Course 10174B:

Configuring and Administering Microsoft SharePoint 2010

Course Details

Course Outline

Module 1: Introducing Microsoft SharePoint 2010

This module provides an overview of SharePoint 2010 and SharePoint Online. It will prepare students for the installation of the first server in a SharePoint 2010 farm and give details on SharePoint 2010 Sp1 and SharePoint Online.

Lessons

- Evaluating the Features of Microsoft SharePoint 2010

- Preparing for SharePoint 2010

- Installing SharePoint 2010

- Advanced Installation of SharePoint 2010

Lab : Installing SharePoint 2010

- Exercise 1: Creating Active Directory Accounts for SharePoint

- Exercise 2: Installing SharePoint Server Prerequisites

- Exercise 3: Installing SharePoint Server

- Exercise 4: Configuring the SharePoint Installation

- Exercise 4: Configuring the SharePoint Installation

- Exercise 6 (Optional): Installing a Language Pack

After completing this module, students will be able to:
- Evaluate the Features of SharePoint 2010

- Prepare for SharePoint 2010

- Install SharePoint 2010

- Perform an Advanced Installation of SharePoint 2010

Module 2: Creating a SharePoint 2010 Intranet

This module covers creating a SharePoint 2010 Intranet and shows students how to configure and administer the fundamental components of a SharePoint farm, including its configuration, logical structure, user-facing features, and underlying engine.

Lessons

- Performing Initial Farm Configuration

- Configuring the SharePoint Logical Structure

- Exploring the SharePoint Web Application and Physical Architecture

Lab : Creating a SharePoint 2010 Intranet

- Exercise 1: Creating a Web Application

- Exercise 2: Creating a Site Collection

- Exercise 3: Creating a Site Collection in a New Content Database

After completing this module, students will be able to:

- Perform Initial Farm Configuration

- Configure the SharePoint Logical Structure

- Explore the SharePoint Web Application and Physical Architecture

Module 3: Administering and Automating SharePoint

This module covers Administering and Automating SharePoint. It covers how to apply the full range of options for administering and automating SharePoint—Central Administration, STSADM, and PowerShell. The module also introduces students to the logs.

Lessons

- Configuring Central Administration

- Administering SharePoint from the Command Line

- Automating SharePoint Operations with Windows PowerShell

Lab : Automating SharePoint with Windows PowerShell

- Exercise 1: Adding SharePoint Functionality to Windows PowerShell

- Exercise 2: Delegating the Ability to Use Windows PowerShell to Manage SharePoint

- Exercise 3: Reporting Web and Site Collection Properties

- Exercise 4: Creating Site Collections Using Windows PowerShell

- Exercise 5: Creating and Updating Items

After completing this module, students will be able to:

- Configure Central Administration

- Administer SharePoint from the Command Line

- Automate SharePoint Operations with Windows PowerShell

Module 4: Configuring Content Management

This module covers Configuring Content Management. It explains to students how to manage content (lists, libraries, items and documents).

Lessons

- Optimizing Content Storage and Access

- Managing Site Content Types and Site Columns

- Configuring the Managed Metadata Service

Lab : Lab A: Configuring List Throttling and Remote BLOB Storage

- Exercise 1: Configuring List Throttling

- Exercise 2: Enabling FILESTREAM and Provisioning the RBS Data Store

- Exercise 3: Installing RBS on All SharePoint Web and Application Servers

- Exercise 4: Configuring the BLOB Size Threshold for RBS

Lab : Lab B: Configuring Managed Metadata

- Exercise 1: Configuring and Implementing Managed Metadata

After completing this module, students will be able to:

- Optimize Content Storage and Access

- Manage Site Content Types and Site Columns

- Configure the Managed Metadata Service

Module 5: Configuring Authentication

This module describes the process of how to administer authentication to SharePoint Web applications.

Lessons

- Understanding Classic SharePoint Authentication Providers

- Understanding Federated Authentication

Lab : Lab A: Configuring Custom Authentication

- Exercise 1: Creating and Configuring an ASP.NET Membership Database

- Exercise 2: Creating a Web Application that Uses Claims-Based Authentication

Lab : Lab B: Configuring Secure Store

- Exercise 1: Creating User Accounts for Access to External Data

- Exercise 2: Configuring Secure Store Services

- Exercise 3: Configuring Secure Store Unattended Accounts

After completing this module, students will be able to:

- Describe Microsoft SharePointServer 2010 authentication.

- Describe SharePoint Server 2010 federated authentication.

Module 6: Securing Content

This module details how to manage security of SharePoint content within a Web application.

Lessons

- Administering SharePoint Groups

- Implementing SharePoint Roles and Role Assignments

- Securing and Auditing SharePoint Content

- Configuring Security for SharePoint Content

Lab : Configuring Security for SharePoint Content

- Exercise 1: Managing SharePoint Groups

- Exercise 2: Creating Custom Permission Levels

- Exercise 3: Managing Permissions and Inheritance

- Exercise 4: Creating a Web Application Policy

After completing this module, students will be able to:

- Administer SharePoint Groups

- Implement SharePoint Roles and Role Assignments

- Secure and Auditing SharePoint Content

- Configure Security for SharePoint Content

Module 7: Managing SharePoint Customizations

This module enables students to manage customizations to the SharePoint environment.

Lessons

- Customizing Microsoft SharePoint

- Deploying and Managing Features and Solutions

- Configuring Sandboxed Solutions

Lab : Lab A: Administering Features and Solutions

- Exercise 1: Administering Features

- Exercise 2: Administering Solutions

- Exercise 1: Administering SandBoxed Solutions

- Exercise 2: Modifying SandBoxed Solutions Timer Jobs

- Exercise 3: Configuring Sandbox Points

After completing this module, students will be able to:
- Customize SharePoint installations to suit your organizational needs.

- Deploy and manage SharePoint features and solutions.

- Configure sandboxed solutions.

Module 8: Configuring and Securing SharePoint Services and Service Applications

This module shows students how to manage the SharePoint service as a whole, as well as individual services and service applications

Lessons

- Securing the Enterprise SharePoint Service

- Securing and Isolating Web Applications

- Services and Service Applications

Lab : Lab A: Administering SharePoint Services

- Exercise 1: Administering SharePoint Services

- Exercise 2: Administering SharePoint Windows Services

Lab : Lab B: Configuring Application Security

- Exercise 1: Configuring Web Application and Application Pool Security

- Exercise 2: Configuring Secure Sockets Layer Security

Lab : Lab C: Configuring Service Applications

- Exercise 1: Creating a Service Application

After completing this module, students will be able to:
- Secure your enterprise-level SharePoint service.

- Secure Web applications.

- Configure SharePoint services and service applications.

Module 9: User Profiles and Social Networking

This module describes how to manage user profiles, My Sites, and social content.

Lessons

- Configuring User Profiles

- Implementing SharePoint 2010 Social Networking Features

Lab : Lab A: Configuring User Profiles

- Exercise 1: Creating a User Profile Service Application

- Exercise 2: Configuring User Profiles

- Exercise 3: Configuring Profile Import from External Data Sources

Lab : Lab B: Administering My Sites

- Exercise 1: Configuring My Sites

- Exercise 2: Creating Your My Site and Profile

- Exercise 3: Configuring Social Networking Features

After completing this module, students will be able to:
- Configure user profiles.

- Implement SharePoint 2010 social networking features.

Module 10: Administering and Configuring SharePoint Search

This module discusses how to administer and configure SharePoint Search.

Lessons

- Configuring Search

- Refining Search

Lab : Lab A: Configuring Search

- Exercise 1: Creating Content for Search

- Exercise 2: Creating an Enterprise Search Center Site

- Exercise 3: Creating and Configuring a Content Source

- Exercise 4: Configuring File Types

- Exercise 5: Configuring Search Settings

- Exercise 6: Configuring Managed Properties

- Exercise 7: Creating and Configuring a Search Scope

Lab : Lab B: Tuning SharePoint Search

- Exercise 1: Creating Keywords and Best Bets

- Exercise 2: Configuring a Thesaurus

- Exercise 3: Configuring Noise Words

After completing this module, students will be able to:

- Configure the search features of SharePoint Server 2010.

- Refine searches in SharePoint 2010.

Module 11: Implementing Productivity Service Applications

This module enables students to configure specific service applications.

Lessons

- Implementing Business Connectivity Services

- Configuring Excel Services

- Understanding PerformancePoint Services

- Implementing InfoPath Forms Services

- Implementing Visio Services Features

- Implementing Access Services

- Implementing Office Web Apps

Lab : Implementing Office Web Apps

- Exercise 1: Installing and Configuring Office Web Apps

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

After completing this module, students will be able to:

- Describe business connectivity services.

- Configure Excel services.

- Describe PerformancePoint Services.

- Configure InfoPath services.

- Implement Visio services.

- Implement Access services.

- Install Office Web Apps.

Module 12: Installing and Upgrading to SharePoint 2010

This module teaches students how to install and upgrade to SharePoint 2010 in a variety of scenarios, and to keep SharePoint 2010 current

Lessons

- Installing SharePoint Servers and Farms

- Upgrading to SharePoint 2010

- Evaluating Installations and Upgrades

- Configuring SharePoint Operational Settings

- Updating SharePoint

- Exercise 1: Performing SQL Server Database Maintenance

- Exercise 2: Moving a Site Collection Between Content Databases

- Exercise 3: Preparing SQL Server Databases for Upgrade

- Exercise 4: Preparing SharePoint 2007 for Upgrade

- Exercise 1: Upgrading SharePoint 2007 to SharePoint 2010

- Exercise 2: Upgrading Content Databases

- Exercise 3: Implementing a Visual Upgrade

After completing this module, students will be able to:
- Install SharePoint servers and farms.

- Upgrade SharePoint 2007 to SharePoint 2010.

- Plan SharePoint installations and upgrades.

- Configure operational settings in SharePoint 2010.

- Update SharePoint.

Module 13: Implementing Business Continuity

This module enables students to configure business continuity for SharePoint.

Lessons
- Protecting and Recovering Content

- Working with Backup and Restore for Disaster Recovery

- Implementing High Availability Solutions

- Exercise 1: Backing Up SharePoint Using Central Administration

- Exercise 2: Investigating SharePoint Backup Logs and Files

- Exercise 3: Automating SharePoint Backup Using Windows PowerShell

- Exercise 1: Restoring a Web Application Using Central Administration

- Exercise 2: Investigating SharePoint Restore Logs and Files

- Exercise 3: Performing a Partial Restore

After completing this module, students will be able to:
- Describe how to protect content and recover content.

- Perform backup and restore operations to mitigate against disasters.

- Implement high availability solutions with SharePoint Server.

Module 14: Monitoring and Optimizing SharePoint Performance

This module shows students how to monitor SharePoint performance, health, and usage, and to identify and remediate performance and health problems.

Lessons

- Monitoring Logs

- Configuring SharePoint Health Analyzer

- Configuring Usage Reports and Web Analytics

- Monitoring and Optimizing SharePoint Performance

Lab : Lab A: Configuring SharePoint Monitoring

- Exercise 1: Configuring SharePoint Diagnostic Logging

Lab : Lab B: Analyzing SharePoint Health

- Exercise 1: Configuring Health Analyzer Rules

- Exercise 2: Reviewing and Repairing Health Analyzer Problems

Lab : Lab C: Reporting SharePoint Usage

- Exercise 1: Configuring SharePoint Usage Data Collection

- Exercise 2: Creating Reports from the Logging Database

After completing this module, students will be able to:
- Use monitoring logs to establish a baseline for performance monitoring.

- Configure SharePoint Health Analyzer.

- Configure both usage reports and Web analytics.

- Monitor your SharePoint servers' performance and optimize them.

Module 15: SharePoint Online and Office 365

This module covers implementing sand administering Office 365 and SharePoint Online

Lessons

- Introducing Office 365 and SharePoint Online

- Setting Up Office 365

- Administering SharePoint Online

After completing this module, students will be able to:
- Describe the components of Office 365 and compare the functionality of SharePoint Online to that of a SharePoint on-premise farm.

- Create and configure an Office 365 subscription.

- Secure SharePoint Online and integrate it with on-premise systems.