

SharePoint 2007 Administrator Track

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.

Purpose

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 nontechnical attendees will benefit from the topics covered in this course.

Prerequisites

Prior to taking this course, students 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.

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.

Module 0: Introduction to SharePoint Server 2007

Provides an overview of what is covered in this course including a quick look at the new product, navigation, and basic administration locations.

Module 1: Architecture and Design

Before you can understand SharePoint Server 2007, you need to understand how it fits into the overall SharePoint architecture. Module 1 covers the following topics:

- Microsoft SharePoint architecture
- Services architectural view
- Product architectural view
- Administration architecture

Module 2: Install a Single Server Farm

In this module, you learn how to deploy Microsoft Office SharePoint Server 2007 on a small server farm. You also see how this type of Office SharePoint Server 2007 deployment is useful for small and medium organizations that want to minimize administrative overhead, but need the scalability of a two-tier topology and the flexibility of future scalability options. 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 Operations

This is one of two modules spent on Central Administration in Microsoft Office SharePoint Server 2007. Module 3 focuses on the Central Administration UI home page and the Operations Interface for Microsoft Office SharePoint Server 2007 including the following topics:

- Introduction to Central Administration
- Configuring and managing the Central Administration home page
- Managing the Operations interface
- 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.

Module 4: Application Management

This second of two modules focused on Central Administration covers the creation and management of Web applications in Central Administration. The associated administrative functions that you can configure from the application management interface also are discussed. This module covers these key topics:

- Overview of application management
- Web application management, including creating and extending new Web applications
- Creating a new Shared Services Provider (SSP)
- Managing application security
- Setting up search and external connections
- Overview of workflow and forms services

Module 5: Shared Services Provider

This module focuses on the management and configuration of the Shared Service Provider (SSP). This module covers the following topics:

- Overview of the Shared Service Provider
- Manage and configure the Shared Service Provider
- Use the Shared Service Provider in an enterprise environment
- Restore a Shared Service Provider

Module 6: Corporate, Team, and Private Portals

In this module you learn about the services required of any portal and how Office SharePoint Server can provide those services encompassing several technologies to present a well-rounded and flexible portal that can meet your various requirements and needs. You also learn how to design and implement the three primary functions of a portal with the enhancements provided by SharePoint Server 2007 that far outdistance the capabilities of SharePoint Portal Server 2003. Specifically, Module 6 covers:

- 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. This module introduces and demonstrates how to create, administrate, and implement content types and Features, both new to the Microsoft Office SharePoint Server 2007 architecture. Specifically, Module 7 covers the following topics:

- Understand what content types and Features are and how you can use them to add functionality to your SharePoint deployment.
- Create and deploy content types throughout sites and site collections.
- Leverage content types for enhancing search and taxonomy through SharePoint sites and lists.
- Create and deploy Features to inject additional functionality to new and existing SharePoint sites.

Module 8: Search Operations and Architecture

This module covers the basic and intermediate skills necessary to successfully administer, configure, and deploy a robust search and indexing environment in SharePoint Server 2007. This module's lessons focus on the following topics:

- Search vision for Microsoft Office SharePoint Server 2007
- Overview and history of Microsoft Search
- Relevance improvements in Search 2007
- Search 2007 architecture
- Protocol handlers
- iFilters
- Search server roles
- Farm-search topologies
- Search operations

Module 9: Search Administration

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, Module 9 covers the following topics:

- Create and manage content sources
- Create and manage crawl rules
- Remove and exclude search results
- Add and remove indexed file types
- Create and map metadata property mappings
- Create global search scopes
- Configure editorial search results
- Configure crawl logging and reporting

Module 10: Workflows

This module introduces workflows, and then looks at the workflows that are built-in as part of the default SharePoint Server 2007 installation. We examine how to effectively use workflows and apply them to content throughout sites and site collections. This module also looks at how you can extend and create custom, code-free, workflows using SharePoint Designer 2007. Specifically, Module 10 covers the following topics:

- How to use workflows to enhance business processes.
- Learn how to associate workflows with content throughout SharePoint Server 2007 sites.
- Create workflows using the default workflows and extend workflows using SharePoint Designer 2007.
- 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.

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, and versioning. Specifically, Module 11 covers the following topics:

- Plan for document management
- Define and update metadata
- Manage content types
- Workflow administration
- Concepts for planning and design

Module 12: Records Management

This module discusses and demonstrates how to implement a document and records management and retention program for your company using Microsoft Office SharePoint Server 2007. Specifically, Module 12 covers the following topics:

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

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 2007 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. Specifically, Module 13 covers the following topics:

- Introduction to Web Content Management
- Solutions provided by Web Content Management
- Web authoring
- Smart client authoring
- Introduction to content caching

Module 14: Web Content Deployment

Even though the basic concepts of Web content deployment may be familiar to some, it is important to note that the new content deployment features are a complete rewrite by Microsoft and not an upgrade. In this module we will examine some planning issues with the various topologies. Next, we will review the processes involved in the operations. We finish Module 14 with a walk-through of how to configure content deployment jobs including the Quick Deploy options.

Module 15: Disaster Recovery

Microsoft Office SharePoint Server 2007 has exactly the same problem as every system that stores important data: At some point, something has the potential to go wrong. Whether the problem is a user deleting or modifying something that he should not, or a catastrophic failure of the server hardware, as the administrator you need to be in a position to recover any lost data. In addition to presenting the best practices for disaster recovery for Microsoft Office SharePoint Server 2007, Module 15 covers the following key topics:

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

Module 16: Forms Services (Self-Study)

This brief optional module introduces and demonstrates how Microsoft InfoPath 2007 forms can be published to document libraries in SharePoint Server 2007. These forms are then hosted by Forms Services within SharePoint Server 2007. The key topics covered in Module 16 are as follows:

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

Module 17: Site Templates (Self-Study)

This module discusses the various site templates that ship with Microsoft Office SharePoint Server 2007. This module not only illustrates each template, but it also explains how each template is connected to Microsoft Office SharePoint Server 2007 features and offers best practices on when to use each template. Specifically, Module 17 covers the following topics:

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

Module 18: SharePoint Web Parts (Self-Study)

In addition to discussing the Web Parts that ship with Microsoft Office SharePoint Server 2007, this module goes over how to install and configure individual Web Parts. Specifically, Module 18 covers:

- Web Part Design
- Web Part Pages and Web Part Zones
- Introduction to Web Part Galleries
- Create Lists, Libraries, and Associated Web Parts in Workspace Sites
- Modify Web Part Settings
- Available OOB Web Parts
- Customize and Personalize Web Parts
- Connect Web Parts

Module 19: Code Access Security for Administrators (Self-Study)

Code Access Security (CAS) may seem like a developer topic, but SharePoint administrators need to understand the functionality and configuration of CAS. Therefore, this module covers the topics from an administrator's perspective. Module 19 takes you through configuring CAS for SharePoint and provides a basic understanding of Code Access Security to administrators of SharePoint. This information enables you to deploy SharePoint Web Parts safely without unnecessarily increasing the trust level for the entire Web Application. In addition, Module 19 covers the following topics:

- The risk of changing the Trust Level to “Full”.
- Details the background information about Code Access Security.
- Review the steps required to set a custom Code Access Security level.

Appendix A: Feature Comparison Details

- This appendix summarizes the features included in various editions of Windows SharePoint Services and SharePoint Server 2007.