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# Computer Visions Course Outline

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## Consulting Solutions

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## 10174A: Configuring and Administering Microsoft SharePoint 2010

### Description:

The course teaches students how to install, configure and administer SharePoint, and also manage and monitor sites and users by using SharePoint 2010.

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 part time Business Application Administrators (BAAs) who are engaged in the administering line-of-business (LOB) applications in conjunction with internal business customers.

### Course Outline:

**Module 1: Introducing SharePoint 2010**The goal of this module is to enable students to prepare for and install the first server in a SharePoint 2010 farm.**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**The goal of this module is to enable students to configure and administer the fundamental components of a SharePoint farm, including its configuration, logical structure, user-facing features, and underlying

service and accountability. Our consulting division is one of the fastest-growing around. Why? Clients trust us to provide excellent service and expertise. Visit our consulting section for more information.

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#### **engine.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**The goal of this module is to enable students to apply the full range of options for administering and automating SharePoint: Central Administration, STSADM, and Windows PowerShell. The module also introduces students to the logs, which are mentioned in several subsequent modules and are detailed in Module 14.**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**The goal of this module is to enable students to manage content (lists, libraries, items and documents)**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**

The goal of this module is to enable students to administer authentication to SharePoint web applications.

#### **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**The goal of this module is to enable students to manage security of SharePoint content within a Web application.**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**The goal of this module is to enable students to manage customizations to the SharePoint environment.**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**The goal of this module is to enable students to manage the SharePoint service as a whole, as well as individual services and service 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: Implementing Productivity Service Applications**The goal of this module is to enable students to configure specific service applications.**Lessons**

Implement Business Connectivity Services

Implement Excel Services Application

Implement PerformancePoint Services

Implement InfoPath Services

Implement Visio Services

Implement Access Services

Implement Office Web Apps

**Lab : Implement Office Web Apps**

Exercise 1: Install and Configure Office Web Apps

Exercise 2: Configure and Test the Office Web Apps in a Document Library

**Module 10: User Profiles and Social Networking**

The goal of this module is to enable students to manage user profiles, My Sites, and social content

**Lessons**

Configure User Profiles

Implement SharePoint 2010 Social Networking Features

**Lab : Lab 10 A: 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 11: Administering and Configuring SharePoint**

**Search**The goal of this module is to enable students to configure

## 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 12: Installing and Upgrading to SharePoint 2010**

The goal of this module is to enable students to install and upgrade to SharePoint 2010 in a variety of scenarios, and to keep SharePoint 2010 up-to-date.

### **Lessons**

Install SharePoint Servers and Farms

Upgrade to SharePoint 2010

Monitor and Troubleshoot installation and upgrade

Update SharePoint

### **Lab : Implementing Advanced SharePoint 2010 Installations**

Exercise 1: Create a Multi-Server Farm

Exercise 2: Configure SharePoint Server Roles

Exercise 3: Install Language Packs

### **Lab : Scripting a SharePoint 2010 Install**

Exercise 1: Creating a SharePoint 2010 Install Script

Exercise 2: Configuring SharePoint 2010 via Scripts

Exercise 3: Creating a SharePoint 2010 Service Applications Script

### **Lab : Implementing SharePoint 2007 Upgrade Requirements**

Exercise 1: Defragmenting Content Databases

Exercise 2: Migrating Content Between Databases

Exercise 3: Truncating and Backing Up Content Databases

Exercise 4: Installing Cumulative Update (Oct 2009)

Exercise 5: Analyzing the Upgrade

### **Lab : Upgrading SharePoint 2007 to SharePoint 2010**

Exercise 1: Upgrading the SharePoint Binaries

Exercise 2: Implement a Database Attach Upgrade

Exercise 3: Implementing a Visual Upgrade

## **Module 13: Implementing Business Continuity**

The goal of this module is to enable students to configure business continuity for

### **SharePoint Lessons**

Lesson 1: Configure High availability

Lesson 2: 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 14: Monitoring and Optimizing SharePoint**

**Performance**The goal of this module is to enable students to monitor SharePoint performance, health, and usage, and to identify and remediate performance and health problems.**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