SharePoint 2010 Bootcamp

This five-day course is designed to equip Systems Administrators, Integrators and Developers with a strong foundation for implementing solutions on Microsoft SharePoint 2010. Attendees will develop skills to design, implement, deploy and customize line of business solutions sites, workflows and repositories with Microsoft SharePoint Server 2010 by using the browser-based tools and customizations.

Audience and Prerequisites:

Students should meet the following prerequisites:
- A generalized knowledge of managed business processes
- A generalized knowledge of Microsoft Office 2010
- A foundational understanding of networking, Windows Server 2008 and Internet technologies
- A foundational understanding of Web and .NET development will assist the student during the developer sections

At course completion the students will be able to:
- Install Windows Server 2008, Hyper-V, Active Directory, DNS, IIS, and SQL Server 2008 as part of preparing the SharePoint 2010 environment
- Install and Configure SharePoint 2010
- Design and Deploy SharePoint
- Navigate and create SharePoint Sites
- Create and Manage Services
- Manage Users and Site Structures
- Use Backup and Restore
- Integrate Microsoft Office with SharePoint 2010
- Use SharePoint Designer
- Configure Search

Course Outline

Chapter 1: What's New in SharePoint Server 2010?
- System Requirements
- Installation
- System Requirements
- Installation Options
- Upgrade and Patching Options
- Central Administration
- Service Applications

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- Windows Identity Foundation and Claims
- Health and Monitoring
- Health Analyzer
- Timer Jobs
- Reporting
- Managing SharePoint 2010 with Windows PowerShell
- Managed Accounts
- Recovering from Disaster
- The New and Improved User Experience

Chapter 2: The New and Improved User Experience
- Browser Support
- Changes to the SharePoint 2010 User Interface
- Creating a Site
- Lists and Libraries in SharePoint 2010
- Creating Lists and Libraries
- Working with Lists
- Working with Libraries
- Columns = Metadata
- Creating Views
- Working with SharePoint Pages
- Exploring Edit Mode
- Working with Web Parts

Chapter 3: Architecture and Capacity Planning
- Navigation Types
  - Bread Crumbs
  - Tree View
  - Team Site Navigation
  - Publishing Site Navigation
  - Workspace Navigation
- What's in a Name
  - SharePoint Foundation
  - SharePoint Server 2010
  - Search Server 2010
  - Fast Search Server 2010
  - SharePoint Online
- Other Servers
  - Windows Server
  - Windows Vista and 7
  - SQL Server
  - E‑mail Servers
- Hardware Requirements

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- o Web Servers
- o Application Servers
- o SQL Servers
- o Mixing and Matching Servers
- o Other Hardware Notes
- o Virtualization
- Terminology
- Controlling Deployments
  - o Registering SharePoint Servers in Active Directory
  - o HTTP Throttling
  - o Large List Throttling

Chapter 4: Installing and Configuring SharePoint 2010
- Prerequisites
- Running Setup
- Using SharePoint 2010 Wizards
- Step-by-step installation
- Creating your Sandbox
- Central Administration Post-Setup Configuration

Chapter 5: Upgrading from SharePoint 2007 to SharePoint 2010
- Upgrade Considerations
- In-Place Upgrade
- Database Attach
- Hybrid Upgrades
- Patching 2010

Chapter 6: Using the New Central Administration
- Farm Configuration Wizard
- Application Management
- System Settings
- Monitoring
- Backup and Restore
- Security
- Application Settings
- Configuration Wizards

Chapter 7: Understanding the Service Application Architecture
- Service Application Fundamentals
  - o Connection Structure
  - o Connecting across Farms
  - o Service Applications as a Framework
- Service Application Administration

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- o Creating a New Instance of Service Applications
- o Using the Ribbon to Manage Service Applications
- o Managing Service Application Groups

Chapter 8: Securing and Managing Site Content
- Administration Hierarchy in SharePoint 2010
    - o Server or Server Farm Administrators
    - o Service Application Administrators
    - o Site Collection Administrators
    - o Site Administration
    - o Administration Beneath the Site Level
- Understanding Permissions
- Permission Levels
    - o Creating a New Permission Level Based on an Existing Permission Level
    - o Creating a Permission Level from Scratch
    - o Editing an Existing Permission Level
    - o Deleting a Permission Level
- Security Groups
    - o SharePoint Security Groups
    - o Active Directory Groups
    - o SharePoint Security Groups versus Active Directory Groups
    - o Special Groups and Authentication Options
- Granting Permissions
    - o Granting Access to a Top-Level Site
    - o Breaking Inheritance and Granting User Access
    - o Editing User Access
    - o Managing Access Requests
- Web Application Policy

Chapter 9: Claims Based Authentication
- Claims-Based Identity
    - o User Access Challenge
    - o Using Claims Identity for Authentication
- SharePoint Authentication Options
    - o Classic Mode
    - o Claims-Based
- Creating Claims-Based Web Applications
    - o Configuring CBA with Windows Authentication
    - o Configuring Anonymous Access
    - o Converting to CBA from CMA
    - o Configuring Forms-Based Authentication

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Chapter 10: Using Windows PowerShell

- Introduction to Windows PowerShell
- Microsoft SharePoint 2010 Management Shell and Other Hosts
  - Microsoft SharePoint 2010 Management Shell
- Commands
  - Cmdlets
  - Functions
  - Scripts
  - Native Commands
- Basic PowerShell
  - Listing the SharePoint Commands
  - PowerShell Help
  - PowerShell Variables
  - PowerShell Pipeline
  - Controlling Output
- Using SharePoint Commands
  - Working with the Farm
  - Retrieving Farm Configuration Information
  - Working with Web Applications
  - Working with Site Collections
  - Working with Webs
  - Working with Objects below the Web Level
  - Disposing of SharePoint Variables
- Using Other Windows PowerShell Hosts

Chapter 11: Understanding Governance

- Navigation
  - Understanding the Different Types of Navigation
  - Bread Crumbs
  - Portal Site Connection
  - Tree View
  - Team Site Navigation
  - Publishing Site Navigation
  - Workspace Navigation
  - Next Steps
- SharePoint Governance
  - What Is Governance?
  - Getting Started with Governance
  - Governance Team
  - Defining Policies and Procedures
  - Infrastructure
  - Information Architecture
  - Development and Customization

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- o Support and Availability
- o Selling the Need for Governance

Chapter 12: Backup and Restore
- Determining Your Business Requirements
  - o Content Recovery
  - o About SQL Server Snapshots
  - o Content Storage Overview
  - o The Recycle Bin
  - o Versioning
  - o Exporting and Importing Sites, Lists, and Libraries
  - o Backing Up and Restoring Site Collections
  - o Restoring Content with Unattached Content Database Data Recovery
- Disaster Recovery
  - o Backup and Restore for Disaster Recovery
  - o Backing Up and Restoring Content Databases
  - o Backing Up and Restoring Service Applications
  - o Backing Up and Restoring a Farm
  - o Backing Up and Restoring Configuration Settings
  - o Warm Standby Solutions
- High Availability
  - o Load Balancing
  - o SQL Server Database Mirroring
  - o Failover Clustering
  - o Read-Only Mode
  - o HTTP Request Monitoring and Throttling
  - o Gradual Site Delete

Chapter 13: Features and Solutions
- Using SharePoint 2010 Features
  - o Defining Scope
  - o Activating and Deactivating Features
  - o Managing Features
  - o Creating a Feature
- Solutions
  - o Managing Farm Solutions
  - o Managing Sandbox Solutions
  - o Creating Solutions

Chapter 14: Configuring and Managing Search
- Different Versions of Search
- SharePoint Foundation Search
- SharePoint Server and Search Server

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- FAST Search

Chapter 15: Monitoring SharePoint
- Trace Logs
- Correlation IDs
- Developer Dashboard
- Logging Database
- Health Analyzer
- Timer Jobs

Chapter 16: Manage Metadata Service Applications
- Advantages of the Managed Metadata Service
- New Managed Metadata Service Features
  - Column Types
  - Content Types
  - Filtering
- Getting Started with the Managed Metadata Service
  - The Service Applications Architecture
  - Configuring Managed Metadata Services
  - Connecting to a Web Application
- Managed Metadata Services
  - Getting Started with Managed Metadata
  - Using Managed Metadata in Sites
  - Column-Specific Term Sets
  - Key Usability Features
  - Metadata Navigation
- Content Types

Chapter 17: Social Computing
- The User Profile Service Application
  - User Profiles and Properties
  - Synchronization
  - Organizations
  - Audiences
- Tags and Notes
  - Tagging
  - The Note Board
  - Tag Profiles
- My Sites
  - Setting Up My Sites
  - My Sites User Experience
- Wikis and Blogs
  - Wikis

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- o   Blogs
- o   Ratings
- o   Turning on Ratings
- o   The Ratings Timer Job
- Outlook 2010 Social Connector
- People Search
  - o   People Search Configuration
  - o   Performing a People Search
  - o   The People Search Results Page

Chapter 18: Business Connectivity Services (BCS) in SharePoint 2010

- Architecture
  - o   Service Applications
  - o   Connectors and the Connector Framework
  - o   BDC Client and Server Runtime
  - o   External Content Types
  - o   Security
- Creating a BCS Solution
  - o   Creating an External Content Type
  - o   Creating an External List
- Service Applications that use BCS
  - o   Search Service
  - o   User Profile Search
- Design Considerations for BCS Solutions
- Upgrading the Business Data Catalog to BCS

Chapter 19: Building Workflows in SharePoint 2010

- Why Use Workflow?
- Windows Workflow Foundation
- Workflow Basics
  - o   Terminology
  - o   Workflow Association Types
  - o   Using the Ribbon
  - o   Workflow Initialization
- Configuring Workflows Using the Browser
  - o   Out-of-the-Box Templates
  - o   Microsoft Office 2010 Integration
  - o   Creating a SharePoint 2010 Workflow for a Real World Scenario
  - o   Editing/Deleting Workflows

Chapter 20: Integrating Office 2010 Clients with SharePoint 2010 (Optional)

- Office 2010 Application Commonalities
- Integrating SharePoint 2010 with Word

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- Integrating SharePoint 2010 with Excel
- Integrating SharePoint 2010 with PowerPoint
- Integrating SharePoint 2010 with Outlook
- Integrating SharePoint 2010 with InfoPath
- Integrating SharePoint 2010 with Access
- Integrating SharePoint 2010 with Visio

Chapter 21: Office Web Applications (Optional)
- Overview of Office Web Apps
- Deploying Office Web Apps
- Installing Office Web Apps
- Working with Office Web Apps

Chapter 22: Working with SharePoint Designer 2010 (Optional)
- Overview of the new User Interface
- Permissions in SharePoint Designer
- Creating Workflows
- Connecting to Data Sources
- Branding