

## Microsoft®

### MS-ADVMOSS Plan, Deploy and Configure a Microsoft SharePoint Server Farm

#### Duration:

Traditional Instructor Led Learning -5.00 Day(s)

#### Software Assurance Vouchers Accepted



#### Introduction

This five-day, instructor-led course provides students with the knowledge and skills to deploy, configure, manage, maintain and optimize a SharePoint 2007 infrastructure using Microsoft Office SharePoint Server 2007. This course covers intermediate and advanced level skills requires supporting and maintaining a SharePoint deployment as well as providing configuration changes to a SharePoint infrastructure for advanced requirements. This course combines two five-day Microsoft courses into one five-day boot camp offering of intense lecture and workshop training:

- 50149 - SharePoint 2007 Operations
- 50047 - Advanced IT Professional for SharePoint 2007

#### Audience

This course is intended for SharePoint system administrators, network administrators and any administrator who will manage and maintain a SharePoint server or SharePoint farm in their environment. The students must have prior exposure to either SharePoint Portal Server 2003 or Office SharePoint Server 2007, or have take the Microsoft Official Curriculum course, 5061, Implementing Microsoft Office SharePoint Server 2007 or have the equivalent knowledge this course.

#### At Course Completion

- Identify and describe the basic day to day operations of a SharePoint Administrator
- Identify and describe advanced features deployed for specific requirements
- Navigate and understand configurations related to the Operations page of Central Administration
- Install and configure installation options for single-server and multiple servers in a SharePoint farm
- Describe, define and identify the dependent components and configuration changes made by a SharePoint installation
- Understand the use of the STSADM.exe and manage SharePoint through a command-line interface
- Identify and describe services used by and affected by SharePoint
- Describe, define and configure global server configurations such as email, topology, alternate access and solution deployment
- Understand and configure Information Rights Management as it integrates with SharePoint
- Describe and configure Information Management Policies

- Identify and configure diagnostics logging and usage analysis processing
- Define and configure content deployment and available options
- Identify backup and restore strategies and configure solutions
- Identify and describe timer jobs and the timer service
- Deploy and configure user profiles, content targeting and personal sites
- Describe and configure security options available for SharePoint servers, web applications and sites
- Understand and describe information architectures and deploy taxonomies within SharePoint
- Describe and implement Single Sign-On
- Describe and configure Business Data Catalog applications
- Configure and customize search and indexing
- Configure and use InfoPath forms services
- Configure and use Excel services
- Identify and optimize performance and capacity for a SharePoint system

### **Prerequisites**

- Working knowledge of Microsoft Office SharePoint Server 2007 or Windows SharePoint Services 3.0 or
- Working knowledge of SharePoint Portal Server 2003 or Windows SharePoint Services 2.0 or
- Have completed course 5060 – Implementing Windows SharePoint services 3.0 or 5061 – Implementing Microsoft Office SharePoint Server 2007 or equivalent knowledge.

### **Course Materials**

The student kit includes two comprehensive workbooks and a lab manual and other necessary materials for this class.

### **Course Outline**

#### **Module 1: Overview of the SharePoint Infrastructure**

This module describes the main components of a SharePoint system infrastructure, including design goals, physical and logical architecture and administrative architecture

Lessons

- SharePoint 2007 Design Goals
- Logical Architecture
- Physical Architecture
- Administrative Architecture

After completing this module, students will be able to:

- Describe the key components of a SharePoint system
- Describe the logical architecture of a SharePoint system
- Describe the physical architecture of a SharePoint system
- Explain the differences in administrative functions in a SharePoint system

#### **Module 2: Installing SharePoint Servers**

This module describes the minimum requirements for installing SharePoint, including hardware and software requirements, as well as describes the different types of SharePoint Server installations

## Lessons

- Installing SharePoint
- SharePoint Farms
- Lab: Installing SharePoint
- Install WSS
- Install MOSS
- Detach/Attach to SharePoint Farm

After completing this module, students will be able to:

- Identify the requirements to install SharePoint
- Describe the difference between single- and multi-server deployments

### **Module 3: Understanding SharePoint Server Architecture**

This module describes the dependencies and changes made to the operating system and the SQL database system to support SharePoint on a server

## Lessons

- IIS & ASP.NET
- SharePoint Architecture
- 12 Hive
- Content Databases
- Customized vs. Uncustomized pages

### Lab: Deploying Site Definitions

- Create One of Each WSS/MOSS Site Definition

### Lab: Understanding the web.config

- Explore a SharePoint config file

### Lab: Understanding the database structure

- Learn Content Database structure

### Lab: Understanding the 12 Hive

- Explore the 12 Hive

After completing this module, students will be able to:

- Describe the dependencies of SharePoint with Windows Server.
- Describe the main components used in IIS
- Describe the main components used in the Operating System
- Describe the main components used in SQL server

## **Module 4: Understanding and Using STSADM**

This module describes the key administrative command-line tool, stsadm.exe, and how it is used to perform operations on a SharePoint server.

### Lessons

- Overview
- Commands
- Extending

### Lab: Stsadm

- Use STSADM command line tool

After completing this module, students will be able to:

- Define the stsadm.exe tool
- Describe the syntax of the stsadm.exe tool

## **Module 5: Understanding Services Used by SharePoint**

This module describes the services installed on the Operating System that are leveraged by SharePoint for key functions and features

### Lessons

- Document Conversions Launcher
- Document Conversions Load Balancer
- Excel Calculation Services
- Officer SharePoint Server Search
- Windows SharePoint Services Search
- Windows SharePoint Services Web Application

### Lab: SharePoint Services

- Explore the SharePoint Services

After completing this module, students will be able to:

- Describe which services are used by SharePoint

## **Module 6: General Operations Tasks**

This module describes basic tasks performed in the Operations section of Central Administration

### Lessons

- Email Settings
- Migrating File Shares
- Master Site Directory
- External Service Connections
- Language Packs

### Lab: Email Settings

- Configure the Outgoing Email Settings
- Load balance Email Load
- Configure the Incoming Email Settings

Lab: Distribution Groups

- Create Active Directory Distribution Groups

Lab: Migration File Shares

- Migrate a File Share
- Blocked File Types
- NTFS Permissions

Lab: Master Site Directory

- Setup the Master Site Directory

Lab: External Service Connections

- Records Center
- Document Conversion

After completing this module, students will be able to:

- Describe how to configure email settings.
- Describe how to configure file share migration.
- Explain how to configure the Master Site Directory
- Explain how to configure external service connections

**Module 7: Configuring Information Rights Management**

This module describes how Information Rights Management is used and configured in a SharePoint system

Lessons

- Information Rights Management
- SharePoint IRM

Lab: Information Rights Management

- Install Information Rights Management (IRM)
- Configure IRM
- Use IRM

After completing this module, students will be able to:

- Describe what is Information Rights Management
- Describe how to configure Information Rights Management for SharePoint

## **Module 8: Configuring Information Management Policies**

This module describes how Information Management Policies are used, what types of policies are available, and how to apply Information Management Policies

### Lessons

- Information Management Policy Overview
- SharePoint Information Management Policy
- SharePoint Policy Architecture
- Built In Policy Features
- Office Integration
- Policy Reporting
- Custom Policy Features
- Custom Policy Resources

### Lab: Creating Information Management Policies--

- Create a basic policy (Manual)
- Use a policy

After completing this module, students will be able to:--

- Describe Information Management Policies
- Describe how to configure Information Management Policy availability
- Explain how to create and configure a policy

## **Module 9: Configuring Diagnostics Logging**

This module describes the main methods used by SharePoint to collect information about SharePoint transactions and how to use them in troubleshooting

### Lessons

- W3WP Process
- Logs Directory

### Lab: Logging Settings

- Learn to Debug SharePoint via Log Files

After completing this module, students will be able to:

- Describe how SharePoint logs activity
- Describe the location and understanding of SharePoint diagnostics logs

## **Module 10: Configuring Usage Analysis Processing**

This module describes how to configure and use Usage Analysis Processing on single and multiple servers

### Lessons

- Configuring
- Architecture

- Reports
- Troubleshooting
- Custom Log Processing

Lab: Usage Analysis Processing

- Enable Usage Analysis Processing (UAP)
- Use UAP

After completing this module, students will be able to:

- Describe the Usage Analysis Processing process
- Describe how to configure and use Usage Analysis Processing

### **Module 11: Configuring Content Deployment**

This module describes how web content can be deployed across the infrastructure from one site collection to another through scheduled and manual processes, as well as how variations are used

Lessons

- Content Deployment Overview
- Content Deployment Features
- Content Deployment Security
- Content Dependencies
- Quick Deploy
- Variations

Lab: Content Deployment

- Setup Content Deployment Path and Jobs
- Quick Deployment
- Debug Content Deployment

After completing this module, students will be able to:

- Describe the process of deploying content across the infrastructure
- Describe how to configure a content deployment infrastructure
- Describe content variations

### **Module 12: Back Up and Restore**

This module describes the basic operation of backing up and restoring data in a SharePoint infrastructure, including many options available to back up and relocate data

Lessons

- Backup Techniques
- Disaster Recover Techniques
- Restore Techniques

Lab: Backup Central Administration

- Use Central Administration to Back up and Restore (Farm)

Lab: Back up SQL Server

- Use SQL Server to Back up SharePoint

Lab: Backup STSADM

- Use Stsadm to back up and restore a Farm
- Use Stsadm to export a site collection
- Use Stsadm to export a single site

Lab: Back up Site and List Template

- Create a List Template
- Create a Site Template
- Create a Site from the new Site Template
- Create a List from the new List Template

Lab: Back up SharePoint Designer

- SharePoint Designer Backup (Web Package)
- SharePoint Designer Backup (Content Migration)
- SharePoint Designer Backup (Site Template)

After completing this module, students will be able to:

- Describe the different backup options available to SharePoint
- Describe how to configure and implement a backup strategy

### **Module 13: Understanding Timer Jobs**

This module describes the timer job and timer service as used by SharePoint to complete scheduled tasks

Lessons

- Timer Service
- Timer Job
- SPJobDefinition Class
- WSS Timer Jobs
- MOSS Timer Jobs

Lab: Timer Jobs

- Explore SharePoint Timer Jobs
- Disable a job
- Disable the Timer Service

After completing this module, students will be able to:

- Explain what the timer service and timer job is

## **Module 14: Configuring SharePoint Technologies Farms**

This module describes how to configure SharePoint Technologies server farms.

### Lessons

- Creating Shared Services Providers
- Configuring Server Farms
- Configuring Administration Settings

### Lab: Creating and Configuring Shared Services Providers

- Create a Shared Services Provider
- Configure a Profile Import and Test My Sites

After completing this module, students will be able to:

- Describe how to create and configure an SSP.
- Describe how to configure e-mail, quota templates, and language packs.
- Explain how to configure key SharePoint Technologies administration settings.

## **Module 15: User Profiles and My Sites**

This module describes how User Profiles are generated and maintained in the profiles database, as well as how audiences are derived from profiles for content targeting, and how My Sites are configured for global access

### Lessons

- User Profile Overview
- User Profile Settings
- Audiences and Targeting
- My Sites

### Lab: User Profiles

### Lab: Audiences

- Configure Audiences
- Compile Audiences
- Use Content Targeting

### Lab : My Sites

- Configure My Site Settings
- Configure Trusted Hosts
- Configure Shared Links

After completing this module, students will be able to:

- Describe how SharePoint generates User Profiles
- Describe how to configure Profile Imports
- Describe how Audiences are used
- Describe how to create and compile Audiences

- Describe how to configure My Sites

### **Module 16: Securing Microsoft SharePoint Technologies Systems**

This module describes how to secure SharePoint Technologies server farm deployments.

#### Lessons

- MOSS Security Accounts
- Securing Content
- Securing Communications within a Server Farm
- Using Server Hardening

Lab : Working with Microsoft Office SharePoint Server 2007 Security

- Configuring Security Accounts
- Creating a Forms-Based Authentication Web Application
- Securing Server Farm Communications

After completing this module, students will be able to:

- Describe how to configure MOSS security accounts.
- Explain how to secure content in SharePoint Technologies solutions.
- Explain how to secure communications within a SharePoint Technologies server farm.
- Describe server hardening techniques for SharePoint Technologies server farms.

### **Module 17: Microsoft SharePoint Technologies Solution Architecture**

This module describes the key solution architecture and information architecture issues in SharePoint Technologies deployments.

#### Lessons

- Information Architecture
- Solution Architecture

Lab : Working with Content Types and Features

- Using Content Types to Manage Taxonomies
- Installing and Activating Features

After completing this module, students will be able to:

- Understand how to plan information architecture.
- Understand SharePoint features, solutions, site definitions, and templates.

### **Module 18: Implementing Single Sign On**

This module describes how Single Sign On (SSO) is used by SharePoint to extend authentication across a SharePoint infrastructure

#### Lessons

- Setup

- Configuring
- Using
- Applications Scenarios

#### Lab : Single Sign On

- Configure Single Sign On
- Program web parts to use Single Sign On

After completing this module, students will be able to:

- Describe the Single Sign On service
- Describe how to configure Single Sign On for SharePoint

### **Module 19: Business Data Catalog**

This module describes the Business Data Catalog, how it is used, and how to configure a Business Data Catalog Application Definition File

#### Lessons

- Business Data Catalog Overview
- Planning Business Data Catalog
- Application Definition Files
- Business Data Catalog Web Parts
- Business Data Catalog Indexing
- Business Data Catalog Authentication
- Business Data Catalog With Single SignOn
- Business Data Catalog Permissions

#### Lab : Business Data Catalog

- Import an application definition file
- Utilize BDC web parts
- Utilize Filter web parts

#### Lab : BDC Permissions

- DataSource Permission Errors
- Application Permission Errors
- Entity Permission Errors

#### Lab : BDC Authentication

- Modify BCD to Use Database Credentials
- Modify BDC to Use Single Sign On
- Custom Single Sign On Solution

#### Lab : BDC Profiles

- Search and BDC Integration

- BDC Entity Profile

After completing this module, students will be able to:

- Describe the Business Data Catalog
- Describe the main components of a Business Data Catalog application
- Describe how to configure a Business Data Catalog application
- Describe how to customize a Business Data Catalog Profile

### **Module 20: Configuring Search and Indexing**

This module describes how Search is used across the Enterprise through SharePoint and how Search can be configured, tuned, and extended

Lessons

- Search Overview
- Performing Searches
- Tuning Search
- Extending Search

Lab : Configuring Search

- Create Content Source
- Create Crawl Schedules
- Crawl All Scopes
- Create Crawl Rule
- Create Search Scopes
- Add a File Type
- Set Default Access Account
- Query Crawl Logs

Lab : Tuning Search

- Relevance
- Keyword and Best Bets
- Thesaurus
- Noise Words

Lab : Customizing Search

- Customize Search Results

After completing this module, students will be able to:

- Describe how Search is used across the Enterprise through SharePoint
- Describe how to configure Search and Content Sources
- Describe how to use keywords and best bets
- Describe how to customize search results

### **Module 21: Configuring InfoPath Services**

This module describes InfoPath Forms Services and how they are used in a SharePoint

infrastructure, as well as how to configure and publish InfoPath forms into SharePoint

#### Lessons

- InfoPath 2007
- InfoPath and Windows Workflow
- InfoPath Forms Services
- Best Practices

#### Lab : InfoPath Services

- Review MOSS Forms
- Publish and Upload a Form to Forms Library
- Verify, Upload and Activate a Form with IFS

After completing this module, students will be able to:

- Describe InfoPath Forms Services
- Describe how InfoPath 2007 is used to create forms
- Describe how to configure forms for server use

### **Module 22: Configuring Excel Services**

This module describes how Excel Services are used in SharePoint and how to configure availability of Excel Services in the SharePoint infrastructure

#### Lessons

- Excel Services Trusted Locations
- Shared Data Connections
- User Defined Functions
- Excel Services Web Parts
- Excel Services Object Model/Web Service

#### Lab : Excel Services

- Learn to use Excel Services
- Create/Publish to Excel Services
- Configure Excel Services
- Shared Data Connections
- Single Sign On Data Connections

After completing this module, students will be able to:

- Describe Excel Services
- Describe how to configure Excel Services

### **Module 23: Performance and Optimization**

This module examines capacity planning, performance optimization and monitoring options for SharePoint

#### Lessons

- Capacity Planning
- Performance Optimization Techniques

Lab : Performance Optimization

- Database Tuning (Recovery Mode)
- Database Tuning (TempDB)
- Database Tuning (Indexes)
- Warm-up Scripts and Application Pool Timeout

After completing this module, students will be able to:

- Describe the main areas of capacity planning
- Describe the main areas of optimization
- Describe how to configure optimization on a SharePoint system

To register or for more information call our office **(208) 898-9036** or email [register@leapfoxlearning.com](mailto:register@leapfoxlearning.com)

