



SharePoint 2003 Fundamentals

Audience: System Administrators, Designers, Planners

Course Length: Four Days, 9:00 AM – 4:30 PM

Course Emphasis: Functionality, Architecture, Administration, and Best Practices

Windows SharePoint Services (WSS) Site:

- Document libraries
- Off the shelf lists
- Custom lists
- Discussion options
- Web parts and web pages
- Alerts
- Approval
- Search
- Site settings
- Site collection administration
- Office integration

Portal

- Navigation
- Area settings
- Area templates
- Listings
- Managing WSS content in areas
- Portal web parts
- Portal area and WSS site differences
- Typical urls
- Portal/WSS site content organization

My Site

- Profile
- "My Site" area
- WSS functionality
- Web parts

Security:

- Roles, groups, rights for WSS sites and portal
- List permissions
- List item level permissions
- Permission inheritance
- Authenticated users access
- Anonymous access

- Users vs. user information list

Application security

- IIS authentication
- Admin access
- Database access
- Firewall

Profiles, Active, Directory and Audiences

- Profile properties
- Active Directory imports
- Creating audiences
- Using audiences in web parts, listings, and my site

Architecture

Web/Application Server

- What is stored in the IIS metabase
- ISAPI filter
- ASP.NET handler
 - Direct Access
 - Safe Access
- Managed object model
- Unmanaged code

SQL Server

- Configuration database
- Content database
 - Core content: sites, webs, docs, lists, userdata tables
 - Document management
 - Alerts
- Best Practices

Site Definitions and Custom Templates

Site Definitions overview

- Onet.xml
- Schema.xml
- Webtemp.xml
- CAML
- Making global changes
- Making global changes

Site Templates

- Site and list galleries within each site collection
- Save as template functionality
- Deployment
- Portal considerations
- Stsadm.exe addtemplate option

- Advantages and disadvantages of using site definitions and templates

- Microsoft recommended approach vs. making direct changes to site definitions

FrontPage 2003

- Opening web sites for editing
- Design, code, and split views
- Data source catalog
- Data views
- Formatting in data views
- Web part connections - connected data views
- Ghosted/Unghosted pages
- Editing portal site areas

Deployment

Server and database components

- Component assignments
- Database settings
- Multiple content databases
- Planning database size

Deployment Scenarios

- Stand alone WSS site collection
- Virtual servers that point to existing SharePoint virtual servers
- Shared Services
- Multiple portals
- Using one portal as my site portal
- Microsoft OTG case study
- Object model access
- Throughput and scale limits

Search

- Portal and WSS search comparison
- Portal alerts
- Advanced search
- Content sources and indices
- Content rules
- Crawl scheduling and update types
- Search and indexer performance
- Storage requirements
- Security
- Properties, keywords, scopes
- Noise words and thesaurus
- Using Get parameters to access search
- Manipulating search results web part
- Office research pane

Usage Analysis:

- Types of usage analysis
- Enabling log usage analysis and accessing through web interface
- Accessing usage reports through FrontPage 2003
- SPReport tool

Backup and Recovery

- SharePoint database backup and restore tool
 - Backup and restores using user interface
 - Command line - spsbackup.exe
- Stsadm.exe - backup option and restore options
- Moving site collections
- Restoring a document or a list

- FrontPage 2003 backup site option
- Smigrate.exe - migrating SharePoint sites

Extra Admin Topics

- Virtual Server General Settings
- Managing Templates and setting locks on site collections
- Deleting Unused Sites
- Managed paths
- Editing WSS and Portal stylesheets
- Installing 3rd party web parts