

دوره تخصصی آموزش شیرپوینت مایکروسافت | Microsoft SharePoint ۲۰۱۰

شرح مختصر

دوره آموزش و یادگیری نحوه نصب، پیکربندی و چگونگی اداره کردن Microsoft SharePoint و همچنین مدیریت و نظارت بر سایت ها با استفاده از Microsoft SharePoint ۲۰۱۰

مروری بر دوره

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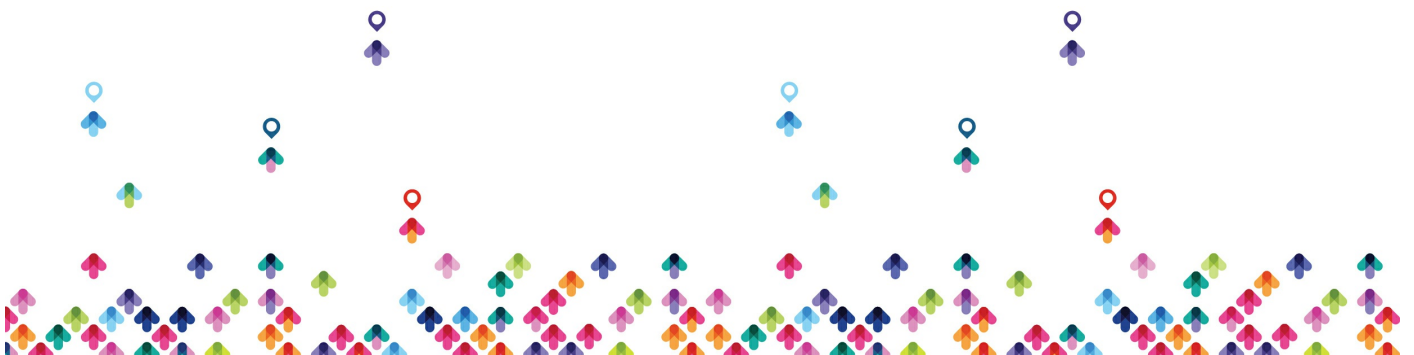
This five-day instructor-led course teaches students how to install, configure, and administer Microsoft® SharePoint® and also how to manage and monitor sites and users by using Microsoft SharePoint ۲۰۱۰. It will also cover the new features and functionality introduced with SharePoint ۲۰۱۰ Sp۱ as well as Office ۳۶۵'s SharePoint Online.

سرفصل ها (حضور)

سرفصل ها

Module ۱: Introducing Microsoft SharePoint ۲۰۱۰. This module provides an overview of SharePoint ۲۰۱۰ and SharePoint Online. It will prepare students for the installation of the first server in a SharePoint ۲۰۱۰ farm and give details on SharePoint ۲۰۱۰ Sp۱ and SharePoint Online. Lessons

- Evaluating the Features of Microsoft SharePoint ۲۰۱۰
- Preparing for SharePoint ۲۰۱۰



- Installing SharePoint ۲۰۱۰
- Advanced Installation of SharePoint ۲۰۱۰

Lab : Installing SharePoint ۲۰۱۰

After completing this module, students will be able to:

- Evaluate the Features of SharePoint ۲۰۱۰
- Prepare for SharePoint ۲۰۱۰
- Install SharePoint ۲۰۱۰
- Perform an Advanced Installation of SharePoint ۲۰۱۰

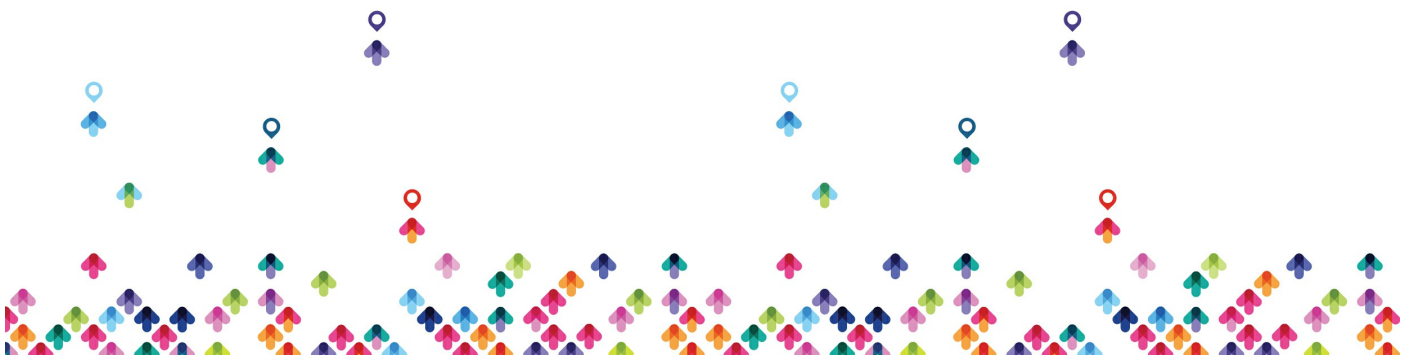
Module ۲: Creating a SharePoint ۲۰۱۰ Intranet This module covers creating a SharePoint ۲۰۱۰ Intranet and shows students how to configure and administer the fundamental components of a SharePoint farm, including its configuration, logical structure, user-facing features, and underlying engine. Lessons

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

Lab : Creating a SharePoint ۲۰۱۰ Intranet

After completing this module, students will be able to:

- Perform Initial Farm Configuration
- Configure the SharePoint Logical Structure
- Explore the SharePoint Web Application and Physical Architecture



Module ۳: Administering and Automating SharePoint This module covers Administering and Automating SharePoint. It covers how to apply the full range of options for administering and automating SharePoint—Central Administration, STSADM, and PowerShell. The module also introduces students to the logs.

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

Lab : Automating SharePoint with Windows PowerShell

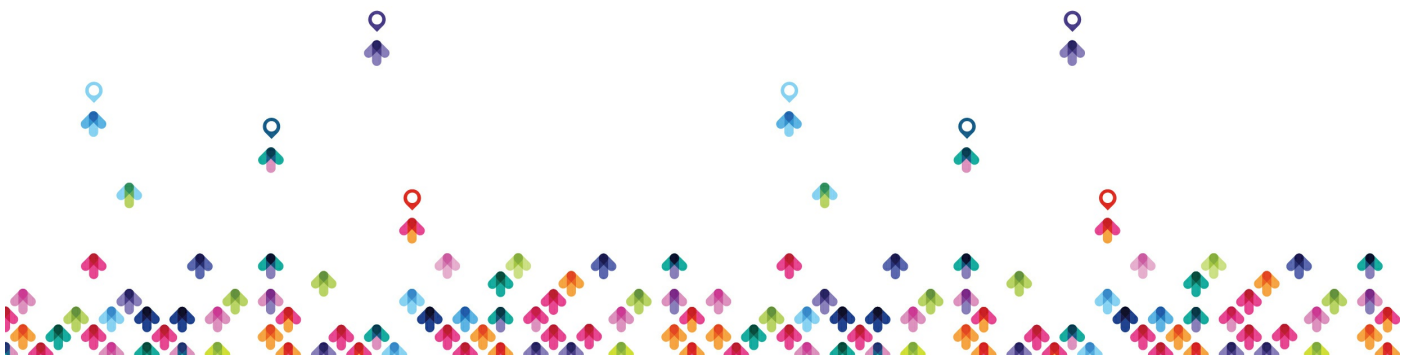
After completing this module, students will be able to:

- Configure Central Administration
- Administer SharePoint from the Command Line
- Automate SharePoint Operations with Windows PowerShell

Module ۴: Configuring Content Management This module covers Configuring Content Management. It explains to students how to manage content (lists, libraries, items and documents).

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

Lab : Lab A: Configuring List Throttling and Remote BLOB Storage
Lab : Lab B: Configuring Managed Metadata



After completing this module, students will be able to:

- Optimize Content Storage and Access
- Manage Site Content Types and Site Columns
- Configure the Managed Metadata Service

Module ۵: Configuring Authentication

This module describes the process of how to administer authentication to SharePoint Web applications.

Lessons

- Understanding Classic SharePoint Authentication Providers
- Understanding Federated Authentication

Lab : Lab A: Configuring Custom Authentication Lab : Lab B: Configuring Secure Store

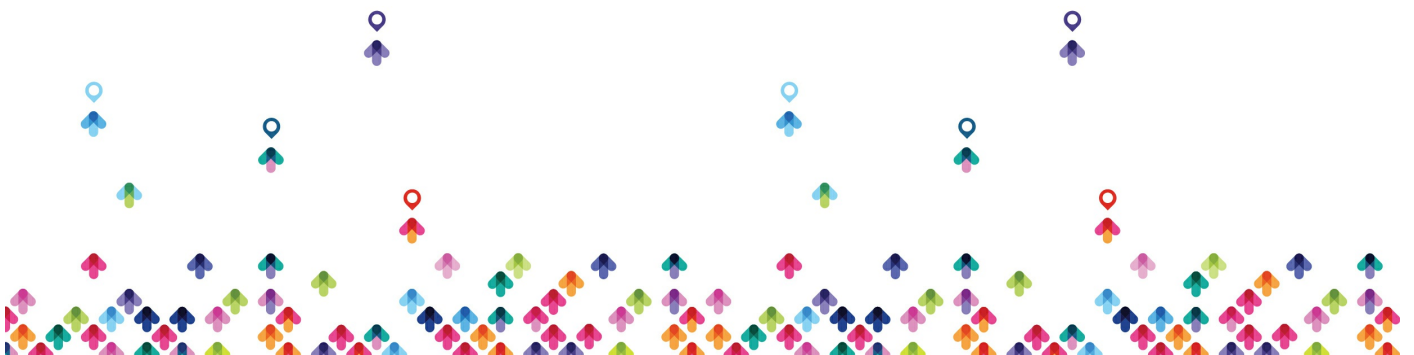
After completing this module, students will be able to:

- Describe Microsoft SharePoint Server ۲۰۱۰ authentication.
- Describe SharePoint Server ۲۰۱۰ federated authentication.

Module ۶: Securing Content This module details how to manage security of SharePoint content within a Web application.

Lessons

- Administering SharePoint Groups
- Implementing SharePoint Roles and Role Assignments



- Securing and Auditing SharePoint Content
- Configuring Security for SharePoint Content

Lab : Configuring Security for SharePoint Content

After completing this module, students will be able to:

- Administer SharePoint Groups
- Implement SharePoint Roles and Role Assignments
- Secure and Auditing SharePoint Content
- Configure Security for SharePoint Content

Module ۷: Managing SharePoint Customizations This module enables students to manage customizations to the SharePoint environment. Lessons

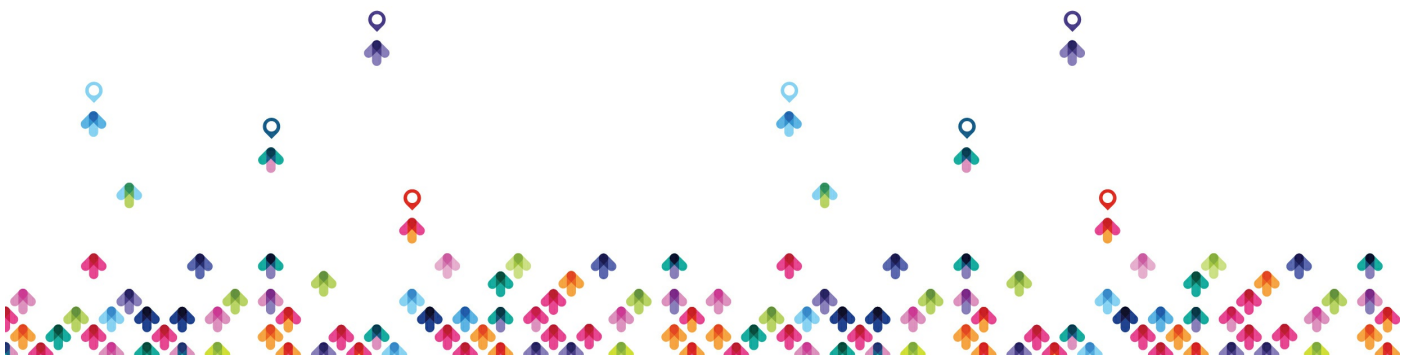
- Customizing Microsoft SharePoint
- Deploying and Managing Features and Solutions
- Configuring Sandboxed Solutions

Lab : Lab A: Administering Features and Solutions Lab : Lab B: Administering Sandboxed Solutions

After completing this module, students will be able to:

- Customize SharePoint installations to suit your organizational needs.
- Deploy and manage SharePoint features and solutions.
- Configure sandboxed solutions.

Module ۸: Configuring and Securing SharePoint Services and Service



Applications This module shows students how to manage the SharePoint service as a whole, as well as individual services and service applications Lessons

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

Lab : Lab A: Administering SharePoint Services Lab : Lab B: Configuring Application Security Lab : Lab C: Configuring Service Applications

After completing this module, students will be able to:

- Secure your enterprise-level SharePoint service.
- Secure Web applications.
- Configure SharePoint services and service applications.

Module ۹: User Profiles and Social Networking This module describes how to manage user profiles, My Sites, and social content. Lessons

- Configuring User Profiles
- Implementing SharePoint ۲۰۱۰ Social Networking Features

Lab : Lab A: Configuring User Profiles Lab : Lab B: Administering My Sites

After completing this module, students will be able to:

- Configure user profiles.
- Implement SharePoint ۲۰۱۰ social networking features.

Module ۱۰: Administering and Configuring SharePoint Search This module



discusses how to administer and configure SharePoint Search.Lessons

- Configuring Search
- Refining Search

Lab : Lab A: Configuring SearchLab : Lab B: Tuning SharePoint Search

After completing this module, students will be able to:

- Configure the search features of SharePoint Server ۲۰۱۰.
- Refine searches in SharePoint ۲۰۱۰.

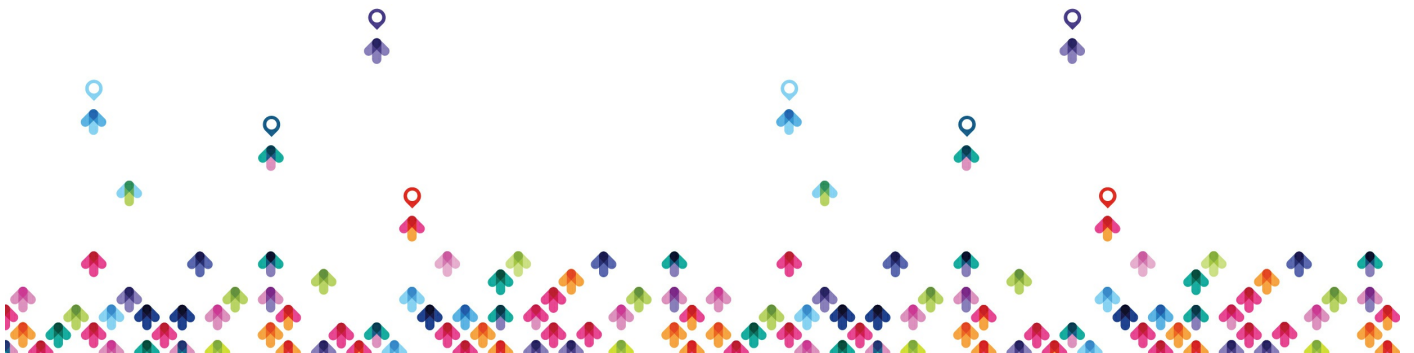
Module ۱۱: Implementing Productivity Service ApplicationsThis module enables students to configure specific service applications.Lessons

- 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

Lab : Implementing Office Web Apps

After completing this module, students will be able to:

- Describe business connectivity services.
- Configure Excel services.



- Describe PerformancePoint Services.
- Configure InfoPath services.
- Implement Visio services.
- Implement Access services.
- Install Office Web Apps.

Module ۱۲: Installing and Upgrading to SharePoint ۲۰۱۰. This module teaches students how to install and upgrade to SharePoint ۲۰۱۰ in a variety of scenarios, and to keep SharePoint ۲۰۱۰ current. Lessons

- Installing SharePoint Servers and Farms
- Upgrading to SharePoint ۲۰۱۰
- Evaluating Installations and Upgrades
- Configuring SharePoint Operational Settings
- Updating SharePoint

Lab : Lab A: Preparing SharePoint ۲۰۰۷ for Upgrade to SharePoint ۲۰۱۰. Lab : Lab B: Upgrading SharePoint ۲۰۰۷ to SharePoint ۲۰۱۰.

After completing this module, students will be able to:

- Install SharePoint servers and farms.
- Upgrade SharePoint ۲۰۰۷ to SharePoint ۲۰۱۰.
- Plan SharePoint installations and upgrades.
- Configure operational settings in SharePoint ۲۰۱۰.
- Update SharePoint.

Module ۱۳: Implementing Business Continuity



This module enables students to configure business continuity for SharePoint.

Lessons

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

Lab : Lab A: Implementing a Backup Strategy Lab : Lab B: Implementing a Restore Strategy

After completing this module, students will be able to:

- Describe how to protect content and recover content.
- Perform backup and restore operations to mitigate against disasters.
- Implement high availability solutions with SharePoint Server.

Module ۱۴: Monitoring and Optimizing SharePoint Performance This module shows students how to monitor SharePoint performance, health, and usage, and to identify and remediate performance and health problems. Lessons

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

Lab : Lab A: Configuring SharePoint Monitoring Lab : Lab B: Analyzing SharePoint Health Lab : Lab C: Reporting SharePoint Usage



After completing this module, students will be able to:

- Use monitoring logs to establish a baseline for performance monitoring.
- Configure SharePoint Health Analyzer.
- Configure both usage reports and Web analytics.
- Monitor your SharePoint servers' performance and optimize them.

Module ۱۵: SharePoint Online and Office ۳۶۵ This module covers implementing and administering Office ۳۶۵ and SharePoint Online Lessons

- Introducing Office ۳۶۵ and SharePoint Online
- Setting Up Office ۳۶۵
- Administering SharePoint Online

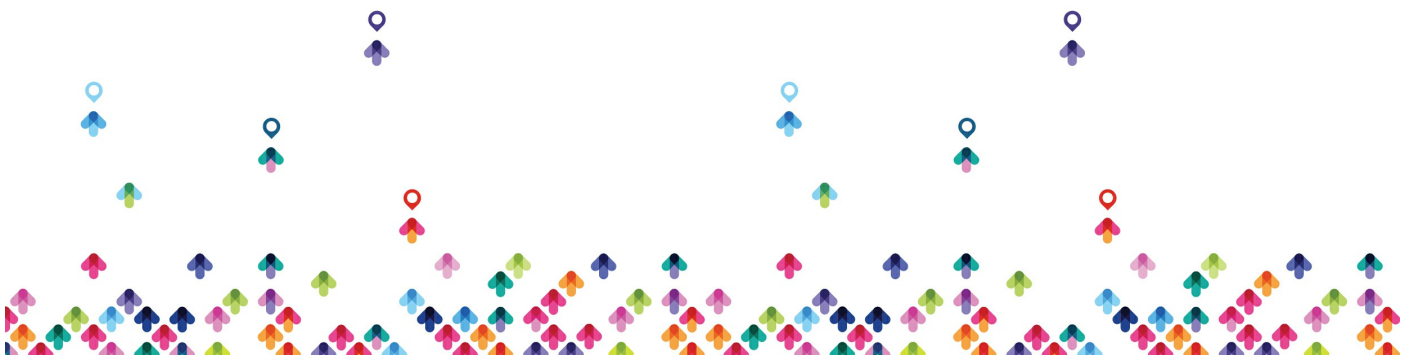
After completing this module, students will be able to:

- Describe the components of Office ۳۶۵ and compare the functionality of SharePoint Online to that of a SharePoint on-premise farm.
- Create and configure an Office ۳۶۵ subscription.
- Secure SharePoint Online and integrate it with on-premise systems.

مخاطبان دوره

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This course is intended for IT professionals who are experienced Windows Server® ۲۰۰۳ or ۲۰۰۸ administrators and are interested in learning how to administer SharePoint ۲۰۱۰ or SharePoint Online. The course is also intended for part-time Business Application Administrators (BAAs) who are engaged in



administering Line of Business (LOB) applications in conjunction with internal business customers.

It also directly supports exam ۷۰-۶۶۷: *TS: Microsoft SharePoint ۲۰۱۰, Configuring* and students wishing to achieve that certification would also be interested in taking this course.

پیش نیازها

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- Administering Active Directory® by creating and managing user and group accounts, 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 ۲۰۱۰
- Administering Microsoft SQL Server® ۲۰۰۵ or ۲۰۰۸ through creating logons, assigning roles and using Microsoft SQL Server Management Studio
- One year's experience using Windows PowerShell® cmdlets
- General security and authentication practices

