

# 10174: Configuring and Administering Microsoft® SharePoint® 2010

**Duration: 5 Days**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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## Course Description

This course teaches participants how to install, configure, and administer Microsoft SharePoint as well as how to manage and monitor sites and users by using Microsoft SharePoint 2010. It will also cover the new features and functionality introduced with SharePoint 2010 Service Pack 1 (SharePoint) as well as Office 365's SharePoint Online.

## Target Audience

This course is intended for:

- IT professionals who are experienced Windows Server® 2003 or 2008 administrators and are interested in learning how to administer SharePoint 2010 or SharePoint Online.
- Part-time Business Application Administrators (BAAs) who are engaged in administering Line of Business (LOB) applications in conjunction with internal business customers.

## Prerequisites

To attend this course, candidates must have:

- One year's experience using Windows® PowerShell® cmdlets.
- General security and authentication practices.
- Administered Active Directory® by creating and managing user and group accounts, the delegation of administration, and configuring Group Policy.
- Administering network infrastructure — DNS and TCP/IP connectivity.
- General conceptual awareness of Microsoft .NET Framework as it relates to SharePoint 2010.
- Administering Microsoft SQL Server® 2005 or 2008 through creating logons, assigning roles, and using Microsoft SQL Server Management Studio.

## Course Objectives

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

- Prepare for and install SharePoint 2010.

## Course Objectives *Continued*

- Configure the fundamental service and logical components of a SharePoint implementation.
- Administer SharePoint using the user interface, the command line, and Windows PowerShell.
- Manage content in Lists and Libraries.
- Administer identities and authentication.
- Secure content in SharePoint sites.
- Manage customizations to a SharePoint implementation.
- Configure SharePoint services and applications.
- Configure SharePoint social networking features.
- Manage SharePoint search.
- Configure farms, servers, service applications, and web applications.
- Install, upgrade, configure, and operate a SharePoint farm.
- Configure high availability and recoverability.
- Monitor and optimize SharePoint performance.

## Course Topics

### Module 1: Introducing Microsoft SharePoint 2010

- Evaluating the Features of Microsoft SharePoint 2010
- Preparing for SharePoint 2010
- Installing SharePoint 2010
- Advanced Installation of SharePoint 2010

### Module 2: Creating a SharePoint 2010 Intranet

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

### Module 3: Administering and Automating SharePoint

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

### Module 4: Configuring Content Management

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

### Module 5: Configuring Authentication

- Understanding Classic SharePoint Authentication Providers
- Understanding Federated Authentication

### Module 6: Securing Content

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



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## Course Topics *Continued*

### Module 7: Managing SharePoint Customizations

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

### Module 8: Configuring and Securing SharePoint Services and Service Applications

- Securing the Enterprise SharePoint Service
- Securing and Isolating Web Applications
- Services and Service Applications

### Module 9: User Profiles and Social Networking

- Configuring User Profiles
- Implementing SharePoint 2010 Social Networking Features

### Module 10: Administering and Configuring SharePoint Search

- Configuring Search
- Refining Search

### Module 11: Implementing Productivity Service Applications

- 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

### Module 12: Installing and Upgrading to SharePoint 2010

- Installing SharePoint Servers and Farms
- Upgrading to SharePoint 2010
- Evaluating Installations and Upgrades
- Configuring SharePoint Operational Settings
- Updating SharePoint

### Module 13: Implementing Business Continuity

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

### Module 14: Monitoring and Optimizing SharePoint Performance

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

### Module 15: SharePoint Online and Office 365

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

## LABS INCLUDED