

Implementing and Administering Windows SharePoint Services 3.0 in Windows Server 2008

Course 6438A: Two days; Instructor-Led

Introduction

This two-day instructor-led course provides the knowledge and skills that IT Professionals need to configure Microsoft Windows SharePoint Services in Windows Server 2008.

Audience

The audience of this course is Windows SharePoint Server 3.0 administrators, who are responsible for planning, deploying and managing Windows SharePoint Services 3.0 servers and sites in a Windows Server 2008 environment. Students taking this course are expected to have experience administering Windows Server 2003 or Windows Server 2008, and experience working with IIS 6.0 or IIS 7.0. Students are not expected to have experience with Windows SharePoint Services.

At Course Completion

After completing this course, students will be able to:

- Explain the fundamentals of Windows SharePoint Service 3.0.
- Plan and install Windows SharePoint Services 3.0.
- Administer and manage Windows SharePoint Services servers.
- Create and administer Windows SharePoint Services sites.
- Work with Windows SharePoint Services 3.0.

Prerequisites

Before attending this course, students must have:

- Technical background knowledge and hands-on experience on implementing, managing, and supporting Microsoft Windows Server 2003 or 2008, including Internet Information Services (IIS).
- Working knowledge of Active Directory, TCP/IP, and Domain Name System (DNS).

Course Outline

Module 1: Introduction to Windows SharePoint Services 3.0 Lessons

- Windows SharePoint Services Environment
- Overview of Windows SharePoint Services Components
- Overview of Site Components
- Windows SharePoint Services Administration

Lab : Exploring Windows SharePoint Services Administration

- Examining the Central Administration Web Site
- Examining the Web Site Administration Pages

After completing this module, students will be able to:

- Describe the Windows SharePoint Services environment.
- Describe the SharePoint Services components.
- Describe the site components.
- Explain Windows SharePoint Services Administration.

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79 Robinson Road #15-04 CPF Building Singapore 068897

Sales Hotline: (65)64163078

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

Module 2: Planning and Installing Microsoft Windows SharePoint Services 3.0 Lessons

- Planning Windows SharePoint Services 3.0 Installation
- Planning Windows SharePoint Services Topology
- Performing New Windows SharePoint Services 3.0 Installation
- Upgrading Windows SharePoint Services 2.0 to Windows SharePoint Services 3.0

Lab : Planning and Installing Windows SharePoint Services 3.0

- Planning Web Applications and Site Hierarchy
- Ensuring Prerequisite Software is Installed
- Creating Service Accounts Required for Windows SharePoint Services
- Installing Windows SharePoint Services 3.0
- Performing Initial Configuration Steps

After completing this module, students will be able to:

- Plan the installation of Microsoft Windows SharePoint Services 3.0.
- Plan the Windows SharePoint Services topology.
- Perform a new Windows SharePoint Services installation.
- Upgrade Windows SharePoint Services 2.0 to Windows SharePoint Services 3.0.

Module 3: Administering and Managing Windows SharePoint Services Servers Lessons

- Configuring Server Security
- Managing Web Applications
- Managing Sites
- Maintaining the Server
- Monitoring Performance

Lab : Administering and Managing Windows SharePoint Services Servers

- Configuring the Windows SharePoint Services Server
- Creating a Web Application and a Blocked File Type
- Creating a Site Collection
- Configuring and Creating a Content Database
- Testing the Internal and External Access

After completing this module, students will be able to:

- Configure server security plan.
- Manage Web application.
- Manage sites.
- Maintain the server.
- Monitor performance.

Module 4: Windows SharePoint Services 3.0 Site Administration Lessons

- Administering Windows SharePoint Services Site
- Controlling Access to Windows SharePoint Services
- Customizing Sites

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Lab : Windows SharePoint Services 3.0 Site Administration

- Creating Sites and Configuring Permissions
- Setting Item Level Permissions
- Creating Permission Levels
- Site Customization, Template Creation, and Deployment

After completing this module, students will be able to:

- Describe the process of administering Microsoft Windows SharePoint Site.
- Explain the method of controlling access to Windows SharePoint Sites.
- Describe site customization.

Module 5: Working with Windows SharePoint Services 3.0 Lessons

- Working with Windows SharePoint Services Sites
- Creating and Managing Lists and Surveys
- Managing Libraries
- Working with Microsoft Office 2007

Lab : Working with Windows SharePoint Services 3.0

- Creating a Team Site and a Personal View
- Working with Lists and Columns
- Creating and Managing a Document Library
- Working with Office

After completing this module, students will be able to:

- Describe Windows SharePoint Services sites.
- Create and manage lists and surveys.
- Create and manage libraries.
- Describe how Windows SharePoint Services integrates with Microsoft Office 2007.