



COURSE : **MICROSOFT OFFICE SHAREPOINT SERVER 2007 ADMINISTRATOR**

Office SharePoint Server 2007 helps you gain better control and insight over your content, streamline your business processes, access and share information. This SharePoint Server 2007 session will give you the tools you need for server administration along with application extensibility and interoperability. Office SharePoint Server 2007 provides a single, integrated location where you can efficiently find organizational resources, access corporate knowledge, and leverage business insight to make better-informed decisions.

DATE: As per schedule

TIMES: As per schedule

DURATION: 3 days

COURSE TYPE: Hands-on, Instructor lead

COURSE DOCUMENTATION:

- MS SharePoint2007 - Administrators Companion
- User Competency Assessment
- Certificate of competence

TARGET AUDIENCE: Administrators

PREREQUISITES: A good understanding of the Windows environment, have mastered standard Windows software installations and upgrades

COST PER DELEGATE: As per schedule
Excl. VAT

HIGH LEVEL COURSE OUTLINE

- Planning your deployment and Installing MS SharePoint Server 2007
- Introducing MS SharePoint Server 2007
- Architecture MS SharePoint Server 2007
- Design considerations an deployment
- Multilingual planning, deployment and Maintenance
- Installing MS SharePoint Server 2007
- Performing central admin and operations configuration
- Managing content types
- Enterprise search and indexing architecture and administration
- Enterprise search and indexing deployment
- Administration shared services providers
- Administrating Office Forms Server
- Migrating to SharePoint Server 2007
- Upgrading to SharePoint Server 2007
- Upgrading site customizations and custom site

- Application management and configuration definitions
- Administrating personalization and portal taxonomies
 - Introducing features
 - Using MS SharePoint Designer 2007 with Windows
 - Implementing Windows workflow services
 - Web Parts
- Document management
 - Disaster Recovery
- Records Management
 - Administrating code access security
- Web content management and publishing features
- Administrating data connections
- Performance monitoring and Microsoft Operations Manager 2005
- Information security policies

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