



Microsoft® SharePoint® 2007 for Administrators

Instructor: Jeff Webb was an original member of the Microsoft Visual Basic team. He helped ship three versions of the product, worked with Excel to integrate VBA, and conceived the Office Development Kit. Jeff has published a dozen books with Que, Microsoft Press, and O'Reilly Media, including three books on SharePoint.

Target Audience/Prerequisites: IT professionals who know something about using SharePoint, Windows 2003, Microsoft Office, and related Microsoft Technologies. The Intro to SharePoint course may be a prerequisite.

Total Learning Time: 7-21 hours

Media run time is 7+ hours, total learning time could be up to 21 hours if the courseware, labs and exams are utilized. This course can also be used as quick reference material, with the ability to access just the information you need in a matter of minutes.

Course Description: Administering SharePoint teaches you the principles and practices of how to deploy, manage, and maintain SharePoint. It takes you through each phase of a deployment as you plan, install, rollout, and support SharePoint in the real world.

Course Outline:

Introduction

- Prerequisites
- Installing the Samples

Planning a Deployment

- SharePoint Administration Basics
- Writing a Deployment Plan
- Determining Software Requirements
- Determining Hardware Requirements
- Planning Network Configuration

Installing

- Gathering Required Prerequisites
- Understanding Install Options
- Install 1: A Standalone Server (< 250 users)
- Install 2: A Small Farm (250 – 2000 users)
- Install 3: A Medium Farm (>2000 users)
- Considerations for Large Farms
- Upgrading from WSS 2.0 / SPS 2003

Configuring the Server

- Configuring WSS 3.0
- Configuring MOSS
- Setting Up Shared Services (SSP)
- Enabling Search for PDFs
- Scheduling Backups

Preparing for Roll-Out

- Planning Activities
- Setting Up Security Groups
- Creating Client Policies
- Verifying Client Software
- Providing Minimal Branding
- Setting Up Department Sites
- Setting Up My Sites

Roll-Out

- Identifying Site Owners
- Review and Testing
- Training Users
- Monitoring the Server

Providing Support

- Defining Your Role
- Creating Content Types
- Creating Site Collections
- Creating Templates
- Mail Enabling Libraries
- Managing User My Sites
- Managing Site Quotas

Managing the Server

- Deploying Features
- Using STSADM
- Common Tasks:
- Troubleshooting

Configuring External Access

- Planning External Access
- Providing Internet Access
- Deploying Form-Based Authentication
- Setting Up SSL

Number of Modules	Media Run Time	Total Learning Time	Printable PDF Courseware*	Hands-on Labs	Sample Code	Pre/Post Exams	Supports Microsoft Exam Number
8 Modules	7+ hours	7-21 hours	250+ Pages	Yes	Yes	Yes	70-630

* Professionally printed, bound courseware (student manuals) are available. Ask for details.