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Course 6438/5061: Implementing Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007

Five days

Introduction

Elements of this syllabus are subject to change.

This five-day instructor-led course provides students with the knowledge and skills to successfully implement Microsoft Windows SharePoint Services (WSS) version 3.0 and Microsoft Office SharePoint Server 2007 in their organizations. It emphasizes that students should think about the architecture of their *entire* environment, including business and application needs, during the planning and deployment phases. The course covers how to perform a clean installation of WSS 3.0 and Office SharePoint Server 2007. In addition, the course focuses on how to manage SharePoint after it is configured.

Special Note: An environment that deploys Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007 (rarely are these technologies deployed without each other) is simply referred to as a “SharePoint” environment.

Audience

This course is intended for those in the information technology industry who will be administrating a SharePoint business portal on a regular basis. Specific emphasis is for Business Application Administrators (BAAs) who are engaged in the planning, design, and selection of Line of Business (LOB) applications, including Microsoft Office SharePoint Server (MOSS), 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. The audience is expected to have at least two years of experience in implementing, managing, and supporting Microsoft Windows Server 2003 or 2008, including Internet Information Services (IIS).

At Course Completion

- Describe how the SharePoint platform helps address collaboration challenges.
- Plan the SharePoint environment.
- Install Windows SharePoint Services 3.0 and Office SharePoint Server 2007.
- Manage a Windows SharePoint environment.
- Implement a portal solution with Microsoft Office SharePoint Server 2007.
- Implement a content management solution with Microsoft Office SharePoint Server 2007.
- Implement a business intelligence solution with Microsoft Office SharePoint Server 2007.



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- Implement a search and indexing solution with Microsoft Office SharePoint Server 2007.
- Maintain and optimize Microsoft Office SharePoint Server 2007.

Prerequisites

- Basic knowledge of Microsoft Office products and Exchange messaging technologies.
- Experience implementing, managing, and supporting Microsoft Windows Server 2003 or 2008.
- Experience implementing, managing, and supporting Internet Information Services (IIS).
- Working knowledge of networking. For example TCP/IP and Domain Name System (DNS).

Next Step

To continue in your technology training, we recommend that you take the following course after successfully completing this Microsoft 6438\5061 course:

- 6231: Maintaining a Microsoft SQL Server 2008 Database

Course Outline - 6438

Module 1: Introduction to Windows SharePoint Services 3.0

Lessons

- Windows SharePoint Services Environment
- Overview of Windows SharePoint Services Components
- Overview of Site Components
- Windows SharePoint Services Administration

Lab : Exploring Windows SharePoint Services Administration

- Examining the Central Administration Web Site
- Examining the Web Site Administration Pages

After completing this module, students will be able to:

- Describe the Windows SharePoint Services environment.
- Describe the SharePoint Services components.



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- Describe the site components.
- Explain Windows SharePoint Services Administration.

Module 2: Planning and Installing Microsoft Windows SharePoint Services 3.0

Lessons

- Planning Windows SharePoint Services 3.0 Installation
- Planning Windows SharePoint Services Topology
- Performing New Windows SharePoint Services 3.0 Installation
- Upgrading Windows SharePoint Services 2.0 to Windows SharePoint Services 3.0

Lab : Planning and Installing Windows SharePoint Services 3.0

- Planning Web Applications and Site Hierarchy
- Ensuring Prerequisite Software is Installed
- Creating Service Accounts Required for Windows SharePoint Services
- Installing Windows SharePoint Services 3.0
- Performing Initial Configuration Steps

After completing this module, students will be able to:

- Plan the installation of Microsoft Windows SharePoint Services 3.0.
- Plan the Windows SharePoint Services topology.
- Perform a new Windows SharePoint Services installation.
- Upgrade Windows SharePoint Services 2.0 to Windows SharePoint Services 3.0.

Module 3: Administering & Managing Windows SharePoint Services Servers

Lessons

- Configuring Server Security
- Managing Web Applications
- Managing Sites
- Maintaining the Server
- Monitoring Performance

Lab : Administering and Managing Windows SharePoint Services Servers

- Configuring the Windows SharePoint Services Server
- Creating a Web Application and a Blocked File Type
- Creating a Site Collection
- Configuring and Creating a Content Database
- Testing the Internal and External Access

After completing this module, students will be able to:

- Configure server security plan.
- Manage Web application.



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- Manage sites.
- Maintain the server.
- Monitor performance.

Module 4: Windows SharePoint Services 3.0 Site Administration

Lessons

- Administering Windows SharePoint Services Site
- Controlling Access to Windows SharePoint Services
- Customizing Sites

Lab : Windows SharePoint Services 3.0 Site Administration

- Creating Sites and Configuring Permissions
- Setting Item Level Permissions
- Creating Permission Levels
- Site Customization, Template Creation, and Deployment

After completing this module, students will be able to:

- Describe the process of administering Microsoft Windows SharePoint Site.
- Explain the method of controlling access to Windows SharePoint Sites.
- Describe site customization.

Module 5: Working with Windows SharePoint Services 3.0

Lessons

- Working with Windows SharePoint Services Sites
- Creating and Managing Lists and Surveys
- Managing Libraries
- Working with Microsoft Office 2007

Lab : Working with Windows SharePoint Services 3.0

- Creating a Team Site and a Personal View
- Working with Lists and Columns
- Creating and Managing a Document Library
- Working with Office

After completing this module, students will be able to:

- Describe Windows SharePoint Services sites.
- Create and manage lists and surveys.
- Create and manage libraries.
- Describe how Windows SharePoint Services integrates with Microsoft Office 2007.



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Course Outline - 5061

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

After completing this module, students will be able to:

- Describe Microsoft Office SharePoint Server 2007.
- Explain how Microsoft Office SharePoint Server 2007 integrates with many different products and systems in the Enterprise.
- Describe the 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

- Preparing for a Microsoft Office SharePoint Server 2007 Implementation
- Defining Non-Functional Requirements for Microsoft Office SharePoint Server 2007

After completing this module, students will be able to:

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.



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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

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

After completing this module, students will be able to:

- Describe the Microsoft Office SharePoint Server 2007 deployment architecture.
- Install and configure Microsoft Office SharePoint Server 2007.
- Describe and manage Shared Service Providers.

Module 4: Administering Microsoft Office SharePoint Server 2007

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

- Creating Microsoft Office SharePoint Server 2007 Sites
- Managing Microsoft Office SharePoint Server 2007 Features

Lab : Managing Sites and Features

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

After completing this module, students will be able to:

- Describe the options that are available for centralized and decentralized site provisioning and the templates that you can use to create Microsoft Office SharePoint Server 2007 sites.
- Describe the features that are available in Office SharePoint Server 2007, their functions, and how to manage them.



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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 : Implementing Collaborative Features in Portal Sites

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

After completing this module, students will be able to:

- Describe the portal-based features of Microsoft Office SharePoint Server 2007.
- Describe and implement collaborative features in portal solutions.
- Describe user profiles, and how they are used in Portal-based solutions.
- Describe and implement User Profiles in portal solutions.

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

- Overview of Content Management
- Managing Documents and Content with Microsoft Office SharePoint Server 2007
- Implementing Content Management Processes
- Implementing Content Management Policies

Lab : Implementing Content Management Sites and Processes

- Creating Content Management Sites
- Managing Authoring Workflows and Processes



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Lab : Implementing Auditing and Policies

- Planning Records Management Solutions
- Implementing Records Management Solutions
- Creating Records Management Solutions

After completing this module, students will be able to:

- Describe the basics of the content management process, and explain how various parts of these processes are implemented in Microsoft Office SharePoint Server 2007 solutions.
- Describe content- and document-management concepts and processes in Microsoft Office SharePoint Server 2007 solutions.
- Implement standard and advanced content-management processes.
- Implement advanced features in Office SharePoint Server 2007 to enable robust policies and auditing for enterprise-level content management.

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

- Configuring and Incorporating Business Data Catalog Applications into Portal Solutions
- Implementing Microsoft Office SharePoint Server 2007 Excel Services
- Implementing Business Intelligence Dashboards
- Creating Report Center Web Sites
- Implementing Microsoft Office SharePoint Server 2007 Forms Server

Lab : Implementing Business Intelligence Solutions with Microsoft Office SharePoint Server 2007

- Creating Business Data Catalog Applications
- Implementing Excel Services
- Creating Business Intelligence Dashboards
- Creating Server-Side InfoPath Forms
- Deploying Server-Side InfoPath Forms

After completing this module, students will be able to:

- Describe the key part that the BDC plays in Microsoft Office SharePoint Server 2007-based solutions, and describe the process of creating BDC applications.
- Describe the features and capabilities of Excel Services, and explain how they contribute to business intelligence solutions.
- Describe business intelligence dashboards and capabilities, and explain how they form the cornerstone of business intelligence solutions.



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- Describe Office SharePoint Server 2007 Report Center features.
- Describe how you can incorporate server-side forms into business intelligence solutions, and explain the different processes that you must use to deploy no-code and code-based forms.

Module 8: Implementing Search and Indexing

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

Lessons

- Overview of Implementing Microsoft Office SharePoint Server 2007 Search and Indexing
- Implementing Search

Lab : Implementing Microsoft Office SharePoint Server 2007 Search and Indexing

- Defining Content Sources and Scopes
- Building Indexes
- Performing Searches

After completing this module, students will be able to:

- Explain the search and indexing features of Microsoft Office SharePoint Server 2007, and explain which features are provided by Windows SharePoint Services and which are provided by Microsoft Office SharePoint Server 2007.
- Describe the process of defining content to be indexed, indexing that content, and performing searches.

Module 9: Maintaining & Optimizing Microsoft Office SharePoint Server 2007

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

Lessons

- Implementing Microsoft Office SharePoint Server 2007 Backup and Restore
- Monitoring Microsoft Office SharePoint Server 2007
- Performance Tuning and Optimization of Microsoft Office SharePoint Server 2007 Solutions

Lab : Backing Up and Restoring Microsoft Office SharePoint Server 2007 Configurations and Data

- Performing Backups Operations
- Performing Restore Operations



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Lab : Monitoring and Optimizing Microsoft Office SharePoint Server 2007 Solutions

- Monitoring Microsoft Office SharePoint Server 2007
- Optimizing Microsoft Office SharePoint Server 2007

After completing this module, students will be able to:

- Describe the factors that affect the backup and restoration of Microsoft Office SharePoint Server 2007 data, and the processes for performing backup and restore operations.
- Describe the Microsoft Office SharePoint Server 2007 performance counters, and explain the significance of the most important counters.
- Describe the process and concepts of monitoring and tuning Microsoft Office SharePoint Server 2007-based operations, explain the difference between throughput and response times, describe the factors that affect these two measurements, and describe approaches that can be used to increase throughput and/or response times.