

Chapter 1: Introduction

You will learn:

- Concepts and features of collaboration.
- Windows SharePoint services and SharePoint Portal Server.
- Windows SharePoint services features.
- Features for administrators.
- Features for end users.

Chapter 2: SharePoint Infrastructure

You will learn:

- Business document management and collaboration goals.
- Preparing for the discovery process.
- Goals for the network environment.

Chapter 3: Designing the Portal

You will learn:

- Providing secure access to SharePoint sites.
- Components of the user environment.
- Standard top-level site features.
- Designing the Site Groups.
- Planning for MS Office product integration.

Chapter 4: SharePoint Portal Server Installation

You will learn:

- Laying the foundation with Windows Server 2003.
- Installing Windows Server 2003 and Windows SharePoint Services.
- Installing Windows SharePoint Services with WMSDE.
- Installing Windows SharePoint Services for connecting to an existing SQL database.
- Installing SharePoint Portal Server and SQL Server.
- Connecting to an External SQL database.
- Running the Microsoft Baseline Software Analyzer.

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Chapter 5: Client Access Configuration

You will learn:

- Different options for configuring SharePoint.
- Determining client access decisions.
- Client access requirements.
- Client requirements for accessing SharePoint.
- Internet Explorer for accessing SharePoint sites.
- Word for accessing SharePoint sites.
- Configuring an HTML Viewer for SharePoint.
- Providing Anonymous Access.
- Installing the client components for backward-compatible document libraries.
- Providing support to clients.

Chapter 6: MS Office and SharePoint

You will learn:

- Office and Windows XP with SharePoint.
- Excel and SharePoint. Outlook and SharePoint.
- Access with SharePoint.

Chapter 7: SharePoint Security

You will learn:

- Internal SharePoint security components.
- How to identify isolation approaches to SharePoint security.
- How to physically secure SharePoint Portal servers.
- How to harden SharePoint Server security.
- File-level security for SharePoint servers.
- Securing a SharePoint Farm using Software Update services.

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Chapter 8: SharePoint Infrastructure - Administration

You will learn:

- How to perform common administrative tasks in a SharePoint site.
- Administering SharePoint Farm settings.
- Managing SharePoint portals and sites.
- Configuring and administering SharePoint search.
- Administering SharePoint's SQL databases.
- Backing up and recovering SharePoint components.

Chapter 9: SharePoint Server - Maintenance

You will learn:

- Maintaining a SharePoint portal and site environment.
- Maintaining SharePoint's SQL Server database.
- Auditing the SharePoint Server environment.
- Managing a SharePoint Server remotely.
- Updating and monitoring SharePoint servers.
- Establishing maintenance schedules for SharePoint.

Chapter 10: SharePoint - Storage, Indexing, and Centralized Information Access

You will learn:

- Document libraries for managing content.
- How to use Areas for organizing information.
- How to use Content sources to include information in search results.
- How to facilitate Search with Content indexes.
- Utilizing Search scopes for Content searching.
- Using keywords and best bets to mark relevant items.



Chapter 11: Document Workspaces and Document Libraries

You will learn:

- Identifying the differences among sites, workspaces, and libraries.
- Creating and using Document Libraries.
- Using a backward-compatible Document Library.
- Collaborating using Document Workspaces.
- Restricting access to documents and libraries.

Chapter 12: Discussion Boards and Document Discussions

You will learn:

- SharePoint web discussions.

Chapter 13: Document Management and Version Control

You will learn:

- Defining a SharePoint meeting workspace.
- SharePoint for managing events.
- Creating Meeting Workspaces.
- Making changes to the Meeting Workspace Site.
- Working with multiple Meeting Workspaces.
- Customizing the Meeting Workspace Site.

Chapter 14: List Management

You will learn:

- SharePoint Lists.
- Creating, modifying, and accessing SharePoint Lists.
- Views for customizing the display.
- Providing access to a List on a Web Page.

Chapter 15: Enterprise Scalability

You will learn:

- Scalability for SharePoint.
- Scaling logical SharePoint components.
- How to utilize clustering for SharePoint.
- Choosing the clustering technology for SharePoint.

Chapter 16: Collaboration and Communications Environment

You will learn:

- Justify and deploying business portals.
- Addressing common business issues with SharePoint features.
- Deploy a team collaboration solution with SharePoint.
- Deploy a corporate Intranet solution with SharePoint.



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