



## Key Data

<b>Course #:</b>	<b>2552A</b>
<b>Number of Days:</b>	<b>2</b>
<b>Format:</b>	<b>Instructor-Led</b>
<b>Certification Exams:</b>	<b>None</b>
<b>Certification Track:</b>	<b>None</b>

This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.

Course content, prices, and availability are subject to change without notice.

## Course Syllabus

### **2552A: Administering Microsoft Windows SharePoint Services**

*Elements of this syllabus are subject to change.*

This two-day instructor-led course provides students with the knowledge and skills to deploy and manage a Microsoft® Windows® SharePoint® Services infrastructure.

The student will learn skills that enable them to deploy and manage a Windows SharePoint Services infrastructure as well as guide end users in their use of the product. This course is not intended to provide detailed design skills, but will cover planning skills at a level sufficient to enable decision making for the implementation process.

#### **Audience**

This course is intended for those who operate in medium to very large computing environments using the Microsoft Windows Server™ 2003 operating system. Typical environments in which they work have the following characteristics:

- Supported users range from 200 to over 100,000.
- Multiple physical locations.
- Typical products and technologies include Microsoft Windows 2003, Internet Information Services (IIS), Windows SharePoint Services, Microsoft SQL Server™, Microsoft Office web components, messaging and collaboration platforms, and network security products and technologies.

#### **At Course Completion**

After completing this course, students will be able to:

- Understand the Windows SharePoint Services architecture and the business benefits provided by deploying Windows SharePoint Services.
- Enhance collaboration by using Windows SharePoint Services.
- Install and configure a Windows SharePoint Services server.
- Administer Windows SharePoint Services servers.
- Administer Windows SharePoint Services sites.

#### **Prerequisites**

Before attending this course, students must have:

- Working knowledge of Windows Server 2003.
- Successfully completed the Windows Server 2003 core curriculum for Microsoft Certified Systems Administrator (MCSA).
- Working knowledge of networking, including TCP/IP and Domain Name System (DNS).
- Working knowledge of Internet Information Services (IIS).

#### **Student Materials**

The student kit includes a comprehensive workbook and other necessary materials for this class.

The following software is provided in the student kit:

- Student CD

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For a referral to a Microsoft Certified Technical Education Center in your area, see the Microsoft Training and Certification Web site at <http://www.microsoft.com/traincert>. Call your local Microsoft Certified Technical Education Center for more information and to register for classes.

## Module 1: Introduction to Windows SharePoint Services

This module provides an introduction to the Windows SharePoint Services environment and architecture, and then describes the business requirements that can be addressed by deploying Windows SharePoint Services.

Lessons
<ul style="list-style-type: none"><li>▪ The Windows SharePoint Services Environment</li><li>▪ Overview of Windows SharePoint Services Components</li><li>▪ Overview of Windows SharePoint Services Administration</li></ul>

After completing this module, students will be able to:

- Explain the purpose, benefits, and architecture of Windows SharePoint Services.
- Describe the components that make up a Windows SharePoint Services infrastructure.
- Explain the methods for administering Windows SharePoint Services and describe the security model of Windows SharePoint Services.

## Module 2: Working with Windows SharePoint Services

This module describes how to use the common features of team sites and create and modify lists. As well, the module describes how to create and manage libraries and how to create discussions and surveys. The module also describes how Windows SharePoint Services integrates with Microsoft Office 2003.

Lessons
<ul style="list-style-type: none"><li>▪ Working with Team Sites</li><li>▪ Creating and Managing Lists</li><li>▪ Creating and Managing Libraries</li><li>▪ Creating and Managing Discussions and Surveys</li><li>▪ <u>Managing Windows SharePoint Services Integration with Microsoft Office 2003</u></li></ul>
<ul style="list-style-type: none"><li>▪ <b>Lab: Working with Windows SharePoint Services</b></li><li>▪ Creating and Managing a Custom List</li><li>▪ Creating a Form Library</li><li>▪ Publishing a Microsoft Office Excel® Linked List</li><li>▪ Sending a Shared Attachment</li></ul>

After completing this module, students will be able to:

- Configure and use the common features of the default team site.
- Create and manage lists.
- Create and manage libraries.
- Create and manage discussion boards and surveys.
- Manage the integration of Windows SharePoint Services with Microsoft Office 2003.

## Module 3: Installing and Configuring Windows SharePoint Services

The first step in deploying a Windows SharePoint Services infrastructure is to install the components. This module describes the available deployment options ranging from a single server deployment to a large server farm deployment. It also describes the requisite hardware and software for installation, the supporting services required, and how to extend the virtual server and configure the IIS application pool and SQL databases.

<b>Lessons</b>
<ul style="list-style-type: none"><li>▪ Overview of Deployment Options</li><li>▪ Preparing to Install Windows SharePoint Services</li><li>▪ Installing and Configuring Windows SharePoint Services Server</li></ul>
<ul style="list-style-type: none"><li>▪ <b>Lab: Installing and Configuring Windows SharePoint Services</b></li></ul>
<ul style="list-style-type: none"><li>▪ Extending Windows SharePoint Services to the Default Web Site</li><li>▪ Extending Windows SharePoint Services to the Research Web Site</li><li>▪ Creating Team Web Sites</li></ul>

After completing this module, students will be able to:

- Describe the deployment options that are available for Windows SharePoint Services.
- Prepare for a Windows SharePoint Services installation.
- Install and configure Windows SharePoint Services server settings.

### **Module 4: Administering and Managing Windows SharePoint Services Server**

This module describes how to administer Windows SharePoint Services including how to configure settings for virtual servers, and management techniques for backing up and restoring Windows SharePoint Services. It also describes the SharePoint Configuration Analyzer utility and how to connect to an existing portal server.

<b>Lessons</b>
<ul style="list-style-type: none"><li>▪ Administering and Managing the Windows SharePoint Services Server</li><li>▪ Administering Windows SharePoint Services Virtual Servers</li><li>▪ Disaster Recovery for Windows SharePoint Services</li></ul>
<ul style="list-style-type: none"><li>▪ <b>Lab: Administering and Managing Windows SharePoint Services Server</b></li></ul>
<ul style="list-style-type: none"><li>▪ Configuring and Testing Blocked File Types</li><li>▪ Enabling Usage Analysis Configuration</li><li>▪ Enabling Site Collection Use Confirmation and Auto-Deletion</li><li>▪ Configuring User Rights for the Virtual Server</li><li>▪ Creating and Configuring a New Content Database</li></ul>

After completing this module, students will be able to:

- Administer the configuration settings that apply to all virtual servers in the Windows SharePoint Services installation.
- Configure settings for individual virtual servers in Windows SharePoint Services.
- Backup and restore Windows SharePoint Services and use the SharePoint Configuration Analyzer.

### **Module 5: Administering Windows SharePoint Services Sites**

This module describes site hierarchies and procedures for creating sites. It also describes the built-in templates that new sites will be based on and how to view the site and user information for a site collection. This module also describes user, group, and permission management for sites, and how authentication works. This module also describes how to customize sites, view usage data, limit the amount of space a site can use, and delete a site.

<b>Lessons</b>
<ul style="list-style-type: none"><li>▪ Creating SharePoint Sites</li><li>▪ Securing SharePoint Sites</li><li>▪ Managing SharePoint Sites</li></ul>

▪ **Lab: Administering Windows SharePoint Services Sites**

- Creating a Top-Level Team Site
- Granting Site Access
- Customizing the Site
- Saving the Site as a Template
- Creating a Subsite Based on a Custom Template
- Managing Site Groups

After completing this module, students will be able to:

- Create top-level sites and view site collection information.
- Secure SharePoint sites.
- Manage SharePoint sites.