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Information Technology & Training

MS 10174

Configuring and Administering Microsoft SharePoint 2010

Course Length:

5 days

Overview

The course teaches students how to install, configure and administer SharePoint, and also man-age and monitor sites and users by using SharePoint 2010.

Target Student

This course is intended for IT Professionals who are experienced Windows Server 2003 or 2008 administrators and are interested in learning how to administer SharePoint 2010. The course is also intended for part time Business Application Administrators (BAAs) who are engaged in the administering line-of-business (LOB) applications in conjunction with internal business customers.

Objectives

After completing this course, students will be able to:

Prepare for and install SharePoint 2010

Configure the fundamental service and logical components of a SharePoint implementation

Administer SharePoint using the user interface, the command line, and Windows PowerShell

Manage content in Lists and Libraries

Administer identities and authentication

Secure content in SharePoint sites

Manage customizations to a SharePoint implementation

Configure SharePoint services and applications

Configure SharePoint social networking features

Manage SharePoint search

Configure farms, servers, service applications, and web applications

Install, upgrade, configure, and operate a SharePoint farm

Configure high availability and recoverability

Monitor and optimize SharePoint performance

Prerequisites

In addition to their professional experience, students who attend this training should have experience:

Administering Active Directory: creating and managing user and group accounts, delegation of administration, configuring Group Policy

Administering network infrastructure: DNS, TCP/IP connectivity

General conceptual awareness of Microsoft .NET Framework as it relates to SharePoint 2010

Administering SQL Server 2005 or 2008: creating logons, assigning roles, using SQL

Management Studio

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One year experience using Windows PowerShell cmdlets
General security and authentication practices

Course Outline

Module 1: Introducing Microsoft SharePoint 2010

This module provides an overview of SharePoint 2010 and SharePoint Online. It will prepare students for the installation of the first server in a SharePoint 2010 farm and give details on SharePoint 2010 Sp1 and SharePoint Online.

Lessons

Evaluating the Features of Microsoft SharePoint 2010

Preparing for SharePoint 2010

Installing SharePoint 2010

Advanced Installation of SharePoint 2010

Lab : Installing SharePoint 2010

Exercise 1: Creating Active Directory Accounts for SharePoint

Exercise 2: Installing SharePoint Server Prerequisites

Exercise 3: Installing SharePoint Server

Exercise 4: Configuring the SharePoint Installation

Exercise 4: Configuring the SharePoint Installation

Exercise 6 (Optional): Installing a Language Pack

After completing this module, students will be able to:

Evaluate the Features of SharePoint 2010

Prepare for SharePoint 2010

Install SharePoint 2010

Perform an Advanced Installation of SharePoint 2010

Module 2: Creating a SharePoint 2010 Intranet

This module covers creating a SharePoint 2010 Intranet and shows students how to configure and administer the fundamental components of a SharePoint farm, including its configuration, logical structure, user-facing features, and underlying engine.

Lessons

Performing Initial Farm Configuration

Configuring the SharePoint Logical Structure

Exploring the SharePoint Web Application and Physical Architecture

Lab : Creating a SharePoint 2010 Intranet

Exercise 1: Creating a Web Application

Exercise 2: Creating a Site Collection

Exercise 3: Creating a Site Collection in a New Content Database

After completing this module, students will be able to:

Perform Initial Farm Configuration

Configure the SharePoint Logical Structure

Explore the SharePoint Web Application and Physical Architecture

Module 3: Administering and Automating SharePoint

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This module covers Administering and Automating SharePoint. It covers how to apply the full range of options for administering and automating SharePoint—Central Administration, STSADM, and PowerShell. The module also introduces students to the logs.

Lessons

Configuring Central Administration

Administering SharePoint from the Command Line

Automating SharePoint Operations with Windows PowerShell

Lab : Automating SharePoint with Windows PowerShell

Exercise 1: Adding SharePoint Functionality to Windows PowerShell

Exercise 2: Delegating the Ability to Use Windows PowerShell to Manage SharePoint

Exercise 3: Reporting Web and Site Collection Properties

Exercise 4: Creating Site Collections Using Windows PowerShell

Exercise 5: Creating and Updating Items

After completing this module, students will be able to:

Configure Central Administration

Administer SharePoint from the Command Line

Automate SharePoint Operations with Windows PowerShell

Module 4: Configuring Content Management

This module covers Configuring Content Management. It explains to students how to manage content (lists, libraries, items and documents).

Lessons

Optimizing Content Storage and Access

Managing Site Content Types and Site Columns

Configuring the Managed Metadata Service

Lab : Lab A: Configuring List Throttling and Remote BLOB Storage

Exercise 1: Configuring List Throttling

Exercise 2: Enabling FILESTREAM and Provisioning the RBS Data Store

Exercise 3: Installing RBS on All SharePoint Web and Application Servers

Exercise 4: Configuring the BLOB Size Threshold for RBS

Lab : Lab B: Configuring Managed Metadata

Exercise 1: Configuring and Implementing Managed Metadata

After completing this module, students will be able to:

Optimize Content Storage and Access

Manage Site Content Types and Site Columns

Configure the Managed Metadata Service

Module 5: Configuring Authentication

This module describes the process of how to administer authentication to SharePoint Web applications.

Lessons

Understanding Classic SharePoint Authentication Providers

Understanding Federated Authentication

Lab : Lab A: Configuring Custom Authentication

Exercise 1: Creating and Configuring an ASP.NET Membership Database

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Exercise 2: Creating a Web Application that Uses Claims-Based Authentication

Lab : Lab B: Configuring Secure Store

Exercise 1: Creating User Accounts for Access to External Data

Exercise 2: Configuring Secure Store Services

Exercise 3: Configuring Secure Store Unattended Accounts

After completing this module, students will be able to:

Describe Microsoft SharePointServer 2010 authentication.

Describe SharePoint Server 2010 federated authentication.

Module 6: Securing Content

This module details how to manage security of Share-Point content within a Web application.

Lessons

Administering SharePoint Groups

Implementing SharePoint Roles and Role Assignments

Securing and Auditing SharePoint Content

Configuring Security for SharePoint Content

Lab : Configuring Security for SharePoint Content

Exercise 1: Managing SharePoint Groups

Exercise 2: Creating Custom Permission Levels

Exercise 3: Managing Permissions and Inheritance

Exercise 4: Creating a Web Application Policy

After completing this module, students will be able to:

Administer SharePoint Groups

Implement SharePoint Roles and Role Assignments

Secure and Auditing SharePoint Content

Configure Security for SharePoint Content

Module 7: Managing SharePoint Customizations

This module enables students to manage customizations to the SharePoint environment.

Lessons

Customizing Microsoft SharePoint

Deploying and Managing Features and Solutions

Configuring Sandboxed Solutions

Lab : Lab A: Administering Features and Solutions

Exercise 1: Administering Features

Exercise 2: Administering Solutions

Lab : Lab B: Administering Sandboxed Solutions

Exercise 1: Administering SandBoxed Solutions

Exercise 2: Modifying SandBoxed Solutions Timer Jobs

Exercise 3: Configuring Sandbox Points

After completing this module, students will be able to:

Customize SharePoint installations to suit your organizational needs.

Deploy and manage SharePoint features and solutions.

Configure sandboxed solutions.

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Module 8: Configuring and Securing SharePoint Services and Service Applications

This module shows students how to manage the SharePoint service as a whole, as well as individual services and service applications

Lessons

Securing the Enterprise SharePoint Service

Securing and Isolating Web Applications

Services and Service Applications

Lab : Lab A: Administering SharePoint Services

Exercise 1: Administering SharePoint Services

Exercise 2: Administering SharePoint Windows Services

Lab : Lab B: Configuring Application Security

Exercise 1: Configuring Web Application and Application Pool Security

Exercise 2: Configuring Secure Sockets Layer Security

Lab : Lab C: Configuring Service Applications

Exercise 1: Creating a Service Application

After completing this module, students will be able to:

Secure your enterprise-level SharePoint service.

Secure Web applications.

Configure SharePoint services and service applications.

Module 9: User Profiles and Social Networking

This module describes how to manage user profiles, My Sites, and social content.

Lessons

Configuring User Profiles

Implementing SharePoint 2010 Social Networking Features

Lab : Lab A: Configuring User Profiles

Exercise 1: Creating a User Profile Service Application

Exercise 2: Configuring User Profiles

Exercise 3: Configuring Profile Import from External Data Sources

Lab : Lab B: Administering My Sites

Exercise 1: Configuring My Sites

Exercise 2: Creating Your My Site and Profile

Exercise 3: Configuring Social Networking Features

After completing this module, students will be able to:

Configure user profiles.

Implement SharePoint 2010 social networking features.

Module 10: Administering and Configuring SharePoint Search

This module discusses how to administer and configure SharePoint Search.

Lessons

Configuring Search

Refining Search

Lab : Lab A: Configuring Search

Exercise 1: Creating Content for Search

Exercise 2: Creating an Enterprise Search Center Site

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Exercise 3: Creating and Configuring a Content Source

Exercise 4: Configuring File Types

Exercise 5: Configuring Search Settings

Exercise 6: Configuring Managed Properties

Exercise 7: Creating and Configuring a Search Scope

Lab : Lab B: Tuning SharePoint Search

Exercise 1: Creating Keywords and Best Bets

Exercise 2: Configuring a Thesaurus

Exercise 3: Configuring Noise Words

After completing this module, students will be able to:

Configure the search features of SharePoint Server 2010.

Refine searches in SharePoint 2010.

Module 11: Implementing Productivity Service Applications

This module enables students to configure specific service applications.

Lessons

Implementing Business Connectivity Services

Configuring Excel Services

Understanding PerformancePoint Services

Implementing InfoPath Forms Services

Implementing Visio Services Features

Implementing Access Services

Implementing Office Web Apps

Lab : Implementing Office Web Apps

Exercise 1: Installing and Configuring Office Web Apps

Exercise 2: Configuring and Testing the Office Web Apps in a Document Library

After completing this module, students will be able to:

Describe business connectivity services.

Configure Excel services.

Describe PerformancePoint Services.

Configure InfoPath services.

Implement Visio services.

Implement Access services.

Install Office Web Apps.

Module 12: Installing and Upgrading to SharePoint 2010

This module teaches students how to install and upgrade to SharePoint 2010 in a variety of scenarios, and to keep SharePoint 2010 current

Lessons

Installing SharePoint Servers and Farms

Upgrading to SharePoint 2010

Evaluating Installations and Upgrades

Configuring SharePoint Operational Settings

Updating SharePoint

Lab : Lab A: Preparing SharePoint 2007 for Upgrade to SharePoint 2010

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Exercise 1: Performing SQL Server Database Maintenance
Exercise 2: Moving a Site Collection Between Content Databases
Exercise 3: Preparing SQL Server Databases for Upgrade
Exercise 4: Preparing SharePoint 2007 for Upgrade

Lab : Lab B: Upgrading SharePoint 2007 to SharePoint 2010

Exercise 1: Upgrading SharePoint 2007 to SharePoint 2010

Exercise 2: Upgrading Content Databases

Exercise 3: Implementing a Visual Upgrade

After completing this module, students will be able to:

Install SharePoint servers and farms.

Upgrade SharePoint 2007 to SharePoint 2010.

Plan SharePoint installations and upgrades.

Configure operational settings in SharePoint 2010.

Update SharePoint.

Module 13: Implementing Business Continuity

This module enables students to configure business continuity for SharePoint.

Lessons

Protecting and Recovering Content

Working with Backup and Restore for Disaster Recovery

Implementing High Availability Solutions

Lab : Lab A: Implementing a Backup Strategy

Exercise 1: Backing Up SharePoint Using Central Administration

Exercise 2: Investigating SharePoint Backup Logs and Files

Exercise 3: Automating SharePoint Backup Using Windows PowerShell

Lab : Lab B: Implementing a Restore Strategy

Exercise 1: Restoring a Web Application Using Central Administration

Exercise 2: Investigating SharePoint Restore Logs and Files

Exercise 3: Performing a Partial Restore

After completing this module, students will be able to:

Describe how to protect content and recover content.

Perform backup and restore operations to mitigate against disasters.

Implement high availability solutions with SharePoint Server.

Module 14: Monitoring and Optimizing SharePoint Performance

This module shows students how to monitor SharePoint performance, health, and usage, and to identify and remediate performance and health problems.

Lessons

Monitoring Logs

Configuring SharePoint Health Analyzer

Configuring Usage Reports and Web Analytics

Monitoring and Optimizing SharePoint Performance

Lab : Lab A: Configuring SharePoint Monitoring

Exercise 1: Configuring SharePoint Diagnostic Logging

Lab : Lab B: Analyzing SharePoint Health

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Exercise 1: Configuring Health Analyzer Rules

Exercise 2: Reviewing and Repairing Health Analyzer Problems

Lab : Lab C: Reporting SharePoint Usage

Exercise 1: Configuring SharePoint Usage Data Collection

Exercise 2: Creating Reports from the Logging Database

After completing this module, students will be able to:

Use monitoring logs to establish a baseline for performance monitoring.

Configure SharePoint Health Analyzer.

Configure both usage reports and Web analytics.

Monitor your SharePoint servers' performance and optimize them.

Module 15: SharePoint Online and Office 365

This module covers implementing and administering Office 365 and SharePoint Online

Lessons

Introducing Office 365 and SharePoint Online

Setting Up Office 365

Administering SharePoint Online

After completing this module, students will be able to:

Describe the components of Office 365 and compare the functionality of SharePoint Online to that of a SharePoint on-premise farm.

Create and configure an Office 365 subscription.

Secure SharePoint Online and integrate it with on-premise systems.