

# SharePoint 2007 Site Collection Administration

## Overview

This course provides students with the knowledge and skills necessary for the effective application and management of site collection tools for Search, Features, and Policies.

## Purpose

This course trains students on the use and function of administration tools available to a site collection administrator using Microsoft Office SharePoint Server 2007 (MOSS 2007) technologies. Effective application of site collection Administrative Tools can increase efficiency and improve operation of a site collection. Maintenance of Search, Features, Policies, and Site Directory are among the topics covered in this course. Instructor-led demonstrations and hand-on labs give students a practical understanding of how these tools work.

## Prerequisites

Students taking this course should have participated in or have knowledge of the content in our SharePoint Power End User course.

## Audience

The course is designed for those who intend to oversee and manage one or more site collections in a MOSS 2007 environment. Individuals in the job categories listed below will benefit from the knowledge gained in this course.

MOSS 2007 site collection administrators responsible for management of one or more site collections.  
Experienced MOSS 2007 site owners who want to learn more about the site collection options that can enhance functionality of the sites they manage.

## Course Outline

### Module 0: Introduction

This module provides an overview of what is covered in this course, and then briefly covers the following topics:

- Identification and purpose of site collection administrative tools
- Overview of modules included in this course

### Module 1: Site Collection Policies

Policies are an effective management tool that supports efficient content management and use. Configuration of policies at the site collection level allows more overall control and reduced administrative overhead. In this module students discover options for configuring and managing policies that can be reused and applied throughout a site collection. The following lessons are covered:

- Introduction to site collection Policies
- Create site collection Policies



- Apply site collection Policies
- Export and import site collection Policies
- Modify site collection Policies

### **Module 2: Site Collection Search Options**

Efficient access to content is a critical component of an effective, usable collaborative environment. This module walks students through configurable search options. The primary focus is on developing an environment that supports efficient content access and “findability.” The following lessons are covered:

- Introduction to search
- Manage search settings
- Create and manage search scopes
- Keywords and Best Bets
- Search Center sites

### **Module 3: Site Collection Options**

This module details several important administrative controls with cross-site capabilities. Coverage includes some of the most commonly used site collection Administrative Tools. Knowledge of these tools is critical to the effective administration of any SharePoint environment. In this module you will learn:

- Site Collection Recycle Bin
- Site Directory
- Maintain sites in the site collection
- Connect site collection to a portal site
- Audit settings for site collections
- Audit reports

### **Module 4: Site Collection Features**

Advancements to the Features utility provide easy control for the addition or removal of site functionality. This module reviews the purpose of site collection Features, concentrating on use and affects of their application. The following lessons are covered:

- Introduction to Features
- Site collection Features defined
- Activate and deactivate Features

