

# Nick Grattan Consultancy Ltd

we demistify SharePoint expert-led training proven consulting custom software

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## Training Specification: Microsoft Office SharePoint 2007 – Installation, Administration, Configuration and Site Collection Creation

Phone Alison on **021 4943970** for dates and availability



Version 2.00

### Overview

This **three day** training course teaches how to create web portals and intranets using Microsoft Office SharePoint Server (MOSS) 2007. The course teaches how to plan and deploy and administer a MOSS farm installation.

### Prerequisites

Some knowledge of Windows 2003 / 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.

#### SHAREPOINT OVERVIEW, PLANNING AND INSTALLATION

Product Features. Deployment Architectures. Single Server – Small, Medium, Large Farm - Multiple Farms. Hardware Requirements. Basic and Farm Installation. MOSS 2007 Configuration Wizard.

#### CENTRAL ADMINISTRATION AND OPERATIONS CONFIGURATION

Central Administration. Using Administration Tasks. Designating the MOSS 2007 Administrator's Group. Enabling MOSS 2007 Enterprise Features. Configuring Search Services. The Shared Services Provider. Configuring Outgoing Mail. Web Applications, Site Collections and Sites. Setting site quotas. Configuring Incoming E-mail settings for the Farm. E-Mail Enabling a List. Creating a new Web Application and Site Collection.

#### MANAGING USER PROFILES, PERMISSIONS AND SHAREPOINT GROUPS

User Profiles. Permissions and Permissions Lists. Site Permissions. Security Trimming. Making Permissions available to a Web Application. Permission Levels and SharePoint Groups. Assigning Permission Levels to Groups. Configuring Anonymous Access. Security Policies. Setting Permissions on Sites, Lists and Items. Providing a User Profile Access to a Site Collection. Permission Inheritance for Sites, Lists and Items.

#### AUTHENTICATION, ZONES AND EXTENDING WEB SITES

Extending a Web Application. Configuring SSL Certificates in IIS. Configuring Form Authentication. Creating the SQL Server Credential Store. Initializing the Credential Store. Modifying Web.Config Files for SharePoint Web Applications. Enabling Forms Authentication. Zones and alternate access mappings.

#### MOSS 2007 SHARED SERVICE PROVIDERS

Creating and Configuring Shared Service. Creating a new SSP. Managing the SSP to Web Application Associations. Managing and Configuring Search and Indexing. Setting a Crawl Schedule. Creating a new Content Source. Adding a Crawl Rule. Adding new File Types. Creating and Managing Search Scopes. Using Keywords and Best Bets. Reporting on Searching. Importing Active Directory users and groups. Creating and compiling an Audience. Managing User Profiles. Personalization with "My Site". Enabling Self-Service Site Management. Using Excel Services. The Business Data Catalog (BDC). BDC Metadata File.

#### SHAREPOINT OPERATIONS AND ADMINISTRATION

Using Backup and Restore. Creating a Target Folder. Manually Performing a Backup. Scheduling a Backup. Manually Performing a Restore. Quiescing the Farm. Cleaning up Unused Sites. Configuring Antivirus Protection.