

**Course 565A (2.0): (3-Days)**  
**Windows SharePoint Services 2.0/2003 Fundamentals**

**Course 565B (3.0/2007): (3-Days)**  
**Windows SharePoint Services 3.0/2007 Fundamentals**

### **Course Description...**

SharePoint provides an excellent infrastructure for collaboration and a foundation for internal applications and workflow. In this intense 3-day course, Hands-On Course, SharePoint 2.0/2003 or SharePoint 3.0/2007 will be examined, including setup, configuration, management and security.

### **Who should attend...**

This course will benefit IT and System Administrators, Managers, Web Developers, Help Desk Staff, and Power-Users who need to know how to deploy and operate SharePoint Service into a corporate environment.

### **Course Outline...**

#### **SharePoint Services**

- What is SharePoint Services?
- Different Versions of SharePoint
- Pre-Installation Requirements of SharePoint Services
- Installation of SharePoint Services on Windows Server 2003
- Understanding the SharePoint Framework

#### **Storing Information in SharePoint**

- Storing documents in SharePoint
- Enabling and Controlling File Versioning
- Creating Shared Calendars, Contact and More
- Adding Links to the site
- Host Team Discussions, Blogs and Wikis
- Collecting Data using Forms

#### **Controlling Access to SharePoint**

- SharePoint Administration
- Adding Users and Groups to SharePoint
- Understanding SharePoint Authentication
- SharePoint integration with Active Directory



## **Creating Additional SharePoint Sites**

- Site Collections and Top Level Sites
- Using the Site Creation Wizard
- How SharePoint Integrated with Internet Information Server (IIS)
- Managing SharePoint Namespaces

## **Providing Search Functionality**

- Windows SharePoint Services Search Architecture
- Requirements for Search-enabling SharePoint
- Content Crawling
- Building Search Queries

## **Enhancing SharePoint with WebParts**

- What is a WebPart
- Install a downloaded WebPart
- Introduction to Writing WebParts

## **Building SharePoint Workflows**

- Creating Forms for Data Input
- Design a Simple Workflow
- Sending and Receiving E-mail with SharePoint

## **Backup, Restore, and Protect SharePoint Sites**

- Backup SharePoint Sites
- Restoring SharePoint
- Enabling SSL Access to SharePoint
- Moving SharePoint Sites to a different Server
- Microsoft Forefront Security for SharePoint

## **Integration and Expanding SharePoint**

- Using SharePoint Designer
- SharePoint Integration with Microsoft Exchange
- Using SQL Server for Database Storage
- Building a SharePoint Web Farm
- Upgrading from Windows SharePoint Services 2.0 to Windows SharePoint Services 3.0

***Additional/Custom Topics are available - please contact your  
ROI representative to discuss course tailoring!!!***