

Contents

<i>Introduction</i>		<i>xxiii</i>
<i>Assessment Test</i>		<i>xxxiv</i>
Chapter 1	Getting Started with Microsoft Office SharePoint Server 2007	1
	Introducing SharePoint Server 2007	2
	What's New in SharePoint 2007?	3
	Planning SharePoint 2007 Architecture	9
	Architecting with SharePoint Components	10
	Architecting SharePoint Server Farms, SSPs, and Topologies	12
	Architecting the SQL Database Infrastructure	26
	Introducing the Central Administration Interface	29
	Summary	33
	Exam Essentials	33
	Review Questions	34
	Answers to Review Questions	40
Chapter 2	Installing and Deploying SharePoint 2007	43
	Requirements for SharePoint Server 2007 Installation	44
	Stand-Alone Server Installation	44
	Server Farm Installation	54
	Requirements for Server Farm Deployment	58
	System Architecture	58
	System Redundancy	59
	Physical Server Farm Topology	60
	Server Role Type Redundancy	64
	Server Farm Installation Process	65
	Initial Post-installation Tasks	67
	Summary	67
	Exam Essentials	67
	Review Questions	68
	Answers to Review Questions	74
Chapter 3	Configuring SharePoint 2007	77
	The SharePoint Central Administration Web Application	78
	The Central Administration Home Tab	79
	The Central Administration Operations Tab	84
	The Central Administration Application Management Tab	85

xii Contents

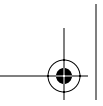
	Central Administration	
	Post-Installation Tasks	87
	Organizing Post-Installation Tasks	87
	Performing Post-Installation Tasks for a Stand-Alone Server	90
	Performing Post-Installation Tasks for a Server Farm	97
	Summary	106
	Exam Essentials	107
	Review Questions	108
	Answers to Review Questions	114
Chapter 4	Building Sites and Site Collections	117
	SharePoint Site and Site Collection Overview	118
	SharePoint Site Templates	119
	The Portal Site	119
	Site Template Categories	123
	Planning a Site Collection Structure	126
	Portal Sites	126
	Sites and Subsites	127
	Planning Site Collection Implementation	128
	Implementing Portal Sites and Site Collections	129
	Planning My Sites	131
	My Sites Overview	132
	Planning and Implementing My Sites	133
	Creating and Managing Site Collections	135
	Enabling Self-Service Site Creation	135
	Methods of Creating Site Collections	136
	Touring the Site Directory	147
	Summary	150
	Exam Essentials	150
	Review Questions	151
	Answers to Review Questions	157
Chapter 5	Managing Users and Groups	159
	SharePoint Users and Groups Overview	160
	Default Site Permission Groups	161
	SharePoint Site Access Groups	161
	Personalization and Site Access Permissions	162
	Site Access Groups and Active Directory	163
	Planning User Profiles and Profile Services	164
	Planning Audiences	167
	Planning Audience Content Targeting	168
	Configuring Users and Groups in SharePoint	169
	Creating Users and Groups	170

	Configuring User Profiles and My Sites	179
	Setting Up a My Site	179
	User Profile Properties	186
	Editing User Profile Policies	193
	Configuring Global My Site Settings	194
	Managing Audiences	196
	Configuring Audience Targeting	199
	Summary	203
	Exam Essentials	204
	Review Questions	205
	Answers to Review Questions	210
Chapter 6	Configuring Authentication and Security	213
	Planning for Authentication	214
	Configuring Authentication	215
	Introduction to Single Sign-On (SSO) Authentication	218
	The Single Sign-On Service	218
	Backing Up and Restoring SSO	219
	SharePoint 2007 Security Planning	220
	Access Permissions Planning	220
	Administrative Groups	222
	Selecting Security Groups	223
	Configuring Single Sign-On (SSO)	224
	Summary	231
	Exam Essentials	231
	Review Questions	232
	Answers to Review Questions	238
Chapter 7	Configuring and Maintaining Lists and Libraries	241
	Overview of Document and Records Management	242
	Document Management	242
	Records Management	243
	Workflows	243
	Governance and Scheduling	243
	Versioning	244
	Content Approval	244
	Checkout and Check-In	245
	Introducing Lists and Libraries	246
	Understanding Lists	246
	Understanding Libraries	248
	List and Library Content Types	250
	Working with Lists	250
	Working with Libraries	264
	Summary	275

	Exam Essentials	275
	Review Questions	276
	Answers to Review Questions	282
Chapter 8	Configuring Web Part Pages, Web Parts, and Web Pages	285
	Overview of Web Pages	286
	Web Page Design Elements	287
	Planning Web Page Authoring	290
	Web Parts and Web Part Pages	292
	Understanding Web Parts and Web Part Pages	292
	Working with Web Parts and Web Part Pages	296
	Summary	310
	Exam Essentials	311
	Review Questions	312
	Answers to Review Questions	319
Chapter 9	Managing SharePoint Navigation and Search	321
	Overview of Search	322
	Planning Search	323
	Planning Content Crawling	323
	Planning Content Sources	326
	Planning for Server Farm–Level Search Settings	328
	Planning How the End User Experiences Search	328
	Planning Navigation	332
	Planning User Navigation	332
	Planning Navigation on Master Pages	333
	Planning Navigation on Layout Pages	334
	Planning Navigational Web Parts	335
	Using SharePoint Search	335
	Using SharePoint Navigation	351
	Summary	354
	Exam Essentials	354
	Review Questions	355
	Answers to Review Questions	361
Chapter 10	Working with Microsoft Documents in SharePoint	363
	Document Management Overview	364
	Document Management Planning	364
	Working with Document Management	370
	Information Rights Management and Policy Rights in SharePoint	370
	Content Type Management in SharePoint	375
	The Document Information Panel in SharePoint	379

	Working with Word 2007 and SharePoint 2007	381
	SharePoint Document Center and Records Center	384
	Summary	386
	Exam Essentials	386
	Review Questions	387
	Answers to Review Questions	394
Chapter 11	Working with Microsoft Outlook in SharePoint	397
	Outlook and SharePoint Interoperations Overview	398
	Working with Outlook 2003 and SharePoint 2007	399
	Working with Outlook 2007 and SharePoint 2007	399
	Managing Email Content in SharePoint	401
	Managing Email Content Using the Records Center	402
	Managing Outlook Content with SharePoint	404
	Summary	409
	Exam Essentials	409
	Review Questions	410
	Answers to Review Questions	416
Chapter 12	Using Excel Services and Business Intelligence	419
	Business Intelligence Overview	420
	Business Intelligence and the Report Center	423
	Business Intelligence and Excel Services	425
	Overview of the Business Data Catalog	428
	Using the Report Center	429
	Using Excel Services in the Report Center	433
	Using Business Indicators in the Report Center	438
	Summary	444
	Exam Essentials	444
	Review Questions	445
	Answers to Review Questions	450
Chapter 13	Using Business Forms and Business Intelligence	453
	Understanding the Business Data Catalog (BDC)	454
	Configuring a Business Data Catalog Application	456
	Accessing Business Data in SharePoint	460
	Working with Business Forms and InfoPath	464
	What Is InfoPath?	465
	Configuring InfoPath Forms Services in Central Administration	465
	Summary	473
	Exam Essentials	473
	Review Questions	474
	Answers to Review Questions	481

Chapter 14	Performing Advanced SharePoint Management	483
	Managing the Central Administration User Interface	484
	All Site Content	485
	Operations	486
	Application Management	489
	Managing Shared Services	490
	Office SharePoint Server Shared Services	490
	Shared Services Administration: SharedServices1	491
	Backup and Restore	491
	Using <i>stsadm</i>	493
	Basic SharePoint Administration with <i>stsadm</i>	496
	Using <i>stsadm</i> to Administer Site Collections, Sites, and Web Pages	497
	Getting More <i>stsadm</i> Help	498
	Summary	499
	Exam Essentials	499
	Review Questions	501
	Answers to Review Questions	508
Chapter 15	Working with Content Management	511
	Reviewing SharePoint Records Management	512
	Working with the Records Center	514
	Working with Web Content Management	519
	Working with WCM and Design Elements	520
	Working with WCM and Variations	526
	Summary	531
	Exam Essentials	531
	Review Questions	532
	Answers to Review Questions	538
Chapter 16	Upgrading and Deploying Microsoft Office SharePoint Server 2007	541
	Planning a SharePoint 2003 to SharePoint 2007 Migration	543
	Developing a Migration Plan	543
	Performing Premigration Tasks	545
	Determining an Upgrade Migration Path	547
	Performing an Upgrade Migration	551
	Performing an In-Place Upgrade Migration	552
	Performing a Gradual Upgrade Migration	554
	Performing a Gradual Upgrade with Shared Services	559
	Summary	561
	Exam Essentials	561
	Review Questions	562
	Answers to Review Questions	569



Appendix	About the Companion CD	571
	What You'll Find on the CD	572
	Sybex Test Engine	572
	PDF of the Book	572
	Adobe Reader	572
	Electronic Flashcards	573
	System Requirements	573
	Using the CD	573
	Troubleshooting	573
	Customer Care	574
Glossary		575
<i>Index</i>		585

