



Learning Solutions

SHAREPOINT SERVER 2007 / SHAREPOINT SERVICES 3.0 BOOT CAMP

This 5 day Boot Camp is a deep dive into SharePoint 2007 and WSS 3.0. It will combine key modules of Microsoft Courses 5060, 5061 and 50046. In addition we will be covering information on deploying SharePoint to end users. The course hours will be extended to 8am to 5pm each day. This course is designed for those wanting an extensive working knowledge of Microsoft SharePoint 2007. Those attending should be prepared for intensive lecture, discussion and hands on labs. The course will also help to prepare you for taking the SharePoint 2007 Certification Exams.

Module 1: Introduction to the Windows SharePoint Services 3.0 Platform

This module explains how the Windows SharePoint Services 3.0 platform helps address collaboration challenges.

Lessons

- Overview of Windows SharePoint Services 3.0
- Collaboration Technologies Offered by Windows SharePoint Services 3.0

Lab: Identifying How WSS Helps Address Collaboration Challenges

- Identifying the Collaboration Challenges in Your Organization
- Identifying the Windows SharePoint Services 3.0 Features that Help Address Collaboration Challenges

After completing this module, students will be able to:

- Describe the role of Windows SharePoint Services 3.0 in addressing various business needs.
- Describe the collaboration technologies offered by Windows SharePoint Services 3.0.

Module 2: Planning the Windows SharePoint Services 3.0 Environment

This module explains how to plan the Windows SharePoint Services 3.0 installation environment.

Lessons

- Determining Organizational and User Needs
- Planning Site Creation, Maintenance, and Security
- Planning Server Requirements and Topologies

Lab: Planning the Topology for WSS Installation

- Determining Disk Space Requirements



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- Determining Peak Throughput
- Identifying the Topology for a Windows SharePoint Services 3.0 Installation
- Justifying Your Topology Plan

After completing this module, students will be able to:

- Determine organizational and user needs to plan the Windows SharePoint Services 3.0 installation.
- Plan site creation, maintenance, and security.
- Plan server requirements and topology.
- Determine disk space requirements.
- Determine peak throughput.
- Identify a topology for a Windows SharePoint Services 3.0 installation.
- Justify their topology plan to their peers.

Module 3: Installing Windows SharePoint Services 3.0

This module explains how to install Windows SharePoint Services 3.0.

Lessons

- Performing a Clean Installation of Windows SharePoint Services 3.0
- Installing and Configuring the Central Administration Site

- Creating and Configuring Sites

Lab 3A: Installing and Configuring the Central Administration Site

- Installing the Central Administration Site
- Configuring the Services on the Windows SharePoint Services 3.0 Server

Lab 3B: Creating a Web Application and Site Collection

- Creating a Web Application
- Creating a Site Collection
- Starting the Windows SharePoint Services Search Service
- Configuring the Alternate Access Mappings

After completing this module, students will be able to:

- Perform a clean installation of Windows SharePoint Services 3.0.
- Install and configure the Central Administration site.
- Create and configure sites.

Module 4: Upgrading from Windows SharePoint Services 2.0 to 3.0

This module explains how to identify the most appropriate method to upgrade Windows SharePoint Services from 2.0 to 3.0 in a given scenario.

Lessons



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- Planning for an Upgrade of Windows SharePoint Services
- Preparing to Perform an Upgrade

Lab: Determining Upgrade Methods and Remedies to Possible Upgrade Issues

- Identifying the Appropriate Upgrade Method
- Identifying the Solutions to Possible Upgrade Issues

After completing this module, students will be able to:

- Plan for and select the most appropriate method to perform an upgrade of Windows SharePoint Services.
- Explain what is required to perform an upgrade.
- Identify the solutions to common upgrade issues.

Module 5: Managing Windows SharePoint Services 3.0

This module explains how to manage Windows SharePoint Services 3.0.

Lessons

- Managing Windows SharePoint Services 3.0 Sites
- Managing the Windows SharePoint Services 3.0 Server

Lab: Managing Windows SharePoint Services 3.0

- Managing Site Settings
- Troubleshooting Windows SharePoint Services 3.0 Server Performance Issues

After completing this module, students will be able to:

- Manage Windows SharePoint Services 3.0 sites.
- Manage the Windows SharePoint Services 3.0 server.
- Troubleshoot Windows SharePoint Services 3.0 server performance issues.

Module 6: 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.



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- Describe the Microsoft Office SharePoint Server 2007 architecture.

Module 7: 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 8: 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.



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Module 9: 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 10: 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 11: 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.



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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 12: 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



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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 13: 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 14: 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



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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.

Module 15: Creating a Team Site

- Create a Site
- Create a Workspace
- Add a List
- Create a Public View
- Add a Library
- Create a Survey
- Grant Access to a SharePoint Site

Module 16: Performing Basic Site Administration

- Manage Users and Groups
- Manage Site Look and Feel
- Perform Basic Content Management

Module 17: Managing Lists

- Create an Issue Tracking List
- Create a Project Task List
- Apply Formulas and Functions to a List Column
- Create a Custom List
- Customize List Settings
- Work Offline with Shared Calendars

Module 18: Managing Form Libraries

- Create a Form Library
- Customize Form Templates Using InfoPath

Module 19: Managing Security Options in WSS

- Set Web Part Security
- Set Antivirus Options
- Manage Blocked File Types
- Explore Authentication Modes

Module 20: Managing Site Usage

Topic 13A: Set Site Collection Quotas and Locks

Topic 13B: Monitor Site Usage

Module 21: Managing Site Maintenance

Topic 14A: Recover Lost Information

Topic 14B: Perform a Backup

Topic 14C: Restore a Backup



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Module 22: Fundamentals of the Object Model and Web Parts

This module introduces the Windows SharePoint Services 3.0 object model by providing an overview of the common namespaces and classes. It also demonstrates how to perform common object model tasks by providing the basics necessary for creating solutions. The second half of this module focuses on custom components called Web Parts.

- Overview of ASP.NET 2.0 and Windows SharePoint Services 3.0 Object Model
- Windows SharePoint Services 3.0 Web Part Infrastructure
- Page and Web Part Life Cycles
- Custom Web Part Development
- Visual Studio Extensions for Windows SharePoint Services 3.0
- 10 Steps to Creating Custom Web Parts

Lab : Create a Web Part Using VSeWSS in C#

- Exercise 1: Create a Custom Web Part Using VSeWSS
- Exercise 2: Modify a Custom Web Part Using VSeWSS
- Exercise 3: Sharpen the Logic and Rendering of the Web Part

Lab : Create a Web Part Using VSeWSS in Visual Basic

- Exercise 1: Create a Custom Web Part Using VSeWSS
- Exercise 2: Modify a Custom Web Part Using VSeWSS
- Exercise 3: Sharpen the Logic and Rendering of the Web Part