

SharePoint 2010 Administrator

Prerequisites: SharePoint 2010 Introduction

Length: 5 Days

COURSE CONTENT

SHAREPOINT 2010 COMPONENTS AND SERVICES

- Overview of WSS and the different MOSS SKUs
- Overview of a Shared Service Provider (SSP)
- The role of Windows Server
- The role of Active Directory and the authentication stores
- The role of SQL Server

SHAREPOINT INSTALLATION

- Different install options
- Farm Topologies
- Server Prerequisites
- Required accounts and permissions

SHAREPOINT ADMINISTRATIVE TOOLS

- The SharePoint Central Administration Application
- Determining server roles and configuring SharePoint services
- Understanding the Farm vs. Web Applications vs. Site Collections vs. Sites
- Creating and administrating a Shared Service Provider
- Using the SSP Administration Application
- Farm Administrator vs. SSP Administrator vs. Site/Site Collection Administrator

CREATING AND CONFIGURING SHAREPOINT SITES

- Creating and configuring Web Applications
- Site collections as a scope of ownership and administrative control
- Site templates included with WSS and MOSS
- Creating and configuring teams sites, wikis and blogs
- Creating and configuring a collaboration portal
- Creating SharePoint groups and configuring permissions

CUSTOMIZING AND USING SHAREPOINT SITES

- Creating lists and document libraries
- Customizing a page with Web Parts
- Information Rights Management (IRM) for securing documents
- Using the Navigation controls to customize the UI
- Branding sites by applying and customizing themes
- Advanced site branding using Master Pages and custom CCS files

INSTALLING AND CONFIGURING ADDITIONAL COMPONENTS

- Creating and using site templates (STP files)
- Adding/removing functionality using SharePoint Features
- Adding and deploying Solution Packages
- Deploying and administering 3rd party Web Parts
- Configuring Safe Controls and trust levels in the web.config file (Code Access Security or CAS)

CONFIGURING AND CUSTOMIZING SEARCH

- Site collection search admin vs. Central Admin search admin
- Search center, web parts, keywords, and best bets
- Discussion of the customizing options you have
- The SSP search admin experience
- Content sources, schedules, scopes, usage reports, relevancy
- Ifilters, allowed file types, site hit frequency rules

PROFILES, AUDIENCES, AND MY SITES

- Importing data from the profile store
- Using it to build audience and then targeting content with audiences
- Using My Sites for social networking and personal organization

CREATING AND CONFIGURING INTERNET-FACING SITES

- Creating a Web Application that support anonymous access, multiple host headers, and Alternate Access Mappings
- Forms Based Authentication (FBA) in SharePoint
- Overview of MOSS WCM Features
- Creating a new SSP
- Creating a Publishing Portal site
- Firewall Considerations

OPTIMIZING SHAREPOINT 2010 PERFORMANCE

- Estimating hardware and software needs
- Planning for growth
- Hard limits
- Tuning tips
- Configuring Caching in SharePoint Server 2010

DEPLOYING, MOVING, AND REARRANGING SHAREPOINT DATA

- Using the Manage Content and Structure tool
- Save site as template and Export Web Parts
- Stsadm.exe Import and Export
- Content Deployment Jobs

HIGH AVAILABILITY, BACKUPS, AND DISASTER RECOVERY

- Using Antivirus to protect SharePoint
 - ISA Server in front of your farm
 - Discussion of high availability options
 - SQL Log Shipping and SQL DB Mirroring
 - Network Load Balancing
 - Backups/Restores and Disaster Recovery
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