

**Course Description:** This three-day instructor-led course provides students with the knowledge and skills required to implement Microsoft Office 2007 SharePoint Server successfully in their organization

**Who Should Attend:** 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.

**Prerequisites:** Before attending this course, students must have experience in implementing, managing, and supporting a Microsoft Windows SharePoint Services 3.0 environment. They must also have basic knowledge of Windows SharePoint Services and Microsoft Office 2007 SharePoint Server interoperability; at least two years of experience implementing, managing, and supporting Microsoft Windows Server 2003 and implementing, managing, and supporting Internet Information Services (IIS). Students should also have working knowledge of networking.

In addition, it is recommended, but not required, that students have completed Implementing Windows SharePoint Services 3.0., First Look: Getting Started with Microsoft Office 2007 SharePoint Server, and Administering Microsoft SharePoint Portal Server 2003.

**Benefits of Attendance:** Upon completion of this course, students will be able to:

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

## Course Outline:

### Overview of Microsoft Office 2007 SharePoint Server

Introduction to Microsoft Office 2007 SharePoint Server  
Integrating Microsoft Office 2007 SharePoint Server in the Enterprise  
Microsoft Office 2007 SharePoint Server Architecture

### Planning and Designing for Microsoft Office 2007 SharePoint Server

Preparing for a Microsoft Office 2007 SharePoint Server Implementation  
Planning and Designing for Non-Functional Requirements  
Lab: Documenting Non-Functional Requirements for Microsoft Office 2007 SharePoint Server Solutions  
Preparing for a Microsoft Office 2007 SharePoint Server Implementation  
Defining Non-Functional Requirements for Microsoft Office 2007 SharePoint Server

### Deploying Microsoft Office 2007 SharePoint Server

Microsoft Office 2007 SharePoint Server Deployment Architecture  
Installing Microsoft Office 2007 SharePoint Server  
Managing Shared Service Providers  
Lab: Planning for and Deploying Microsoft Office 2007 SharePoint Server  
Creating Deployment Plans for Microsoft Office 2007 SharePoint Server  
Installing Microsoft Office 2007 SharePoint Server

### Administering Microsoft Office 2007 SharePoint Server

Creating Microsoft Office 2007 SharePoint Server Sites  
Managing Microsoft Office 2007 SharePoint Server Features  
Lab: Managing Sites and Features  
Creating and Managing Microsoft Office 2007 SharePoint Server Sites  
Activating and Deactivating Microsoft Office 2007 SharePoint Server Features

### Implementing Portal Solutions

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

### Implementing Content Management Solutions

Overview of Content Management  
Managing Documents and Content with Microsoft Office 2007 SharePoint Server  
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

### Implementing Business Intelligence Solutions

Configuring and Incorporating Business Data Catalog Applications into Portal Solutions  
Implementing Microsoft Office 2007 SharePoint Server Excel Services  
Implementing Business Intelligence Dashboards  
Creating Report Center Web Sites  
Implementing Microsoft Office 2007 SharePoint Server Forms Server  
Lab: Implementing Business Intelligence Solutions with Microsoft Office 2007 SharePoint Server  
Creating Business Data Catalog Applications  
Implementing Excel Services  
Creating Business Intelligence Dashboards  
Creating Server-Side InfoPath Forms  
Deploying Server-Side InfoPath Forms

### Implementing Search and Indexing

Overview of Implementing Microsoft Office 2007 SharePoint Server Search and Indexing  
Implementing Search  
Lab: Implementing Microsoft Office 2007 SharePoint Server Search and Indexing  
Defining Content Sources and Scopes  
Building Indexes  
Performing Searches

### Maintaining and Optimizing Microsoft Office 2007 SharePoint Server

Implementing Microsoft Office 2007 SharePoint Server Backup and Restore  
Monitoring Microsoft Office 2007 SharePoint Server  
Performance Tuning and Optimization of Microsoft Office 2007 SharePoint Server Solutions  
Lab: Backing Up and Restoring Microsoft Office 2007 SharePoint Server Configurations and Data  
Performing Backups Operations  
Performing Restore Operations  
Lab: Monitoring and Optimizing Microsoft Office 2007 SharePoint Server Solutions  
Monitoring Microsoft Office 2007 SharePoint Server  
Optimizing Microsoft Office 2007 SharePoint Server