



## Configuring and Administering Microsoft SharePoint

**Description:** This 40 hour instructor-led course teaches students how to install, configure, and administer Microsoft SharePoint and also how to manage and monitor sites and users by using Microsoft SharePoint. It will also cover the new features and functionality introduced with SharePoint Sp1 as well as Offices 365's SharePoint Online. Credit toward Certification: When you pass Exam 70-667: TS: Microsoft SharePoint, Configuring, it provides a credit toward the MCTS.

### **Session 1:** Introducing Microsoft SharePoint

- Evaluating the Features of Microsoft SharePoint
- Preparing for SharePoint
- Installing SharePoint
- Advanced Installation of SharePoint
- Lab: Installing SharePoint

### **Session 2:** Creating a SharePoint Intranet

- Performing Initial Farm Configuration
- Configuring the SharePoint Logical Structure
- Exploring the SharePoint Web Application and Physical Architecture

### **Session 3:** Administering and Automating SharePoint

- Configuring Central Administration
- Administering SharePoint from the Command Line
- Automating SharePoint Operations with Windows PowerShell

### **Session 4:** Configuring Content

- Optimizing Content Storage and Access
- Managing Site Content Types and Site Columns
- Configuring the Managed Metadata Service

### **Session 5:** Configuring Authentication

- Understanding Classic SharePoint Authentication Providers
- Understanding Federated Authentication
- Lab : Lab A: Configuring Custom Authentication

### **Session 6:** Securing Content

- Administering SharePoint Groups
- Implementing SharePoint Roles and Role Assignments
- Securing and Auditing SharePoint Content
- Configuring Security for SharePoint Content

### **Session 7:** Managing SharePoint

- Customizing Microsoft SharePoint
- Deploying and Managing Features and Solutions
- Configuring Sandboxed Solutions

### **Session 8:** Configuring and Securing SharePoint Services and Service Applications

- Securing the Enterprise SharePoint Service
- Securing and Isolating Web Applications
- Services and Service Applications
- Lab: Lab A: Administering SharePoint Services

### **Session 9:** User Profiles and Social Networking

- Configuring User Profiles
- Implementing SharePoint Social Networking Features

### **Session 10:** Administering and Configuring SharePoint Search

- Configuring Search
- Refining Search



- 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

**Session 12: Installing and Upgrading to SharePoint**

- Installing SharePoint Servers and Farms
- Upgrading to SharePoint
- Evaluating Installations and Upgrades
- Configuring SharePoint Operational Settings
- Updating SharePoint

**Session 13: Implementing Business Continuity**

- Protecting and Recovering Content
- Working with Backup and Restore for Disaster Recovery
- Implementing High Availability Solutions

**Session 14: Monitoring and Optimizing SharePoint Performance**

- Monitoring Logs
- Configuring SharePoint Health Analyzer
- Configuring Usage Reports and Web Analytics
- Monitoring and Optimizing SharePoint Performance

**Session 15: SharePoint Online and Office 365**

- Introducing Office 365 and SharePoint Online
- Setting Up Office 365
- Administering SharePoint Online