



Microsoft Office SharePoint Server 2007 Administration

BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Days: 3
Format: Instructor-Led
Certification Exams: None
Certification Track: 70-630-TS

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

This three day training course is designed for experienced system administrators and system engineers, who need to plan, deploy and administer servers that are running on both Windows SharePoint Services 3.0 (WSS 3.0) and on Microsoft Office SharePoint Server 2007 (MOSS). Students will learn how to plan, install, configure and manage organizational portals based on SharePoint Server 2007 technologies.

Certification Track:

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

Target Student:

This course is intended for system administrators and system engineers who will be working with Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007.

Prerequisites:

Before attending this course, the student must have:

- Students must have experience with administering a Windows Server 2003 based network.
- Experience with Internet Information Services, Active Directory and SQL Server is highly desirable.
- Perform basic administration, and it is recommended the student have taken WSS3.0 Level 1 -- Microsoft Windows SharePoint Services 3.0: Level 1.

At Course Completion:

After completing this course, students will be able to:

- Understand the architecture off SharePoint Server 2007 technologies.
- Add and configure Windows Server Core roles.)
- Understand the difference between Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007.
- Install Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007 on a single server topology.
- Install Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007 on a server farm topology.
- Secure a SharePoint Server 2007 portal.
- Manage Shared Service Providers.
- Manage Personal Sites.
- Manage User Profiles and Targeting.
- Implement document and content management.
- Implement search and indexing.
- Plan a disaster recovery strategy.
- Backing up and restoring portal and team sites.

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Course Outline

Module 1: Architecture and Installation.

Lessons
<ul style="list-style-type: none">■ Overview of Windows SharePoint Services 3.0.■ Overview of Microsoft Office SharePoint Server 2007.■ Planning for a Portal Deployment.■ Topologies.■ Considerations for a Child Farm.■ Installation.■ Scripting Installation.
Labs
<ul style="list-style-type: none">■ Installing Microsoft Office.

Module 2: Configuration and Administration

Lessons
<ul style="list-style-type: none">■ SharePoint Central Administration Site.■ Basic Server Configuration.■ Creating and Managing Sites.■ Managing Microsoft Office SharePoint Server 2007 Features.■ Managing Shared Service Providers.■ Command line administration and scripting.
Labs:
<ul style="list-style-type: none">■ Configuring Basic Server.■ Creating a Team Site.■ Scripting a Team Site.

Module 3: Security

Lessons
<ul style="list-style-type: none">■ Portal Level Security.■ Site Collection Level Security.■ Site Level Security.■ List Level Security.■ Enabling Anonymous Access.■ Scripting security settings.
Labs:
<ul style="list-style-type: none">■ Configuring Site Security.■ Enabling Anonymous Site Access.

Module 4: Search and Index Functionality

Microsoft Office SharePoint Server 2007 Administration

Lessons
<ul style="list-style-type: none">■ Search and Index Overview.■ Crawler Impact Rules.■ File Types.■ Content Source and Scope.■ Content Indexing.■ Metadata Property Mappings.■ Implementing Search Functionality.■ External Search for Shared Folders.■ External Search for Lotus Notes.
Labs:
<ul style="list-style-type: none">■ Implementing Portal Search and Indexing■ Implementing External Crawling and Indexing.

Module 5: Disaster Recovery

Lessons
<ul style="list-style-type: none">■ Planning for Disaster Recovery.■ Portal and Site collection Backup Options.■ Supporting Services Backup Options.■ Scripting and Automating Backup.■ Restoring a Portal.
Labs:
<ul style="list-style-type: none">■ Manually backing up a site.■ Automating Portal Backup.■ Restoring a Portal.

Module 6: Content Management

Lessons
<ul style="list-style-type: none">■ Content Management Overview.■ Implementing Content Managing Sites.■ Implementing Authoring Workflows.■ Implementing Content Management Policies.■ Implementing Content Management Auditing.
Labs:
<ul style="list-style-type: none">■ Implementing a content management site.

Microsoft Office SharePoint Server 2007 Administration

Module 7: Implementing auditing.

Lessons
<ul style="list-style-type: none">■ Business Data Catalog Services.■ Business Data Catalog Security.■ Business Intelligence Dashboards.■ Report Center Sites.■ Server Side Forms Services.
Labs:
<ul style="list-style-type: none">■ Implementing a Business Intelligence Dashboard.

Module 8: Performance Monitoring and Optimization.

Lessons
<ul style="list-style-type: none">■ Monitoring Microsoft Office SharePoint Server 2007■ Performance Tuning and Optimization.■ Troubleshooting Performance Issues.
Labs:
<ul style="list-style-type: none">■ Monitoring Microsoft Office SharePoint Server 2007.