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# Computer Visions Course Outline

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## Consulting Solutions

Consulting is about trust,

## 5061: IMPLEMENTING MICROSOFT OFFICE SHAREPOINT SERVER 2007

### Description:

This three-day instructor-led course provides students with the knowledge and skills required to implement Microsoft Office SharePoint Server 2007 successfully in their organization

### Course Outline:

#### Module 1: Overview of Microsoft Office SharePoint Server 2007

**This introductory module provides an overview of Microsoft Office SharePoint Server 2007.**

##### Lessons

- Introduction to Microsoft Office SharePoint Server 2007
- Integrating Microsoft Office SharePoint Server 2007 in the Enterprise
- Microsoft Office SharePoint Server 2007 Architecture

After completing this module, students will be able to:

- Describe Microsoft Office SharePoint Server 2007.
- Explain how Microsoft Office SharePoint Server 2007 integrates with many different products and systems in the Enterprise.
- Describe the Microsoft Office SharePoint Server 2007 architecture.

#### Module 2: Planning and Designing for Microsoft Office SharePoint Server 2007

This module focuses on planning and design issues and activities. It contains elements of Microsoft Solution Framework (MSF) concepts, and provides a brief refresher for those students who are already familiar with MSF (and a high-level introduction to the concepts for those who are not).

##### Lessons

- Preparing for a Microsoft Office SharePoint Server 2007

##### Implementation

- Planning and Designing for Non-Functional Requirements

Lab: Documenting Non-Functional Requirements for Microsoft Office SharePoint Server 2007 Solutions

- Preparing for a Microsoft Office SharePoint Server 2007

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## Implementation

- Defining Non-Functional Requirements for Microsoft Office SharePoint Server 2007

After completing this module, students will be able to:

- Prepare and plan for implementing Microsoft Office SharePoint Server 2007 solutions.
- Describe typical non-functional requirements for Microsoft Office SharePoint Server 2007-based solutions and how to consider these requirements at the design stage.

### **Module 3: Deploying Microsoft Office SharePoint Server 2007**

**This module provides high-level information about deployment environments and its prerequisites, and then focuses on the tasks and activities involved in installing and configuring Microsoft Office SharePoint Server 2007. The module concludes with an overview and examples of Shared Service Providers.**

Lessons

- Microsoft Office SharePoint Server 2007 Deployment Architecture
- Installing Microsoft Office SharePoint Server 2007
- Managing Shared Service Providers

Lab: Planning for and Deploying Microsoft Office SharePoint Server 2007

- Creating Deployment Plans for Microsoft Office SharePoint Server 2007
- Installing Microsoft Office SharePoint Server 2007

After completing this module, students will be able to:

- Describe the Microsoft Office SharePoint Server 2007 deployment architecture.
- Install and configure Microsoft Office SharePoint Server 2007.
- Describe and manage Shared Service Providers.

### **Module 4: Administering Microsoft Office SharePoint Server 2007**

**This module sets the groundwork for the solution-specific modules that follow this one. It provides details and guidance about general administrative tasks for Microsoft Office SharePoint Server 2007.**

Lessons

- Creating Microsoft Office SharePoint Server 2007 Sites
- Managing Microsoft Office SharePoint Server 2007 Features

Lab: Managing Sites and Features

- Creating and Managing Microsoft Office SharePoint Server 2007 Sites
- Activating and Deactivating Microsoft Office SharePoint Server 2007 Features

After completing this module, students will be able to:

- Describe the process and the templates that can be used for creating Microsoft Office SharePoint Server 2007 sites.
- List Microsoft Office SharePoint Server 2007-specific features and describe how to manage those features.

### **Module 5: Implementing Portal Solutions**

**This module focuses on the portal-oriented features provided by Microsoft Office SharePoint Server 2007, by describing portal sites, collaborative features, and user profiles and audiences.**

Lessons

- Creating Portal Sites
- Implementing Collaborative Features
- Implementing Users Profiles and Audiences

Lab: Implementing Collaborative Features in Portal Sites

- Creating and Managing Portal Sites
- Managing Personal Sites
- Managing User Profiles and Targeting

After completing this module, students will be able to:

- Describe the portal-based features of Microsoft Office SharePoint Server 2007.
- Describe the collaborative features, and will be able to explain their advantages.
- Describe user profiles, and how they are used in Portal-based solutions.

### **Module 6: Implementing Content Management Solutions**

**This module focuses on the content management-oriented concepts of Microsoft Office SharePoint Server 2007, by describing content management requirements, features and processes.**

Lessons

- Overview of Content Management
- Managing Documents and Content with Microsoft Office SharePoint Server 2007
- Implementing Content Management Processes
- Implementing Content Management Policies

Lab: Implementing Content Management Sites and Processes

- Creating Content Management Sites
- Managing Authoring Workflows and Processes

Lab: Implementing Auditing and Policies

- Implementing Auditing
- Creating Policies
- Creating Records Management Solutions

After completing this module, students will be able to:

- Describe the basics of the content-management process, and explain how various parts of these processes are implemented in Microsoft Office SharePoint Server 2007 solutions.
- Describe content- and document-management concepts and processes in Microsoft Office SharePoint Server 2007 solutions.
- Implement standard and advanced content-management processes.
- Implement the advanced features of Microsoft Office SharePoint Server 2007 that enable robust policies and auditing for enterprise-level content management.

## **Module 7: Implementing Business Intelligence Solutions**

**This module focuses on the business data-oriented concepts of Microsoft Office SharePoint Server 2007, by describing the Business Data Catalog, Excel Services, Key Performance Indicators, Business Intelligence Dashboards and Reports.**

Lessons

- Configuring and Incorporating Business Data Catalog Applications into Portal Solutions
  - Implementing Microsoft Office SharePoint Server 2007 Excel Services
  - Implementing Business Intelligence Dashboards
  - Creating Report Center Web Sites
  - Implementing Microsoft Office SharePoint Server 2007 Forms Server
- Lab: Implementing Business Intelligence Solutions with Microsoft Office SharePoint Server 2007
- Creating Business Data Catalog Applications
  - Implementing Excel Services
  - Creating Business Intelligence Dashboards

Lab: Capturing Business Data by using Microsoft Office SharePoint Server 2007 Forms Server

- Deploying Server-Side InfoPath Forms

After completing this module, students will be able to:

- Describe the key part that the BDC plays in Microsoft Office SharePoint Server 2007-based solutions, and describe the process of creating BDC applications.
- Describe the features and capabilities of Excel Services, and explain how they contribute to business intelligence solutions.
- Describe business intelligence dashboards and capabilities, and explain how they form the cornerstone of business intelligence solutions.
- Describe the integration of Microsoft Office SharePoint Server 2007 with SQL Server Reporting services.
- Describe how server-side forms can be incorporated into business intelligence solutions, and explain the different processes that must be used for deploying no-code and code-based forms.

## **Module 8: Implementing Search and Indexing**

This module focuses on the concepts, requirements, and processes for implementing search and indexing.

Lessons

- Overview of Implementing Microsoft Office SharePoint Server 2007 Search and Indexing
- Implementing Search

Lab: Implementing Microsoft Office SharePoint Server 2007 Search and Indexing

- Defining Content Sources and Scopes
- Building Indexes
- Performing Searches

After completing this module, students will be able to:

- Explain the search and indexing features of Microsoft Office SharePoint Server 2007, and explain which features are provided by Windows SharePoint Services and which are provided by Microsoft Office SharePoint Server 2007.
- Describe the end-to-end process from defining content to be indexed, through indexing that content, to performing searches.

### **Module 9: Maintaining and Optimizing Microsoft Office SharePoint Server 2007**

This module focuses on the day-to-day maintenance, monitoring and optimization concepts, processes and requirements

Lessons

- Implementing Microsoft Office SharePoint Server 2007 Backup and Restore
- Monitoring Microsoft Office SharePoint Server 2007
- Performance Tuning and Optimization of Microsoft Office SharePoint Server 2007 Solutions

Lab: Backing Up and Restoring Microsoft Office SharePoint Server 2007 Configurations and Data

- Performing Backups Operations
- Performing Restore Operations

Lab: Monitoring and Optimizing Microsoft Office SharePoint Server 2007 Solutions

- Monitoring Microsoft Office SharePoint Server 2007
- Optimizing Microsoft Office SharePoint Server 2007

After completing this module, students will be able to:

- Describe the factors that affect the backup and restoration of Microsoft Office SharePoint Server 2007 data, and the processes for performing backup and restore operations.
- Describe the Microsoft Office SharePoint Server 2007 performance counters, and explain the significance of the most important counters.
- Describe the process and concepts of monitoring and tuning Microsoft Office SharePoint Server 2007-based operations, explain the difference between throughput and response times, describe the factors that affect these two measurements, and describe approaches that can be used to increase throughput and/or response times.