

Microsoft Sharepoint Administrator 2016

**Bootcamp Title – MCSE: Sharepoint Administrator 2016 (1 Cert)**
Number of Days – 7
Number of Exams – 1
Number of Certifications – 1
Cost - $5,595.00

Certifications:

MCSE: Sharepoint Administrator 2016

Exams:

**70-339:**Managing Microsoft SharePoint Server 2016

Course Description:

The MCSE Sharepoint Administrator 2016 certification boot camp is a 7-day comprehensive deep dive into the Sharepoint Administrator covering topics such as planning, monitoring, and configuring. This instructor led face to face training camp will teach you the skills needed to support a Sharepoint Administrator environment.

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| **Course Outline****Module 1: Introducing SharePoint 2016**This module describes the structure and capabilities of a SharePoint environment, and the major changes for IT professionals in SharePoint 2016. This module also describes the options available for deploying SharePoint 2016.**Lessons*** Key components of a SharePoint deployment
* New features in SharePoint 2016
* SharePoint 2016 deployment options

After completing this module, students will be able to:* Identify the architecture and capabilities of SharePoint 2016.
* Identify new and deprecated features in SharePoint 2016.
* Identify deployment options for SharePoint 2016.

**Module 2: Designing an information architecture**This module describes how to gather business requirements, and the key elements of a successful information architecture project. This module also explains how to structure information within a SharePoint 2016 deployment and make it easy to find and retrieve.**Lessons*** Identifying business requirements
* Understanding business requirements
* Organizing information in SharePoint 2016
* Planning for discoverability

**Lab : Designing an information architecture - Part one*** Identifying site columns and content types

**Lab : Creating an information architecture - Part two*** Designing a business taxonomy

After completing this module, students will be able to:* Explain how understanding business requirements drives the design of an organizational

 information architecture.* Describe the key components available in SharePoint 2016 to deploy an information architecture.
* Plan for discoverability as part of an information architecture deployment.

**Module 3: Designing a logical architecture**This module explains how to approach a logical architecture design and how to document it.**Lessons*** Overview of the SharePoint 2016 logical architecture
* Documenting your logical architecture

**Lab : Designing a logical architecture*** Planning a logical architecture
* Producing a logical architecture diagram

After completing this module, students will be able to:* Map business requirements to SharePoint 2016 architecture components.
* Explain the importance of documentation and describe the options for documenting the logical
* architecture.

**Module 4: Designing a physical architecture**This module describes the physical design requirements for SharePoint 2016, and the physical components necessary to fulfill the physical architecture design. It also explains the SharePoint farm topologies, and describes how to map a logical architecture design to a physical architecture design.**Lessons*** Designing physical components for SharePoint deployments
* Designing supporting components for SharePoint deployments
* SharePoint farm topologies
* Mapping a logical architecture design to a physical architecture design

**Lab : Designing a physical architecture*** Designing a physical architecture
* Developing a physical architecture design diagram

After completing this module, students will be able to:* Describe the requirements for the physical components that are needed for a SharePoint 2016

deployment.* Describe the requirements for the supporting components that are needed for a successful

SharePoint 2016 deployment.* Identify SharePoint farm topologies.
* Map a logical architecture design to a physical architecture design.

**Module 5: Installing and configuring SharePoint 2016**This module explains how to install SharePoint 2016 in different topologies, script the installation, and configure a SharePoint 2016 environment. This module also explains how to configure the core farm-level settings in a SharePoint 2016 deployment.**Lessons*** Installing SharePoint 2016
* Scripting installation and configuration of SharePoint
* Configuring SharePoint 2016 farm settings

**Lab : Deploying and configuring SharePoint 2016 – Part one*** Provisioning a SharePoint 2016 farm

**Lab : Deploying and configuring SharePoint 2016 – Part two*** Configuring incoming email
* Configuring outgoing email
* Configuring integration with Office Online Server

After completing this module, students will be able to:* Install SharePoint 2016.
* Deploy and configure SharePoint 2016.
* Script the installation and configuration of SharePoint 2016.
* Configure SharePoint 2016 farm settings.

**Module 6: Creating web applications and site collections**This module explains how to create web applications in SharePoint 2016 and how to configure these applications. It also explains how to create and configure site collections in SharePoint 2016 and SharePoint Online.**Lessons*** ♣ Creating web applications
* ♣ Configuring web applications
* ♣ Creating and configuring site collections

**Lab : Creating and configuring web applications*** Creating a web application
* Configuring a web application

**Lab : Creating and configuring site collections*** Creating and configuring site collections
* Creating a site collection in a new content database
* Using Fast Site Collection Creation

After completing this module, students will be able to:* Create web applications.
* Configure web applications.
* Create and configure site collections.

**Module 7: Planning and configuring service applications**This module describes the service application architecture in SharePoint 2016, and how to provision and manage service applications.**Lessons*** Introduction to the service application architecture
* Creating and configuring service applications

**Lab : Planning and configuring service applications*** Provisioning a Managed Metadata Service application with Central Administration
* Provisioning a Managed Metadata Service application with Windows PowerShell
* Configuring the Word Automation Services service application for document conversion
* Configuring service application proxy groups

After completing this module, students will be able to:* Explain the key components and topologies for a SharePoint 2016 service application architecture.
* Plan for service accounts and service application dependencies.
* Understand the purpose of mapping service applications to business requirements.
* Describe how to provision and manage SharePoint 2016 service applications

**Module 8: Managing users and permissions, and securing content**This module explains how to configure authorization in SharePoint 2016. It also explains how to configure site collection security in SharePoint 2016.**Lessons*** Configuring authorization in SharePoint 2016
* Managing access to content

**Lab : Managing users and groups*** Creating a web-application policy
* Creating and managing SharePoint groups
* Creating custom permission levels

**Lab : Securing content in SharePoint sites*** Managing permissions and inheritance
* Managing site-collection security
* Enabling anonymous access to a site

After completing this module, students will be able to:* Manage users and permissions in SharePoint 2016.
* Manage access to content in SharePoint 2016.

**Module 9: Configuring authentication for SharePoint 2016**This module explains about the SharePoint 2016 authentication infrastructure, and how to configure claims, providers, and identity federation for SharePoint 2016. It also explains how to configure server-to-server authentication for SharePoint 2016.**Lessons*** Overview of authentication
* Configuring federated authentication
* Configuring server-to-server authentication

**Lab : Extend your SharePoint 2016 to support Secure Sockets Layer (SSL)*** Configuring Microsoft SharePoint 2016 to use federated identities
* Configuring Active Directory Federation Services (AD FS) to enable a web application a relying party
* Configuring SharePoint to trust AD FS as an identity provider
* Configuring a web application to use the AD FS identity provider

After completing this module, students will be able to:* Explain the authentication infrastructure of SharePoint 2016.
* Configure claims providers and identity federation for SharePoint 2016.
* Configure server-to-server authentication for SharePoint 2016.

**Module 10: Securing a SharePoint 2016 deployment**This module explains how to secure a SharePoint 2016 deployment at the platform level, and how to configure farm-level security settings for a SharePoint 2016 deployment.**Lessons*** Securing the platform
* Configuring farm-level security

**Lab : Securing a SharePoint 2016 deployment*** Configuring SharePoint Server communication security
* Hardening a SharePoint server farm
* Configuring blocked file types
* Configuring Web Part security
* Implementing security auditing

After completing this module, students will be able to:* Secure a SharePoint 2016 deployment at the platform level.
* Configure farm-level security settings for a SharePoint 2016 deployment.

**Module 11: Managing taxonomy**This module explains how to create and manage content types and content-type propagation. Additionally, it explains how to implement managed metadata in SharePoint web applications and site collections. It also explains how to configure the managed metadata service application in SharePoint 2016.**Lessons*** Managing content types
* Understanding managed metadata
* Configuring the managed metadata service

**Lab : Configuring content-type propagation*** Creating content types for propagation
* Publishing content types across site collections

**Lab : Configuring and using the managed metadata service*** Configuring the managed metadata service
* Creating term sets and terms
* Consuming term sets

After completing this module, students will be able to:* Create and manage content types and content-type propagation.
* Explain how to implement managed metadata in SharePoint web applications and site collections.
* Configure the managed metadata service application in SharePoint 2016.

**Module 12: Configuring user profiles**This module explains how to configure the User Profile service application, and how to manage user profiles and audiences.**Lessons*** Configuring the User Profile Service Application
* Managing user profiles and audiences

**Lab : Configuring user profiles*** Configuring the User Profile Service Application
* Configuring directory import and synchronization

**Lab : Configuring My Sites and audiences*** Configuring My Sites
* Configuring audiences

After completing this module, students will be able to:* Configure the User Profile service application.
* Manage user profiles and audiences.

**Module 13: Configuring Enterprise Search**This module describes the Search Service Application and explains how to configure the Search service in SharePoint 2016. It also explains how to manage the search experience in SharePoint 2016.**Lessons*** Understanding the Search Service Application architecture
* Configuring Enterprise Search
* Managing Enterprise Search

**Lab : Configuring Enterprise Search*** Configuring the Search Service Application
* Configuring a file share content source
* Configuring a local SharePoint content source
* Creating a search center

**Lab : Optimizing the search experience*** Configuring a result source and a query rule
* Customizing the search experience
* Creating and deploying a thesaurus
* Configuring entity extractors and refiners
* Managing query spelling correction

After completing this module, students will be able to:* Describe the Search service architecture in SharePoint 2016.
* Configure the Search service in SharePoint 2016.
* Manage the search experience in SharePoint 2016.

**Module 14: Monitoring and maintaining a SharePoint 2016 environment**This module explains how to implement a monitoring plan for SharePoint 2016, and how to optimize the performance of a SharePoint 2016 deployment. It also explains how to plan for and configure SharePoint caching. Further, it explains how to identify and resolve problems in a SharePoint 2016 environment.**Lessons*** Monitoring a SharePoint 2016 environment
* Tuning and optimizing a SharePoint 2016 environment
* Planning and configuring caching
* Troubleshooting a SharePoint 2016 environment

**Lab : Monitoring a SharePoint 2016 deployment*** Configuring usage and health data collection
* Configuring Sharepoint diagnostic logging
* Configuring Health Analyzer rules
* Reviewing usage and health data

**Lab : Investigating page load times*** Analyzing network traffic
* Analyzing SharePoint page performance

After completing this module, students will be able to:* Develop and implement a monitoring plan for a SharePoint 2016 environment.
* Tune and optimize a SharePoint 2016 server farm on an ongoing basis.
* Plan and configure caching to improve the performance of a SharePoint 2016 deployment.

Troubleshoot errors and other issues in a SharePoint 2016 deployment

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| **Course Outline****Module 1: Introduction to SharePoint 2016**This module describes the core architectural components of a SharePoint Server environment, and also helps to identify the new depreciated and removed features in SharePoint 2016.**Lessons*** Core components of the SharePoint 2016 architecture
* New, deprecated, and removed features in SharePoint 2016
* SharePoint 2016 and SharePoint Online editions

**Lab : Reviewing the core Microsoft SharePoint 2016 concepts*** Configuring SharePoint 2016 farms
* Creating and configuring site collections and sites
* Provisioning service applications by using the SharePoint 2016 Management Shell

After completing this module, students will be able to:* Describe the architectural features of a Microsoft-SharePoint 2016.
* Identify the new, deprecated, and removed features in SharePoint 2016.
* Describe the editions for SharePoint 2016 on-premises and Microsoft SharePoint Online.

**Module 2: Introduction to hybrid scenarios for SharePoint 2016**This module describes the key hybrid features in SharePoint 2016, and helps you to prepare for a hybrid SharePoint 2016 deployment.**Lessons*** Exploring the hybrid features in SharePoint 2016
* Preparing for a hybrid SharePoint 2016 deployment

**Lab : Configuring an Office 365 tenant*** Creating an Office 365 tenant

**Lab : Creating hybrid team sites*** Preparing the SharePoint environment
* Running the SharePoint Hybrid picker

After completing this module, students will be able to:* Describe the key hybrid features in SharePoint Server 2016.
* Prepare for a hybrid SharePoint 2016 deployment.

**Module 3: Designing business continuity management strategies**This module explains how to select an appropriate database server configuration to meet availability requirements. It also describes how to design a physical architecture and infrastructure to meet high-availability requirements. Finally, this module explains how to develop and implement a backup and restore strategy.**Lessons*** Designing database topologies for high availability and disaster recovery
* Designing a SharePoint infrastructure for high availability
* Planning for disaster recovery

**Lab : Planning and performing backup and restore*** Create a backup and restore plan
* Test the backup and restore process

After completing this module, students will be able to:* Select an appropriate database server configuration to meet availability requirements.
* Design a physical architecture and infrastructure to meet high-availability requirements.
* Develop and implement a backup and restore strategy.

**Module 4: Planning and implementing Business Connectivity Services and Secure Store Service**This module explains how to configure Business Connectivity Services (BCS), and describes how to configure and manage the Secure Store Service application. It also explains how you can configure and manage BCS models.**Lessons*** Planning and configuring BCS
* Configuring the Secure Store Service
* Managing BCS models

**Lab : Configuring BCS and the Secure Store Service*** Configuring the BDC Service Application
* Configuring the Secure Store Service

**Lab : Managing BDC models*** Configuring a Secure Store Service target application
* Importing and configuring BDC models

After completing this module, students will be able to:* Plan and Configure Business Connectivity service application.
* Plan and configure  the Secure Store Service application.
* Manage the Business Data Connectivity models.

**Module 5: Configuring productivity services for a SharePoint 2016 deployment**This module describes SharePoint Add-in architecture. This module also explains how to provision and manage SharePoint apps and App Catalogs. Additionally, this module describes how to provision Microsoft Access Services, Visio Services, Word Automation Services, PowerPoint Automation Services, and SharePoint Translation Services.**Lessons*** Understanding the SharePoint Add-in architecture
* Provisioning and managing apps and App Catalogs
* Provisioning productivity services

**Lab : Configuring and managing SharePoint Add-ins*** Configuring a SharePoint farm to support apps
* Creating and configuring a corporate App Catalog
* Deploying and monitoring apps

After completing this module, students will be able to:* Describe Microsoft SharePoint Add-ins and the supporting SharePoint infrastructure.
* Provision and configure SharePoint Add-ins and App Catalogs.
* Manage how apps are used within a SharePoint 2016 deployment.

**Module 6: Managing solutions in Microsoft SharePoint 2016**This module describes the purpose and structure of SharePoint 2016 features and solutions. In addition, it explains how to manage sandbox solutions in Microsoft SharePoint 2016.**Lessons*** Understanding the SharePoint 2016 solution architecture
* Managing sandboxed solutions

**Lab : Managing solutions*** Configuring a SharePoint farm to support sandboxed solutions
* Configuring a SharePoint site to support sandboxed solutions
* Deploying farm solutions

After completing this module, students will be able to:* Manage features and solutions in Microsoft SharePoint 2016..
* Manage sandboxed solutions in a SharePoint 2016 deployment.

**Module 7: Connecting people**This module explains how to manage user profiles and how to plan and configure My Site and social features. This module also describes how to configure community sites.**Lessons*** Managing user profiles
* Enabling social interaction
* Building communities

**Lab : Configuring profile synchronization and My Sites*** Configuring profile synchronization
* Configuring My Sites

**Lab : Configuring community sites*** Creating a community site infrastructure
* Configuring Community Site participation

After completing this module, students will be able to:* Manage user profiles in Microsoft SharePoint 2016 and configure user profile synchronization by

using Microsoft Identity Manager (MIM) 2016.* Enable social interaction in SharePoint 2016.
* Build communities and community sites in SharePoint 2016.

**Module 8: Planning and configuring web content management**This module explains how to plan and configure a web content management infrastructure to meet business requirements. This module also describes how to configure managed navigation and product catalog sites, and how to configure support for multilingual sites. Additionally, it explains and how to plan and manage design and customization for publishing sites, and how to plan and configure support for mobile users.**Lessons*** Planning and implementing a web content management infrastructure
* Configuring managed navigation and catalog sites
* Supporting multiple languages and locales
* Enabling design and customization
* Supporting mobile users

**Lab : Configuring managed navigation and catalog sites*** Configuring a product catalog site
* Configuring Cross-Site Publishing
* Configuring publishing sites

**Lab : Configuring device channels*** Configuring device channels

After completing this module, students will be able to:* Plan and configure a web content management infrastructure.
* Configure managed navigation and product catalog sites.
* Plan and Configure support for multilingual sites and locales.
* Manage design and customization for publishing sites.
* Plan and configure support for mobile users.

**Module 9: Planning and configuring Enterprise Content Management**This module explains how to plan for management of content and documents, and how to plan for and configure eDiscovery. Additionally, it describes how to plan for records management and compliance.**Lessons*** Planning Enterprise Content Management
* Planning and configuring eDiscovery
* Planning records management

**Lab : Configuring eDiscovery in SharePoint 2016*** Creating and configuring an eDiscovery Center
* Discovering and preserving content
* Querying and exporting content

**Lab : Configuring records management in SharePoint Server 2016*** Configuring in-place records management

After completing this module, students will be able to:* Plan how to manage content and documents.
* Plan and configure eDiscovery.
* Plan records management and compliance.

**Module 10: Planning and configuring business intelligence solutions**This module explains how to plan business intelligence (BI) architecture for SharePoint 2016, and how to deploy and manage BI services. Additionally, this module explains how to plan and configure advanced analysis tools.**Lessons*** Planning BI architecture
* Planning, deploying, and managing BI services
* Planning and configuring advanced analysis tools

**Lab : Installing Office Online Server*** Deploy Office Online Server

**Lab : Configuring PowerPivot and Power View for SharePoint 2016*** Configuring PowerPivot for SharePoint 2016
* Configuring Power View for SharePoint

After completing this module, students will be able to:* Explain the Microsoft SharePoint business intelligence (BI) architecture, its components, and plan for business intelligence.
* Plan, deploy, and manage the core Microsoft SharePoint 2016 BI services.
* Configure the advanced BI options available in SharePoint 2016 and Microsoft SQL Server 2014.

**Module 11: Planning and configuring productivity and collaboration**This module explains how to plan and configure productivity and collaboration features. This module also explains how to plan and configure composite solutions in SharePoint 2016.**Lessons*** Planning and configuring collaboration features
* Planning and configuring composites

**Lab : Configuring and working with project sites*** Creating an Office Online Server farm and configuring integration in SharePoint 2016
* Creating project sites
* Configuring project sites
* Engaging project teams
* Configuring Project Server integration

**Lab : Configuring a workflow*** Configuring Microsoft Azure Workflow and Microsoft SharePoint Workflow Services
* Creating and testing a workflow

After completing this module, students will be able to:* Describe how to plan and configure SharePoint collaborative and coauthoring options.
* Configure project sites and engage teams.
* Plan and configure composites.
* Configure workflows in SharePoint 2016.

**Module 12: Upgrading and migrating to SharePoint 2016**This module explains how to prepare for upgrade or migration to SharePoint 2016. In addition, it explains how to manage site collections are how to upgrade them to SharePoint 2016. Finally, the module describes how to upgrade advanced content from SharePoint Server 2013 to SharePoint 2016.**Lessons*** Preparing for an upgrade or migration
* Upgrade to SharePoint 2016
* Planning and managing a site-collection upgrade

**Lab : Performing a content database migration and upgrade from Microsoft SharePoint Server 2013*** Migrating SharePoint Server 2013 Managed Metadata Service
* Upgrading a SharePoint Server 2013 content database

**Lab : Managing site-collection upgrades*** Preparing site collections for upgrade
* Upgrading site collections

After completing this module, students will be able to:* Plan and prepare for an upgrade.
* Perform upgrades to data and service applications.
* Upgrade site collections.
* Upgrade advanced content from SharePoint Server 2013 to SharePoint 2016.
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