

## Administering Microsoft Office SharePoint® Server 2007: Hands-On - 4 Days

*Course 956 Overview*

- You Will Learn How To**
- Administer, secure and optimise Microsoft Office SharePoint Server (MOSS) 2007
  - Establish a fault-tolerant and scalable environment
  - Control access to data with authentication methods, privileges and permission levels
  - Manage MOSS 2007 shared services
  - Implement a backup and recovery strategy
  - Effectively monitor and enhance system performance
- Course Benefits** SharePoint Technologies enable the creation of business solutions that are critical to the operation of an organisation, including document management, collaboration, knowledge sharing, business data portals and content-managed Web sites. In this course, you gain the skills necessary to administer MOSS 2007, including the management of shared services, security, backup and recovery and server optimisation.
- Who Should Attend** Those involved in managing an existing SharePoint environment, including system and Web administrators. Knowledge of SharePoint at the level of Course 538, "SharePoint 2007 Technologies Comprehensive Introduction", is assumed. Experience with a Windows Server environment is helpful.
- Hands-On Training** Throughout this course, you gain extensive experience administering SharePoint Server. Practical exercises include:
- Creating and extending a SharePoint Farm
  - Enabling ASP.NET forms authentication
  - Controlling the inheritance of permissions
  - Adding a new feature to a farm
  - Defining an effective search crawl strategy
  - Configuring the Business Data Catalog
  - Adding reports to Report Center
  - Backing up a server farm
  - Recovering SharePoint from data corruption

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## Course 956 Outline

### Introduction to Administration Tools

- Comparing editions and versions of SharePoint
- Taking advantage of the Three-Tier Administration Model
- Managing SharePoint from the command line with STSADM, PSCONFIG and PowerShell

### Implementing a SharePoint Server Farm

#### Creating a distributed server environment

- Exploiting the Shared Services architecture
- Configuring and starting Excel and search services
- Assigning databases to a remote SQL Server
- Adding front-end Web servers

#### Building a resilient and scalable server farm

- Introducing Network Load Balancing (NLB) for scalability
- Ensuring fault tolerance using SQL mirroring and clustering

### Securing the SharePoint Environment Incorporating alternative authentication techniques

- Enabling NTLM for Intranet access
- Logging in on the Internet with ASP.NET forms
- Configuring Kerberos authentication
- Managing URLs using Access Paths

#### Encrypting network traffic with SSL

- Creating a certificate with Certificate Authority
- Applying a certificate to a SharePoint Web application

#### Controlling administration privileges

- Assigning users to Web application policies
- Defining the owner of a site collection
- Enabling self-service site management

### Managing permissions with People and Groups

- Setting up Groups of users
- Assigning rights to permission levels and permission levels to Groups
- Inheriting permissions between sites
- Controlling anonymous access
- Assigning permissions to permission levels

### Customising SharePoint Sites

#### Adapting sites to user requirements

- Web Parts
- Site templates
- Features
- Themes
- CSS
- Installing custom components with solutions
- Scanning document libraries and lists using antivirus software

### Maintaining MOSS Services

#### Managing indexing and search

- Defining content sources and crawl schedules
- Installing PDF IFilter
- Improving search results with authoritative pages, keywords and scopes

#### Accessing enterprise data with the Business Data Catalog (BDC)

- Uploading application definition metadata
- Displaying BDC data in connected Web parts
- Authenticating users with SSO

#### Computing data on the server with Excel Services

- Designating trusted file locations
- Displaying results using the Excel Web Access Web Part
- Passing parameters to Excel Services

#### Working with reports and forms

- Deploying HTML forms on the Internet
- Distributing reports with Report Center
- Displaying headline information using KPIs

### Optimising and Troubleshooting

#### Monitoring and maintaining SharePoint

- Baselining with performance logs
- Enabling diagnostic logging
- Viewing activity in audit reports and usage logs
- Cleaning up unused sites

#### Maximising performance

- Running the Best Practices Analyser
- Defining an effective page and object caching strategy
- Reducing data through quotas

### Backup and Recovery

#### Keeping safe backups

- Creating a central administration full farm backup

- Scheduling site collection backups with STSADM
- Third-party and SQL Server backup tools
- Backing up the transaction log using T-SQL

#### Recovering from disasters

- Retrieving items from the Recycle Bin
- Reinstating a server after total failure of the configuration database
- Recreating a corrupt Web application