



## SharePoint 2010 Administrator Track

Duration: 5 days

### Overview

Step-by-step understanding is key to successfully implementing and deploying SharePoint 2010. This 15-module course will guide you through each critical stage, giving you exactly the skills you need to leverage full value from the latest SharePoint technology.

### Module 0

Getting Ready for a SharePoint 2010 Implementation: Why Governance and Business Requirements are Essential for a Successful Implementation.

### Module 1

Understanding the Architecture of SharePoint Server 2010

Before you can leap in and start building your SharePoint farm it is important to first understand how it all fits together in the overall architecture model. In this module you are going to cover four key areas of the SharePoint architecture model:

- Platform architecture
- IIS 7 architecture
- SharePoint architecture
- Administration architecture

### Module 2

Installing SharePoint Server 2010.

In this module, you learn how to install SharePoint Server 2010 and create a small server farm. A small server farm typically consists of a back-end database server running SQL Server and one server running SharePoint Server 2010. This topology initially provides a simplified administrative model and can be scaled out in the future by adding more servers.

- Hardware recommendations
- Preparing your environment
- Installation prerequisites
- Software prerequisites
- Installation walkthrough
- Scripted Installation

### **Module 3**

#### Administrating and Configuring Farm Settings in SharePoint Server 2010

In this module you are going to explore some of the many settings available in Central Administration. Not all will be covered as other modules in this course go into them in much more detail such as Search and Backup/Restore. In this module you will look at:

- Systems Settings
- Monitoring
- Security
- General Application Settings
- Upgrade and Migration

### **Module 4**

#### Understanding and Administrating Web applications

This module explains the concept of web applications. Web Applications form the key building blocks to your SharePoint farm's logical architecture. They allow access to the system, define boundaries for authentication, security policies and other settings and provide storage for content. We will also discuss Service Applications, new to SharePoint Server 2010, which replace the Shared Service Provider from Microsoft Office SharePoint Server 2007 and provide a much greater level of flexibility in providing and assigning services to your farm.

### **Module 5**

#### Managing Web Applications

This module explains everything an administrator needs to know about administering and managing web applications. You will learn how to perform the most common administrative tasks that determine the behaviour of web applications:

- Creating, extending and deleting web applications
- Managing General Settings
- Managing Features
- Managed Paths
- Service Connections
- Security Settings
- Policy Settings

## **Module 6**

### Introduction to Site Collections

In this module we are going to walk through an introduction to Site Collections. In the architecture module it was shown how the Site Collection fits into the overall logical hierarchy and this module is going to expand on that information. The module has been broken down into three lessons:

- Site Collection Overview
- Site Collection Logical Architecture
- Planning Site Collections

## **Module 7**

### Creating Site Collections

In this module we are going to walk through the various methods that can be used to create site collections. Following on from the previous module you will also discover how to create a site collection and associate it with its own database plus look at creating site collections through the command line.

- Using Central Administration for creating site collections
- Using Self Service Site Creation
- Creating a Site Collection with its own content database
- Using PowerShell to create site collections
- Deleting a site collection

## **Module 8**

### Managing Site Collections

In this module we are going to complete the information on site collections by looking at some of the remaining configuration options available in Central Administration:

- Creating quota Templates
- Configuring Quota locks
- Changing Site Collection Administrators
- Viewing All Site Collections

## Module 9

### Working with SharePoint Server 2010 Portals

SharePoint is about more than just collaboration or portals – it's a rich platform upon which to build solutions. But, all of the rich platform functionality must be presented through the Web interface. This is generally done through site collections with various lists, libraries, and Web parts. When used to reach a large audience, these are often called portals. You'll learn in this module that portals and collaborative spaces can take many forms.

- SharePoint as a Platform
- Information Architecture
- Understanding the Publishing Infrastructure
- Portal With a Purpose
  - Aggregation Tools
  - Organization Tools
  - Presentation Tools
  - Collaboration Tools
- Bring it all Together for a Solution

## Module 10

### Governance and Information Assurance

Securing and governing SharePoint Server 2010 can feel like an overwhelming task. The truth is – you can't *secure* SharePoint Server 2010 nor can you completely govern SharePoint Server 2010. This module presents methods and practices to help ensure better security. This module also provides a foundation for developing a SharePoint Server 2010 Governance plan.

- Foundations of SharePoint Server 2010 Governance
- Information Assurance with SharePoint Server 2010
- Information Policies and Auditing
- Introduction to SharePoint Server 2010 Web Analytics

## **Module 11**

### Enterprise Content Types & Managed Metadata

In this module, we are going to look at Findability, Putability, Enterprise Content Types and the Managed Metadata Service (MMS). In SharePoint Server 2007, content types were created, managed and limited by the Site Collection boundaries.

- Understanding Findability and Putability
- Content Type Syndication
- Taxonomy Service
- Best Practices

## **Module 12**

### Managing Documents and Records

In this module we are going to look at how SharePoint Server 2010 handles document management and records management. Many new features have been introduced and improved upon since SharePoint 2007 and the following content will be covered in this module.

- Managing documents in SharePoint 2010
- Document Centre
- Information Management Policies
- In-Place records management
- The Record Centre

## **Module 13**

### Workflow

This module introduces workflows, and then looks at the workflows that are built-in as part of the default SharePoint Server 2010 installation. We examine how to effectively use workflows and apply them to content throughout sites and site collections.

- Overview of Workflows
- Assigning Workflows
- Creating Workflows Using In-browser Tools
- Managing Workflows
- Workflows Above and beyond

## **Module 14**

### Implementing and Managing Search

The scope of this module is expansive if not exhausting. We will start with comparisons of the various search family members and then move into how they work. Based upon that knowledge, we can discuss planning issues around both the design and implementation of your design.

- Introduction
- Search Service Architecture
- Planning and Implementing Search
- Managing Search
- Customizing Search
- Monitoring Search
- Managing Search at Collaborative Level

## **Module 15**

### People & Social Networking

The focus of this chapter is how SharePoint can help meet the business need for social networking: Finding Tacit Information. Various studies have provided a wide range of numbers but all have agreed that a large portion of the intellectual property of an organisation is never written but remains in the minds of the employees.

- Social Networking Overview
- Social Search System Process
- People Search Improvements
- My sites
- Customising Search Results

## Module 16

### Disaster Recovery

Microsoft Office SharePoint 2010 provides several methods for you to protect your SharePoint information and minimize the loss of this valuable information. You will soon discover not all of these methods are specific to SharePoint.

- Introductions to Disaster Recovery (DR)
- SharePoint 2010 Disaster Recovery Tools
- Backing up SharePoint Content
- Restoring SharePoint Content
- High Availability Options
- Ensuring a Complete Farm Recovery