



## Implementing Microsoft Office SharePoint Server 2007

<b>Days:</b>	<b>3</b>
<b>Format:</b>	<b>Instructor-Led</b>
<b>Class Code</b>	<b>5061</b>
<b>Certification Exams:</b>	<b>None</b>
<b>Certification Track:</b>	<b>70-630-TS</b>

### Recommended Course Sequence

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

### Course Description:

This three-day instructor-led course provides students with the knowledge and skills required to implement Microsoft Office SharePoint Server 2007 successfully in their organization.

### Target Student:

The audience for this course is Business Application Administrators (BAAs), Web Administrators and Server Administrators who are engaged in the planning, design, and selection of line-of-business (LOB) applications (including Office SharePoint Server) in conjunction with internal business customers. Their primary responsibility is the deployment, customization, management, and support of LOB applications. They routinely monitor application status and troubleshoot application problems.

### Prerequisites:

- On-the-job experience in implementing, managing, and supporting Microsoft Windows Server 2003, including IIS
- Working knowledge of networking, for example, TCP/IP and Domain Name System (DNS).
- Basic knowledge of key benefits of Microsoft Office SharePoint Server (MOSS), new features and functionality of MOSS, and WSS acting as a platform for MOSS or have taken WSS 3.0 - Level 1: Microsoft Windows SharePoint Services 3.0: Level 1.

### Certification Track:

- 70-630 - TS: Microsoft Office SharePoint Server 2007, Configuring.

### At Course Completion:

After completing this course, students will be able to:

- Plan for a Microsoft Office SharePoint Server 2007 implementation.
- Design a Microsoft Office SharePoint Server 2007 implementation.
- Deploy Microsoft Office SharePoint Server 2007.
- Manage a Microsoft Office SharePoint Server 2007 implementation.
- Optimize a Microsoft Office SharePoint Server 2007 implementation.
- Maintain a Microsoft Office SharePoint Server 2007 implementation

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## Course Outline

### Module 1: Overview of Microsoft Office SharePoint Server 2007

This introductory module provides an overview of Microsoft Office SharePoint Server 2007.

Lessons	
■	Introduction to Microsoft Office SharePoint Server 2007.
■	Integrating Microsoft Office SharePoint Server 2007 in the Enterprise.
■	Microsoft Office SharePoint Server 2007 Architecture.

### Module 2: Planning and Designing for Microsoft Office SharePoint Server 2007.

This module focuses on planning and design issues and activities. It contains elements of Microsoft Solution Framework (MSF) concepts, and provides a brief refresher for those students who are already familiar with MSF (and a high-level introduction to the concepts for those who are not).

Lessons	
■	Preparing for a Microsoft Office SharePoint Server 2007 Implementation.
■	Planning and Designing for Non-Functional Requirements.
Lab: Documenting Non-Functional Requirements for Microsoft Office SharePoint Server 2007 Solutions.	
■	Prepare and plan for implementing Microsoft Office SharePoint Server 2007 solutions.
■	Describe typical non-functional requirements for Microsoft Office SharePoint Server 2007-based solutions and how to consider these requirements at the design stage.

### Module 3: Deploying Microsoft Office SharePoint Server 2007.

This module provides high-level information about deployment environments and its prerequisites, and then focuses on the tasks and activities involved in installing and configuring Microsoft Office SharePoint Server 2007. The module concludes with an overview and examples of Shared Service Providers.

Lessons	
■	Microsoft Office SharePoint Server 2007 Deployment Architecture.
■	Installing Microsoft Office SharePoint Server 2007.
■	Managing Shared Service Providers.

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## Lab: Planning for and Deploying Microsoft Office SharePoint Server 2007.

- Creating Deployment Plans for Microsoft Office SharePoint Server 2007.
- Installing Microsoft Office SharePoint Server 2007.

## Module 4: In-Browser Customization

This module sets the groundwork for the solution-specific modules that follow this one. It provides details and guidance about general administrative tasks for Microsoft Office SharePoint Server 2007.

### Lessons

- Overview.
- SharePoint UI Overview.
- Default.aspx.
- Everything Is a List.
- Using Web Parts
- Customization Web Parts
- Adding New Pages
- Editing New Pages
- Master Pages
- Themes
- Navigation
- Demonstration: In-Browser Customizations
- Page Layouts
- Content Types
- Content Management Server (CMS)

### Lab: Managing Sites and Features.

- Creating and Managing Microsoft Office SharePoint Server 2007 Sites.
- Activating and Deactivating Microsoft Office SharePoint Server 2007 Features.

## Module 5: Implementing Portal Solutions.

This module focuses on the portal-oriented features provided by Microsoft Office SharePoint Server 2007, by describing portal sites, collaborative features, and user profiles and audiences.

### Lessons

- Creating Portal Sites.
- Implementing Collaborative Features.
- Implementing Users Profiles and Audiences.

### Lab: Planning for and Deploying Microsoft Office SharePoint Server 2007.

- Creating and Managing Portal Sites.
- Managing Personal Sites.
- Managing User Profiles and Targeting.

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## Module 6: Implementing Content Management Solutions.

This module focuses on the content management-oriented concepts of Microsoft Office SharePoint Server 2007, by describing content management requirements, features and processes.

Lessons
<ul style="list-style-type: none"><li>■ Overview of Content Management.</li><li>■ Managing Documents and Content with Microsoft Office SharePoint Server 2007.</li><li>■ Implementing Content Management Processes.</li><li>■ Implementing Content Management Policies.</li></ul>
Lab: Implementing Content Management Sites and Processes.
<ul style="list-style-type: none"><li>■ Creating Content Management Sites.</li><li>■ Managing Authoring Workflows and Processes.</li></ul>
Lab: Lab: Implementing Auditing and Policies.
<ul style="list-style-type: none"><li>■ Implementing Auditing.</li><li>■ Creating Policies.</li><li>■ Creating Records Management Solutions.</li></ul>

## Module 7: Implementing Business Intelligence Solutions

This module focuses on the business data-oriented concepts of Microsoft Office SharePoint Server 2007, by describing the Business Data Catalog, Excel Services, Key Performance Indicators, Business Intelligence Dashboards and Reports.

Lessons
<ul style="list-style-type: none"><li>■ Configuring and Incorporating Business Data Catalog Applications into Portal Solutions.</li><li>■ Implementing Microsoft Office SharePoint Server 2007 Excel Services.</li><li>■ Implementing Business Intelligence Dashboards.</li><li>■ Creating Report Center Web Sites.</li><li>■ Implementing Microsoft Office SharePoint Server 2007 Forms Server.</li></ul>
Lab: Implementing Business Intelligence Solutions with Microsoft Office SharePoint.
<ul style="list-style-type: none"><li>■ Creating Business Data Catalog Applications.</li><li>■ Implementing Excel Services.</li><li>■ Creating Business Intelligence Dashboards.</li></ul>
Lab: Capturing Business Data by using Microsoft Office SharePoint Server 2007 Forms Server
<ul style="list-style-type: none"><li>■ Deploying Server-Side InfoPath Forms.</li></ul>

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## Module 8: Implementing Search and Indexing.

This module focuses on the concepts, requirements, and processes for implementing search and indexing.

Lessons
<ul style="list-style-type: none"><li>■ Overview of Implementing Microsoft Office SharePoint Server 2007 Search and Indexing.</li><li>■ Implementing Search.</li></ul>
Lab: Implementing Microsoft Office SharePoint Server 2007 Search and Indexing.
<ul style="list-style-type: none"><li>■ Defining Content Sources and Scopes.</li><li>■ Building Indexes.</li><li>■ Performing Searches.</li></ul>

## Module 9: Maintaining and Optimizing Microsoft Office SharePoint Server 2007.

This module focuses on the day-to-day maintenance, monitoring and optimization concepts, processes and requirements.

Lessons
<ul style="list-style-type: none"><li>■ Implementing Microsoft Office SharePoint Server 2007 Backup and Restore.</li><li>■ Monitoring Microsoft Office SharePoint Server 2007.</li><li>■ Performance Tuning and Optimization of Microsoft Office SharePoint Server 2007 Solutions.</li></ul>
Lab: Backing Up and Restoring Microsoft Office SharePoint Server 2007 Configurations and Data.
<ul style="list-style-type: none"><li>■ Performing Backups Operations.</li><li>■ Performing Restore Operations.</li></ul>
Lab: Monitoring and Optimizing Microsoft Office SharePoint Server 2007 Solutions.
<ul style="list-style-type: none"><li>■ Monitoring Microsoft Office SharePoint Server 2007.</li><li>■ Optimizing Microsoft Office SharePoint Server 2007.</li></ul>