

SharePoint 2007 Administrator Track

Course Duration – 5 days

Overview

This 5-day course is designed to give SharePoint Administrators basic and intermediate information and skills they need to design, deploy and manage a Microsoft Office SharePoint Server 2007 Standard Edition implementation. While the features of Enterprise Edition are introduced in this course, detailed coverage will be part of the Enterprise course.

Student Pre-Requisites

The ideal students will possess knowledge of general networking concepts and have a basic understanding of the Windows SharePoint Services v3 and SharePoint Server 2007.

If you attend one of our public Summits, Mindsharp will supply a classroom laptop that is fully configured for you to use during class. All you need to do is show up and learn. However, if you need to surf the web, do email or do any personal work, you'll need to bring your own laptop for these purposes.

The image that you will receive at the summit will contain evaluation and time-bombed software. You will be able to use the image after you go home, but only for a brief period of time before the software begins to stop working. If you want to take the image home with you, you'll need to bring an external drive with at least 20GB of free disk space to copy the image from the classroom laptop.

Because of the planning and management aspects relevant to the introduction of a new information management system such as Microsoft Office SharePoint Server 2007 and/or Windows SharePoint Services v3, an organization will receive the most “bang for their buck” by sending at least one technically oriented person and at least one project manager or management person who may or may not be very technically oriented. Technical concepts are tied to design and implementation issues, so both types of employees will benefit from attendance at this course.

Technically-oriented students will be expected to understand and/or perform the following administrative activities:

- DNS – including creating alias records and A records in the Hosts File
- IIS – creating new web sites, host headers and working with site security
- Active Directory Users and Computers – create new user accounts, reset passwords and general user and group account activities

- SQL Server – basic understanding of how to apply permissions to a database
- Windows 2003 Server – basic understanding of Active Directory
- Networking – basic understand and abilities in assigning IP addresses, host names and general connectivity issues.

Module 1: Understanding the Microsoft Office SharePoint Server 2007 Architecture

In this module, you will learn how Microsoft Office SharePoint Server 2007 is built. You will learn:

- How the operating system supports Microsoft Office SharePoint Server 2007
- The key differences between Microsoft Office SharePoint Server 2007 and WSS V3
- The new features in Microsoft Office SharePoint Server 2007

Module 2: Installing and Configuring a Single Server Farm in Microsoft Office SharePoint Server 2007

In this module, you will learn how to install and uninstall Microsoft Office SharePoint Server 2007. You will learn how to configure a Web application and understand the changes that are made to your server when you install Microsoft Office SharePoint Server 2007. Specifically, you will learn:

- Pre-requisites for installing Microsoft Office SharePoint Server 2007
- Changes made to your server when Microsoft Office SharePoint Server 2007 is installed
- How to install Microsoft Office SharePoint Server 2007
- How to uninstall Microsoft Office SharePoint Server 2007

Module 3: Farm Administration in Microsoft Office SharePoint Server 2007

This is one of two modules spent on Central Administration in Microsoft Office SharePoint Server 2007. In this module, you'll learn how Microsoft has streamlined the Administration UI and how to work with the Central Administration configuration options. Specifically, you'll learn:

- How to start and stop services on a server
- The difference between operating system services and Microsoft Office SharePoint Server 2007 services
- How to configure farm-wide options for your environment
- Best practices on implementing Microsoft Office SharePoint Server 2007 into your environment

Module 4: Configuring and Administrating Application Management in Microsoft Office SharePoint Server 2007

In this second of two modules focused on Central Administration, you'll learn how to do the following:

- Create new Web applications

- Extend new Web applications
- Create new Shared Services Providers
- Other Application – oriented Administration functions

Module 5: Configuring and Administrating a Shared Services Provider in Microsoft Office SharePoint Server 2007

This module will present how SSPs are changing how we administrate audiences and indexes. In this module, you'll learn:

- Projected best practices on how to implement a SSP topology
- Configuration options that exist in a SSP
- Multiple SSP considerations

Module 6: Portals: Corporate, Teams and Private

In this module, we'll discuss the aggregation, organization and presentation capabilities of Microsoft Office SharePoint Server 2007. In addition, we'll cover taxonomy basics and demonstrate how to personalize content organization and targeting. Specifically, we'll cover:

- Overview of the presentation tools
- Introduction to taxonomy creation
- Management of the presentation
- Targeting content
- The Significance of My Sites

Module 7: Content Types and Features

The building blocks of SharePoint Technologies are Content Types and Features. We will cover how to create custom content types and maintain consistent content types across your farm. While features are generally considered to be functional parts of SharePoint, they can be used to deploy content types as well as functionality across your farm.

Module 8: Search Operations and Architecture

In this module, we'll discuss all of the Search and Indexing changes in Microsoft Office SharePoint Server 2007. We cover the basic and intermediate skills necessary to successfully configure, and deploy a robust search and indexing environment in Office SharePoint Server 2007 including

- Improvements in Search 2007
- Search 2007 architecture
- Index architecture
- Protocol Handlers
- iFilters
- Search Server Roles
- Farm Search Topologies
- Search Operations

Module 9: Search Administration for Microsoft Office SharePoint Server 2007

This module covers the basic and intermediate skills necessary to successfully administer Search and Indexing. We'll discuss how to build

content sources, how to view results, give an overview of the new Search Center, illustrate how to improve and manage relevance and make other configuration decisions. Specifically, we'll cover:

- Content Sources
- Crawl Rules
- Relevance Ranking
- Remove and exclude search results
- Create and map metadata property mappings
- Create global search scopes
- Configure editorial search results
- Configure crawl logging and reporting
- Use the Search Result Center

Module 10: Workflows

Including:

- Overview
- Assigning workflows to DocLibs
- Assigning workflows to Content Types
- Creating workflows in UI
- Using SharePoint Designer to create custom workflows without code creation

Note: Custom Workflow development is covered in the Developer Track.

Module 11: Document Management

This module covers customizing and managing document libraries including adding content types, workflows, versioning, etc.

Module 12: Records Management

In this module, we'll discuss and demonstrate how to implement a document and records management and retention program for your company using Microsoft Office SharePoint Server 2007. Specifically, we'll discuss:

- SOX and HIPPA regulations that relate to and give reasons for using Microsoft Office SharePoint Server 2007 to work with these regulations
- How to implement a Records Center in Microsoft Office SharePoint Server 2007
- Best practices for implementing a document and records management system in Microsoft Office SharePoint Server 2007

Module 13: Web Authoring and Publishing

This is not your father's Content Management Server! Rebuilt and enhanced from the ground up, Microsoft Office SharePoint Server provides authoring, branding and control of the publishing process while enabling end users to quickly create content pages in their areas of expertise and responsibility.

Module 14: Web Content Deployment

If you've ever wanted to know how to move updated code for a team site from a test environment to production, then this module is for you. In this module, we'll discuss how to use Web Content Management in Microsoft Office SharePoint Server 2007 and illustrate how to get your content and code from a test environment to a production environment.

Module 15: Introduction to Office Forms Server

This brief optional module gives an overview of configuring the Office Forms Server, uploading an InfoPath form, creating a content type and publishing in a usable format. We will offer a five day course on InfoPath and the Office Forms Server.

Module 16: Disaster Recovery in Microsoft Office SharePoint Server 2007

Disaster recovery is always an issue for every platform and Microsoft Office SharePoint Server 2007 is no different. In this module, you will learn:

- Disaster recovery best practices
- How to backup and Microsoft Office SharePoint Server 2007 implementation
- How to restore a Microsoft Office SharePoint Server 2007 implementation
- Best practices for Disaster Recovery for Microsoft Office SharePoint Server 2007

Self-Study Module 17: An Overview of the Microsoft Office SharePoint Server 2007 Site Templates

In this module, we will discuss the various site templates that ship with Microsoft Office SharePoint Server 2007 and illustrate each template, how it is connected to Microsoft Office SharePoint Server 2007 features and offer best practices on when to use each template. Specifically, we'll cover:

- Each template's use and function
- How to build a new site using Features in Microsoft Office SharePoint Server 2007
- Best practices for using templates in Microsoft Office SharePoint Server 2007

Self-Study Module 18: An Overview of the Microsoft Office SharePoint Server 2007 Web Parts

In this module, we'll discuss the Web Parts that ship with Microsoft Office SharePoint Server 2007 and go over how to install and configure individual Web Parts. Specifically, we'll cover:

- The more common set of Web Parts in Microsoft Office SharePoint Server 2007
- How to configure Web Parts in Microsoft Office SharePoint Server 2007

- Best practices on Web Part management and use in Microsoft Office SharePoint Server 2007
- Differences between a Web Part and a feature in Microsoft Office SharePoint Server 2007

Self-Study Module 19: Code Access Security

This may seem like a developer topic, but SharePoint administrators need to understand the functionality and configuration of Code Access Security. This self-study module covers the topic from an administrator's perspective.

