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## SharePoint 2007 Architecture and Administration

Synergy Technology Training Series

5 Days –Level 300

### Course Outline

The purpose of this 5-day course is to present students with a thorough understanding of Office SharePoint Server 2007 planning and configuration. The course covers the fundamental features found in Windows SharePoint Services as well as those that are unique to Office SharePoint Server.

#### Skills Gained

After completing the course students will be able to:

- Administer SharePoint Lists and Libraries
- Configure Office 2007 client integration with SharePoint
- Design a MOSS 2007 farm implementation
- Create web applications and site collections
- Configure Indexing and Search
- Configure SharePoint security at all levels
- Implement document management and archiving
- Configure My Sites, Profiles, and Audiences

#### 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.



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## 1. Introduction

This introductory chapter provides an overview of the Microsoft Office SharePoint 2007 environment and its underlying components. We will compare the features available in Windows SharePoint Services (WSS) with the extended capabilities of the Microsoft Office SharePoint Server (MOSS) Standard and Enterprise releases. We will examine the IIS architecture and explore the Central Administration site as well as the STSADM command-line interface.

## 2. Managing SharePoint Lists and Web Parts

Lists and web parts represent the fundamental storage containers in SharePoint and the primary tools that users will interact with in a site. This chapter explains how to configure and administer both to provide users with improved data management capabilities. Topics Covered:

- SharePoint lists and list management
- Web parts
- List and Library Performance considerations
- Configuring E-Mail Support
- Managing RSS Feeds

## 3. SharePoint and Client Integration

The Office applications allow users to open, edit, and save data directly to a SharePoint site in a way that is transparent to the user. The Office applications also increase productivity by eliminating the web page interface from the client-server interaction allowing users to retrieve and work with data both online and offline. Topics Covered:

- Microsoft Office 2007 product integration
- Synchronizing files with Groove 2007
- Differences between Office 2007 and Office 2003 integration
- Integration with mobile clients
- Performance considerations for internet sites

## 4. SharePoint Web Applications and Sites

This module will explore how to create and extend SharePoint Web Applications and provision SharePoint Site Collections. The chapter also explains the steps for creating user-friendly URLs for both internal and external use by leveraging Alternate Access Mappings and the use of Application Zones and alternate authentication providers. The chapter discusses how to create a site template and how to deploy it across all site collections. Topics Covered:

- Web Applications
- Site Collections
- Alternate Access Mappings (AAM)
- Zones and Authentication Providers
- Site Templates



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## 5. Planning a MOSS Infrastructure

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

- SharePoint Server Roles
- Farm Topologies
- Scalability Analysis
- Capacity Planning

## 6. Installing and Configuring a MOSS 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. Topics Covered:

- Planning Service Accounts
- Installing the Operating System and Components
- Installing MOSS
- Creating and Configuring a Shared Service Provider
- Configuring Farm Services

## 7. Site Configuration and Administration

This module discusses administration features at the site level. The chapter explains how to tailor site navigation to the needs of a team with a few easy clicks and how to enable features and solutions that are available in SharePoint and how to change the look and feel of a site collection through Master Pages. We'll take a look at some additional administrative options that are available through the Site Settings page such as Regional Settings, user alerts and RSS; and we'll explore what is managed at the Site Collection level versus what can be managed at the Site level. Topics Covered:

- Site Navigation
- Features and Solutions
- Master Pages and Page Layouts
- Site Administration
- Site Collection Administration

## 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. Topics Covered:

- Site Collection Security
- Site Security



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- List and Item Security
- Web Application Security
- Farm Security

## 9. Managing Metadata and Content Types

This module will discuss robust uses for metadata in the enterprise environment, while looking at a variety of ways to customize the metadata your organization collects. We'll introduce the idea of Site Columns as a way to implement reusable metadata, and then we'll go on to introduce Content Types as a way of grouping metadata into reusable sets. Topics Covered:

- Site Columns
- Content Types
- Enabling Content Types on Lists
- Document Templates, Auditing, and Workflows on Content Types

## 10. Document Management and Archiving

This chapter will introduce you to the various document management features offered by SharePoint 2007. We'll start with a look at using document libraries for basic organization. We'll see how you can take advantage of Explorer View and WebDAV as you migrate information into SharePoint. We'll go on to explore some of the document management features that make collaboration easy, including versioning, check-in and check-out, and configuring document approval where necessary. We'll then go on to investigate archiving and records management through the use of the Records Center site template. You'll learn to configure links to the Records Center as well as manage long-term record storage through automated workflows and policies. Finally, we'll take a look at securing your critical documents using Rights Management Services. Topics Covered:

- Document Management
- Document Archiving and Records Management
- Rights Management Services

## 11. Configuring InfoPath and Workflow Services

Automating business processes has become a key in expediting our day-to-day operations. Windows workflow foundation gives us the ability to electronically approve web pages prior to posting, collect document approvals, collect electronic signatures and more right out of the box. We'll learn to configure these out-of-the-box workflows to help manage day-to-day operations as well as explore how we can extend workflow functionality using SharePoint Designer. Topics Covered:

- Creating InfoPath Forms
- Publishing InfoPath forms to SharePoint libraries
- Creating custom workflows on libraries

## 12. Configuring SharePoint Indexing



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This chapter focuses on configuring and managing the indexing service in MOSS. The module demonstrates how to create Content Sources and schedule both Full Crawls and Incremental Crawls for optimum efficiency. The chapter also explains how to configure additional iFilters on the indexing engine and how to define custom Search Scopes. Topics Covered:

- The Indexing Process
- Configuring iFilters
- Content Sources
- Creating and Managing Search Scopes
- Configure Document Property Mappings

## 13. Configuring SharePoint Search

This chapter focuses on configuring and managing the indexing service in MOSS. The module demonstrates how to create Content Sources and schedule both Full Crawls and Incremental Crawls for optimum efficiency. The chapter also explains how to configure additional iFilters on the indexing engine and how to define custom Search Scopes. Topics Covered:

- Search Center
- Search Results Page
- Search Web Parts
- Link Search Scopes into custom results pages
- Use custom crawled properties

## 14. Configuring SharePoint Personalization Services

In this module we will learn how to configure the Shared Services Provider 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. . Topics Covered:

- My Sites and Targeted Links
- User Profiles and Colleagues
- Importing User Profiles
- Audiences and Content Targeting

## 15. Introduction to Business Intelligence

This module covers the Business Intelligence options available within the Enterprise Edition of MOSS 2007. We explain the use of decision support dashboards and the role that Excel Services and the Business Data Catalog play in allowing developers and designers to easily expose data to users in a secure manner. Topics Covered:

- Excel Services
- Report Center
- Dashboards
- Key Performance Indicators



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- Business Data Catalog
- Filter Web Parts

## 16.SharePoint Disaster Recovery

This module covers the various techniques for recovering data when it is lost due to user error or catastrophic events. It begins by covering content recovery methods using document versioning and SharePoint's new two-stage recycle bin. It then describes how to export and import sites using the STSADM Tool. It then describes how to back up and restore any or all of the components in a SharePoint farm using Central Administration and STSADM and explains which approach is more appropriate given different scenarios. Topics Covered:

- Site Backup and Recovery using STSADM Export/Import
- Site Collection Backup and Recovery using STSADM Backup/Restore
- Farm Backup and Recovery using Central Administration and STSADM
- Database Backup and Recovery