



Configuring and Managing Microsoft SharePoint 2010

COMPUTER TRAINING

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SHAREPOINT

Course No. 10174

5 Days

Target Audience:

This course teaches students how to install, configure and administer SharePoint, and also manage and monitor sites and users by using SharePoint 2010. It is intended for IT Professionals who are experienced Windows Server 2003 or 2008 administrators and are interested in learning how to administer SharePoint 2010.

Pre-requisites:

Before attending this course, students must have the following pre-requisites:

- Experience administering Active Directory.
- Experience administering network infrastructure.
- General conceptual awareness of Microsoft .NET Framework as it relates to SharePoint 2010.
- Experience administering SQL Server 2005 or 2008.
- Experience using Windows PowerShell cmdlets.
- Knowledge of general security and authentication practices.

Purpose:

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; 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.



At the end of the course the delegate will be able to complete the following:

Introducing SharePoint 2010

- This module enables students to prepare for and install the first server in a SharePoint 2010 farm.
- Evaluate the Features of SharePoint 2010
- Prepare for SharePoint 2010
- Install SharePoint 2010
- Advanced Installation of SharePoint 2010
- Lab : Install SharePoint 2010

Skills:

- Describe the relationship between SharePoint, Active Directory, and SQL Server.
- Create the accounts and permissions that are required to install SharePoint.
- Identify the role of the Prerequisite Installer.
- Install the first server in a SharePoint farm.

Creating a SharePoint 2010 Intranet

- This module enables students to configure and administer the fundamental components of a SharePoint farm.
- Perform Initial Farm Configuration
- Configure the SharePoint Logical Structure
- Explore the SharePoint Web Application and Physical Architecture
- Lab: Create a SharePoint 2010 Intranet

Skills:

- Describe the high level structure, components, and functioning of the farm.
- Perform configuration of a SharePoint farm using the Farm Configuration Wizard.
- Understand the logical topology of SharePoint web apps, site collections, and sites.
- Experience SharePoint user-facing functionality.
- Create a Web application.
- Create a site collection.
- Configure managed paths.
- Create a content database.

Administering and Automating SharePoint

- This module enables students to apply the full range of options for administering and automating SharePoint: Central Administration, STSADM, and PowerShell.
- Configure Central Administration
- Administer SharePoint from the Command Line
- Automate SharePoint Operations with PowerShell
- Lab: Automate SharePoint with PowerShell
- Lab: Administer SharePoint with Stsadm

Skills:

- Load Microsoft.SharePoint.dll into PowerShell 64bit.
- Create a PowerShell Script to Enumerate Webs.
- Create a PowerShell Script to Create a SharePoint Site.
- Create a PowerShell Script to Create/Update a Listitem.
- Automate common SharePoint tasks with Stsadm.

Configuring Content Management

- This module enables students to manage content (lists, libraries, items and documents).
- Optimize Content Storage and Access
- Manage Site Content Types and Site Columns
- Configure the Managed Metadata Service
- Lab: Configuring List Throttling and Remote BLOB Storage
- Lab: Configure Managed Metadata

Skills:

- Configure List Query Thresholds.
- Setup Remote Blog Storage on a Content Database.
- Configure RBS.
- Migrate to and from RBS.

Configuring Authentication

- This module enables students to administer authentication to SharePoint web applications.
- Classic SharePoint Authentication Providers
- Federated Authentication
- Lab: Configuring Custom Authentication
- Lab: Configuring Secure Store

Skills:

- Create a custom authentication store using ASP.NET.
- Configure the default authentication method of a SharePoint Web application to use a custom membership provider.
- Understand how to configure Secure Store service.
- Setup an application to use Secure Store service.

Securing Content

- This module enables students to manage security of SharePoint content within a web application.
- Administer SharePoint Users and Groups
- Implement SharePoint Roles and Role Assignments
- Secure and Audit SharePoint Content
- Lab: Configuring Security for SharePoint Content

Skills:

- Add users.
- Configure SharePoint default groups.
- Experience the security trimmed interface.
- Create custom permission levels.
- Explore Permission Inheritance.
- Assign Roles to Securable Objects.

Managing SharePoint Customizations

- This module enables students to manage customizations to the SharePoint environment.
- Customize SharePoint
- Deploy and Manage Features and Solutions
- Configure Sandboxed Solutions
- Lab: Administering Features & Solutions
- Lab: Administering Sandboxed Solutions
- Lab: Administering the Developer Dashboard

Skills:

- Describe and manage SharePoint features.
- Describe and manage SharePoint solutions.
- Describe sandboxed solutions.
- Describe function of sandboxed solution timer jobs.
- Configure sandbox solution resource points.
- Understand the developer dashboard.
- Understand how to enable and disable the developer dashboard.

Configuring and Securing SharePoint Services and Applications

- This module enables students to manage the SharePoint service as a whole, as well as individual services and service applications.
- Secure the Enterprise SharePoint Service
- Secure and Isolate Web Applications
- Configure Service Applications
- Lab: Administer SharePoint Services
- Lab: Configure Application Security
- Lab: Administer Service Applications

Skills:

- Describe and configure SharePoint services.
- Describe and configure SharePoint Windows services.
- Understand SharePoint and SQL Permissions requirements.
- Understand Application Pools and Identities requirements.
- Implement SSL Security.
- Find and manage service applications.
- Install a new service application.

Managing SharePoint Services and Applications

- This module enables students to manage SharePoint Services and applications.
- Implement Business Connectivity Services
- Implement Excel Services
- Implement PerformancePoint Services
- Implement InfoPath Services
- Implement Visio Services
- Implement Access Services
- Implement Office Web Apps
- Lab: Implement Office Web Apps

Skills:

- Describe Office Web Applications features.
- Install Office Web Applications.

Configuring User Profiles and Social Networking

- This module enables students to manage user profiles, My Sites, and social content.
- Configure User Profiles
- Implement SharePoint 2010 Social Networking Features
- Lab: Configuring User Profiles
- Lab: Configuring My Sites

Skills:

- Configure user profiles (Active Directory).
- Configure import connections.
- Configure profile properties.
- Explore ForeFront Identity.
- Configure My Sites.
- Administer a My Site.

Administering SharePoint Search

- This module enables students to configure SharePoint Search.
- Configure Search
- Refine Search
- Lab: Configure Search
- Lab: Refine Search

Skills:

- Create and configure content sources.
- Modify the default search settings.
- Create and configure search scopes.
- Tweak relevance algorithms.
- Create keyword & best bets.
- Create and update thesaurus files.
- Create and update noise word files.

Installing and Upgrading to SharePoint 2010

- This module enables students to install and upgrade to SharePoint 2010 in a variety of scenarios, and to keep SharePoint 2010 up-to-date.
- Install SharePoint Servers and Farms
- Upgrade to SharePoint 2010
- Monitor and Troubleshoot installation and upgrade
- Update SharePoint
- Lab: Implementing Advanced SharePoint 2010 Installations
- Lab: Scripting a SharePoint 2010 Install
- Lab: Implementing SharePoint 2007 Upgrade Requirements
- Lab: Upgrading SharePoint 2007 to SharePoint 2010

Skills:

- Create a multi-server farm.
- Configure server roles.
- Install a language pack.
- Install SharePoint 2007 Service Pack 2.
- Perform a database attach upgrade.
- Perform a visual upgrade.

Implementing Business Continuity

- This module enables students to configure business continuity for SharePoint.
- Configure High availability
- Backup and Restore SharePoint
- Lab: Implement a Backup Strategy
- Lab: Implement a Restore Strategy

Skills:

- Understand backup options.
- Use Central Administration to back up your farm.
- Use PowerShell to back up your farm.
- Restore your SharePoint farm from back up.
- Understand partial restore techniques.

Monitoring and Optimizing SharePoint Performance

- This module enables students to monitor SharePoint performance, health, and usage, and to identify and remediate performance and health problems.
- Monitor Performance
- SharePoint Health Analyzer
- Usage reports and web analytics
- Monitor and Optimize SharePoint Performance
- Lab: Configure Diagnostic Logging
- Lab: Administer Logs with the ULS Viewer
- Lab: Configure Health Analyzer Rules
- Lab: Build Reports Using the SharePoint Logging Database

Skills:

- Configuring diagnostic logging.
- Understand logging levels.
- Enable event throttling.
- Set log file size limits.
- Understand ULS Log file structure.
- Understand when to use the ULS Viewer.
- Explore SharePoint Health Analyzer.
- Understand Health Analyzer rules.
- Identify and monitor system performance bottlenecks.



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Cost:

£1750 plus VAT

Prices are subject to change without prior notice. Please see the course page on www.f1comp.co.uk, or call 01225 336096, to verify the current price of this course.

Numbers:

Maximum of 6 people on each course at F1's training facilities in London and Bath



Designing a Microsoft SharePoint 2010 Infrastructure

At the end of the course the delegate will be able to complete the following:

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Course No. 10231

5 Days

Target Audience:

This course teaches students to design and deploy Microsoft SharePoint 2010. It is intended for IT Professionals who use Microsoft SharePoint 2010 in a team-based, medium-sized to large environment.

Pre-requisites:

Before attending this course, students must have the following pre-requisites:

- Two years of experience administering, deploying, managing, monitoring, upgrading, migrating, and designing SharePoint servers.
- One year of experience mapping business requirements to logical and physical technical design.
- A working knowledge of network design, including network security.
- Completion of Course 10174A: Configuring and Managing Microsoft SharePoint 2010, or have equivalent knowledge and experience.

Purpose:

After completing this course, students will be able to create a logical architecture design; create a logical Service Application architecture; create a capacity and performance plan for SharePoint 2010; design a security plan for SharePoint 2010; create an authentication plan for SharePoint 2010; create a corporate taxonomy plan for a SharePoint 2010 environment; design a SharePoint 2010 environment that supports social computing features; design and implement search strategy in SharePoint 2010; translate business requirements for content management into an Enterprise Content Management solution; understand the role of SharePoint in a Business Intelligence strategy; develop a plan for maintaining and monitoring a SharePoint 2010 deployment; develop a business continuity plan for SharePoint 2010; plan an upgrade from a previous SharePoint Product versions to SharePoint 2010.



Designing a Logical Architecture

- This module explains how to create a logical architecture design.
- Identifying Business Requirements
- Overview of SharePoint 2010 Logical Architecture
- Documenting Your SharePoint 2010 Environment
- Documenting the Logical Architecture
- Lab: Designing a Logical Architecture

Skills:

- Identify business requirements and describe how business requirements affect the logical architecture of a SharePoint 2010 deployment.
- Map business requirements to SharePoint 2010 architecture components.
- Explain the importance of documentation and describe the options for documenting logical architecture.
- Describe how to document a logical architecture design.

Planning a Service Application Architecture

- This module explains how to create a logical Service Application architecture
- Introduction to the Service Application Architecture in SharePoint 2010
- Service Application Architecture and Components
- Topologies for Service Applications
- Mapping Service Applications to Your Logical Architecture
- Lab: Planning a Service Application Architecture

Skills:

- Describe the service application architecture in SharePoint 2010 and list the available service applications.
- Describe the components and options that are available in the service application architecture in SharePoint 2010.
- Describe some of the topology options for service applications and their respective benefits.
- Describe how to map and document business requirements to service applications.

Planning for Performance and Capacity

- This module explains how to create a capacity and performance plan for SharePoint 2010.
- Principles of Performance Planning
- Designing for Performance
- Principles of Capacity Planning
- Designing for Capacity
- Lab: Planning for Capacity and Performance

Skills:

- Describe the principles of designing to maximize performance.
- Create a SharePoint 2010 performance design that mitigates performance problems.
- Describe how capacity planning affects the design of a SharePoint 2010 implementation.
- Create a SharePoint 2010 farm design that caters for current and future capacity demands.

Designing a Physical Architecture

- This module explains how to map the logical architecture, service application architecture, and the capacity and performance plan against a physical architecture.
- Designing Physical Components for SharePoint Deployments
- Designing Supporting Components for SharePoint Deployments
- SharePoint Farm Topologies
- Mapping a Logical Architecture Design to a Physical Architecture Design
- Lab: Designing a Physical Architecture

Skills:

- Describe the physical design requirements for SharePoint 2010.
- Describe the supporting requirements for a successful SharePoint 2010 physical design.
- Identify SharePoint farm topologies.
- Map a logical architecture design to a physical architecture design.

Designing a Security Plan

- This module explains how to design a security plan for SharePoint 2010 based on the principle of least-privilege.
- Designing to Secure SharePoint 2010
- Planning for Service Accounts
- Planning Security for Users and Groups
- Planning for SSL
- Lab: Designing a Security Plan

Skills:

- Describe the security architecture in SharePoint 2010 and the importance of the principle of least privilege.
- Identify and plan security for core service accounts.
- Describe the considerations for implementing security for users and groups.
- Explain the options for implementing Secure Sockets Layer (SSL) in SharePoint 2010.

Planning Authentication

- This module explains how to create an authentication plan for SharePoint 2010 that meets business requirements.
- Overview of Authentication
- Introduction to Claims-based Authentication
- Selecting Authentication Methods
- Lab: Planning Authentication

Skills:

- Describe the different authentication and authorization methods that SharePoint 2010 uses.
- Describe claims-based authentication in SharePoint 2010.
- Select the most appropriate authentication method for a given SharePoint 2010 design.

Planning Managed Metadata

- This module explains how to create a corporate taxonomy plan for a SharePoint 2010 environment.
- Metadata in SharePoint 2010
- Overview of Content Types
- Mapping Managed Metadata to Business Requirements
- Lab: Planning Managed Metadata

Skills:

- Describe the function of managed metadata in SharePoint 2010.
- Describe the function of content types and explain how to apply them to business requirements.
- Match the managed metadata architecture in SharePoint 2010 to business requirements.

Planning Social Computing

- This module explains how to design a SharePoint 2010 environment that supports social computing features.
- Planning for Social Computing Functionality in SharePoint 2010
- Planning for the User Profile Service
- Lab: Planning Social Computing

Skills:

- Describe the social computing functionality that is available in Microsoft SharePoint 2010.
- Describe how the social computing functionality in SharePoint 2010 meets business needs.
- Plan user profiles for providing social computing functionality.

Designing an Enterprise Search Strategy

- This module explains how to design and implement search strategy in SharePoint 2010.
- Overview of SharePoint 2010 Search Architecture
- Search Topologies in SharePoint 2010
- Capacity and Performance Planning for Search
- Mapping Business Requirements to Search Design
- Lab: Designing an Enterprise Search Strategy

Skills:

- Describe the search architecture and process in SharePoint 2010.
- Describe the topologies that are available in SharePoint 2010.
- Plan and document enterprise search for capacity and performance.
- Describe how to map business requirements to the SharePoint Enterprise and FAST search architectures.

Planning Enterprise Content Management

- This module explains how to translate business requirements for content management into an Enterprise Content Management solution.
- Overview of Enterprise Content Management
- Planning Tasks for Content Management
- Planning Features and Policies for Content Management
- Planning Web Content Management
- Lab: Planning Enterprise Content Management

Skills:

- Describe the core functionality of ECM in SharePoint Server 2010 that influences design.
- Describe the major steps to take when planning a content management solution in SharePoint Server 2010.
- Describe the considerations for planning features and policies for content management.
- Describe how to plan for Web content management in SharePoint Server 2010.

Planning a SharePoint 2010 Implementation of a Business Intelligence Strategy

- This module explains how to create a plan that reflects the role of SharePoint in a Business Intelligence strategy.
- Overview of Business Intelligence Principles
- Planning Data Access by Using BCS
- Planning SharePoint 2010 Business Intelligence Solutions
- Planning for Reporting and Presentation
- Lab: Planning a SharePoint 2010 Implementation of a Business Intelligence Strategy

Skills:

- Describe the principles of BI.
- Describe how to plan for data access by using BCS.
- Describe data and security planning concerns for key BI tools.
- Describe the roles of SQL Server Reporting Services and the BI Center in reporting and presenting BI components.

Developing a Plan for Governance

- This module explains how to develop the key SharePoint elements of a governance plan that is in agreement with the overarching corporate governance strategy.
- Overview of Governance
- Key Elements of a Governance Plan
- Planning for Governance in SharePoint Server 2010
- Governance Implementation Features and Policies in SharePoint Server 2010
- Lab: Developing a Plan for Governance

Skills:

- Describe the concept of governance.
- Describe the key elements of a governance plan.
- Plan for governance in SharePoint Server 2010.
- Describe the governance implementation features and policies in SharePoint Server 2010.

Designing a Maintenance and Monitoring Plan

- This module explains how to develop a plan for maintaining and monitoring a SharePoint 2010 deployment.
- Principles of Maintenance and Monitoring
- Creating a Maintenance Plan for SharePoint 2010
- Creating a Monitoring Plan for SharePoint 2010
- Considerations for the Maintenance and Monitoring of Associated Technologies
- Lab: Designing a Maintenance and Monitoring Plan

Skills:

- Describe the essential principles of a maintenance and monitoring plan.
- Create a maintenance plan for SharePoint 2010.
- Create a monitoring plan for SharePoint 2010.

Planning Business Continuity

- This module explains how to develop a business continuity plan for SharePoint 2010
- Overview of Business Continuity Management
- Developing a Business Continuity Plan for SharePoint Server 2010
- Creating a Backup and Restore Plan for SharePoint Server 2010
- Lab: Planning Business Continuity

Skills:

- Describe business continuity management.
- Describe how to develop a business continuity plan for SharePoint Server 2010.
- Describe how to create a backup and restore plan for SharePoint Server 2010.

Planning for Upgrading to SharePoint 2010

- This module explains how to plan an upgrade from a previous SharePoint Products and Technologies version to SharePoint 2010
- Identifying Upgrade Scenarios
- Planning Your Upgrade
- Upgrade Considerations
- Lab: Planning for Upgrading to SharePoint 2010

Skills:

- Describe the range of upgrade requirement options and the available upgrade methods.
- Describe how to plan an upgrade to SharePoint 2010.
- Explain the key upgrade considerations.



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