

Cost
\$2,395 + taxes

Course Length
3 days

Course Level
Advanced

Testimonials

“Good pace, instructor was very knowledgeable.”

-S.L.

“I honestly feel confident I could set up and configure a satisfactory test and production environment.”

-K.L.

“The course was excellent.”

-A.G.

SharePoint 2007 Essentials

SharePoint 2007 Essentials provides each student with SharePoint expert-led instruction on how to plan for a successful implementation of Microsoft Office SharePoint Server 2007(MOSS 2007). SharePoint 2007 Essentials explains the differences between SharePoint Portal Server 2003(SPS 2003) and SharePoint Server 2007 through detailed explanations of SharePoint 2007's new features. Key SharePoint 2007 feature groups covered include Collaboration, Portals, Enterprise Content Management and Enterprise Search.

Supplemental labs, demonstrating the new features of SharePoint 2007, will accelerate each student's understanding of MOSS 2007. SharePoint 2007 Essentials' significant hands-on labs will demonstrate to each student, through annotated step-by-step instructional screenshots, the key issues involved when implementing a SharePoint portal. The planning, design and architecture phases of a successful implementation are discussed through practical examples. SharePoint 2007 Essentials course labs also highlight the potential problems that can occur during an implementation and showcase which best practices to employ when implementing MOSS 2007.

Target Audience

SharePoint 2007 Essentials is targeted to anyone who is responsible for installing and maintaining a SharePoint 2007 server farm. This includes SharePoint administrators, network administrators, architects, designers, and planners.

Prerequisites

Introduction to SharePoint 2007 and Intermediate SharePoint 2007 or their equivalents are recommended but not required. SharePoint 2007 Essentials is not an introductory course have an understanding Microsoft Office SharePoint Server 2007's features. Students should have an understanding of Web Portal administration including: DNS, IIS, Active Directory and Networking.

At the end of this course the student will be able to ...

- Know what the key SharePoint 2007 features are for the:
 - Collaboration feature group
 - Portals feature group
 - Enterprise Content management group
 - Enterprise Search
- Understand how to install a basic SharePoint 2007 web farm
- Understand the components that make up a SharePoint web farm
- Know how to configure a Shared Services Provider
- Know the Portal Templates provided and understand their key uses
- Understand the design tradeoffs for Portal hierarchy layout
- Know Portal security administration
- Know the Portal web initiated customizations available
- Know how to apply the document library features to business
- Know how workflows work in SharePoint
- Know the search options available in SharePoint
- Be able to confidently implement a SharePoint solution

Course Syllabus

Module 1: Introduction to SharePoint 2007

- SharePoint Terminology
- Licensing options
- SharePoint version feature comparison
- SharePoint architecture

Module 2: Summary of Key Features

- Collaboration features
- Content Management features
- Search features
- Portal features

Module 3: Portal Components and Topologies

- Portal farm services (server roles)
- Portal farm topologies
 - Single, Medium and Large server farms
- Redundancy and Performance
 - Load balancing, Redundant services and scale-out
- Server farm hardware
- Shared Services Providers
 - Inter and Intro Farm services
- Network Topologies
 - Intranets
 - Extranets
 - Internet
- Best Practices and Heuristics

Module 4: Farm Install and Configuration

- Install preparation requirements
- Services Farm Accounts
- SharePoint installations steps
- Web Application planning and design
- Authentication methods
- Shared Services Provider planning an design

Module 5: Portal Structure and Design

- Portal structural components
- Site Templates
 - Enterprise site templates
 - Team site templates
- Portal Taxonomy
- Portal site “wire-framing” design
- Manage Portal content and structure
- Best Practices

Course Syllabus

Module 6: Team Site Collaboration

- Standard team site templates
- Blank team site template
- Document workspaces team site template
- Meeting team site template
- Blog team site template
- Wiki team site template
- 40 Applications templates
- 7 Role templates

Module 7: Document Management

- Collaboration
 - Creating libraries, library types
 - Working with libraries: uploading, new actions, views
 - Working with features: versioning, publishing, sent to, workflows, alert me
 - Working with Document Center
- Office 2007 Integration
 - Document workspace
 - Document information panel
 - Document action bar
- Customization
 - Add columns, customized views, content types, site columns
- Administration
 - Version offerings, advanced settings, communication settings, RSS settings

Module 8: List Management

- Collaboration
- 9 standard types
- Working with Lists: new, actions, versioning
- Working with List features
 - Recycle bin, IRM, e-mail enabled, versioning, workflows, alert me
- Office 2007 Intergration
 - Outlook synchronization
 - Off-line access with Outlook
- Customization
 - Add columns , customized views, content types, site columns
- Administration
 - Version settings, advanced settings, communication settings, RSS settings

Module 9: Workflows

- Workflow overview
- Workflow enablement, application and configuration
- Business document workflow

Course Syllabus

- Approval
- Collect Feedback
- Collect Signatures
- Disposition Approval
- Translation Management
- Group Approval (East-Asian versions only)
- Workflow tracking and reports
- Translation library site template

Module 10: Configuration and Customization

- Site Customizations
 - Quick Launch Bar
 - Web part pages
 - Web publishing pages
 - Page layouts, Welcome pages, site templates
- Web Parts
 - Web part properties
 - Content details, Content editor, Form, Image, Page vies, Relevant documents, Site users, User tasks, XML
 - Content query, Table of contents, Summary links, Document roll-ups, Site Aggregation, I need to, RSS vies, This week in pictures
 - Web part connections
- Browser branding
 - Logos
 - Master pages
 - Site themes

Module 11: User Profiles and Audiences

- User profiles and properties
- Importing from Active Directory
- Importing from other LDAP sources and the BBC
- Audience rules and calculations
- Audience targeting in sites, lists and libraries

Module 12: Personal Sites

- Personal Site Overview
- User Profile
 - Public and Private profile views
 - Privacy controls
- Using my Site
 - Navigating and using a My Site
 - My Site web parts
- Administration
 - My Site administration tasks
 - Shared Service Provider configuration settings

Course Syllabus

Module 13: Search and Indexing

- Architecture
 - Version differences
- Relevance algorithms
- End user experience
 - Search sources, Search Center, Hit highlighting, Did you mean, duplicate collapsing, RSS feeds, Alerts and definitions
- Search Customization
 - Customizations including base 9 web parts
- Site Administration
 - Search visibility, keyword management, scope management
- Shared Service Provider Administration
 - Content sources
 - Indexing
 - Scheduling

Module 14: Security Administration

- Security permissions
 - Permissions assignments
 - Default
- Manage permissions
 - People and Groups
- Site security administration
 - Site permissions
 - List permissions
 - Item permissions
 - Permission inheritance
- Form security administration

Module 15: Site Administration Tasks

- Key site administration tasks for a successful SharePoint solution

Module 16: Farm Administration Tasks

- Central administration tasks
- Central administration operations tasks
- Central administration Web Application tasks

Module 17: Backups and Restores

- Content Recovery
 - 2-Stage Recycle bin
 - Stsadm.exe (Impact/Export and Backup/Restore)
- Disaster Recovery
 - Central Administration Method
 - Stsadm.exe (Farm level Backup/Restore)
 - SQL Server backup
 - Other considerations