



Course M5061-ILT

Implementing Microsoft Office SharePoint Server 2007

Three days, Instructor-Led

INTRODUCTION

This three-day instructor-led course provides students with the knowledge and skills required to implement Microsoft Office SharePoint Server 2007 successfully in their organization

Audience the audience for this course is Business Application Administrators (BAAs), Web Administrators and Server Administrators who are engaged in the planning, design, and selection of line-of-business (LOB) applications (including Office SharePoint Server) in conjunction with internal business customers. Their primary responsibility is the deployment, customization, management, and support of LOB applications. They routinely monitor application status and troubleshoot application problems.

PREREQUISITES

Before attending this course, students must have:

- Experience in implementing, managing, and supporting a Microsoft Windows SharePoint Services 3.0 environment.
- Basic knowledge of Windows SharePoint Services and Microsoft Office SharePoint Server 2007 interoperability.
- At least 2 years of experience implementing, managing, and supporting Microsoft Windows Server 2003.
- At least 2 years of experience implementing, managing, and supporting Internet Information Services (IIS).
- Working knowledge of networking. For example TCP/IP and Domain Name System (DNS).

In addition, it is recommended, but not required, that students have completed:

3370 - First Look: Getting Started with Microsoft Office SharePoint Server 2007.

2553 - Administering Microsoft SharePoint Portal Server 2003.

COURSE OUTLINE

MODULE 1: OVERVIEW OF MICROSOFT OFFICE SHAREPOINT SERVER 2007

This introductory module provides an overview of Microsoft Office SharePoint Server 2007.

Lessons

- Introduction to Microsoft Office SharePoint Server 2007
- Integrating Microsoft Office SharePoint Server 2007 in the Enterprise
- Microsoft Office SharePoint Server 2007 Architecture

MODULE 2: PLANNING AND DESIGNING FOR MICROSOFT OFFICE SHAREPOINT SERVER 2007

This module focuses on planning and design issues and activities. It contains elements of Microsoft Solution Framework (MSF) concepts, and provides a brief refresher for those students who are already familiar with MSF (and a high-level introduction to the concepts for those who are not).

Lessons

- Preparing for a Microsoft Office SharePoint Server 2007 Implementation
- Planning and Designing for Non-Functional Requirements

Lab: Documenting Non-Functional Requirements for Microsoft Office SharePoint Server 2007 Solutions

- Preparing for a Microsoft Office SharePoint Server 2007 Implementation

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- Defining Non-Functional Requirements for Microsoft Office SharePoint Server 2007

MODULE 3: DEPLOYING MICROSOFT OFFICE SHAREPOINT SERVER 2007

This module provides high-level information about deployment environments and its prerequisites, and then focuses on the tasks and activities involved in installing and configuring Microsoft Office SharePoint Server 2007. The module concludes with an overview and examples of Shared Service Providers.

Lessons

- Microsoft Office SharePoint Server 2007 Deployment Architecture
- Installing Microsoft Office SharePoint Server 2007
- Managing Shared Service Providers

Lab: Planning for and Deploying Microsoft Office SharePoint Server 2007

- Creating Deployment Plans for Microsoft Office SharePoint Server 2007
- Installing Microsoft Office SharePoint Server 2007

MODULE 4: ADMINISTERING MICROSOFT OFFICE SHAREPOINT SERVER 2007

This module sets the groundwork for the solution-specific modules that follow this one. It provides details and guidance about general administrative tasks for Microsoft Office SharePoint Server 2007.

Lessons

- Creating Microsoft Office SharePoint Server 2007 Sites
- Managing Microsoft Office SharePoint Server 2007 Features

Lab: Managing Sites and Features

- Creating and Managing Microsoft Office SharePoint Server 2007 Sites
- Activating and Deactivating Microsoft Office SharePoint Server 2007 Features

MODULE 5: IMPLEMENTING PORTAL SOLUTIONS

This module focuses on the portal-oriented features provided by Microsoft Office SharePoint Server 2007, by describing portal sites, collaborative features, and user profiles and audiences.

Lessons

- Creating Portal Sites
- Implementing Collaborative Features
- Implementing Users Profiles and Audiences

Lab: Implementing Collaborative Features in Portal Sites

- Creating and Managing Portal Sites
- Managing Personal Sites
- Managing User Profiles and Targeting

MODULE 6: IMPLEMENTING CONTENT MANAGEMENT SOLUTIONS

This module focuses on the content management-oriented concepts of Microsoft Office SharePoint Server 2007, by describing content management requirements, features and processes.

Lessons

- Overview of Content Management
- Managing Documents and Content with Microsoft Office SharePoint Server 2007
- Implementing Content Management Processes
- Implementing Content Management Policies

Lab: Implementing Content Management Sites and Processes

- Creating Content Management Sites
- Managing Authoring Workflows and Processes

Lab: Implementing Auditing and Policies

- Planning Records Management Solutions
- Implementing Records Management Solutions
- Creating Records Management Solutions

MODULE 7: IMPLEMENTING BUSINESS INTELLIGENCE SOLUTIONS

This module focuses on the business data-oriented concepts of Microsoft Office SharePoint Server 2007, by describing the Business Data Catalog, Excel Services, Key Performance Indicators, Business Intelligence Dashboards and Reports.

Lessons

- Configuring and Incorporating Business Data Catalog Applications into Portal Solutions
- Implementing Microsoft Office SharePoint Server 2007 Excel Services
- Implementing Business Intelligence Dashboards
- Creating Report Center Web Sites
- Implementing Microsoft Office SharePoint Server 2007 Forms Server

Lab: Implementing Business Intelligence Solutions with Microsoft Office SharePoint Server 2007

- Creating Business Data Catalog Applications
- Implementing Excel Services
- Creating Business Intelligence Dashboards
- Creating Server-Side InfoPath Forms
- Deploying Server-Side InfoPath Forms

MODULE 8: IMPLEMENTING SEARCH AND INDEXING

This module focuses on the concepts, requirements, and processes for implementing search and indexing.

Lessons

- Overview of Implementing Microsoft Office SharePoint Server 2007 Search and Indexing
- Implementing Search



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Lab: Implementing Microsoft Office SharePoint Server 2007 Search and Indexing

- Defining Content Sources and Scopes
- Building Indexes
- Performing Searches

MODULE 9: MAINTAINING AND OPTIMIZING MICROSOFT OFFICE SHAREPOINT SERVER 2007

This module focuses on the day-to-day maintenance, monitoring and optimization concepts, processes and requirements.

Lessons

- Implementing Microsoft Office SharePoint Server 2007 Backup and Restore
- Monitoring Microsoft Office SharePoint Server 2007
- Performance Tuning and Optimization of Microsoft Office SharePoint Server 2007 Solutions

Lab: Backing Up and Restoring Microsoft Office SharePoint Server 2007 Configurations and Data

- Performing Backups Operations
- Performing Restore Operations

Lab: Monitoring and Optimizing Microsoft Office SharePoint Server 2007 Solutions

- Monitoring Microsoft Office SharePoint Server 2007
- Optimizing Microsoft Office SharePoint Server 2007