



Microsoft®  
**SharePoint® 2010**



Global Reach. Local Service.

## Synergy Technology Training Series

# SharePoint 2010 Administration

## Course Outline

The purpose of this 5-day course is to present students with a thorough understanding of SharePoint Server 2010 planning and configuration. The course covers the fundamental features found in SharePoint Foundation as well as those that are unique to SharePoint Server.

### Skills Gained

After completing the course students will to:

- Administer SharePoint Lists and Libraries
- Configure Office 2010 client integration and Office Web Applications
- Design a SharePoint 2010 farm implementation
- Create web applications and site collections
- Configure Indexing and Search
- Configure SharePoint security at all levels
- Implement records management
- Configure My Sites, Profiles, and Audiences
- Backup and restore SharePoint content

### Target Audience

The class is designed for experienced network engineers and administrators who need a thorough understanding of SharePoint planning, implementation, and maintenance. This class will also be valuable for managers and architects who want a conceptual understanding of the capabilities of SharePoint and how it fits into the enterprise.

### Prerequisites

Students attending this class should have a solid understanding of Windows Server administration and security as well as be familiar with Microsoft IIS, SMTP, and DNS services in a domain environment. Experience with viewing and collaborating in a SharePoint site is recommended but not required.

### 1. Introduction to SharePoint 2010 Technologies

This introductory chapter provides an overview of the Microsoft SharePoint 2010 environment and its underlying components. We will compare the features available in SharePoint Foundation 2010 with the extended capabilities of the Microsoft SharePoint Server Standard and Enterprise releases. We will examine the IIS architecture and explore the Central Administration site as well as the STSADM and PowerShell command-line interfaces.



## Global Reach. Local Service.

### **2. Collaboration and Web Content Management**

This chapter focuses on the productivity enhancing features of SharePoint which allow users to share and access information. Collaboration features cover the use of lists, libraries, and web parts for storing and displaying information in project and team sites. Web Content Management involves the creation, publishing, and organizing of pages and content that make up portals, both internal and external.

### **3. SharePoint 2010 Client Integration**

We discuss how to use and configure Office 2010 with SharePoint 2010 to create, deliver, manage and edit content with real time communication and collaborative development. We explore Office Web Applications for online document editing and Co-authoring for multiuser real time edits. We explain offline editing and syncing capabilities made available via SharePoint Workspace and Office Mobile capabilities. We also review the integrated Communication and Networking features to interact with coauthors/contacts directly via instant messaging, voice and video communication.

### **4. Creating and Configuring SharePoint Web Applications**

This module will explore how to create and extend SharePoint Web Applications, work with content databases, and manage authentication.

### **5. Administering Sites and Site Collections**

This module discusses administration features at the site collection and site level. The chapter covers creating and deleting sites, and configuring navigation, master pages, features and other site-level settings.

### **6. Architecting a SharePoint Infrastructure**

This chapter provides a comprehensive look at architectural considerations for planning a SharePoint implementation. The topics range from the different server roles supported by SharePoint to scalability and capacity estimation..

### **7. Installing and Configuring a SharePoint Farm**

The process of SharePoint installation starts with planning the service accounts and network components required to support a stable and robust server farm. This chapter walks students through the planning and installation process

### **8. Configuring SharePoint Security**

This module addresses the critical subject of security in SharePoint. We'll discuss setting up permissions across a Site Collection including best practices for creating Groups and assigning Permission Levels. We'll explore how we can break permission inheritance in order to customize the security applied to Sites, Lists and even single items.

### **9. Managing Metadata and Content Types**

This module will discuss the new features of SharePoint 2010 that support enterprise-wide metadata management. We'll discuss Site Columns and Content Types and how to create a centralized hub for Content Types in the farm. We'll also cover Managed Term Sets and Keywords and how they can be used to build taxonomies and folksonomies of metadata.



## Global Reach. Local Service.

### **10. Document and Records Management**

This chapter will introduce you to the various document management features offered by SharePoint 2010. You'll learn about techniques for implementing compliance controls and expiration policies as well as in-place records management. We'll also cover configuring links to a records repository for long-term record storage through automated workflows and policies. Finally, we'll take a look at securing your critical documents using Information Rights Management.

### **11. Configuring InfoPath and Workflow Services**

Automating business processes has become a key in expediting our day-to-day operations. In this chapter we explore how to create and publish InfoPath electronic forms and how to use InfoPath to customize SharePoint forms. We'll also cover the use of the built-in workflow templates that ship with SharePoint and how these can be customized using SharePoint Designer.

### **12. Configuring SharePoint Search and Indexing**

This chapter focuses on configuring and managing the search services in SharePoint. The module demonstrates how to create Content Sources and schedule content crawls for optimum efficiency. The chapter also explains how to configure additional iFilters on the indexing engine, and how to define custom search options.

### **13. Configuring SharePoint Personalization Services**

In this module we will learn how to configure the User Profiles and My Sites Service to allow users to create and manage their My Site. We also show how SharePoint can import information from Active Directory, manage and configure profile properties and policies. We will learn to leverage audiences to target information at the right people and help prevent information over-load.

### **14. Introduction to Business Intelligence**

This module covers the Business Intelligence options available within the Enterprise Edition of SharePoint 2010. We explain how to create External Content Types using Business Connectivity Services (BCS), how to configure and use Excel Calculation Services, and how to publish data using Visio Services and Access Services.

### **15. SharePoint Disaster Recovery**

This module covers the various techniques for recovering data when it is lost due to user error or catastrophic events. We cover the various techniques available through STSADM for backing up and restoring sites and site collections. We also cover the granular content recovery using offline attached content databases. Finally, we discuss restoring an entire farm from backup.