



SharePoint 2007 Operations

Five days

Description: This course covers every aspect of managing a SharePoint 2007 Server farm. This includes integration with applications like IRM, ForeFront, and Performance Point. Learn the many ways to back up and restore SharePoint environments.

Audience: This course is designed for individuals who access information on a Windows SharePoint team site or SharePoint site owners who are responsible for creating and managing a team website. This includes managers, developers, designers, and every day knowledge workers, anyone that uses SharePoint sites and lists on an everyday basis.

Prerequisites: Before attending this course, students must have experience managing windows server environments and an understanding of database and web application architecture.

Outline

MODULE 1: INTRODUCTION

- Use SQL Profiler to reverse engineer the web front end and stsadm

MODULE 2: OVERVIEW

- What's New in SharePoint 2007
- What is SharePoint?

Lab: SharePoint Architecture

- Create a Customized Page
- Analyse a Customized Page

MODULE 3: INSTALLING

- Install WSS
- Install MOSS
- Detach/Attach to SharePoint Farm

Lab: 12 Hive

- Explore the 12 Hive

Lab: Installing

- Install WSS
- Install MOSS
- Detach/Attach to SharePoint Farm

MODULE 5: STSADM

- stsadm

Lab: Stsadm

- Use StsAdm command line tool

MODULE 4: SHAREPOINT ARCHITECTURE

- SharePoint Architecture.

Lab: Site Definitions

- Create One of Each WSS/MOSS Site Definition

Lab: Extend Stsadm

- Review the stsadm commands xml file
- Extend StsAdm

Lab: SharePoint Architecture

- Explore a SharePoint config file

MODULE 6: SHAREPOINT SERVICES

- Services

Lab: SharePoint Services

- Explore the SharePoint Services

Lab: SharePoint Architecture

- Learn Content Database structure

MODULE 7: POWERSHELL

- PowerShell



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Lab: Install PowerShell

- Install PowerShell
- PowerShell Basics – Command Lets
- Variables
- Arrays
- White Loop
- If Statement
- Create An Object
- Static Properties

Lab: PowerShell with SharePoint

- Load SharePoint DLL into PowerShell
- Set PowerShell Execution Policy
- Enumerate Webs
- Create a site with PowerShell
- Create/Update an item with PowerShell
- Backup SharePoint with PowerShell
- Profiles and MySites script

MODULE 8: GENERAL OPERATIONS TASKS

- Master Site Directory
- Alternate Access Mappings
- External Service Connections
- Language Packs
- Email Settings
- Features And Solutions
- Migrating File Shares

Lab: Email Settings

- Configure the Outgoing Email Settings
- Load balance Email Load
- Configure the Incoming Email Settings

Lab: Distribution Groups

- Create Active Directory Distribution Groups

Lab: Migration File Shares

- Migrate a File Share
- Blocked File Types
- NTFS Permissions

Lab: Master Site Directory

- Setup the Master Site Directory

Lab: Alternate Access Mappings

- Configure Alternate Access Mappings
- Test Alternate Access Mappings

Lab: External Service Connections

- Records Center
- Document Conversion

Lab: Features and Solutions

- Features
- Solutions

MODULE 9: INFORMATION RIGHT MANAGEMENT

- Information Rights Management
- SharePoint IRM

Lab: Information Rights Management

- Install Information Rights Management (IRM)
- Configure IRM
- Use IRM

MODULE 10: ANTIVIRUS

- Microsoft ForeFront

Lab: Forefront

- Install Microsoft Forefront
- Configure Microsoft ForeFront

After completing this module, students will be able to:

- Install ForeFront
- Configure ForeFront
- Configure SharePoint to work with ForeFront

MODULE 11: INFORMATION MANAGEMENT POLICY

- Information Management Policy Feature of SharePoint 2007.

Lab: Information Management Policy

- Create a basic policy (Manual)
- Use a policy



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MODULE 12: SINGLE SIGNON

- Enable SharePoint SSO
- Configure SSO
- Add SSO Applications
- Add credentials to an SSO application

Lab: Single Sign On

- Learn how to Configure Single Sign On
- Program web parts to use Single Sign On

MODULE 13: LOGGING SETTINGS

- Debugging tools
- Configure SharePoint to do verbose logging
- Be able to quickly find errors using Excel
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Lab: Logging Settings

- Learn to Debug SharePoint via Log Files

MODULE 14: USAGE ANALYSIS PROCESSING

- Usage Analysis Processing

Lab: Usage Analysis Processing

- Enable Usage Analysis Processing (UAP)
- Use UAP

MODULE 15: CONTENT DEPLOYMENT

- Setup Content Deployment
- Deploy content via jobs
- Setup Quick Deploy
- Work with Variations

Lab: Content Deployment

- Setup Content Deployment Path and Jobs
- Quick Deployment
- Debug Content Deployment

MODULE 16: BACKUP RESTORE

- Backup and restore with Central Administration
- Backup and restore with stsadm
- Backup and restore with SQL Server

- Backup and restore with Site Templates
- Backup and restore with SharePoint Designer
- Backup and restore with List Templates
- Disaster Recover Techniques
- Restore Techniques

Lab: Backup Central Administration

- Use Central Administration to Backup and Restore (Farm)

Lab: Backup SQL Server

- Use SQL Server to Backup SharePoint

Lab: Backup Stsadm

- Use stsadm to backup and restore a Farm
- Use stsadm to export a site collection
- Use stsadm to export a single site

Lab: Backup Site List Template

- Create a List Template
- Create a Site Template
- Create a Site from the new Site Template
- Create a List from the new List Template

Lab: Backup SharePoint Designer

- SharePoint Designer Backup (Web Package)
- SharePoint Designer Backup (Content Migration)
- SharePoint Designer Backup (Site Template)

MODULE 17: TIMER JOBS

- Timer Job definitions and status
- Change a timer job schedule

Lab: Timer Jobs

- Explore SharePoint Timer Jobs
- Disable a job
- Disable the Timer Service



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MODULE 18: SHARED SERVICE PROVIDER

- Shared Services
- Installing an SSP

Lab: Shared Service Provider

- Create an Shared Service Provider (SSP)
- Configure multiple SSPs
- Configure global "My Sites"

MODULE 19: APPLICATION SECURITY

- Custom Authentication
- Code Access Security
- Securing Communications
- SharePoint Security

Lab: Application Security

- Application Pools
- Web Application Security
- Site/List/Item level Security
- SSL Security

Lab: Custom Authentication

- Change the default Authentication Method of SharePoint to use a custom MembershipProvider (ASP.NET 2.0)

MODULE 20: INFOPATH SERVICES

- InfoPath and Windows Workflow
- InfoPath Forms Services
- Best Practices
- InfoPath 2007

Lab: InfoPath Services

- Review MOSS Forms
- Publish/Upload a Form to Forms Library
- Verify/Upload/Activate a Form with IFS

MODULE 21: BUSINESS DATA CATALOG

- Create an application definition file
- Import an application definition file
- Troubleshoot data source and BDC Permissions
- Setup Indexed BDC data
- Customize BDC profile pages

Lab: Business Data Catalog

- Import an application definition file
- Utilize BDC web parts
- Utilize Filter web parts

Lab: BDC Application Definition Files

- Review BDC Schema
- Create a BDC File (manually)
- Create a BDC File (Code Gen)

Lab: BDC Permissions

- DataSource Permission Errors
- Application Permission Errors
- Entity Permission Errors

Lab: BDC Authentication

- Modify BCD to Use Database Credentials
- Modify BDC to Use Single Sign On
- Custom Single Sign On Solution

Lab: BDC Profiles

- Search and BDC Integration
- BDC Entity Profile

MODULE 22: SEARCH

- Create Content Sources
- Create Crawl Schedules
- Create Crawl Rules
- Create Search Scopes
- Difference between the static and dynamic algorithms
- Performing Searches
- Tuning Search
- Extending Search

Lab: Search

- Create Content Source
- Create Crawl Schedules
- Crawl All Scopes
- Create Crawl Rule
- Create Search Scopes
- Add a File Type
- Set Default Access Account
- Query Crawl Logs

Lab: Tuning Search



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- Relevance
- Keyword and Best Bets
- Thesaurus
- Noise Words

Lab: Customizing Search

- Customize Search Results

MODULE 23: EXCEL SERVICES

- Setup and configure Excel Services
- Excel Services Web Parts
- Excel Services Object Model
- Excel Services Web Service
- Create User Defined Functions

Lab: Excel Services

- Learn to use Excel Services
- Create/Publish to Excel Services
- Configure Excel Services
- Shared Data Connections
- Single Sign On Data Connections
- Customize XLViewer.aspx

MODULE 24: USER PROFILES MYSITES

- My Sites
- User Profile Overview
- User Profile Settings

Lab: User Profiles

- Configure User Profiles (Active Directory)
- Configure Import Connections
- Configure Profile Properties

Lab: MySites

- Create your my Site
- Your Profile
- Colleagues
- Colleagues - Tracking Changes
- Explore Memberships
- Explore In Common With
- Documents
- Configuring My Calendar Web Part
- RSS Viewer
- Personal vs. Shared Views

- My Links

MODULE 25: PERFORMANCE OPTIMIZATION

- Capacity Planning
- Performance Optimization Techniques

Lab: Performance Optimization

- Database Tuning (Recovery Mode)
- Database Tuning (TempDB)
- Database Tuning (Indexes)
- Warm-up Scripts and Application Pool Timeout

MODULE 26: UPDATING THE FARM

- Service Packs

Lab: Updating the Farm

- Upgrade to SP2