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## Implementing Microsoft Office SharePoint Server 2007

**Duration: 3 Days**    **Course Code: M5061**

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### Overview:

This two-day instructor-led course provides the knowledge and skills that IT Professionals need to configure Microsoft Windows SharePoint Services in Windows Server 2008.

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### Target Audience:

The audience of this course is Windows SharePoint Server 3.0 administrators, who are responsible for planning, deploying and managing Windows SharePoint Services 3.0 servers and sites in a Windows Server 2008 environment. Students taking this course are expected to have experience administering Windows Server 2003 or Windows Server 2008, and experience working with IIS 6.0 or IIS 7.0. Students are not expected to have experience with Windows SharePoint Services.

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### Objectives:

- After completing this course, students will be able to:
  - Explain the fundamentals of Windows SharePoint Service 3.0.
  - Plan and install Windows SharePoint Services 3.0.
  - Administer and manage Windows SharePoint Services servers.
  - Create and administer Windows SharePoint Services sites.
  - Work with Windows SharePoint Services 3.0.
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### Prerequisites:

Before attending this course, students must have:

- Technical background knowledge and hands-on experience on implementing, managing, and supporting Microsoft Windows Server 2003 or 2008, including Internet Information Services (IIS).
  - Working knowledge of Active Directory, TCP/IP, and Domain Name System (DNS).
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## Content:

### MODULE 1: Introduction to Windows SharePoint Services 3.0

#### Lessons

- Windows SharePoint Services Environment
- Overview of Windows SharePoint Services Components
- Overview of Site Components
- Windows SharePoint Services Administration
- Planning Windows SharePoint Services 3.0 Installation
- Planning Windows SharePoint Services Topology
- Performing New Windows SharePoint Services 3.0 Installation
- Upgrading Windows SharePoint Services 2.0 to Windows SharePoint Services 3.0
- Configuring Server Security
- Managing Web Applications
- Managing Sites
- Maintaining the Server
- Monitoring Performance
- Administrating Windows SharePoint Services Site
- Controlling Access to Windows SharePoint Services
- Customizing Site.
- Working with Windows SharePoint Services Sites
- Creating and Managing Lists and Surveys
- Managing Libraries
- Working with Microsoft Office 2007

### MODULE 2: Planning and Installing Microsoft Windows SharePoint Services 3.0

#### Lessons

- Windows SharePoint Services Environment
- Overview of Windows SharePoint Services Components
- Overview of Site Components
- Windows SharePoint Services Administration
- Planning Windows SharePoint Services 3.0 Installation
- Planning Windows SharePoint Services Topology
- Performing New Windows SharePoint Services 3.0 Installation
- Upgrading Windows SharePoint Services 2.0 to Windows SharePoint Services 3.0
- Configuring Server Security
- Managing Web Applications
- Managing Sites
- Maintaining the Server
- Monitoring Performance
- Administrating Windows SharePoint Services Site
- Controlling Access to Windows SharePoint

### MODULE 3: Administering and Managing Windows SharePoint Services Servers

#### Lessons

- Windows SharePoint Services Environment
- Overview of Windows SharePoint Services Components
- Overview of Site Components
- Windows SharePoint Services Administration
- Planning Windows SharePoint Services 3.0 Installation
- Planning Windows SharePoint Services Topology
- Performing New Windows SharePoint Services 3.0 Installation
- Upgrading Windows SharePoint Services 2.0 to Windows SharePoint Services 3.0
- Configuring Server Security
- Managing Web Applications
- Managing Sites
- Maintaining the Server
- Monitoring Performance
- Administrating Windows SharePoint Services Site
- Controlling Access to Windows SharePoint Services
- Customizing Site.
- Working with Windows SharePoint Services Sites
- Creating and Managing Lists and Surveys
- Managing Libraries
- Working with Microsoft Office 2007

### MODULE 4: Windows SharePoint Services 3.0 Site Administration\

#### Lessons

- Windows SharePoint Services Environment
- Overview of Windows SharePoint Services Components
- Overview of Site Components
- Windows SharePoint Services Administration
- Planning Windows SharePoint Services 3.0 Installation
- Planning Windows SharePoint Services Topology
- Performing New Windows SharePoint Services 3.0 Installation
- Upgrading Windows SharePoint Services 2.0 to Windows SharePoint Services 3.0
- Configuring Server Security
- Managing Web Applications
- Managing Sites
- Maintaining the Server
- Monitoring Performance

### MODULE 5: Working with Windows SharePoint Services 3.0

#### Lessons

- Windows SharePoint Services Environment
- Overview of Windows SharePoint Services Components
- Overview of Site Components
- Windows SharePoint Services Administration
- Planning Windows SharePoint Services 3.0 Installation
- Planning Windows SharePoint Services Topology
- Performing New Windows SharePoint Services 3.0 Installation
- Upgrading Windows SharePoint Services 2.0 to Windows SharePoint Services 3.0
- Configuring Server Security
- Managing Web Applications
- Managing Sites
- Maintaining the Server
- Monitoring Performance
- Administrating Windows SharePoint Services Site
- Controlling Access to Windows SharePoint Services
- Customizing Site.
- Working with Windows SharePoint Services Sites
- Creating and Managing Lists and Surveys
- Managing Libraries
- Working with Microsoft Office 2007

- Services
  - Customizing Site.
  - Working with Windows SharePoint Services Sites
  - Creating and Managing Lists and Surveys
  - Managing Libraries
  - Working with Microsoft Office 2007
- Administrating Windows SharePoint Services Site
  - Controlling Access to Windows SharePoint Services
  - Customizing Site.
  - Working with Windows SharePoint Services Sites
  - Creating and Managing Lists and Surveys
  - Managing Libraries
  - Working with Microsoft Office 2007
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### Further Information:

For More information, or to book your course, please call us on +971 4 366 4550

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