

# Microsoft Office SharePoint Server 2007 Administration

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## Introduction

This three day training course is designed for experienced system administrators and system engineers who need to plan, deploy and administer servers that are running on both Windows SharePoint Services 3.0 (WSS 3.0) and on Microsoft Office SharePoint Server 2007 (MOSS).

Students will learn how to plan, install, configure and manage organizational portals based on SharePoint Server 2007 technologies.

## Audience

This course is intended for system administrators and system engineers who will be working with Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007.

## At Course Completion

After completing this course, students will be able to :

- Understand the architecture of SharePoint Server 2007 technologies
- Understand the difference between Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007
- Plan a SharePoint Server 2007 portal deployment
- Install Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007 on a single server topology
- Install Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007 on a server farm topology
- Secure a SharePoint Server 2007 portal
- Manage Shared Service Providers
- Manage Personal Sites
- Manage User Profiles and Targeting
- Implement document and content management
- Implement search and indexing
- Plan a disaster recovery strategy
- Backing up and restoring portal and team sites

## **Prerequisites**

Students must have experience with administering a Windows Server 2003 based network. Experience with Internet Information Services, Active Directory and SQL Server is highly desirable.

## **Course Outline**

### **Module 1 – Architecture and Installation**

Overview of Windows SharePoint Services 3.0  
Overview of Microsoft Office SharePoint Server 2007  
Planning for a Portal Deployment  
Topologies  
Considerations for a Child Farm  
Installation  
Scripting Installation  
Upgrading from SharePoint Server 2003  
Lab – Installing Microsoft Office SharePoint Server 2007

### **Module 2 – Configuration and Administration**

SharePoint Central Administration Site  
Basic Server Configuration  
Creating and Managing Sites  
Managing Microsoft Office SharePoint Server 2007 Features  
Managing Shared Service Providers  
Command line administration and scripting  
Lab – Configuring Basic Server Settings  
Lab – Creating a Team Site  
Lab – Scripting a Team Site

### **Module 3 – Security**

Portal Level Security  
Site Collection Level Security  
Site Level Security  
List Level Security  
Enabling Anonymous Access  
Web Single Sign On  
Scripting security settings  
Lab – Configuring Site Security  
Lab – Enabling Anonymous Site Access

**Module 4 – Search and Index Functionality**

Search and Index Overview

Crawler Impact Rules

File Types

Content Source and Scope

Content Indexing

Metadata Property Mappings

Implementing Search Functionality

External Search for Shared Folders

External Search for Lotus Notes

Lab – Implementing Portal Search and Indexing

Lab – Implementing External Crawling and Indexing

**Module 5 – Disaster Recovery**

Planning for Disaster Recovery

Portal and Site Collection Backup Options

Supporting Services Backup Options

Scripting and Automating Backup

Restoring a Portal

Lab – Manually backing up a site

Lab – Automating Portal Backup

Lab – Restoring a Portal

**Module 6 – Content Management**

Content Management Overview

Implementing Content Management Sites

Implementing Authoring Workflows

Implementing Content Management Policies

Implementing Content Management Auditing

Lab – Implementing a content management site

Lab – Implementing auditing

**Module 7 – Enterprise Services**

Business Data Catalog Services

Business Data Catalog Security

Excel Web Services

Business Intelligence Dashboards

Report Center Sites

Server Side Forms Services

Lab – Implementing a Business Intelligence Dashboard

**Module 8 – Performance Monitoring and Optimization**

Monitoring Microsoft Office SharePoint Server 2007

Performance Tuning and Optimization

Troubleshooting Performance Issues

Lab – Monitoring Microsoft Office SharePoint Server 2007

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