

Windows SharePoint Services: Level 3

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Course Length: 1-day (6+ hours)

Prerequisites: Windows SharePoint Services : Level 1, Level 2

What's in Windows SharePoint Services: Level 3:

This ILT Series course is designed for students who already know how to create and work with sites in Windows SharePoint Services and want to learn how to install and configure the software, including establishing a virtual server to host the Web sites. This course will also prepare students to perform administration tasks such as learning how to interpret logs and summary data for the sites to decide the quotas, locks, and alerts for they should configure for their sites; backing up and restoring sites; and troubleshooting common problems. Students taking this course should have completed Windows SharePoint Services: Intermediate or have equivalent experience.

Topic-Level Outline

Unit 1 : Configuring Windows SharePoint Services

Topic A: * Connections

- A-1: Configuring the configuration database server
- A-2: Extending the virtual server
- A-3: Configuring e-mail server settings
- A-4: Configuring the data retrieval service

Topic B: * Managing Site Collections

- B-1: Configuring site collection use confirmation
- B-2: Configuring auto-deletion

Unit 2 : Administering SharePoint

Topic A: * Site administration settings

- A-1: Setting a SharePoint administration group
- A-2: Specifying site owners
- A-3: Changing a site user's group membership
- A-4: Changing site permission inheritance

Topic B: * Site security

- B-1: Describing the Windows SharePoint Services security model
- B-2: Configuring antivirus settings
- B-3: Blocking and unblocking files

Topic C: * Back up and restore sites

- C-1: Backing up a Web site using the stsadm tool
- C-2: Restoring a Web site using the stsadm tool

Unit 3 : Managing site access

Topic A: * Site usage

- A-1: Configuring usage analysis processing
- A-2: Viewing site usage summary data
- A-3: Viewing site collection usage summary data
- A-4: Viewing storage space allocation

Topic B: * Quota management

- B-1: Creating a quota template
- B-2: Modifying the quota template for a virtual server
- B-3: Viewing and modifying quota values for a site
- B-4: Deleting a quota template

Topic C: * Using locks

- C-1: Setting a lock for a site collection
- C-2: Unlocking a site

Topic D: * Using alerts

- D-1: Configuring user alerts
- D-2: Adding an alert for a document library
- D-3: Adding an alert for a list item
- D-4: Viewing alerts created by a user
- D-5: Deleting an alert

Unit 4 : Troubleshooting Windows SharePoint Services

Topic A: * Troubleshooting lists

- A-1: Troubleshooting task items
- A-2: Troubleshooting survey permissions
- A-3: Troubleshooting a contact
- A-4: Resolving conflicts

Topic B: * Site features

- B-1: Troubleshooting alerts
- B-2: Troubleshooting the search feature

Unit 5 : Uninstalling and installing Windows SharePoint Services

Topic A: * Windows SharePoint Services removal

- A-1: Removing Windows SharePoint Services without deleting the content database

A-2: Removing Windows SharePoint Services and deleting the content database

A-3: Uninstalling Windows SharePoint Services from the server

Topic B: * Windows SharePoint Services installation

B-1: Installing Windows SharePoint Services with a remote SQL server