

SPECIALIZATION IN SHAREPOINT SERVER

Training program



This course provides students with the knowledge and skills to deploy and manage a Microsoft Windows SharePoint Services infrastructure.

The student will learn skills that enable them to deploy and manage a Windows SharePoint Services infrastructure as well as guide end users in their use of the product. This course is not intended to provide detailed design skills, but will cover planning skills at a level sufficient to enable decision making for the implementation process.

This highly specialized and concrete program is ideally suited to following individuals who are:

- **Fresh University Graduates who would like to pursue a career in Computer's.**
- **Already working and interested professional who want to learn the Sharepoint Server Services.**
- **Already working in a Networking & Software development position and like to excel in terms of better position and compensation.**

Program is offered by: 3D Educators – Trainers & Consultants

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Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

Number of classes in a week	Two Class Per Week
Duration of each class	2 – Hours
Share Point for Networks	30 Hours
Share Point for Users	30 Hours
Share Point For Developers	30 Hours
Share Point For Developers With Dot Net Technologies	30 Hours

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About the Program Designer & Instructor

The Profile of Program Designers & Instructors is given below:

The “**SPEICALIZATION IN SHARE POINT SERVER**” Program has been designed and will be conducted the Senior Network Mangers and Senior Software Engineers.

The program has different attitude, one is totally related to Networks and other one is for Software. Further classification is also mentioned below.

The Person are qualified and certified in Networking and MCS and MBA.

At present, faculty is working with computer based technology provider organization in senior position, also involved in training and development for last fifteen years.

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SPECIALIZATION IN SHARE POINT SERVER

Administering Microsoft Windows SharePoint Services

Introduction

Elements of this syllabus are subject to change.

This course provides students with the knowledge and skills to deploy and manage a Microsoft Windows SharePoint Services infrastructure.

The student will learn skills that enable them to deploy and manage a Windows SharePoint Services infrastructure as well as guide end users in their use of the product. This course is not intended to provide detailed design skills, but will cover planning skills at a level sufficient to enable decision making for the implementation process.

Audience

This course is intended for those who operate in medium to very large computing environments using the Microsoft Windows Server 2003 operating system. Typical environments in which they work have the following characteristics:

- Supported users range from 200 to over 100,000.
- Multiple physical locations.
- Typical products and technologies include Microsoft Windows 2003, Internet Information Services (IIS), Windows SharePoint Services, Microsoft SQL Server, Microsoft Office web components, messaging and collaboration platforms, and network security products and technologies.

At Course Completion

After completing this course, students will be able to:

- Understand the Windows SharePoint Services architecture and the business benefits provided by deploying Windows SharePoint Services.
- Enhance collaboration by using Windows SharePoint Services.
- Install and configure a Windows SharePoint Services server.
- Administer Windows SharePoint Services servers.
- Administer Windows SharePoint Services sites.

Prerequisites

Before attending this course, students must have:

- Working knowledge of Windows Server 2003.
- Successfully completed the Windows Server 2003 core curriculum for Microsoft Certified

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Systems Administrator (MCSA).

- Working knowledge of networking, including TCP/IP and Domain Name System (DNS).
- Working knowledge of Internet Information Services (IIS).

Course Outline

Module 1: Introduction to Windows SharePoint Services

This module provides an introduction to the Windows SharePoint Services environment and architecture, and then describes the business requirements that can be addressed by deploying Windows SharePoint Services.

Lessons

- The Windows SharePoint Services Environment
- Overview of Windows SharePoint Services Components
- Overview of Windows SharePoint Services Administration

After completing this module, students will be able to:

- Explain the purpose, benefits, and architecture of Windows SharePoint Services.
- Describe the components that make up a Windows SharePoint Services infrastructure.
- Explain the methods for administering Windows SharePoint Services and describe the security model of Windows SharePoint Services.

Module 2: Working with Windows SharePoint Services

This module describes how to use the common features of team sites and create and modify lists. As well, the module describes how to create and manage libraries and how to create discussions and surveys. The module also describes how Windows SharePoint Services integrates with Microsoft Office 2003.

Lessons

- Working with Team Sites
- Creating and Managing Lists
- Creating and Managing Libraries
- Creating and Managing Discussions and Surveys
- Managing Windows SharePoint Services Integration with Microsoft Office 2003
- Lab: Working with Windows SharePoint Services
- Creating and Managing a Custom List
- Creating a Form Library

- Publishing a Microsoft Office Excel Linked List
- Sending a Shared Attachment

After completing this module, students will be able to:

- Configure and use the common features of the default team site.
- Create and manage lists.
- Create and manage libraries.
- Create and manage discussion boards and surveys.
- Manage the integration of Windows SharePoint Services with Microsoft Office 2003.

Module 3: Installing and Configuring Windows SharePoint Services

The first step in deploying a Windows SharePoint Services infrastructure is to install the components. This module describes the available deployment options ranging from a single server deployment to a large server farm deployment. It also describes the requisite hardware and software for installation, the supporting services required, and how to extend the virtual server and configure the IIS application pool and SQL databases.

Lessons

- Overview of Deployment Options
- Preparing to Install Windows SharePoint Services
- Installing and Configuring Windows SharePoint Services Server
- Lab: Installing and Configuring Windows SharePoint Services
- Extending Windows SharePoint Services to the Default Web Site
- Extending Windows SharePoint Services to the Research Web Site
- Creating Team Web Sites

After completing this module, students will be able to:

- Describe the deployment options that are available for Windows SharePoint Services.
- Prepare for a Windows SharePoint Services installation.
- Install and configure Windows SharePoint Services server settings.

Module 4: Administering and Managing Windows SharePoint Services Server

This module describes how to administer Windows SharePoint Services including how to configure settings for virtual servers, and management techniques for backing up and restoring Windows SharePoint Services. It also describes the SharePoint Configuration Analyzer utility and how to connect to an existing portal server.

Lessons

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- Administering and Managing the Windows SharePoint Services Server
- Administering Windows SharePoint Services Virtual Servers
- Disaster Recovery for Windows SharePoint Services
- Lab: Administering and Managing Windows SharePoint Services Server
- Configuring and Testing Blocked File Types
- Enabling Usage Analysis Configuration
- Enabling Site Collection Use Confirmation and Auto-Deletion
- Configuring User Rights for the Virtual Server
- Creating and Configuring a New Content Database

After completing this module, students will be able to:

- Administer the configuration settings that apply to all virtual servers in the Windows SharePoint Services installation.
- Configure settings for individual virtual servers in Windows SharePoint Services.
- Backup and restore Windows SharePoint Services and use the SharePoint Configuration Analyzer.

Module 5: Administering Windows SharePoint Services Sites

This module describes site hierarchies and procedures for creating sites. It also describes the built-in templates that new sites will be based on and how to view the site and user information for a site collection. This module also describes user, group, and permission management for sites, and how authentication works. This module also describes how to customize sites, view usage data, limit the amount of space a site can use, and delete a site.

Lessons

- Creating SharePoint Sites
- Securing SharePoint Sites
- Managing SharePoint Sites
- Lab: Administering Windows SharePoint Services Sites
- Creating a Top-Level Team Site
- Granting Site Access
- Customizing the Site
- Saving the Site as a Template
- Creating a Subsite Based on a Custom Template

- Managing Site Groups

After completing this module, students will be able to:

- Create top-level sites and view site collection information.
- Secure SharePoint sites & Manage SharePoint sites.

Using Microsoft SharePoint: Power User Level II

Description:

In your previous experience, you have used the features of a WSS team site and you have also performed some basic administration of WSS team sites as a site owner. Once you have mastered these basic skills, your job might require you to perform more advanced administration of sites you own, or even administer multiple sites and the SharePoint Services environment as a whole. In this course, you will manage team sites as a site owner and as a SharePoint Services administrator.

Audience:

This course is designed for existing SharePoint site owners with basic SharePoint administrative skills who need to perform more advanced site owner or site administrator tasks. For example, it could be an IT manager who is already familiar with website administration and who is now responsible for managing and administering a Windows SharePoint Services site, or it could be an individual who is responsible for managing and administering a team site.

At

Course

Completion:

Upon successful completion of this course, students will be able to:

- manage a site collection.
- manage lists.
- manage a discussion board.
- manage document libraries.
- manage a form library.
- manage site access permissions.
- manage WSS content.
- manage a workflow.
- work with indexing and searching.
- manage a SharePoint application using Central Administration.
- manage security options in WSS.
- manage site usage.
- perform site maintenance.

Prerequisites:

Some familiarity with basic Windows server concepts and Internet Information Server (IIS) is highly recommended. In addition, the following SusQtech course or equivalent experience is required: Using Microsoft SharePoint Power User Training I.

Using Microsoft SharePoint: Power User Level I

Description:

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows® SharePoint® services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site.

Audience:

This course is designed for individuals who access information on a Windows SharePoint team site or SharePoint site owners who are responsible for creating and managing a team website.

At**Course****Completion:**

Upon successful completion of this course, students will be able to:

- examine collaboration technology and Windows SharePoint Services 3.0 team sites.
- work with lists.
- work with libraries.
- communicate with team members.
- work remotely with SharePoint content.
- customize your SharePoint environment.
- create a team site.
- perform basic site administration.

Prerequisites:

Familiarity with SharePoint and SharePoint concepts such as lists and web parts is recommended.

Using Microsoft SharePoint: Web Content Authoring

Description:

If your organization is using, or planning to use, MOSS as a Web Content Management System this class will acquaint individuals responsible for contributing content with how to do so. This one-day, hands-on instructor led class provides instruction on creating and editing Web pages, generating reports and submitting content for approval through workflows.

At

Course

Completion:

Upon successful completion of this course students will understand:

- Overview of Web Content Authoring
- The Web Browser Interface
- Page Edit Menus
- View Reports Menu
- Content Types
- Page Layouts
- Content Approval

Prerequisites:

The only prerequisite for this course is familiarity with SharePoint 2007 and Web browsers.

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