

**Chapter 1: SharePoint Services Architecture**

You will learn:

- Interaction with SharePoint Team Services, front-end web servers and back-end databases.
- IIS services used by SharePoint services.
- Use and export Web Parts and Web Part Zones.
- Handling Site Page requests.
- Using templates.
- How to utilize the Web.Config file.
- Physical configurations.
- Enable and configure single sign-on service.

**Chapter 2: Security Architecture**

You will learn:

- SharePoint authentication and authorization.
- How to develop communication security.
- How to use SSL for extranet deployment.
- Dependent features of Active Directory.

**Chapter 3: Planning to Use Microsoft Office**

You will learn:

- How to plan for searches and alerts.
- How to plan for topics, area, and user profiles.
- Personal sites.
- Planning SharePoint Services team sites.
- Testing for capacity.

**Chapter 4: Performance Monitoring**

You will learn:

- SharePoint Portal counters.
- How to use the IIS logs.
- Usage Analysis Reports.
- Monitoring and alert requirements.
- Network infrastructure.

**Chapter 5: Configuring Windows SharePoint Services**

You will learn:

- Granting administrative rights.
- Server configuration.
- Component configuration.
- Portal Site and Virtual Server configuration.
- How to create Application Pools.

**Chapter 6: Managing SharePoint Portal Server**

You will learn:

- Managing users and permissions.
- Portal site structure.
- How to target links and top level lists.
- Managing a profile database.

**Chapter 7: Documents in SharePoint Products**

You will learn:

- Document storage options.
- Form and picture libraries.
- Creating document libraries.
- Updating documents in a document library.
- Check in and check out processes.
- Working with content approval.

**Chapter 8: Information Components**

You will learn:

- Management of lists and associated templates.
- How to administer topics and areas.
- Creation and management of keywords.

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**Chapter 9: External Content - Managing**

You will learn:

- Creation and management of content sources.
- Working with content indexes.
- Manage and edit search scopes and MSSearch.
- Attribute mapping for advanced search.

**Chapter 10: Team Collaboration Sites**

You will learn:

- Functionality enhancements - new column types, list indexing, RSS feeds, and support for folders,
- Document management functionality such as check-in/check-out, major and minor versioning and item-level security.
- Workflow using the Workflow Designer in SharePoint Designer 2007.
- Integration with the Office 2007 client programs.
- Offline document library support in Outlook 2007.
- Survey enhancements.
- Alert enhancements.
- Calendar enhancements.

**Chapter 11: Meeting Sites**

You will learn:

- Creation of meeting sites from Read/write access in Outlook to SharePoint calendars, tasks, contacts, discussions and documents.
- Offline support of document libraries and list.
- Roll-up views of calendars and tasks across multiple lists and sites.

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**Chapter 12: Site Administration**

You will learn:

- Creating and administering templates.
- Working with the document workspace.
- Customizing, saving, and using templates.
- Creation of sites and subsites.
- Allowing access to websites.
- Managing site creation rights.

**Chapter 13: Architecture of the Gather**

You will learn:

- Role of the gatherers.
- Adding file types to the index process.
- Building indexes and incremental updates.
- Viewing and saving the gatherer logs.

**Chapter 14: Personalization Services**

You will learn:

- Adding importing and managing user profiles.
- Managing and compiling audiences.
- Understanding personal site view and navigation.
- Creating portal site alerts.

**Chapter 15: Security Policies**

You will learn:

- Setting password policies.
- Setting storage policies.
- Setting logging and logging policies.
- Authorizing web parts and applications.
- Data classification schemes.

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**Chapter 16: Single Sign-on**

You will learn:

- Single sign-on architecture.
- Configuring single sign-on.
- Manage single sign-on and editing an application definition.
- Create and backup the encryption key.

**Chapter 17: Recovery Procedures**

You will learn:

- Backup and restore utilities.
- Portal Server backup and restore.
- Recovering SharePoint web sites.
- Recovering different types of servers.
- Repairing SharePoint portal servers.

**Chapter 18: Usage Analysis Tools**

You will learn:

- Managing usage analysis.
- Analyzing website usage.
- Configuring and setting up log files.
- Viewing website reports using FrontPage.

**Chapter 19: Working with Web Parts**

You will learn:

- Customization of dynamic web parts.
- How to changing appearance, layout, and other properties.
- Adding new web parts.
- Purpose and use of built-in web parts.
- Managing parts settings.
- Web part galleries.

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**Chapter 20: Integrating with SharePoint**

You will learn:

- Relationship between SharePoint and Office.
- InfoPath and SharePoint.
- Outlook and SharePoint.
- Exchange Server and SharePoint.



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