



## SharePoint Services 3.0 Configuration

**3 Sessions –**  
9 Hours of Interactive Training

In LearnKey's SharePoint Services 3.0 Configuration course you'll learn how to make this versatile technology work for you no matter the size of your organization. Increase the efficiency of business processes and improve team productivity with tools for collaboration that help people stay connected across organizational and geographic boundaries. Expert Erin Olsen begins with design concepts and master page creation to get you started, and then takes you through advanced topics such as site administration, connection management and security.

### Benefits

- Improve team productivity with easy-to-use collaborative tools.
- Build a collaboration environment quickly and easily.
- Easily manage documents and help ensure integrity of content.

### About The Author

Since founding PCKeys Technology Solutions in 1995, **Erin Olsen** has personally trained more than 10,000 people worldwide in a wide variety of applications and technologies, and she has helped many organizations transition to using Microsoft, Adobe and Macromedia software tools. A Microsoft Office Specialist Master Instructor, Erin enjoys a reputation for providing solid foundations in skills applicable to real-world needs in an easy-to-understand and fun manner. She combines technical knowledge with real-world experience allowing her to provide a wealth of practical examples and inside tips to help her audience learn, retain and actually apply their skills.

### Session 1

- Section A: Design Concepts
- Design Vision
  - Design Considerations
- Section B: Site Planning
- Site Structure
  - Site Appearance
  - Site Navigation
  - Site Components
  - List Customization
  - Access and Permissions
  - Workflows
  - Reusable Content

### Section C: Modify ing

- Site Settings
- Site Logos
  - Site Themes
  - Top Link Bar
  - Quick Launch Bar
  - Regional Settings

### Section D: Modify ing

- Page Design
- SharePoint Components
  - Move Web Parts
  - Add Web Parts
  - Modify Web Parts
  - Remove Web Parts

### Section E: SharePoint

- Designer
- Page Types
  - SharePoint Designer Overview
  - Modify Zones
  - List View Pages
  - Save and View Changes

### Section F: Master

- Pages
- Master Page Purposes
  - Master Page Gallery
  - Modify Master Pages
  - Save As New Master Page
  - Apply Master Page

### Section G: List and Site

- Templates
- Using Templates
  - Save As Template
  - Save Site as Template
  - Apply Template
  - Galleries

### Session 2

- Section A: Workflow Overview
- What is Workflow?
  - Creating a Workflow
  - Implementing a Workflow
  - Working with Workflow
  - Workflow Follow-up
- Section B: Standard Workflow
- Using Standard Workflow
  - Add a Workflow
  - Workflow Settings
  - Using a Workflow

### Section C: Custom

- Workflows
- Customize Actions
  - Create Custom Workflows
  - Workflow Steps
  - Check Workflow
  - Remove Workflows
- Section D: Central Administration
- Overview
  - Initial Activities
  - Central Administration Site

### Section E: Basic

- Administration
- Web Application General Settings
  - Outgoing E-mail Settings
  - Site Collections
  - Quota Templates
  - Confirmation and Deletion

### Section F: Site

- Administration
- Defining Site Administrators
  - Security and Permissions
  - Adding Administrators
  - People and Groups
  - Site Settings

### Section G: Backup and

- Restore
- Backup Types
  - Restore from Backup
  - Job Status
  - Performing a Backup

### Session 3

- Section A: Managing Connections
- SharePoint Databases
  - Adding a Content Database
  - Blocked File Types
- Section B: Advanced Monitoring
- Monitoring Tools
  - Diagnostic Logging
  - Configure Diagnostic Logging

### Section C: Advanced Security

- Authentication
- Extending a Web Application
- Alternate Access Mappings
- Permissions Through Access Policies
- Information Rights Management

### Section D: Topology and

- Scalability
- Environment and User Needs
  - Site Considerations
  - Single Server Topology
  - Farm Topologies
  - Farm Sizes
  - Scalability

### Section E: Installing

- SharePoint
- Software Requirements
  - Hardware Requirements
  - Installation Options
  - Web Applications
  - Configuration Wizard
  - Name Resolution
  - Separate IIS Sites
  - Best Practices Analyzer
  - Using the Configuration Wizard

### Section F: Upgrading

- SharePoint 2.0
- Overview
  - In-Place Upgrade
  - Gradual Upgrade
  - Database Migration Upgrade
  - Communication Plan
  - Upgrade Process
  - Running an Upgrade
  - Gradual Upgrade Reversion
  - Customization Issues
  - Programming Issues
  - Permissions and URL Issues
  - Command Line

### Section G: Uninstalling

- SharePoint
- Deleting SharePoint Items
  - Deleting Site Collection
  - Deleting Web Application
  - Removing SharePoint