

# Nick Grattan Consultancy Ltd

we demistify SharePoint expert-led training proven consulting custom software

## Training Specification: Microsoft SharePoint 2010 –Administration, Configuration and Site Collection Creation

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### Overview

This **five day** training course teaches how to create and manage SharePoint farms. The course teaches how to plan, install, deploy and administer a SharePoint farm installation. The course covers Microsoft SharePoint Standard and Enterprise features.

### Prerequisites

Some knowledge of Windows 2008 Server and Internet Information Server (IIS) is beneficial. Course participants are provided with a manual containing fully worked examples and explanations of the techniques covered in this course.

#### WHAT IS SHAREPOINT?

Overview of the SharePoint product, its functions and capabilities. SharePoint for Internet, intranet and content management solutions.

#### INSTALLATION

SharePoint Versions - Hardware Requirements – Prerequisites -Service accounts (active directory and local) - Single and multiple server installs - Farms, Site Collections and Sites.

#### PERFORMANCE AND SCALABILITY

Basic principles - Different SharePoint Workload Characteristics: Document management Collaborative Applications, Business intelligence, Web Publishing, Social Computing, Search Using External Data - Caching in SharePoint

#### EXPLORING SHAREPOINT PHYSICAL ARCHITECTURE

SQL databases (e.g. Configuration and Content)– IIS virtual web sites and Web.Config - Disk layout – organizing location of content and databases.

#### FARM ADMINISTRATION

Tools (web based, command line, PowerShell) – Farm - Monitoring SharePoint - High availability, Backup and disaster recovery - Patching

#### EXPLORING SHAREPOINT LOGICAL ARCHITECTURE

Farms - Web applications – Zones - Managed Paths - Site Collections - Sites - Site templates Taxonomy and Content types - Site columns – Lists – Libraries – Pages - Web parts - Solutions and features

#### EXPLORING SERVICE APPLICATIONS

Architecture of Service Applications - Service Application Topology Design - Search Connecting to external data – Performance Point for Business Intelligence - InfoPath for electronic forms – Visio– Access for data access- Office web apps - User profiles and ‘my sites’ – Working with Taxonomies and Metadata.

#### USING SHAREPOINT

Collaboration vs. Publishing – Content Management Solutions - Creating site collections and sites - Site collection and site –administration - Integrating with Office - Using service applications

#### SECURITY

The SharePoint Security Model – Users – Groups – Permission Levels – Permission Inheritance for Sites, Libraries and Lists, Items.

#### CUSTOMISING SHAREPOINT

In the browser - SharePoint Designer - Visual Studio – Themes – Master Pages.

Version 1.00