

## SharePoint 2010 Administrator Track

Duration: 5 days

### Overview

#### Prerequisites

Prior to taking this course, students should have a general knowledge of networking concepts and a basic understanding of Windows Server 2008. 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 2008 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.

### Overview

Step-by-step understanding is key to successfully implementing and deploying SharePoint 2010. This 15-module course will guide you through each critical stage, giving you exactly the skills you need to leverage full value from the latest SharePoint technology.

#### Module 0

Getting ready for a SharePoint 2010 Implementation: Why Governance and Business Requirements are Essential for a Successful Implementation.

#### Module 1

Understanding the Architecture of SharePoint Server 2010

Before you can leap in and start building your SharePoint farm it is important to first understand how it all fits together in the overall architecture model. In this module you are going to cover four key areas of the SharePoint architecture model:

- Platform architecture
- IIS 7 architecture
- SharePoint architecture
- Administration architecture

#### Module 2

Installing SharePoint Server 2010

In this module, you learn how to install SharePoint Server 2010 and create a small server farm. A small server farm typically consists of a back-end database server running SQL Server and one server running SharePoint Server 2010. This topology initially provides a simplified administrative model and can be scaled out in the future by adding more servers.

- Hardware recommendations
- Preparing your environment
- Installation prerequisites
- Software prerequisites
- Installation walkthrough
- Scripted Installation

### Module 3

#### Administering and Configuring Farm Settings in SharePoint Server 2010

In this module you are going to explore some of the many settings available in Central Administration. Not all will be covered as other modules in this course go into them in much more detail such as Search and Backup/Restore. In this module you will look at:

- Systems Settings
- Monitoring
- Security
- General Application Settings
- Upgrade and Migration

### Module 4

#### Creating Web Applications and Site Collections

In this module you will learn the concepts and functions around Web Applications, Service Applications, and Site Collections and where they fit in the SharePoint Server 2010 logical architecture. You will go through the step-by-step procedure for creating a new Web Application, Service Application, and Site Collection as well as the options available while doing so.

### Module 5

#### Managing and Extending Web Applications

This module explains everything an administrator needs to know about administering and managing web applications. You will learn how to perform the most common administrative tasks that determine the behaviour of web applications:

- Creating, extending and deleting web applications
- Managing General Settings
- Managing Features
- Managed Paths
- Service Connections

- Security Settings
- Policy Settings

## Module 6

### Managing Site Collections and Databases

In this module we are going to learn how to manage the various site collection settings that only exist at this level, how to plan for site collections and how to manage the databases that hold them. Specifically, in this module we will look at:

- Using Self Service Site Creation
- Creating a Site Collection with its own content database
- Using PowerShell to create site collections
- Deleting a site collection
- Creating quota Templates
- Configuring Quota locks
- Changing Site Collection Administrators
- Viewing All Site Collections

## Module 7

### Enterprise Content Types & Managed Metadata

In this module, we are going to look at Findability, Content Creation, Enterprise Content Types and the Managed Metadata Service (MMS). In SharePoint Server 2007, content types were created, managed and limited by the Site Collection boundaries. In SharePoint 2010 there is a new Enterprise level of management.

- Understanding Findability and Content Creation
- Content Type Syndication
- Taxonomy Service
- Best Practices

## Module 8

### Document Management

In this module we are going to look at how SharePoint Server 2010 handles document management. Many new features have been introduced and improved upon since SharePoint 2007 and the following content will be covered in this module.

- Managing documents in SharePoint 2010
- Document Centre
- Routing Documents Using Content Organizational Rules
- Document IDs and Sets
- Workflow

## Module 9

### Records Management and Information Management Policies

Records management has similarly been expanded in SharePoint 2010 with the introduction of in-place records. In this module you will learn the different aspects of records management using both in-place records and the records centre as well as learn how information compliance can be configured and managed in SharePoint 2010. Specifically you will cover:

- Information Management Policies
- In-Place records management
- The Record Centre

## Module 10

### Search Administration

In this module we cover the new search architecture and features in SharePoint 2010 and investigate how to implement and configure the search service.

- Search Service Architecture
- Planning and Implementing Search
- Managing Search
- Customizing Search
- Managing Search at Collaborative Level

## Module 11

### People & Social Networking

The focus of this chapter is how SharePoint can help meet the business need for social networking: Finding Tacit Information. Various studies have provided a wide range of numbers but all have agreed that a large portion of the intellectual property of an organisation is never written but remains in the minds of the employees.

- Social Networking Overview
- Social Search System Process
- People Search Improvements
- My sites

## Module 12

### Disaster Recovery

Microsoft Office SharePoint 2010 provides several methods for you to protect your SharePoint information and minimize the loss of this valuable information. You will soon discover not all of these methods are specific to SharePoint.

- Introductions to Disaster Recovery (DR)
- SharePoint 2010 Disaster Recovery Tools
- Backing up SharePoint Content
- Restoring SharePoint Content
- High Availability Options
- Ensuring a Complete Farm Recovery

## Optional Module 13

### Working with SharePoint Server 2010 Portals

SharePoint is about more than just collaboration or portals – it’s a rich platform upon which to build solutions. But, all of the rich platform functionality must be presented through the Web interface. This is generally done through site collections with various lists, libraries, and Web parts. When used to reach a large audience, these are often called portals. You’ll learn in this module that portals and collaborative spaces can take many forms.

- SharePoint as a Platform
- Information Architecture
- Understanding the Publishing Infrastructure
- Portal With a Purpose
  - Aggregation Tools
  - Organization Tools
  - Presentation Tools
- Collaboration Tools
- Bring it all Together for a Solution

## Optional Module 14

### Governance and Information Assurance

Securing and governing SharePoint Server 2010 can feel like an overwhelming task. The truth is – you can’t secure SharePoint Server 2010 nor can you completely govern SharePoint Server 2010. This module presents methods and practices to help ensure better security. This module also provides a foundation for developing a SharePoint Server 2010 Governance plan.

- Foundations of SharePoint Server 2010 Governance
- Information Assurance with SharePoint Server 2010
- Information Policies and Auditing
- Introduction to SharePoint Server 2010 Web Analytics

## Optional Module 15

### Upgrading SharePoint 2007 to SharePoint 2010

As an administrator of an existing SharePoint 2007 environment, you will soon be looking at upgrading this environment to SharePoint 2010. In this module we look at the processes and methods required; from the initial planning stages through to performing an upgrade using any of the available methods, in-place upgrade, database attach or performing a hybrid approach. Specifically we will cover:

- Planning you Upgrade
- Using Pre-Upgrade Tools
- Performing an In-Place Upgrade
- Performing a Database Attach Upgrade
- Hybrid Upgrade Approach
- Upgrading Shared Services
- Using Alternate Access Mapping Redirection