

Lab: Configuring Secure Store

- Exercise 1: Create User Accounts for Access to External Data
- Exercise 2: Configure Secure Store Services
- Exercise 3: Configure Secure Store Unattended Accounts

After completing this module, students will be able to:

- Create a custom authentication store using ASP.NET
- Configure the default authentication method of a SharePoint Web application to use a custom membership provider
- Understand how to configure Secure Store service
- Setup an application to use Secure Store service

VI. Securing Content

The goal of this module is to enable students to manage security of SharePoint content within a web application.

A. Administer SharePoint Users and Groups
B. Implement SharePoint Roles and Role Assignments
C. Secure and Audit SharePoint Content

Lab: Configuring Security for SharePoint Content

- Exercise 1: Managing SharePoint Groups

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MOC 10174 B Configuring and Administering Microsoft SharePoint 2010

Course Outline (cont'd)

- Exercise 2: Creating Custom Permission Levels
- Exercise 3: Managing List and ListItem Permission Inheritance
- Exercise 4: Create a Web Application Policy

After completing this module, students will be able to:

- Add users
- Enable access requests
- Configure SharePoint default groups
- Experience the security trimmed interface
- Create groups
- Create custom permission levels
- Explore Permission Inheritance
- Assign Roles to Securable Objects

VII. Managing SharePoint Customizations

The goal of this module is to enable students to manage customizations to the SharePoint environment.

A. Customize SharePoint
B. Deploy and Manage Features and Solutions
C. Configure Sandboxed Solutions

Lab: Administering Features & Solutions

- Exercise 1: Administering Features
- Exercise 2: Administering Solutions

Lab: Administering Sandboxed Solutions

- Exercise 1: Administering SandBoxed Solutions
- Exercise 2: Modifying SandBoxed Solutions Timer Jobs
- Exercise 3: Configuring Sandbox Points

Lab: Administering the Developer Dashboard

- Configure the Developer Dashboard

After completing this module, students will be able to:

- Describe and manage SharePoint features
- Describe and manage SharePoint solutions (farm)
- Describe sandboxed solutions
- Describe function of sandboxed solution timer jobs
- Configure sandbox solution resource points
- Understand the developer dashboard
- Understand how to enable and disable the developer dashboard

VIII.Configuring and Securing SharePoint Services and Applications

The goal of this module is to enable students to manage the SharePoint service as a whole, as well as individual services and service applications.

A. Secure the Enterprise SharePoint Service
B. Secure and Isolate Web Applications
C. Configure Service Applications

Lab: Administer SharePoint Services

- Exercise 1: Administer SharePoint Services
- Exercise 2: Administer SharePoint Windows Services

Lab: Configure Application Security

- Exercise 1: Configure Web Application and Application Pool Security
- Exercise 2: Configure SSL Security (Optional)

Lab: Administer Service Applications

- Exercise 1: Explore Service Applications
- Exercise 2: Create a Service Application

After completing this module, students will be able to:

- Describe and configure SharePoint services
- Describe and configure SharePoint Windows services
- Understand SharePoint and SQL Permissions requirements
- Understand Application Pools and Identities requirements
- Implement SSL Security
- Find and manage service applications
- Install a new service application

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MOC 10174 B Configuring and Administering Microsoft SharePoint 2010

Course Outline (cont'd)

I. Administering and Configuring SharePoint Search
This module discusses how to administer and configure SharePoint Search.

A. Configuring Search
B. Refining Search

Lab : Lab A: Configuring Search

- Exercise 1: Creating Content for Search
- Exercise 2: Creating an Enterprise Search Center Site
- Exercise 3: Creating and Configuring a Content Source
- Exercise 4: Configuring File Types
- Exercise 5: Configuring Search Settings
- Exercise 6: Configuring Managed Properties
- Exercise 7: Creating and Configuring a Search Scope

Lab : Lab B: Tuning SharePoint Search

- Exercise 1: Creating Keywords and Best Bets
- Exercise 2: Configuring a Thesaurus
- Exercise 3: Configuring Noise Words

After completing this module, students will be able to:

- Configure the search features of SharePoint Server 2010.
- Refine searches in SharePoint 2010.

II. Implementing Productivity Service Applications
This module enables students to configure specific service applications.

A. Implementing Business Connectivity Services
B. Configuring Excel Services
C. Understanding PerformancePoint Services
D. Implementing InfoPath Forms Services
E. Implementing Visio Services Features
F. Implementing Access Services
G. Implementing Office Web Apps

Lab : Implementing Office Web Apps

- Exercise 1: Installing and Configuring Office Web Apps
- Exercise 2: Configuring and Testing the Office Web Apps in a Document Library

After completing this module, students will be able to:

- Describe business connectivity services.
- Configure Excel services.
- Describe PerformancePoint Services.
- Configure InfoPath services.
- Implement Visio services.
- Implement Access services.
- Install Office Web Apps.

III. Installing and Upgrading to SharePoint 2010
This module teaches students how to install and upgrade to SharePoint 2010 in a variety of scenarios, and to keep SharePoint 2010 currentLessons

A. Installing SharePoint Servers and Farms
B. Upgrading to SharePoint 2010
C. Evaluating Installations and Upgrades
D. Configuring SharePoint Operational Settings
E. Updating SharePoint

Lab : Lab A: Preparing SharePoint 2007 for Upgrade to SharePoint 2010

- Exercise 1: Performing SQL Server Database Maintenance
- Exercise 2: Moving a Site Collection Between Content Databases
- Exercise 3: Preparing SQL Server Databases for Upgrade
- Exercise 4: Preparing SharePoint 2007 for Upgrade

Lab : Lab B: Upgrading SharePoint 2007 to SharePoint 2010

- Exercise 1: Upgrading SharePoint 2007 to SharePoint 2010
- Exercise 2: Upgrading Content Databases
- Exercise 3: Implementing a Visual Upgrade

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MOC 10174 B Configuring and Administering Microsoft SharePoint 2010

Course Outline (cont'd)

After completing this module, students will be able to:

- Install SharePoint servers and farms.
- Upgrade SharePoint 2007 to SharePoint 2010.
- Plan SharePoint installations and upgrades.
- Configure operational settings in SharePoint 2010.
- Update SharePoint.

IV. Implementing Business Continuity

This module enables students to configure business continuity for SharePoint.

A. Protecting and Recovering Content
B. Working with Backup and Restore for Disaster Recovery
C. Implementing High Availability Solutions

Lab : Lab A: Implementing a Backup Strategy

- Exercise 1: Backing Up SharePoint Using Central Administration
- Exercise 2: Investigating SharePoint Backup Logs and Files
- Exercise 3: Automating SharePoint Backup Using Windows PowerShell

Lab : Lab B: Implementing a Restore Strategy

- Exercise 1: Restoring a Web Application Using Central Administration
- Exercise 2: Investigating SharePoint Restore Logs and Files
- Exercise 3: Performing a Partial Restore

After completing this module, students will be able to:

- Describe how to protect content and recover content.
- Perform backup and restore operations to mitigate against disasters.
- Implement high availability solutions with SharePoint Server.

V. Monitoring and Optimizing SharePoint Performance

This module shows students how to monitor SharePoint performance, health, and usage, and to identify and remediate performance and health problems.

A. Monitoring Logs
B. Configuring SharePoint Health Analyzer
C. Configuring Usage Reports and Web Analytics
D. Monitoring and Optimizing SharePoint Performance

Lab : Lab A: Configuring SharePoint Monitoring

- Exercise 1: Configuring SharePoint Diagnostic Logging
- Lab : Lab B: Analyzing SharePoint Health
- Exercise 1: Configuring Health Analyzer Rules
- Exercise 2: Reviewing and Repairing Health Analyzer Problems

Lab : Lab C: Reporting SharePoint Usage

- Exercise 1: Configuring SharePoint Usage Data Collection
- Exercise 2: Creating Reports from the Logging Database

After completing this module, students will be able to:

- Use monitoring logs to establish a baseline for performance monitoring.
- Configure SharePoint Health Analyzer.
- Configure both usage reports and Web analytics.
- Monitor your SharePoint servers' performance and optimize them.

VI. SharePoint Online and Office 365

This module covers implementing sand administering Office 365 and SharePoint OnlineLessons

A. Introducing Office 365 and SharePoint Online
B. Setting Up Office 365
C. Administering SharePoint Online

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