

## 5061 - Implementing Microsoft Office SharePoint Server 2007

Duration: 3 Days

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

### Course objectives:

After completing this course, students will be able to:

- Describe Microsoft Office SharePoint Server 2007.
- Plan for and design a Microsoft Office SharePoint Server 2007 implementation.
- Deploy Microsoft Office SharePoint Server 2007.
- Administer Microsoft Office SharePoint Server 2007.
- Implement a portal solution with Microsoft Office SharePoint Server 2007.
- Implement a content management solution with Microsoft Office SharePoint Server 2007.
- Implement a business intelligence solution with Microsoft Office SharePoint Server 2007.
- Implement a search and indexing solution with Microsoft Office SharePoint Server 2007.
- Maintain and optimize Microsoft Office SharePoint Server 2007.

### Course Prerequisites:

**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.

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:

- 5060 - Implementing Windows SharePoint Services 3.0.
- 3370 - First Look: Getting Started with Microsoft Office SharePoint Server 2007.
- 2553 - Administering Microsoft SharePoint Portal Server 2003.

### **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

After completing this module, students will be able to:

- Describe Microsoft Office SharePoint Server 2007.
- Explain how Microsoft Office SharePoint Server 2007 integrates with many different products and systems in the Enterprise.
- Describe the 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
- Defining Non-Functional Requirements for Microsoft Office SharePoint Server 2007

After completing this module, students will be able to:

- Prepare and plan for implementing Microsoft Office SharePoint Server 2007 solutions.
- Describe typical non-functional requirements for Microsoft Office SharePoint Server 2007-based solutions and how to consider these requirements at the design stage.

### **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

After completing this module, students will be able to:

- Describe the Microsoft Office SharePoint Server 2007 deployment architecture.
- Install and configure Microsoft Office SharePoint Server 2007.
- Describe and manage Shared Service Providers.

### **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

After completing this module, students will be able to:

- Describe the options that are available for centralized and decentralized site provisioning and the templates that you can use to create Microsoft Office SharePoint Server 2007 sites.
- Describe the features that are available in Office SharePoint Server 2007, their functions, and how to manage them.

### **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

After completing this module, students will be able to:

- Describe the portal-based features of Microsoft Office SharePoint Server 2007.
- Describe and implement collaborative features in portal solutions.
- Describe user profiles, and how they are used in Portal-based solutions.
- Describe and implement User Profiles in portal solutions.

### **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

After completing this module, students will be able to:

- Describe the basics of the content management process, and explain how various parts of these processes are implemented in Microsoft Office SharePoint Server 2007 solutions.
- Describe content- and document-management concepts and processes in Microsoft Office SharePoint Server 2007 solutions.
- Implement standard and advanced content-management processes.
- Implement advanced features in Office SharePoint Server 2007 to enable robust policies and auditing for enterprise-level content management.

### **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

After completing this module, students will be able to:

- Describe the key part that the BDC plays in Microsoft Office SharePoint Server 2007-based solutions, and describe the process of creating BDC applications.
- Describe the features and capabilities of Excel Services, and explain how they contribute to business intelligence solutions.
- Describe business intelligence dashboards and capabilities, and explain how they form the cornerstone of business intelligence solutions.
- Describe Office SharePoint Server 2007 Report Center features.
- Describe how you can incorporate server-side forms into business intelligence solutions, and explain the different processes that you must use to deploy no-code and code-based 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

#### ***Lab : Implementing Microsoft Office SharePoint Server 2007 Search and Indexing***

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

After completing this module, students will be able to:

- Explain the search and indexing features of Microsoft Office SharePoint Server 2007, and explain which features are provided by Windows SharePoint Services and which are provided by Microsoft Office SharePoint Server 2007.
- Describe the process of defining content to be indexed, indexing that content, and 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

After completing this module, students will be able to:

- Describe the factors that affect the backup and restoration of Microsoft Office SharePoint Server 2007 data, and the processes for performing backup and restore operations.
- Describe the Microsoft Office SharePoint Server 2007 performance counters, and explain the significance of the most important counters.
- Describe the process and concepts of monitoring and tuning Microsoft Office SharePoint Server 2007-based operations, explain the difference between throughput and response times, describe the factors that affect these two measurements, and describe approaches that can be used to increase throughput and/or response times.