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Innovative Solutions Technology

Microsoft SharePoint Course Catalog



Microsoft SharePoint Server

Microsoft SharePoint Server

for Administrators



Outline

Administering SharePoint teaches you the principles and practices of how to deploy, manage, and maintain SharePoint. It takes you through each phase of a deployment as you plan, install, rollout, and support SharePoint in the real world.

2 Classroom Days \$990/per student

Microsoft SharePoint Server

for Developers



Outline

Microsoft SharePoint 2007 provides a huge range of functionality including enterprise content management, automation of business processes, and business intelligence and reporting. Although SharePoint is rich in features and capabilities, it involves common concepts and developer tasks that are universal to every type of SharePoint project. This course will provide those who are responsible for customizing and creating new functionality within the SharePoint platform with the knowledge to master these common tasks.

5 Classroom Days \$2,475/per student

Microsoft SharePoint Server

Business Processes



Outline

Microsoft Office SharePoint Server 2007 provides a wealth of services that you can use, customize, and extend to augment and streamline your business processes. This course covers these features and teaches you how to build on them to create business solutions.



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2 Classroom Days \$990/per student

Microsoft SharePoint Server

Web Content Management



Outline

In this course you'll learn about the web content management features of Microsoft SharePoint 2007. The course starts from the perspective of an end-user so that you will understand what the authors and consumers of your SharePoint sites will see, and then goes beneath the covers to teach you to customize and extend the out of the box features.

2 Classroom Days \$990/per student

Microsoft SharePoint Server

End User



Outline

The End User course teaches you the fundamentals of all the essential SharePoint features, administrative best practices, and architectural decision points. This course does not require any prior knowledge of SharePoint. If you've already been working with SharePoint, the course will clear up areas that might be confusing and introduce you to a lot of not so obvious functionality.

2 Classroom Days \$990/per student

Microsoft SQL Server 2008

In this course, you'll learn about the features that are available in SQL Server, how to design and create a database, and how to build basic queries using Transact-SQL, the language of SQL Server. Then, you'll learn how to build effective views, stored

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Outline

procedures, triggers, and user-defined functions using Transact-SQL. How to use the Transact-SQL programming language for error handling and hierarchical queries, dealing with complex data structures and processes, how to make your databases more scalable through partitioning, and how to use .NET languages like Visual C# and Visual Basic to build database objects.

5 Classroom Days \$2,475/per student

T-SQL for Microsoft SQL Server 2008

for Developers



Outline

In this class, you'll learn how to take advantage of the user-friendly management console that integrates both authoring and administrative tasks. You'll learn how to take advantage of SQL Server's tools for analyzing and tuning databases. This course can be used for SQL Server database Administrators, Implementers, and Developers who are responsible for writing queries using SQL Server 2008. Use Transact-SQL INSERT, UPDATE and DELETE statements, with data types, delimiters and variables. .

4 Classroom Days \$1,980 per student



Microsoft SharePoint 2007 for Administrators

In this course, you will learn how to...

- Plan server topology.
- Install and configure WSS and MOSS servers.
- Upgrade from WSS 2.0 to 3.0.
- Monitor the server to detect problems early.
- Configure authentication.
- Secure external access with SSL.
- Set up SharePoint security and permissions.
- Control site settings through the Central Administration web site.
- Control site settings through the stsadm command line.
- Backup and restore SharePoint data.
- Customize the overall site appearance through branding.
- Set up network infrastructure (DNS/AD/IIS) to support SharePoint.
- Manage MOSS My Sites, import profiles, and other shared services.
- Create and apply site quotas.

Prerequisites: IT professionals who know something about using SharePoint, Windows 2003, Microsoft Office, and related Microsoft Technologies. The Introduction to SharePoint course may be a prerequisite.

Introduction

- Prerequisites
- Installing the Samples

Planning a Deployment

- SharePoint Administration Basics
- Writing a Deployment Plan
- Determining Software Requirements
- Determining Hardware Requirements
- Planning Network Configuration

Installing

- Gathering Required Prerequisites
- Understanding Install Options
- Install 1: A Standalone Server (<250 users)
- Install 2: A Small Farm (250-2000 users)
- Install 3: A Medium Farm (>2000 users)
- Considerations for Large Farms
- Upgrading from WSS 2.0 / SPS 2003



Configuring the Server

- Configuring WSS 3.0
- Configuring MOSS
- Setting Up Shared Services (SSP)
- Enabling Search for PDFs
- Scheduling Backups

Preparing for Roll-Out

- Planning Activities
- Setting Up Security Groups
- Creating Client Policies
- Verifying Client Software
- Providing Minimal Branding
- Setting Up Department Sites
- Setting Up My Sites

Rollout

- Identifying Site Owners
- Review and Testing
- Training Users
- Monitoring the Server

Providing Support

- Defining Your Role
- Creating Content Types
- Creating Site Collections
- Creating Templates
- Mail Enabling Libraries
- Managing User My Sites
- Managing Site Quotas

Managing the Server

- Deploying Features
- Using STSADM
- Common Tasks
- Troubleshooting

Configuring External Access

- Planning External Access
- Providing Internet Access
- Deploying Form - Based Authentication
- Setting Up SSL

Microsoft SharePoint 2007 for Developers

Microsoft SharePoint 2007 provides a huge range of functionality including enterprise content management, automation of business processes, and business intelligence and reporting. Although SharePoint is rich in features and capabilities, it involves common concepts and developer tasks that are universal to every type of SharePoint project. This course is designed to provide those who are responsible for customizing and creating new functionality within the platform mastery of these common tasks, including: customization of look and feel through styles, themes, and master pages, controls and web parts, custom pages, creation and deployment of solutions, security, debugging, workflows, custom site definitions, lists, documents libraries, and features. Students who master the contents of this course will possess the knowledge to productively contribute on most types of SharePoint implementation because they will understand the tasks and building blocks required in all types of custom solutions.

Prerequisites: This course is designed for individuals with a working understanding of ASP.NET 2.0 and Visual Studio 2005 tools.

Introduction to SharePoint Development

- Modes of Development: Configuration, Customization and Solution Development
- Site Collections and Sites
- Creating and Customizing Lists and Libraries
- Using Web Part Pages

Site Columns and Content Types

- Site Columns
- Content Types
- Integrating Site Columns, Content Types, and Lists
- Using Calendar and Contacts Lists with Outlook 2007

Extending Lists with Office 2007

- SharePoint Designer Workflows
- Reporting with Access 2007
- Word 2007 Mail Merges

Authentication and Authorization

- Authentication Mechanisms
- Authorization and Permissions
- Zones

Forms Based Authentication and Anonymous Access

- Using ASPNetSQLMembershipProvider and ASPNetSQLRoleProvider
- Configuring Anonymous Access
- Creating a Custom Membership Provider

SharePoint Architecture

- IIS, ASP.Net, and SharePoint
- Page Request Pipeline
- What Happens When a New Web Application is Created
- SPVirtualPathProvider and SPPageParserFilter

Features

- Types of Features
- Feature Scopes
- Feature Activation, Dependencies, and Stapling
- Feature Receivers

Solution Development

- Creating a Development Environment
- Creating and Deploying Solutions
- Common Failure Modes
- Tools and Techniques to Simplify Package and Deployment

Tagged Document List Example

- Provisioning a List with a Feature
- Creating a Lookup Site Column with a Feature Receiver
- Automating Solution Deployment
- Creating Custom List Definitions

Site Definitions

- Understanding Site Definitions
- Creating Custom Site Definitions
- Specify Site Elements and Features Using Onet.xml

Styles and Themes

- Style Basics
- Associating Styles with Pages
- Using and Creating Themes

Microsoft SharePoint 2007: Web Content Management

In this course, you will learn how to...

- Create a publishing site and pages
- Configure the publishing infrastructure
- Leverage master pages and style sheets using the publishing features
- Create publishing site definitions
- Separate content and layout with content types and page layouts
- Incorporate SharePoint Designer branding assets into Visual Studio solutions
- Understand and manage site hierarchies
- Customize menus and navigation
- Manage users and permissions
- Use and configure versioning and approval processes and workflows
- Deploy content
- Target different audiences
- Manage variations and localize content
- Aggregate information
- Collect usage data

Introduction to MOSS Publishing

- Creating a Publishing Site
- Creating Pages
- Versioning and Approval

Branding

- The Publishing Infrastructure
- Working with Styles and Themes
- Using Master Pages
- Editor and Table Styles

Creating a Publishing Site Definition

- SharePoint Site Definition Basics
- Web Publishing Site Definition
- Branding in a Web Publishing Site Definition
- Adding Assets into Visual Studio Solutions

Page Layouts and Content Types

- Content Types in Web Content Management
- Creating and Deploying Page Layouts
- Creating and Deploying Pages Based on Page Layouts and Content Types

Site Structure

- Understanding Site Hierarchy
- Site Maps
- Vanity URLs and Host Headers
- Microsoft Hosting Recommendations

Enabling Content Management

- Users and Roles
- Understanding Versioning
- Review, Approval, and Publishing
- Content Deployment
- Audience Targeting
- Variations

Content Discovery - Navigation and Search

- Configuring Out-of-the-Box Navigation
- Creating Custom Navigation Elements and Providers
- Configuring and Customizing Search

Aggregating Information

- Using and Branding Content Query Web Parts
- Aggregating Data Across Site Collections
- Usage Analysis Reporting

Microsoft SharePoint 2007: Business Processes

In this course, you will learn how to...

- Use standard SharePoint lists, alerts and libraries for simple automation.
- Build no-code workflows with SharePoint Designer and how to create custom Designer activities.
- Create and modify list forms using SharePoint Designer, InfoPath, and Visual Studio.
- Use InfoPath form libraries.
- Use InfoPath forms in Office 2007.
- Use the SharePoint object model to associate workflow templates and start workflow instances.
- Create sequential workflows, state machines, and custom workflow activity libraries.
- Use tasks in workflows.
- Create four types of workflow forms using ASP.NET and InfoPath

Introduction - Out of the Box BPA

- Understanding Business Process Automation
- Using Task Lists
- Creating and Using Alerts
- Out of the Box Workflows

SharePoint Designer Workflows

- Understanding the Workflow Designer
- Defining Steps Using Conditions and Actions
- Using Lookups and Dynamic Routing
- Creating Forms and Using Variables
- Extending SharePoint Designer with Custom Activities

SharePoint and ASP.NET Forms

- Modifying List Forms Using SharePoint Designer
- Creating Custom Applications with SharePoint Designer
- Creating Custom ASP.NET Pages with Visual Studio

InfoPath Forms

- Creating InfoPaths Forms
- Using Form Libraries and Data Connection Libraries
- Using InfoPath Forms in Office 2007

Workflow Development Basics

- Using Visual Studio to Create Custom Workflows
- Associating Workflow Templates with Lists Using Code
- Starting Workflows Using Code
- Using the SharePoint Object Model to Pass Association and Startup Data to a Workflow

Creating Custom Workflows

- Creating Sequential Workflows
- Creating State Machine Workflows
- Handling Faults and Cancelled Workflows
- Creating Custom Workflow Activities

Tasks and Workflows

- Use the Task Activities
- Understand and Use Correlation Tokens
- Use Tasks in State Machine Workflows
- Handle Multiple Tasks in Parallel or in a Sequence
- Create and Use Custom Task Types

Workflow Forms

- Understand the Differences between InfoPath and ASP.NET Workflow Forms
- Create and Use an InfoPath Association Form
- Create and Use an InfoPath Task Form
- Create and Use an ASP.NET Initiation Form
- Create and Use an ASP.NET Modification Form

Microsoft SharePoint Services End User: Basic

Lesson 1: Understanding Windows SharePoint Services 3.0

Topic 1A: Introduction to Windows SharePoint Services

Topic 1B: The Windows SharePoint Services Team Site

Lesson 2: Working with Lists

Topic 2A: Add List Items

Topic 2B: Modify List Items

Topic 2C: Change a List View

Topic 2D: Create a Personal View

Lesson 3: Working with Libraries

Topic 3A: Add Documents to a Library

Topic 3B: Create Wiki Pages

Topic 3C: Open and Edit Library Files

Lesson 4: Communicating with Team Members

Topic 4A: Participate in a Discussion Board

Topic 4B: Contribute to Blogs

Topic 4C: Collaborate via the People and Groups List

Lesson 5: Working Remotely with SharePoint Content

Topic 5A: View SharePoint Content from Mobile Devices

Topic 5B: Work with SharePoint Content Offline in Microsoft Office 2007

Lesson 6: Customizing Your SharePoint Environment

Topic 6A: Customize Personal and Regional Settings

Topic 6B: Create an Alert

Topic 6C: Subscribe to an RSS Feed

Topic 6D: Create a Personal Page View with Web Parts

Topic 6E: Request Access to SharePoint Resources

Lesson 7: Creating a Team Site

Topic 7A: Create a Site

Topic 7B: Create a Workspace

Topic 7C: Add a List

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Topic 7D: Create a Public View

Topic 7E: Add a Library

Topic 7F: Create a Survey

Topic 7G: Grant Access to a SharePoint Site

Lesson 8: Performing Basic Site Administration

Topic 8A: Manage Users and Groups

Topic 8B: Manage Site Look and Feel

Topic 8C: Perform Basic Content Management

Microsoft SharePoint Services End User: Advanced

Lesson 1: Creating Site Collections

Identify the Planning Process of a Site Collection
Create a Site Collection

Lesson 2: Managing Basic Site Collection Components

Brand a Site Collection
Manage a Web Part Gallery

Lesson 3: Managing Lists

Create an Issue Tracking List
Create a Project task List
Apply Formulas and Functions to a List Column
Create a Custom List
Customize List Settings
Work Offline with Shared Calendars

Lesson 4: Managing Discussion Boards

Create a Discussion Board
Customize Existing Discussion Boards

Lesson 5: Managing Document Libraries

Create Library Templates
Organize Documents in a Library
Share Documents Across Libraries
Apply Information Rights management to a Library

Lesson 6: managing form Libraries

Create a Form Library
Customize Form Templates using InfoPath

Lesson 7: Managing Site Access Permission

Assign Group Permissions
Manage User Permissions
Set Site Level Security

Lesson 8: Managing WSS Content

Create a Content Type
Apply Content Types to a List

Lesson 9: Managing Workflows

Add a Workflow
Run a Workflow

Lesson 10: Working with Indexing and Searching

Index List Content
Enable Search Options

Lesson 11: Using Central Administration

Use Central Administration
Add Administration Tasks

Lesson 12: Managing Security Options in WSS

Set Web part Security
Set Antivirus Options
Manage Blocked File Types
Explore Authentication Modes

Lesson 13: Managing Site Usage

Set Site Collection Quotas and Locks
Monitor Site Usage

Lesson 14: Managing Site Maintenance

Recover Lost Information

T-SQL for Microsoft SQL Server 2008

In this course, you will learn to...

- Understand the differences between the available editions of SQL Server 2008.
- Create a SQL Server database based on sound design principles.
- Create constraints, triggers, and indexes.
- Use Transact-SQL INSERT, UPDATE and DELETE statements.
- Configure and use SQL Server Management Studio (SSMS).
- Use Transact-SQL with data types, delimiters and variables.
- Understand the differences between views, stored procedures, triggers, and user-defined functions.
- How to write and use stored procedures to provide a safe, controlled, efficient way to execute Transact-SQL code to access and update data and database objects.
- Discover how transactions can protect the integrity of your data and ways to handle errors that occur when code executes.
- Understand the complex data types in SQL Server, such as for spatial and hierarchical data, and how they support complex data operations.
- How to partition data to store data in ways that improves the efficiency of queries.
- Investigate the XML data type and its properties and methods, and how it supports both free form and relational data.

Prerequisites: To get the most out of the Microsoft T-SQL Server 2008 course, you should have a solid understanding of relational databases. No particular programming experience is required, but the course is taught from a developer's perspective.

A Tour of SQL Server 2008

- SQL Server 2008 Editions, Components, and Tools
- Using SQL Server Management Studio (SSMS)
- Working with Tables, Queries, and Views
- Business Intelligence Services

Designing and Creating a Database

- Relational Database Design Principles
- Implementing the Design

Working with SQL Server Management Studio

- Getting Started with Management Studio
- Exploring the Object Explorer
- Working with the Query Editor

- Using SQL Server Books Online

Transact-SQL Programming

- Overview of Transact-SQL
- Using Built-In Functions
- Controlling Flow
- Ranking Results

Transactions and Error Handling

- Transaction Concepts
- Applications and Transactions
- Creating Explicit Transactions
- Using TRY/CATCH Error Handling

Data Selection Queries

- Understanding Transact-SQL
- The SELECT Statement
- The WHERE Clause
- Using ORDER BY to Sort Data
- The GROUP BY Clause
- Joining Tables

Advanced Data Types

- Introduction
- The HierarchyID Data Type
- Sparse Columns and Column Sets
- FILESTREAM Storage
- Spatial Data

Complex Querying

- Working with NULL Values
- Ranking Grouped Data

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- Writing Correlated Subqueries
- Using Common Table Expressions

Modifying Data

- Modifying Data with Transact-SQL
- Inserting Data
- Updating Data
- Deleting Data
- Understanding Transaction Isolation

Working with XML

- The XML Data Type
- XML Schema Collections
- Querying XML
- Best Practices

Creating Views

- What Is a View?
- Creating Views
- Updating Data Using a View
- Using Computed Columns
- Indexed Views
- Partitioned Views

Implementing SQL Server Partitions

- Overview of Table-Based Partitions
- Creating Partitioned Tables
- Querying Partitions
- Managing Partitions

Creating User-Defined Functions

- User-Defined Function Overview
- Scalar Functions

- Inline Table-Valued Functions
- Multi-Statement Table-Valued Functions
- Using Functions, Views, and Stored Procedures

Creating Stored Procedures and Triggers

- Creating Stored Procedures
- Creating Triggers

Advanced Query Techniques

- Full-Text Search
- Advanced T-SQL Techniques
- Executing Dynamic SQL

Advanced Techniques

- Complex Data and Structures
- Writing More Efficient Queries
- Working with Complex Queries
- Maintaining Query Files

Microsoft SQL Server 2008 for Developers

In this course, you will learn how to...

- Install or upgrade from an earlier version of SQL Server.
- Configure SQL 2008 Server to meet your needs.
- Apply relational database design principles.
- Create a SQL Server database and tables.
- Understand T-SQL, the SELECT statement and the WHERE Clause.
- Use SQL Server Management Studio (SSMS).
- Implement security with authentication, authorization and encryption.
- Understand the differences between views, stored procedures, triggers, and user-defined functions.
- Explore the various types of user-defined functions and how they support reusable database code.
- Learn why using .NET code, using either C# or Visual Basic, in the database overcomes many Transact-SQL limitations, and how SQL Server protects itself from misbehaving code.
- Understand the complex data types in SQL Server, such as for spatial and hierarchical data, and how they support complex data operations.
- How to partition data to store data in ways that improves the efficiency of queries.
- Understand Business Intelligence to add reporting and analysis capabilities to your databases and applications.

Prerequisites: To get the most out of the Microsoft SQL Server 2008 course, you should have a solid understanding of relational databases and the concepts of SQL Server. No particular programming experience is required, but the course is taught from a developer's perspective.

A Tour of SQL Server 2008

- SQL Server 2008 Editions, Components, and Tools
- Using SQL Server Management Studio (SSMS)
- Working with Tables, Queries, and Views
- Business Intelligence Services

Installing SQL Server 2008

- Preparing for Installation
- Upgrading an Earlier Version
- Installation Steps
- Configuring the Server

Designing and Creating a Database

- Relational Database Design Principles

- Implementing the Design
- Create a SQL Server Database
- Create SQL Server Tables
- Creating Relationships Using a Database Diagram

Data Selection

- Understanding Transact-SQL
- The SELECT Statement
- The WHERE Clause
- Using ORDER BY to Sort Data
- The GROUP BY Clause
- Joining Tables

Modifying Data

- Modifying Data with Transact-SQL
- Inserting Data
- Updating Data
- Understanding Transaction Isolation

Working with SQL Server Management Studio

- Getting Started with Management Studio
- Exploring the Object Explorer
- Working with the Query Editor
- Using SQL Server Books Online

Transact-SQL Programming

- Overview of Transact-SQL
- Using Built-In Functions
- Using Control of Flow Constructs

Understanding and Implementing Security

- Security Overview
- Authentication

- Authorization
- Data Encryption
- Security Epilog

Creating Views

- What Is a View?
- Creating Views
- Updating Data Using a View
- Using Computed Columns
- Indexed Views
- Partitioned Views

Creating Stored Procedures and Triggers

- Creating Stored Procedures
- Creating Triggers

Creating User-Defined Functions

- User-Defined Function Overview
- Scalar Functions
- Inline Table-Valued Functions
- Multi-Statement Table-Valued Functions
- Using Functions, Views, and Stored Procedures

Transactions and Error Handling

- Transaction Concepts
- Applications and Transactions
- Creating Explicit Transactions
- Using TRY/CATCH Error Handling

Using .NET Code in SQL Server

- Introduction
- Writing SQLCLR Code
- SQLCLR Code Modules

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- SQLCLR Security
- T-SQL vs. .NET Code

Advanced SQLCLR Code Techniques

- Advanced SQLCLR Code Modules
- Managing Code Modules

Advanced Query Techniques

- Full-Text Search
- Advanced T-SQL Techniques
- Executing Dynamic SQL

Advanced Data Types

- Introduction
- The HierarchyID Data Type
- Sparse Columns and Column Sets
- FILESTREAM Storage
- Spatial Data

Implementing Partitions

- SQL Server Partitions
- Creating Partitioned Tables
- Querying Partitions
- Managing Partitions

Complex Querying

- Complex Queries
- Ranking
- Correlated SubQueries
- Common Table Expressions

Advanced Techniques

- Complex Data and Structures
- Efficient Queries

- Working with Complex Queries
- Maintaining Query Files

Design and Deployment with Visual Studio

- Team System for Database Professionals
- Creating Databases and Managing Projects
- Database and Project Management

Working with XML

- XML Data Type
- XML Schema Collections
- Querying XML
- Best Practices

Business Intelligence Services

- Introduction to Business Intelligence Services
- Using Integration Services
- Using Analysis Services
- Using Reporting Services