



Configuring and Administering SharePoint 2010

Overview: This course teaches students how to install, configure and administer SharePoint as well as manage and monitor sites and users by using SharePoint 2010.

Course Length: 5 days

Prerequisites: This course is intended for IT Professionals who are experienced Windows Server 2003 or 2008 administrators and are interested in learning how to administer SharePoint 2010. The course is also intended for Business Application Administrators (BAAs) who are engaged in the administering line-of-business applications in conjunction with internal business customers.

Course Content:

Module 1: Introducing SharePoint 2010

Lessons:

- Evaluate the Features of SharePoint 2010
- Prepare for SharePoint 2010
- Install SharePoint 2010
- Advanced Installation of SharePoint 2010

Lab: Install SharePoint 2010

- Exercise 1: Create Active Directory Accounts for SharePoint
- Exercise 2: Install SharePoint Server Prerequisites
- Exercise 3: Install SharePoint Server
- Exercise 4: Run the SharePoint Products Configuration Wizard
- Exercise 5: Configure the Farm with the Farm Configuration Wizard
- Exercise 6 (Optional): Install a Language Pack

Module 2: Creating a SharePoint 2010 Intranet

Lessons:

- Perform Initial Farm Configuration
- Configure the SharePoint Logical Structure
- Explore the SharePoint Web Application and Physical Architecture

Lab: Create a SharePoint 2010 Intranet

- Exercise 1: Create a Web Application
- Exercise 2: Create a Site Collection
- Exercise 3: Create a Site Collection in a New Content Database

Module 3: Administering and Automating SharePoint

Lessons:

- Configure Central Administration
- Administer SharePoint from the Command Line
- Automate SharePoint Operations with Windows PowerShell

Lab: Automate SharePoint with Windows PowerShell

- Exercise 1: Add SharePoint Functionality to Windows PowerShell
- Exercise 2: Delegate the Ability to Use Windows PowerShell to Manage SharePoint

Exercise 3: Report Web and Site Collection Properties
Exercise 4: Create Site Collections Using Windows PowerShell
Exercise 5: Create and Update Items

Lab: Administer SharePoint with Stsadm

Exercise 1: Execute Stsadm Commands

Module 4: Configuring Content Management

Lessons:

Optimize Content Storage and Access
Manage Site Content Types and Site Columns
Configure the Managed Metadata Service

Lab: Configuring List Throttling and Remote BLOB Storage

Exercise 1: Configure List Throttling
Exercise 2: Enable FILESTREAM and Provision the RBS Data Store
Exercise 3: Install RBS on All SharePoint Web and Application Servers
Exercise 4: Configure the Blob Size Threshold for RBS

Lab: Configure Managed Metadata

Exercise 1: Configure and Implement Managed Metadata

Module 5: Configuring Authentication

Lessons:

Classic SharePoint Authentication Providers
Federated Authentication

Lab: Configuring Custom Authentication

Exercise 1: Create the ASP.NET Membership Database
Exercise 2: Create a Web Applications that Uses Claim Based Authentication

Lab: Configuring Secure Store

Exercise 1: Create User Accounts for Access to External Data
Exercise 2: Configure Secure Store Services
Exercise 3: Configure Secure Store Unattended Accounts

Module 6: Securing Content

Lessons:

Administer SharePoint Users and Groups
Implement SharePoint Roles and Role Assignments
Secure and Audit SharePoint Content

Lab: Configuring Security for SharePoint Content

Exercise 1: Managing SharePoint Groups
Exercise 2: Creating Custom Permission Levels
Exercise 3: Managing List and ListItem Permission Inheritance
Exercise 4: Create a Web Application Policy

Module 7: Managing SharePoint Customizations

Lessons:

Customize SharePoint
Deploy and Manage Features and Solutions
Configure Sandboxed Solutions

Lab: Administering Features and Solutions

Exercise 1: Administering Features
Exercise 2: Administering Solutions

Lab: Administering Sandboxed Solutions

Exercise 1: Administering Sandboxed Solutions
Exercise 2: Modifying Sandboxed Solutions Timer Jobs

Exercise 3: Configuring Sandbox Points

Lab: Administering the Developer Dashboard

Configure the Developer Dashboard

Module 8: Configuring and Securing SharePoint Services and Applications

Lessons:

Secure the Enterprise SharePoint Service

Secure and Isolate Web Applications

Configure Service Applications

Lab: Administer SharePoint Services

Exercise 1: Administer SharePoint Services

Exercise 2: Administer SharePoint Windows Services

Lab: Configure Application Security

Exercise 1: Configure Web Application and Application Pool Security

Exercise 2: Configure SSL Security (Optional)

Lab: Administer Service Applications

Exercise 1: Explore Service Applications

Exercise 2: Create a Service Application

Module 9: User Profiles and Social Networking

Lessons:

Configure User Profiles

Implement SharePoint 2010 Social Networking Features

Lab: Configuring User Profiles

Exercise 1: Creating a Service Application

Exercise 2: Configuring User Profiles

Exercise 3: Connecting BDC to SharePoint Profiles

Exercise 4: Administering ForeFront Identity Manager

Lab: Configuring My Sites

Exercise 1: Configuring My Sites

Exercise 2: Creating a My Site

Exercise 2: Updating a User Profile

Exercise 3: Administering Colleagues

Exercise 4: Configuring Personal and Shared Documents

Exercise 5: Creating A My Site Personal Blog

Exercise 6: Administering My Tags and Notes

Module 10: Administering and Configuring SharePoint Search

Lessons:

Configure Search

Refine Search

Lab: Configure Search

Exercise 1: Create and Configure A Content Source

Exercise 2: Configure Search Settings

Exercise 3: Add and Configure A Search Scope

Lab: Refine Search

Exercise 1: Configure Relevance

Exercise 2: Create Keywords and Best Bets

Exercise 3: Configure a Thesaurus

Exercise 4: Configure Noise Words

Module 11: Implementing Office Web Apps

Lessons:

Implement Business Connectivity Services

Configuring Excel Services Application
Understanding PerformancePoint Services
Configuring InfoPath Forms Services
Implementing Visio Services Features
Implementing Access Services
Implementing Office Web Apps

Lab: Implement Office Web Apps

Exercise 1: Installing and Configuring Office Web Apps

Exercise 2: Configuring and Testing the Office Web Apps in a Document Library

Module 12: Implementing Business Continuity

Lessons:

Configure High availability

Backup and Restore SharePoint

Lab: Implement a Backup Strategy

Exercise 1: Implement a Central Administration Backup Strategy

Exercise 2: Implement a Windows PowerShell Backup Strategy

Lab: Implement a Restore Strategy

Exercise 1: Implement a Central Administration Restore Strategy

Exercise 2: Perform a Partial Restore

Module 13: Monitoring and Optimizing SharePoint Performance

Lessons:

Monitor Performance

SharePoint Health Analyzer

Usage reports and web analytics

Monitor and Optimize SharePoint Performance

Lab: Configure Diagnostic Logging

Exercise 1: Configure Diagnostic Logging

Lab: Administer Logs with the ULS Viewer

Troubleshoot Correlation Errors

Lab: Configure Health Analyzer Rules

Configure Health Analyzer Rules

Lab: Build Reports Using the SharePoint Logging Database

Exercise 1: Configure the Logging Database

Exercise 2: Write Reports with the Logging Database