ACUITY TRAINING LTD

SharePoint Administration

Microsoft Office Specialist Authorised Testing Centre

Microsoft SharePoint Administration – 3 days

Course Objectives

The goal of this 3 day, instructor-led course is to give IT Professionals a jump-start on how to install, configure, administer and develop for Microsoft SharePoint Portal Server 2003 and Windows SharePoint Services. It is intended for administrators, developers and others who need to acquire these skills.

The course will focus on teaching the mechanics of installing, configuring and administering SPS 2003 and WSS as well as the fundamentals of developing business applications with SharePoint 2003. Students will start from the beginning and work through a complete portal installation, configuration and customisation.

Prerequisites

Students must understand basic Windows networking and web concepts such as TCP/IP, Active Directory, DNS and IIS.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Module 1: Introduction to SharePoint Portal Server 2003 and Windows SharePoint Services

This module introduces SharePoint Portal Server 2003 and Windows SharePoint Services. Key topics discussed include:

- History and purpose of SPS 2003 and WSS
- Overview of SPS 2003 and WSS features and functionality
- Relationship between SPS 2003 and WSS
- Concepts and terminology unique to SPS 2003 and WSS

Module 2: SharePoint Technical Architecture and System Requirements

SPS 2003 and WSS are tightly integrated with (and dependent upon) Windows 2003 Server, IIS 6.0, the .NET Framework, SQL Server 2000, DNS, etc. This module will cover each of the component technologies that are required for SPS 2003 and WSS and how they work together to enable the portal. Hardware requirements will also be covered in this module.

Module 3: Installing SPS 2003 and WSS

This module will go through all of the steps required for a single-server installation of SPS 2003 and WSS. The major topics discussed include:

- Installing and configuring Windows 2003 Server to host SPS 2003 and WSS
- Installing SQL Server 2000
- Installing SharePoint Portal Server 2003 and Windows Sharepoint Services

Module 4: Initial Configuration of SPS 2003

This module will cover the details of the initial configuration process for an SPS 2003 installation. Topics to be covered include:

- Setting the Content Database
- Setting the Web Server
- Setting the Job Server
- Setting the Search Server
- Defining IIS Application Pools

Module 5: Portal Organization, Hierarchy and Taxonomy

One of the most challenging aspects of SharePoint Portal Server 2003 and Windows SharePoint Services is understanding how the products are intended to be used from the standpoint of organization, hierarchy and taxonomy. This module will cover the usage and relationship between the following portal components:

- Areas
- Site Collections
- Sites
- Libraries
- Workspaces

Module 6: Working with the Administration Interface of SPS 2003 and WSS

There are six primary administration interfaces in an SPS 2003 installation. Unfortunately, many administrators find that the interfaces can be less than intuitive to use. This module explains the administration interfaces and helps reduce the confusion administrators may experience when configuring and managing the portal.

Module 7: Setting up Site Groups, Users and Rights

This module will cover how users and groups are defined in SPS 2003 and WSS. An emphasis will be placed on how SPS integrates with Active Directory as well. Topics covered include:

- Explanation of the standard Site Groups and their permissions:
    - Reader
    - Contributor
    - Web Designer
    - Content Manager
    - Member
    - Administrator
- Editing Site Group Rights
- Creating custom Site Groups
- Adding Users and assigning them to Site Groups
- Integration with Active Directory

Modules 8 & 9: Creating Portal Content and Office 2003 Integration

These modules introduce the student to the processes and best practices of creating SPS 2003 Content and WSS Content. From an Office 2003 perspective the integration of SPS 2003 and Office 2003 is both wide and deep and this module presents the major points of integration. Specific topics covered in this module include:

- Creating Portal Listings and using the Grouping and Sorting features
- Opening and saving Office documents directly to SPS 2003 and WSS Document Libraries
- Linking WSS Lists with Excel 2003
- Linking SPS and WSS Contacts with Outlook 2003 Contacts
- Creating and using Document Workspaces from Office 2003 applications

Module 10: Developer Features in SPS 2003 and WSS

This module will provide developers with an overview and working knowledge of the various development features included in SPS 2003 and WSS. Topics covered include:

- Developing database applications using SharePoint Lists
- Accessing external data using the Data View Web Parts
- Overview of the SharePoint databases and tables

Module 11: Configuring the Search Service

The Search Service in SPS 2003 is one of the most powerful and most complex features in the product. The Search Service is capable of crawling both internal and external web sites, file servers, Exchange public servers and other sources of content and generating full-text indexes. Careful configuration of the Search Service is imperative if it is to be useful to portal users. The following topics will be covered in this module:

- Defining Content Sources to be searched
- Configuring crawls for Content Sources
- Defining and managing search schedules
- Defining and managing Search Scopes
- Specifying files types to include in content indexes
- Managing the properties of crawled documents
- Monitoring the Search Service crawl logs

Module 12: Miscellaneous Topics

- Monitoring Performance and Portal Usage
- Backup and Restore