

Implementing Microsoft Office SharePoint Server 2007

Course Description

This course delves into the specifics on using SharePoint for document management and collaboration, information on using records management and search capabilities and covers specifics on administering, monitoring, and maintaining a SharePoint farm. How to secure, back up, and restore SharePoint and enable enterprise presence capabilities, and integration with Exchange Server.

Course Level

Intermediate

Who should attend?

IT professionals responsible for configuring and manage SharePoint Server

Pre-requisites

Good understanding on Windows Server system

Course Objectives

- SharePoint 2007 Overview, Planning, and Implementation
- Installing SharePoint
- Using SharePoint 2007 Technologies
- Advanced SharePoint Management
- Managing a SharePoint Environment
- Extending the SharePoint Environment

Course Durations

18 Hours

Course Outline

1. SharePoint 2007 Overview, Planning, and Implementation

Introducing SharePoint 2007
 Planning and Architecting a SharePoint 2007 Deployment
 Planning Redundancy and Scaling the SharePoint Environment
 Planning the SharePoint 2007 User Environment

2. Installing SharePoint

Installing Windows SharePoint Services
 Installing Microsoft Office SharePoint Server 2007
 Migrating from SharePoint 2003 to SharePoint 2007

Hand-On Labs

Install Windows SharePoint Service
 Install Office SharePoint Server 2007

3. Using SharePoint 2007 Technologies

Using Libraries and Lists in SharePoint 2007
 Managing Libraries and Lists in SharePoint 2007
 Designing and Managing Pages, Workspaces, and Sites in SharePoint 2007
 Using Word, Excel, and Excel Services with SharePoint 2007
 Leveraging Additional Office 2007 Products

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Create and Manager Library and Lists
 Manage Page and Work Space
 Integrated with Office 2007

4. Advanced SharePoint Management

Implementing Records Management
 Enabling Web Content Management in SharePoint 2007
 Benefiting from the Enhanced Search Capabilities in SharePoint 2007

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Using Web Content
 Implement Searching

5. Managing a SharePoint Environment

Managing and Administering SharePoint Infrastructure
 Securing a SharePoint Environment
 Maintaining and Monitoring SharePoint 2007 Environments and Databases
 Backing Up and Restoring a SharePoint Environment

Hand-On Labs

Securing SharePoint 2007
 Backup and Restore

6. Extending the SharePoint Environment

Configuring Email-Enabled Content and Exchange Server Integration
 Enabling Presence Information in SharePoint with Microsoft Office Communications Server 2007

Providing Secured Remote Access to SharePoint Using ISA Server 2006
 Using Designer 2007 to Extend SharePoint 2007 Workflows and Customize the User Experience

Exploring Business Process and Business Intelligence Features in SharePoint 2007

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Configuring Mail-Enabled
 Using Designer 2007

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