

Core Technologies in Office SharePoint Server 2007

Course Summary

Description

This course is designed to give SharePoint administrators basic and intermediate information and skills they need in order to design, deploy, and manage a Microsoft Office SharePoint Server 2007 Standard Edition implementation.

When an organization introduces a new information management system such as Microsoft Office SharePoint Server 2007 and/or Windows SharePoint Services 3.0 into their system, there are numerous planning and management issues that need to be addressed. Organizations can ease this process and ensure successful implementation of these information management systems by having a minimum of one technically-oriented person and one project manager or management person attend this course. Since the technical concepts included in this course are tied to design and implementation issues, both technical and non-technical attendees will benefit from the topics covered in this course.

Topics

- Introduction to SharePoint Server 2007
- Architecture and Design
- Install a Single Server Farm
- Farm Administration Operations
- Application Management
- Shared Services Provider
- Corporate, Team, and Private Portals
- Content Types and Features
- Search Operations and Architecture
- Search Administration
- Workflows
- Document Management
- Records Management
- Web Authoring and Publishing
- Web Content Deployment
- Disaster Recovery
- Forms Services (Self-Study)
- Site Templates (Self-Study)
- SharePoint Web Parts (Self-Study)
- Code Access Security for Administrators (Self-Study)

Audience

The primary audience for this course is SharePoint administrators who intend to design, implement, and manage a SharePoint Server 2007. A secondary audience is developers who will be supporting and extending the product.

Prerequisites

Prior to taking this course, attendees should have a general knowledge of networking concepts and a basic understanding of Windows SharePoint Services 3.0 and SharePoint Server 2007. Technically-oriented students are expected to understand and/or be able to perform the following administrative activities:

- DNS - Including ability to create alias records and records in the Hosts file.
- IIS - Create new Web sites, host headers, and work with site security.
- Active Directory Users and Computers - Create new user accounts, reset passwords, and perform general user and group account activities.
- SQL Server - Have a basic understanding of how to apply permissions to a database.
- Windows 2003 Server - Have a basic understanding of Active Directory.
- Networking - Have a basic understanding and the ability to assign IP addresses, host names, and general connectivity issues.

Duration

Five days

Core Technologies in Office SharePoint Server 2007 Course Outline

- I. Introduction to SharePoint Server 2007**
 - A. Microsoft SharePoint architecture
 - B. Services architectural view
 - C. Product architectural view
 - D. Administration architecture
- II. Install a Single Server Farm**
 - A. Pre-requisites for installing Microsoft Office SharePoint Server 2007
 - B. Changes made to your server when Microsoft Office SharePoint Server 2007 is installed
 - C. How to install Microsoft Office SharePoint Server 2007
 - D. How to uninstall Microsoft Office SharePoint Server 2007
- III. Farm Administration Operations**
 - A. Introduction to Central Administration
 - B. Configuring and managing the Central Administration home page
 - C. Managing the Operations interface
 - D. In addition, this module covers the navigation of the Central Admin UI to understand how to use the tools to achieve a successful configuration of the SharePoint farm.
- IV. Application Management**
 - A. Overview of application management
 - B. Web application management, including creating and extending new Web applications
 - C. Creating a new Shared Services Provider (SSP)
 - D. Managing application security
 - E. Setting up search and external connections
 - F. Overview of workflow and forms services
- V. Shared Services Provider**
 - A. Overview of the Shared Service Provider
 - B. Manage and configure the Shared Service Provider
 - C. Use the Shared Service Provider in an enterprise environment
 - D. Restore a Shared Service Provider
- VI. Corporate, Team, and Private Portals**
 - A. Overview of the presentation tools
 - B. Introduction to taxonomy creation
 - C. Management of the presentation
 - D. Targeting content
 - E. The Significance of My Sites
- VII. Content Types and Features**
 - A. Understand what content types and Features are and how you can use them to add functionality to your SharePoint deployment.
 - B. Create and deploy content types throughout sites and site collections.
 - C. Leverage content types for enhancing search and taxonomy through SharePoint sites and lists.
 - D. Create and deploy Features to inject additional functionality to new and existing SharePoint sites.
- VIII. Search Operations and Architecture**
 - A. Search vision for Microsoft Office SharePoint Server 2007
 - B. Overview and history of Microsoft Search
 - C. Relevance improvements in Search 2007
 - D. Search 2007 architecture
 - E. Protocol handlers
 - F. iFilters
 - G. Search server roles
 - H. Farm-search topologies
 - I. Search operations
- IX. Search Administration**
 - A. Create and manage content sources
 - B. Create and manage crawl rules
 - C. Remove and exclude search results
 - D. Add and remove indexed file types
 - E. Create and map metadata property mappings
 - F. Create global search scopes

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Core Technologies in Office SharePoint Server 2007 Course Outline (cont'd)

- G. Configure editorial search results
- H. Configure crawl logging and reporting

X. Workflows

- A. How to use workflows to enhance business processes.
- B. Learn how to associate workflows with content throughout SharePoint Server 2007 sites.
- C. Create workflows using the default workflows and extend workflows using SharePoint Designer 2007.
- D. Understand the differences between workflow functionality offered through the default workflows, those workflows created using SharePoint Designer 2007, and workflows created using Visual Studio 2005.
- E. Note: Custom Workflow development is covered in the Developer Track.

XI. Document Management

- A. Plan for document management
- B. Define and update metadata
- C. Manage content types
- D. Workflow administration
- E. Concepts for planning and design

XII. Records Management

- A. Introduction to records management
- B. Best practices for implementing a document and records management system in Microsoft Office SharePoint Server 2007
- C. Configure a records repository
- D. Submitting records to the repository
- E. Securing documents and personal data

XIII. Web Authoring and Publishing

- A. Introduction to Web Content Management
- B. Solutions provided by Web Content Management
- C. Web authoring
- D. Smart client authoring
- E. Introduction to content caching
- F. Web Content Deployment

XIV. Disaster Recovery

- A. Recovering content deleted or modified by user error.
- B. Recovering part or all of the system following server or other failure.
- C. Reducing the risk of a disaster occurring by introducing redundancy.
- D. Testing all aspects of the strategy.

XV. Forms Services (Self-Study)

- A. Features included in previous versions of InfoPath that provided a new generation of electronic forms.
- B. Introduction to the new features of InfoPath 2007 including how the product has matured.
- C. Discussion of how to configure Form Services.

XVI. Site Templates (Self-Study)

- A. Various types of templates that are provided out-of-the-box with SharePoint Server 2007.
- B. What is included in the templates.
- C. Where you will use the various types of templates.
- D. How to create custom templates.
- E. How to control the use of templates by controlling their availability.

XVII. SharePoint Web Parts (Self-Study)

- A. Web Part Design
- B. Web Part Pages and Web Part Zones
- C. Introduction to Web Part Galleries
- D. Create Lists, Libraries, and Associated Web Parts in Workspace Sites
- E. Modify Web Part Settings
- F. Available OOB Web Parts
- G. Customize and Personalize Web Parts
- H. Connect Web Parts

XVIII. Code Access Security for Administrators (Self-Study)

- A. The risk of changing the Trust Level to "Full".
- B. Details the background information about Code Access Security.
- C. Review the steps required to set a custom Code Access Security level.
- D. Appendix A: Feature Comparison Details

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