You Will Learn To:

- Understand the Windows SharePoint Services architecture and the business benefits provided by deploying Windows SharePoint Services
- Enhance collaboration by using Windows SharePoint Services
- Install and configure a Windows SharePoint Services server
- Administer Windows SharePoint Services servers
- Administer Windows SharePoint Services sites
- Describe the SharePoint Portal Server 2003 architecture and deployment scenarios
- Install Microsoft SharePoint Portal Server
- Configure server components and create and configure portal sites and virtual servers
- Manage a portal site
- Manage SharePoint Portal Server indexing and search
- Extend SharePoint Portal Server deployments to include multiple servers and shared services
- Maintain the SharePoint Portal Server deployment

Instructor-Led Training Includes:

Microsoft Official Course (MOC) courseware, including:
- A workbook with all the lecture and lab materials
- A CD containing additional reading, answers to labs, and lab setup files

COURSE DETAILS:

Module 1: Introduction to SharePoint Products and Technologies
This module is designed to provide an introduction to the SharePoint Products and Technologies environment and architecture, and then describes the business requirements that can be addressed by deploying Windows SharePoint Services.

Lessons
- The Windows SharePoint Services Environment
- Overview of Windows SharePoint Services Components
- Overview of Windows SharePoint Services Administration

Module 2: Working with Windows SharePoint Services
This module describes how to use the common features of team sites and create and modify lists. As well, the module describes how to create and manage libraries and how to create discussions and surveys. The module also describes how Windows SharePoint Services integrates with Microsoft Office 2003.

Lessons
- Working with Team Sites
- Creating and Managing Lists
- Creating and Managing Libraries
- Creating and Managing Discussions and Surveys
- Managing Windows SharePoint Services Integration with Microsoft Office 2003

Lab: Working with Windows SharePoint Services
- Creating and Managing a Custom List
- Creating a Form Library
- Publishing a Microsoft Office Excel Linked List
- Sending a Shared Attachment

Module 3: Installing and Configuring Windows SharePoint Services
The first step in deploying a Windows SharePoint Services infrastructure is to install the components. This module describes the available deployment options ranging from a single server deployment to a large server farm deployment. It also describes the requisite hardware and software for installation, the supporting services required, and how to extend the virtual server and configure the IIS application pool and SQL databases.

Lessons
- Overview of Deployment Options
- Preparing to Install Windows SharePoint Services
- Installing and Configuring Windows SharePoint Services Server

Lab: Installing and Configuring Windows SharePoint Services
- Extending Windows SharePoint Services to the Default Web Site
- Extending Windows SharePoint Services to the Research Web Site
- Creating Team Web Sites

Module 4: Administering and Managing Windows SharePoint Services
This module describes how to administer Windows SharePoint Services including how to configure settings for virtual servers, and management techniques for backing up and restoring Windows SharePoint Services. It also describes the SharePoint Configuration Analyzer utility and how to connect to an existing portal server.

Lessons
- Administering and Managing the Windows SharePoint Services Server
- Administering Windows SharePoint Services Virtual Servers
- Disaster Recovery for Windows SharePoint Services

Lab: Administering and Managing Windows SharePoint Services
- Configuring and Testing Blocked File Types
- Enabling Usage Analysis Configuration
- Enabling Site Collection Use Confirmation and Auto-Deletion
- Configuring User Rights for the Virtual Server
- Creating and Configuring a New Content Database

Module 5: Administering Windows SharePoint Services Sites
This module describes site hierarchies and procedures for creating sites. It also describes the built-in templates that new sites will be based on and how to view the site and user information for a site collection. This module also describes user, group, and permission management for sites, and how authentication works. This module also describes how to customize sites, view usage data, limit the amount of space a site can use, and delete a site.

Lessons
- Creating SharePoint Sites
- Securing SharePoint Sites
- Managing SharePoint Sites

Lab: Administering Windows SharePoint Services Sites
- Creating a Top-Level Team Site
- Granting Site Access
- Customizing the Site
- Saving the Site as a Template
- Creating a Sub site Based on a Custom Template
- Managing Site Groups

This five-day instructor-led course is designed to provide participants with the knowledge and skills to deploy and manage a Microsoft Windows SharePoint Services and a Microsoft SharePoint Portal Server 2003 infrastructure. Participants can learn skills that can enable them to deploy and manage a Windows SharePoint Services and a SharePoint Portal Server 2003 infrastructure as well as guide end users in their use of the product. This course is not intended to provide detailed design skills, but will cover planning skills at a level sufficient to enable decision making for the implementation process.
Recommended Prerequisites:
• On-the-job experience in implementing, managing, and supporting Microsoft Windows Server 2003, including IIS.
• Basic knowledge of key benefits of Microsoft SharePoint Portal Server and Windows SharePoint Services acting as a platform for SharePoint Server.
• Working knowledge of networking

Course Length:
Five days

Technical Specifications:
Minimum hardware requirements for the computers used in this course are as follows:
• Pentium 4 2.4 GHz or better (Dual Core or Core 2 Duo of 2.0 GHz or better also acceptable)
• 2GB RAM
• 40GB 7200rpm Hard disk drive
• DVD-ROM drive
• 32MB video card memory
• PCI 100Mb/s Ethernet card (PCI-X, or PCI-e also acceptable)

Module 6: Installing SharePoint Portal Server
This module explains the prerequisites for installing SharePoint Portal Server. The module also describes how to install SharePoint Portal Server using both Microsoft SQL Server 2000 Desktop Engine (MSDE) and SQL Server.
Lessons
• Examining Installation Requirements
• Installing SharePoint Portal Server
• Configuring Accounts for SQL Server
• Installing SharePoint Portal Server with SQL Server
• Verifying the Installation

Module 7: Configuring SharePoint Portal Server 2003
This module describes how to configure SharePoint Portal Server as well as create and configure the portal sites and virtual servers. This module describes how to define the server topology, configure the security options for SharePoint Portal Server, and enable optional services such as the Hypertext Markup Language (HTML) viewer.
Lessons
• Configuring Server Settings
• Configuring SharePoint Portal Server Security Settings
• Configuring Central Administration Components
• Creating and Configuring Portal Sites and Virtual Servers
Lab: Configuring SharePoint Portal Server 2003
• Configuring the E-Mail Server
• Configuring the SharePoint Administration Web Site to Use Secure Sockets Layer (SSL)
• Viewing and Setting the SharePoint Portal Server Administration SQL Port by Using Sstradh.exe
• Configuring an Alternate Access Path
• Enabling the Self-Service Site Creation Feature

Module 8: Managing the Portal Site
This module defines concepts and practices for managing portal content, access, and personalization services. This module describes how to configure security, define portal navigation, organize information in an intuitive manner, and enable personalization features to allow users to customize their interaction with the portal.
Lessons
• Managing Portal Content
• Managing Access to the Portal Site
• Managing Personalization Services
Lab: Planning the Data Taxonomy for SharePoint Portal Server
• Configuring Anonymous Access
• Performing a Full Import of User Profiles
• Creating an Audience for the Sales Managers
• Configuring the Sales Area to Allow Exclusive Access to the Sales Department
• Targeting Content for the Sales Managers Audience

Module 9: Managing Indexing and Search
This module describes key concepts and management practices for indexing, content sources, and search. This module describes how to make content from a variety of sources available from the portal site by implementing indexing and search features.
Lessons
• Managing Indexing
• Managing Content Sources for Indexing
• Managing Searches
Lab: Enhancing Collaboration with Windows SharePoint Services
• Enabling Advanced Search Administration Mode
• Creating a Content Index for the Finance Data
• Creating a Content Source for the Finance Data

Module 10: Extending SharePoint Portal Server Deployments
This module examines guidelines and best practices for extending your SharePoint Server deployment. This module describes how to add additional servers to provide better performance and implement shared services to reduce the administrative burden.
Lessons
• Implementing a Server Farm Deployment
• Implementing Shared Services
Lab: Deploying Server Farms
• Configuring Network Load Balancing
• Installing SharePoint Portal Server
• Extending SharePoint Portal Server to the Virtual Server and Configuring It as an Additional Front-End Web Server

Module 11: Maintaining SharePoint Portal Server
This module describes key concepts and management practices for maintaining the SharePoint Portal Server environment. This module describes how to back up portal data and how to restore the data, as well as how to monitor the SharePoint Portal Server infrastructure.
Lessons
• Backing up SharePoint Portal Server
• Restoring SharePoint Portal Server
• Managing Logs
• Monitoring Performance
Lab: Planning and Implementing Disaster Recovery for SharePoint Portal Server
• Removing the SharePoint Portal Site and Component
• Granting the Required SQL Database Rights
• Creating a New Configuration Database for the Portal Site and Assigning Components
• Restoring the Portal Site

Pricing:

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