

SharePoint

This course is designed for the IT professional who has been tasked with setting up, managing and maintaining Microsoft's SharePoint Server 2010 platform. During this 5 day instructor led course you will learn how to install SharePoint Server, create and manage Web applications and site collections as well as understand their place and purpose within the SharePoint platform. You will also learn about the new implementation of service applications and gain an understanding of the document management features provided by this newest edition of SharePoint Server. The full 5 day course covers:

Module 0: Introduction

This module provides an overview of the SharePoint technologies as well as its place and impact within the organization. Establishing a good foundation and common frame of reference is important to the overall learning experience.

Module 1: Architecture Fundamentals

In this module you will learn how SharePoint Server 2010 is put together. Here we discuss the reliance upon the physical elements, such as IIS7 as well as the logical architecture formed by Web and Service applications into a solid platform. The topics discussed include:

- Platform Architecture
- IIS 7 Architecture
- SharePoint Architecture
- Logical Architecture

Module 2: Installation

This module covers the requirements necessary for and how to correctly install SharePoint Server 2010 as well as the changes that are made to your systems. Topics include:

- Hardware Recommendations
- Preparing for Installation
- An Installation Walkthrough
- Installation and Configuration Changes

Module 3: Farm Settings

In module 3 we will take a close look at the various sections of Central Administration that have a global impact on the configuration of a SharePoint Server farm. Topics covered include:

- System Settings
- Monitoring
- Security
- General Application Settings
- Upgrade and Migration

While we will look at the various upgrade and migration settings, this course will not cover how to perform either of these options for moving content from a SharePoint 2007 deployment.

Module 4: Creating Web Applications and Site Collections

In this module you will learn the concepts and functions of Web applications, service applications and site collections. We will discuss where and how each of these elements fits into the SharePoint logical architecture structure. Then you will go through the steps for building each of these elements and the various options available. Topics include:

- Understanding Web Applications
- Creating Web Applications
- Understanding Service Applications
- Site Collection Logical Architecture
- Planning Site Collections
- Creating Site Collections

Module 5: Managing and Extending Web Applications

During module 5 you will learn about the various configuration options for SharePoint Web applications and how to properly manage them. You will also learn how and why to extend an application so as to provide access based upon content and the users who need to access it. Topics include:

- Extending and Deleting Web Applications
- Managing General Settings
- Managing Features
- Managed Paths
- Service Connections
- Security Settings
- Policy Settings

Module 6: Managing Site Collections and Databases

Module 6 will show you how to manage the various site collection level settings. Planning your site collection structure, database usage and size limitations are also discussed in this module. Topics include:

- Creating Quota Templates
- Configuring Quotas and Locks
- Changing Site Collection Administrators
- Viewing and Deleting Site Collections
- Managing Your Content Databases

Module 7: Enterprise Content Types and Managed Metadata

In module 7 you will be introduced to the new Enterprise Content Management features of SharePoint Server 2010. Here you will learn about the new managed metadata service and how to provide centralized content types to your organization. Topics include:

- Understanding Findability and Putability
- Content Type Syndication
- Taxonomy Services
- Design and Best Practices

Module 8: Document Management

Document management discusses how to control items stored in SharePoint Server 2010 and the options available for configuring document management within the libraries of your SharePoint sites. Topics include:

- Document Libraries
- Document IDs and Document Sets
- Relational Lists
- Check Out / Check In
- Content Types
- Document Versioning
- Document Center
- Overview of Workflows
- Assigning Workflows
- Creating Workflows Using in-Browser Tools

Module 9: Information Policies and Records Management

In module 9 you will learn about the different aspects of records management within the Records Center. You will also learn about SharePoint's new feature, in-place records declaration as well as how information compliance can be configured and managed through policies. Topics include:

- Information Management Policies
- In-Place Records Management
- The Records Center

Module 10: Search Administration

In this module you will learn about the new features and functionality of the SharePoint Search service. Here you will learn how to configure your content sources, search scopes, crawl schedules and keywords. Managing the search service is vital to a successful SharePoint deployment and this module will help you do just that. Topics include:

- Search Architecture
- Managing Search
- Customizing Search
- Monitoring Search

Module 11: People and Social Networking

SharePoint Server 2010 is a more social platform now, and in this module you will discover how the new social networking features have been implemented as well as how to deploy and configure them properly. Topics include:

- Social Search System process
- People Search
- User Profile Service
- My Sites
- Customizing Results

Module 12: Planning for Disaster Recovery

Finally, in module 12 you will be shown the tools that are available for backing up and restoring your SharePoint Server 2010 content. Here we will discuss some of the new features that have been added that allow for greater granularity and cover just what you actually need to back up, so you can indeed, recover. Topics include:

- Disaster Recovery Tools
- Backing up SharePoint Content
- Restoring SharePoint Content
- High Availability Options
- Ensuring a Complete Farm Recovery