

SharePoint 2010 Upgrade and Planning (Intermediate)

Length: 4 Days

You are an early adopter. You've implemented Microsoft Office SharePoint Server 2007 and love how it has changed the way the people in your organization collaborate and share information. You've witnessed the incredible gains in productivity as employees have utilized the features in SharePoint to streamline their day-to-day tasks. Now, you and your organization are ready to **upgrade your SharePoint skills to the next level, upgrade you SharePoint server farm and get started planning for deploying Microsoft SharePoint Server 2010 throughout your organization.**

With the barrage of new features and enhanced productivity tools in the new SharePoint 2010, there are compelling reasons to **upgrade your current installation**, and a host of advantages to **drive enthusiastic company-wide adoption**. We want to help you prepare to accomplish both.

This **four-day** course is designed to provide the **hands-on experience** that you need to **upgrade SharePoint 2007 to SharePoint 2010** and **develop a strategy for deploying** it in your organization.

It's impossible to effectively participate in a project to plan your company's SharePoint 2010 upgrade and adoption without understanding what your users can do with it and how they do it. So, you'll begin the class by working in the roles of both End User and Power User/No-code Application Developer to learn what's new for each of them from a technical perspective.

Then you'll work as a **Server Administrator** to learn how to properly **install and configure SharePoint 2010**. Finally you'll learn about the improvements in **SharePoint 2010 server farm administration** and some of the most important new **SharePoint 2010 service applications** that you must configure and manage.

At Course Completion : After completing this course, students will be able to:

- Understand the concepts and terminologies that are unique to SharePoint 2010
- Install and configure SharePoint 2010
- Upgrade existing SharePoint 2007 sites to SharePoint 2010 sites
- Understand the changes to the end-user's day-to-day experience after upgrading to SharePoint 2010
- Understand the benefits and uses of many of the new features in SharePoint 2010

COURSE CONTENT

A Day in the Life of a SharePoint 2010 End User

Microsoft has made significant improvements in how end users work in SharePoint. The first day of class includes:

Module 1 - List Enhancements and the new SharePoint 2010 User Interface

- Changes to the SharePoint 2010 user interface with special emphasis on the Fluent User Interface (a.k.a. the Ribbon)
- Enhancements to the user interface that are available for common tasks through the adoption of Microsoft Silverlight
- Important SharePoint List enhancements including
 - Formulas for column validations
 - Enforcing unique values on columns
 - The new in-line editing capability for Views
- The ability to more easily add content to pages in sites with in-line editing and in-line insertion of web parts
- Usage scenarios for the new Enterprise Wiki site template that enables the "wikis everywhere" concept
- The new Media Web Part that provides an easy way to show videos within SharePoint sites

Module 2 - Social Networking in SharePoint 2010

- Comprehensive new folksonomic tagging functionality
- Adding user Notes (i.e. comments) to pages throughout SharePoint 2010
- The new Rating column type that can be used on pages, libraries and lists
- Subscribing to the new Activity Feed of Colleagues
- Enhancements to the Blog Site template
- Enhancements to the look, feel and functionality of My Sites

Module 3 - The Office 2010 Web Applications and their Integration with SharePoint 2010

- Use cases for the Office 2010 Web Applications (Word Web App, Excel Web App, PowerPoint Web App, and OneNote Web App)
- Support for simultaneous co-authoring
- Technical and integration requirements for implementing and using the Office 2010 Web Applications with SharePoint 2010

Module 4 - Document Management in SharePoint 2010

- Introduction to the Managed Metadata service application from an end user's perspective
- Addition of unique Document IDs that function like "permalinks"
- Creation of Document Sets that are a new content type and give the user the capability of packaging together multiple documents into a set

Module 5 - Taking SharePoint Offline with SharePoint Workspace 2010

- Re-engineering and re-branding of Groove 2007 to SharePoint Workspace 2010
- Taking an entire SharePoint site "offline" with SharePoint Workspace 2010
- Synchronization process between SharePoint Workspace 2010 and SharePoint 2010 Sites
- Integration points between SharePoint Workspace 2010 and SharePoint 2010
- Limitations of SharePoint Workspace 2010

A Day in the Life of a SharePoint 2010 Power User/No-code Application Developer

Site owners, power users and no-code application developers have more power than ever before with SharePoint 2010. This day includes:

Module 6 - Visio 2010 and Visio Services

- Designing visually unique dashboards with Visio 2010 and publishing them to SharePoint 2010 using the new Visio service application
- Connecting Visio services to line-of-business data sources
- Using Visio in the browser from a SharePoint 2010 site
- The new Visio Services Web Part

Module 7 - Business Connectivity Services

- Improvements that Business Connectivity Services (BCS) offers over MOSS 2007 Business Data Catalog
 - BCS design tools in SharePoint Designer 2010
 - Overview of External Content Types for defining external databases and web services using the BCS
 - Support for full Create, Read, Update and Delete operations
-

- Availability in SharePoint Foundation 2010

Module 8 - Access 2010 and Access Services

- Overview of improvements in Access to SharePoint integration
- Web-enabling Access database applications by publishing them to SharePoint 2010
- Access object types that are supported in Access Web Databases:
 - Tables
 - Queries
 - Forms
 - Reports
 - Macros
- Scalability
- Developing robust database applications that run in the browser using Access 2010 and Access Services

Module 9 - InfoPath 2010 and Forms Services

- SharePoint List add/change/delete forms are now 100% InfoPath forms
- InfoPath 2010 client program now comes in two versions:
 - InfoPath Filler 2010
 - InfoPath Designer 2010
- Enhancements to Forms Services to support more complex forms in the browser
- The new InfoPath Forms Web Part
- SharePoint 2010 Sandboxed-code feature removes requirement for Administrator-published forms

Module 10 - Workflow Development using Visio 2010 Premium and SharePoint Designer 2010

- Visually designing SharePoint 2010 Workflows using Visio 2010 Premium
- Importing Visio 2010-designed workflows into SharePoint Designer 2010 and completing the development
- Reusable workflow type in SharePoint 2010
- Site workflow type in SharePoint 2010
- The new workflow design wizard in SharePoint Designer 2010
- Nesting of workflow steps in SharePoint Designer 2010
- Impersonation feature of SharePoint 2010 workflows
- New workflow activities that ship with SharePoint 2010

- New workflow conditions that ship with SharePoint 2010

A Day in the Life of a SharePoint Server Administrator - Installing SharePoint 2010 and Upgrading Content from MOSS 2007

Most organizations will want to upgrade their existing MOSS 2007 farm to SharePoint Server 2010 following the native upgrade path Microsoft provides. This day includes:

Module 11 - The SharePoint 2010 Product Lineup

- Introduction to the different versions of SharePoint 2010 that Microsoft provides
- Functionality differences between versions
- Considerations for determining which version is the best for your organization
- Complimentary Microsoft technologies to consider implementing and their relationship to SharePoint 2010:
- SQL Server 2008 R2 Enterprise - PowerPivot for SharePoint
- SQL Server 2008 R2 Enterprise - Reporting Services in SharePoint Integrated Mode
- Project 2010 and Project Server 2010

Module 12 - Orientation to Server Administration in SharePoint 2010

- Improvements to the usability of Central Administration
- The new Service Application architecture and how it is different, and better, than the old Shared Services Provider architecture
- Introduction to the new PowerShell command-line administration interface that is the successor to STSADM
- Overview of administering Service Applications
- Using PowerShell to perform common administrative tasks

Module 13 - Installing and Configuring SharePoint 2010

- Software and Hardware Requirements and Recommendations for SharePoint 2010
 - Common server farm topologies for SharePoint 2010
 - Overview of changes to server roles in SharePoint 2010
-

- Using the new Pre-requisite Installer
- Using the SharePoint 2010 Products and Technologies Configuration application
- Using the new SharePoint 2010 Farm Configuration Wizard in Central Administration
- Installing SharePoint 2010 using the GUI and PowerShell
- Installing the Office 2010 Web Applications
- Installing and configuring SQL Reporting Services in SharePoint Integrated Mode
- Configuring the farm using the Farm Configuration Wizard
- Testing to validate the installation

Module 14 - Upgrading SharePoint 2007 Farms and Content

- Overview of supported upgrade paths
- Overview of automated upgrade tools provided by Microsoft
- Identifying existing "customizations" that will need special attention during and after the upgrade
- Using the Pre-upgrade Checker in SharePoint 2007 to identify potential upgrade issues and gather important information about the existing environment
- Using the Test-SPContentDatabase PowerShell cmdlet to test a SharePoint 2007 content database for compatibility with SharePoint 2010 and identify issues
- Choosing between the two methods of automated upgrade:
 - In-place upgrade
 - Database Attach upgrade
- Walk through a test upgrade using a MOSS 2007 pre-existing content database
- Analyzing the results of the upgrade and resolving issues
- Using the new Visual Upgrade toggling feature in SharePoint 2010 to compare the user interface in MOSS 2007 mode vs. SharePoint 2010 mode

A Day in the Life of a SharePoint Server Administrator - Administering SharePoint 2010 Service Applications

New tools, Central Administration functionality, and changes in architecture and services provide more power and flexibility for SharePoint farm administrators. This day includes:

Module 15 - The New Managed Metadata Service Application

- Background on business issues addressed by the Managed Metadata service application
- Overview of the architecture of the Managed Metadata service
- Anatomy of the Term Store
- Integration points between the Managed Metadata service and the SharePoint 2010 end user experience
- Feature applicability for common usage scenarios
- Role that the Managed Metadata service plays in sharing content types between site collections, web applications and farms
- Administering the Managed Metadata service, Term Sets and Terms
- Delegating administration for a portion of the Term Store
- Importing Term Sets using Excel
- Configuring the Managed Metadata service and Site Collections as Content Type Hubs

Module 16 - Enterprise Search Administration in SharePoint 2010

- Changes to the indexing server architecture in SharePoint 2010:
 - Multiple index servers per farm
 - Indexers can be configured to enhance fault-tolerance, performance or both
 - Indexers no longer store a full copy of the completed index even after the index has been propagated to the query servers
- Changes to the query server architecture in SharePoint 2010:
 - Indexes can be partitioned on a query server or across multiple query servers to improve performance
 - Indexes can be duplicated across query servers for redundancy
 - Improvements to the user search experience:
 - Search results look and feel has been redesigned for the better
 - Wildcard searches now supported
- Refinement Panel web part provides "faceted search" experience

- Related Searches web part suggests similar searches to the user
- People Search results look and feel has been improved
- People Search now supports phonetic searches
- Overview of additional enhancements offered through optional FAST Search Server for SharePoint 2010
- Administering the SharePoint 2010 Enterprise Search service application in Central Administration
- Customizing the Advanced Search page of SharePoint 2010
- Integration between the Managed Metadata service and Enterprise Search in SharePoint 2010

Module 17 - Backup and Restore in SharePoint 2010

- Strategies for protecting against both small and large disasters using the SharePoint 2010 native backup and restore tools
 - Farm-level backup and restore using the GUI and PowerShell
 - Granular backup and restore of site collections, sites, document libraries and lists
 - Granular restore from an off-line SQL Server content database
-