

SharePoint 2007 Hands-On Labs

Course Code: 50026; One Day; Instructor-Led

About this Course

Elements of this syllabus are subject to change.

This series of 33 hands-on labs allows students to explore the new features of Microsoft SharePoint Server 2007, Microsoft Windows SharePoint Services 3.0, Microsoft Office 2007, including Microsoft Office Groove 2007, and Microsoft Windows PowerShell.

Audience Profile

This course is intended for IT Professionals.

At Course Completion

After completing this course, students will be able to:

Synchronize data between Microsoft Office Groove and SharePoint products and services.

Use content types in Windows SharePoint Services 3.0.

Personalize SharePoint Server 2007.

Administer InfoPath Forms Services and Excel Services in the Enterprise edition of Office SharePoint Server 2007.

Deploy and configure Records Management in SharePoint Server 2007.

Customize the 2007 Microsoft Office User Interface.

Programmatically manipulate documents by using the Office Open XML Formats.

Use Microsoft Office SharePoint Designer 2007 to design a custom workflow that is triggered on file creation or change.

Design content-driven web sites with Microsoft Office SharePoint Server 2007.

Use Microsoft Windows PowerShell for administration and customization of Windows SharePoint Services and Office SharePoint Server 2007.

Course Outline

Module 1: HOL 101: What's New in Microsoft Windows SharePoint Services 3.0 Feature Walk Through

This lab explains the new and enhanced features in Microsoft Windows SharePoint Services 3.0.

Lessons

- Site Creation and Administration
- Addition of Web Parts
- The Security Trimmed User Interface (UI)
- List Settings, Navigation, and List and Library Security
- Notifications
- E-mail Integration

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Module 2: HOL 111: What's New in Microsoft Office SharePoint Server 2007 Feature Walk Through

This lab explains the new features in Microsoft Office SharePoint Server 2007.

Lessons

- New Features in SharePoint Server 2007
- Integration Points with 2007 Microsoft Office Programs

Module 3: HOL 171: Synchronizing Data Between Microsoft Office Groove 2007 and Microsoft SharePoint Products and Technologies

This lab explains how teams can work together in Microsoft Office Groove 2007.

Lessons

- Collaboration Inside Contextual Workspaces
- Sharing Information in a Central Location
- Architecture and Design of Groove 2007
- Connecting to Enterprise Systems such as Windows SharePoint Services

Module 4: HOL 201: Introducing Content Types for Microsoft Windows SharePoint Services 3.0

This lab explains how to use content types in Windows SharePoint Services 3.0 to define, organize, and manage the metadata and behaviors of a document or item type in a centralized, reusable way.

Lessons

- Defining Columns and Content Types for Reuse
- Managing and Administering Changes to Columns and Content Types
- Extending Content Types to Implement Custom Solutions
- Storing Custom XML data Within the Types

Module 5: HOL 203: Microsoft Windows SharePoint Services 3.0 Backup and Restore

This lab explains the enhanced backup and restore options for Windows SharePoint Services 3.0.

Lessons

- The Multilevel Recycle Bin
- The Browser-Based User Interface
- New Options for the Command Line (stsadm.exe) Interface

Module 6: HOL 211: Microsoft Office SharePoint Server 2007 People and Permissions

This lab explains new and enhanced people options and permissions options in Microsoft Office SharePoint Server 2007.

Lessons

- Importing Permissions from Active Directory
- Supporting LDAP and Other Authentication Providers
- Supporting SharePoint Groups, Active Directory Security Groups, and Active Directory Discussion Lists
- Permissions Inheritance
- Per-Item Security

Module 7: HOL 212: Microsoft Office SharePoint Server 2007 Personalization

This lab explains new and enhanced features involving personalization in Microsoft Office SharePoint Server 2007.

Lessons

- Personalizing User Profiles
- Targeting Audiences
- Personalizing Views of Public Pages

Module 8: HOL 214: Microsoft Office SharePoint Server 2007 Enterprise Features Administration

This lab explains the administration of Office SharePoint Server 2007 Enterprise features.

Lessons

- Administering InfoPath Forms Services
- Administering Excel Services
- Components of the Enterprise Edition of Office SharePoint Server 2007

Module 9: HOL 215: Microsoft Office SharePoint Server 2007 Records Management Deployment and Configuration

This lab covers the record management capabilities included in SharePoint Server 2007.

Lessons

- Creating Content Types for Categorizing Documents
- Configuring a Central Records Repository
- Setting Up Records Management Policies
- Options for Automation

Module 10: HOL 217: Getting Started with Search in Microsoft Office SharePoint Server 2007

This lab explores search options in SharePoint Server 2007.

Lessons

- New Search Options Available
- Enhanced Search Options Available

Module 11: HOL 221: Understanding the 2007 Microsoft Office System User Experience and Interface Design

The objective of this lab is to become familiar with the new 2007 Microsoft Office Fluent user interface.

Lessons

- Understanding the User Experience
- Design of the Interface
- Using the 2007 Microsoft Office Fluent User Interface

Module 12: HOL 222: Customizing the 2007 Microsoft Office System User Interface for Your Solution

The objective of this lab is to become familiar with the programming model behind the new Office Fluent user interface features of the 2007 Office system.

Lessons

- The 2007 Office System Fluent Ribbon
- The Custom Task Pane

Module 13: HOL 223: Understanding the Structure and Solution Capabilities of the Microsoft Office Open XML Formats

The objective of this hands-on lab is to help you become familiar with the new 2007 Office programs' file formats.

Lessons

- Examining Sample Documents
- Implementing the Microsoft Office Open XML Format
- Editing Document Directly Without Using Microsoft Office Programs
- Solution Possibilities Using the New Default Office Program File Formats

Module 14: HOL 224: Programmatic Manipulation of the Microsoft Office Open XML Formats

The goal of this lab is to show you how you can manipulate Office program documents without using 2007 Office programs.

Lessons

- Programmatically Manipulating Documents Using the Office Open XML Formats

Module 15: HOL 231: Developing Solutions Using Microsoft Office Word 2007 Content Controls

This hands-on lab will help you become familiar with the use of content controls in Microsoft Office Word 2007.

Lessons

- Using Content Control to Define Document Structure
- Managing Content and Introducing Restrictions
- Performing Client-Side Manipulations
- Extending Solutions Using Content Controls

Module 16: HOL 232: Exploring the New, Flexible XML Programmability in Microsoft Office Word 2007

The objective of this hands-on lab is to introduce you to the concepts of the XML data store and XML binding features of Word 2007.

Lessons

- Programming Structured Information in Word 2007
- Storing Structured Information Independently of the Presentation Surface
- Capabilities of the New Data Store and XML Binding
- Creating Document-Based Word 2007 Solutions

Module 17: HOL 241: Using Microsoft Office Excel 2007 Spreadsheets for Web Service-Based Calculations and Browser Rendering

This lab introduces you to the ability to publish and work with Microsoft Office Excel 2007 worksheets in Office SharePoint Server 2007.

Lessons

- Creating Complex Web Pages
- Integrating Public Worksheets with Data Points such as Web Parts

Module 18: HOL 251: New Microsoft Office Outlook 2007 Programmability

The objective of this lab is to introduce you to some of the new programmability features that Microsoft Office Outlook 2007 provides.

Lessons

- Programmatically Extending Outlook 2007 to Provide Custom Functionality

Module 19: HOL 261: Microsoft Office InfoPath 2007 Forms Development

This lab explores some of the new development features of Microsoft Office InfoPath 2007.

Lessons

- Developing Forms Using InfoPath 2007

Module 20: HOL 262: Building Microsoft Office InfoPath 2007 Forms that Run as Both Rich Client and Browser Applications

The objective of this lab is to become familiar with browser-based scenarios for InfoPath 2007 forms.

Lessons

- Creating Browser-Based Scenarios for InfoPath 2007 Forms

Module 21: HOL 301: Using Features to Provision Sites in Microsoft Windows SharePoint Services 3.0

The objective of this lab is to gain an understanding of the new Features framework in Windows SharePoint Services 3.0.

Lessons

- Creating and Provisioning a Custom Document Library
- Content Types Related to the Custom Document Library
- Associating Custom Actions to an Existing Announcements List

Module 22: HOL 302: ASP.NET 2.0 Interoperability with Microsoft Windows SharePoint Services 3.0 - Web Parts and Master Pages

This lab explains the Windows SharePoint Services 3.0 Web Part and Master Pages framework, designed and built on the Microsoft ASP.NET 2.0 Web Part and Master Pages infrastructure.

Lessons

- The Windows SharePoint Services 3.0 Web Part Framework Controls
- The ASP.NET 2.0 Web Part Control Set
- Inheritance from Base Classes

Module 23: HOL 303: Creating Workflows for Microsoft Windows SharePoint Services 3.0

In this lab, you will use Microsoft Office SharePoint Designer 2007 to design a custom workflow that is triggered on file creation or change.

Lessons

- Assigning a Task Within Workflow Designer
- Building a Custom Workflow by Using the Windows Workflow Foundation plug-in to Microsoft Visual Studio 2005.
- Deploying a Workflow to Windows SharePoint Services 3.0
- Integrating Workflow Functionality with the 2007 Microsoft Office System

Module 24: HOL 304: Using List Events in Microsoft Windows SharePoint Services 3.0

In this lab, you will create an Event Handler.

Lessons

- Creating an Event Handler
- Associating an Event Handler with a Windows SharePoint Services 3.0 List

Module 25: HOL 305: Microsoft Windows SharePoint Services 3.0 Site Templates

This lab explains the site template architecture in Windows SharePoint Services 3.0.

Lessons

- Configuring the Site Template Architecture
- New Options for the Site Template Architecture

Module 26: HOL 311: Getting Started with the Business Data Catalog in Microsoft Office SharePoint Server 2007

In this lab, you will learn about connecting Office SharePoint Server 2007 to line-of-business applications by using the Business Data Catalog.

Lessons

- Creating Custom Business Applications
- Using the Web Parts and SharePoint List Connections

Module 27: HOL 312: Search Administration and Customization in Microsoft Office SharePoint Server 2007

In this lab, you will learn about Search and the Search Center in Office SharePoint Server 2007.

Lessons

- Administering Search and the Search Center
- Customizing Search and the Search Center

Module 28: HOL 313: Designing Content-Driven Web Sites with Microsoft Office SharePoint Server 2007

The objective of this lab is to give you an overview of creating content-driven sites within Office SharePoint Server 2007.

Lessons

- Creating Content-Driven Sites Using the Content Management Functionality

Module 29: HOL 314: Microsoft Office SharePoint Designer 2007 - CSS and the Data Form Web Part

This lab will give the participant an understanding of SharePoint Designer 2007.

Lessons

- Customizing SharePoint Pages and Applications
- Cascading Style Sheets
- The Data Web Form Part

Module 30: HOL 315: Creating and Deploying Microsoft Visual Studio 2005 Workflows for Microsoft Office SharePoint Server 2007

In this lab, you will learn how to build, deploy, and test a Visual Studio workflow in Office SharePoint Server 2007.

Lessons

- Building a Visual Studio Workflow
- Deploying a Visual Studio Workflow
- Testing Workflow Functionality

Module 31: HOL 411: Microsoft Office SharePoint Server 2007 Advanced Administration

In this lab, you will learn about advanced options for the SharePoint administrator.

Lessons

- Managing a Site
- Managing Site Collection
- Managing a Content Database
- Creating Portable Sites for Staging Environments
- Creating Automated Processes

Module 32: HOL 412: Microsoft Office SharePoint Server 2007 Advanced Authentication

In this lab, you will learn more about the available authentication methods and protocols.

Lessons

- Form-Based Authentication
- Kerberos Authentication
- SharePoint Single Sign-On
- Configuring Additional ASP.NET Authentication Protocols

Module 33: HOL 413: Using Microsoft Windows PowerShell for Administration and Customization of Microsoft Windows SharePoint Services 3.0

This lab explains how to use the Microsoft Windows PowerShell (formerly "Monad").

Lessons

- Administering Windows SharePoint Services an Office SharePoint Server 2007 Using Windows PowerShell
- Customizing Windows SharePoint Services and Office SharePoint Server 2007 Using Windows PowerShell