



**HANDS-ON**

# Microsoft®

# TRAINING

**INSIDE:**

**Master SharePoint, Windows Server 2008, Virtualization,  
and more with 13 real-world courses**

Find your priority code  
for a discount

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**www.ASPE-IT.com • toll-free: 877-800-5221**

# Quality training solutions to fit your needs

Every ASPE course carries a 100% money-back guarantee



## Real IT Training for True IT Professionals

### *The Good, the Bad, and the Ugly*



As an independent provider, we have the freedom and expertise to provide you with all the “ins and outs” of your IT hardware and software — issues, concerns, and sometimes problems that manufacturers may not want customers to know about. Many manufacturers’ “certified” programs limit what instructors can discuss, provide strict outlines, and use regimented content. These things can be important, but we offer more. We’re not cheerleaders for

large companies — we are a savvy, unbiased training company that empowers you to use your IT products effectively and efficiently, ensuring that your IT solutions are successful.

## Learn skills, not manufacturer bias

### “Official” Microsoft Programs

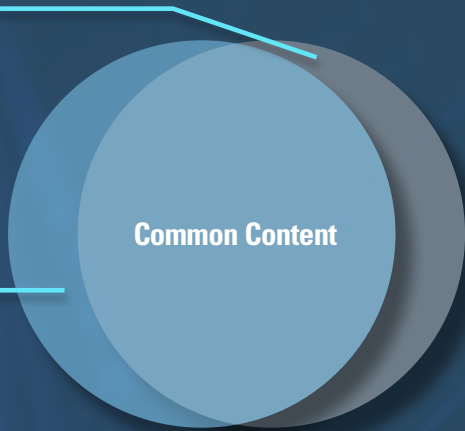
Their courses restrict you to:

- Strict Content
- “Canned” Labs
- Promotional Content

### ASPE’s Curriculum

We add the “real-world” advantage

- Unbiased Expertise
- Extensive “Real-World” Labs
- 3rd-Party Software Aids Whenever Possible



**HANDS-ON**

# Microsoft SharePoint 2007 TRAINING

## Immediately useful skills for SharePoint professionals

ASPE has designed cutting-edge SharePoint training to fill your most pressing skills gaps. With your needs in mind, we have developed classes which you can combine to ensure your team achieves peak SharePoint efficiency in the shortest possible amount of time. When you purchase training from us, you can do so with confidence because we will refund your course fee if you are not 100% satisfied with the class (see website for details). Use the diagram below to investigate which courses will best prepare your team to harness the full potential of SharePoint in your organization.

### Fundamentals of SharePoint 2007

Thorough overview of everything SharePoint 2007. WSS 3.0 versus MOSS 2007, configuring SharePoint 2007, content management, workflows, InfoPath, SharePoint Designer, SharePoint search, portals, security, Excel services, Office integration, and the Business Data Catalog are all presented allowing you to walk into your office and immediately start taking advantage of SharePoint 2007.

- IT Administrators
- Information Workers
- IT Architects
- Team Leads
- Project Managers
- IT Managers
- Business Analysts
- System Analysts
- Developers
- Web Masters
- Intranet/Internet/  
Extranet Managers

### SharePoint Project Management

Leverage SharePoint 2007 to drive projects, improve efficiency, and increase project success. You will create a PMIS system, build team collaboration, track projects, integrate BI and BPM, and much more.

- Project Managers using SharePoint
- Team Leads using SharePoint
- IT Managers using SharePoint
- Anyone managing projects

### SharePoint 2007 Deployment & Architecture

Deploy SharePoint 2007 and explore the differences and requirements of Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007. This class will also help you understand your backend database and hardware needs to deploy SharePoint 2007, realize how to deploy SharePoint on a server farm, and plan for future growth at your office. Immediately start taking advantage of SharePoint 2007.

- SharePoint Administrators
- IT Administrators
- Software Deployment Managers
- IT Engineers
- SharePoint Developers
- System Architects
- Enterprise Architects

### SharePoint for Developers

Hot development topics surrounding SharePoint 2007. This class will focus on SharePoint Designer, Custom workflows, InfoPath, the Business Data Catalog, and SharePoint APIs.

- Developers
- Designers
- Webmasters
- Intranet/Internet/  
Extranet Managers
- Project Managers using SharePoint
- Business Analysts using SharePoint



**We are a GSA vendor!**  
GS-35F-0303U

Our courses can now be purchased for federal, state, and local government agencies via GSA Advantage. Call ASPE to receive this discounted pricing with GSA eligibility. We currently have 80+ courses approved on the GSA schedule and more are on the way: [www.gsaadvantage.gov](http://www.gsaadvantage.gov). See our website for a list of approved classes: [www.ASPE-IT.com/news/GSA.html](http://www.ASPE-IT.com/news/GSA.html). Please call 877-800-5221 for GSA public pricing and to register for courses with the GSA Advantage. Registrations must be made by phone to receive this pricing; it is not available on ASPE's website.



ASPE has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI). PDUs are awarded for full completion of classes that have been approved for credit. Professionals and organizations who have invested in training from ASPE understand the enormous advantage of leading-edge technical knowledge, insight, and methodology. Customers

interested in courses pertaining to project management excellence have the added benefit of knowing we are an approved Registered Education Provider (R.E.P.) as outlined by the Project Management Institute (PMI).

**Call to register: 877-800-5221**

# Fundamentals of Microsoft SharePoint 2007®

3-DAY CLASS | COURSE 9550

21 PDUs

*Master SharePoint 2007 in a lab-driven environment*

## Use SharePoint to manage your enterprise information and communication

Microsoft's SharePoint 2007 is one of the most powerful collaboration and information management systems available today. SharePoint 2007 allows your employees to connect and collaborate through audience-targeted, interactive communications. It provides a single point of access for all your organization's teams, departments, partners and customers over your corporate Internet, Intranet and Extranet SharePoint portal. Companies can tear down information silos using SharePoint's Web 2.0 capabilities including wikis, blogs, discussion boards, and personal messaging.

These are just some of the immediate benefits of using a fully configured SharePoint Server 2007 within your company. However, an improperly implemented SharePoint portal can tie up your IT department and reduce IT resources away from your core business. For you to take advantage of SharePoint 2007, the product has to be installed, configured, set up properly by the administrator, and used efficiently by the IT and business leaders of your company.

## Learn from unbiased experts who teach in a real-world setting

This hands-on course will guide students through Microsoft SharePoint 2007 architecture including how it works with the OS, the difference between it and SharePoint® 2003, and the many new features. The course will also focus on installing and configuring Microsoft SharePoint 2007. Understanding the changes that happen when you install or uninstall Microsoft SharePoint 2007 is critical. The seminar will also go over in detail installing SharePoint, application management, portals, content types, searches, workflows, document management, disaster recovery, and much more of the features and tools within Microsoft SharePoint 2007.

**Course Fee — Individual: \$1795, Group (3 or more): \$1345**

*GSA Rate — Individual: \$1346.25, Group: \$1196.25*

## *In-class labs: Gain immediate practical skills*



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with strict outlines and regimented content. These things are important, but we offer more. We're not cheerleaders for large companies — we are an unbiased, real-world training company that empowers you to use IT products effectively.

## *We're teaching near you:*

**St. Louis, MO**

*September 29 – Oct 1, 2008*

**Oklahoma City, OK**

*September 30 – Oct 2, 2008*

**Detroit, MI**

*October 6-8, 2008*

**Phoenix, AZ**

*October 6-8, 2008*

**Chicago, IL**

*October 14-16, 2008*

**Minneapolis, MN**

*October 14-16, 2008*

**Columbus, OH**

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**Sacramento, CA**

*November 10-12, 2008*

**Memphis, TN**

*November 17-19, 2008*

**Orlando, FL**

*November 18-20, 2008*

**Milwaukee, WI**

*December 1-3, 2008*

**Des Moines, IA**

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**Philadelphia, PA**

*January 12-14, 2009*

**Atlanta, GA**

*January 19-21, 2009*

**Portland, OR**

*January 26-28, 2009*

**Vancouver, Canada**

*February 3-5, 2009*

**Phoenix, AZ**

*February 9-11, 2009*

**Indianapolis, IN**

*February 16-18, 2009*

**Minneapolis, MN**

*February 23-25, 2009*

# Course Overview

## I. SharePoint Introduction

- Introducing SharePoint 2007
  1. What is SharePoint?
  2. SharePoint History
- Differences Between WSS and MOSS
  1. Windows SharePoint Services 3.0
  2. Microsoft Office SharePoint Server 2007
- Features of SharePoint
  1. Features Overview for WSS
  2. Features Overview for MOSS
- Integrating with Microsoft Office
  1. Integration Features
  2. Compatibility with Microsoft Office Versions
- SharePoint Requirements
  1. OS and Software Requirements
  2. Database Requirements
  3. Minimum and Recommended Configurations
  4. Standard or Enterprise Edition?

### HANDS-ON LAB

- Reviewing SharePoint Installation

## II. WSS and SharePoint Configuration

- WSS Configuration
  1. Enabling Email Functionality
  2. Exploration of Configuration Items
- MOSS Configuration
  1. Service Accounts
  2. Trusted File Locations
  3. Exploration of MOSS Specific Configuration Items

### HANDS-ON LABS

- Creating a new SharePoint Application
- Creating SharePoint site collections
- Configuring your site collections

## III. SharePoint Lists

- Basics of Lists
  1. Contacts
  2. Calendars
  3. Announcements
  4. Discussion boards

### HANDS-ON LABS

- Adding and editing lists
- Changing the view of lists
- Subscribing to RSS feeds for lists
- Exporting list content to MS Excel®

## IV. SharePoint Libraries

- What is a Library and What is a Document?
- Uploading New Documents to a Library
- Working With Documents in a Library
- SharePoint Library Templates
  1. Document Library
  2. Form Library for Infopath
  3. Wiki
  4. Picture Library
  5. Translation Document Library
  6. Slide Library for MS PowerPoint®
  7. Report Library
- Managing & Customizing Lists and Libraries

### HANDS-ON LABS

- Checking in and checking out files
- Uploading files
- Creating new Library files
- Using Library templates
- Modifying existing lists
- Customizing a Library

## V. Workflow

- What is SharePoint Workflow?
- SharePoint Workflow templates
  1. Collecting Feedback and signatures
  2. Approval Workflows
- Custom Workflows

### HANDS-ON LABS

- Building a SharePoint Workflow
- Utilizing Workflow templates
- Associating Workflows with Document Libraries
- Custom Workflows with SharePoint Designer

## VI. Working with Web Parts

- What is a Web Part?
- Web Part pages
- Included Web Parts
  1. Business Data Web Parts
  2. Content Rollup Web Parts
  3. Filter Web Parts
  4. Outlook® Web Access Web Parts

### HANDS-ON LAB

- Customizing pages with Web Parts

## VII. User Management and Profiles

- How Users Login to a SharePoint Site
- Managing Access in SharePoint
- Understanding Membership Groups
- Understanding Different Levels of Access
  1. Site Level, List or Library, and Item Level
- User Profiles
- Audiences

### HANDS-ON LABS

- Creating new groups
- Creating new users
- Maintaining a permissions model

## VIII. Form Services

- What is InfoPath®?
- Working with InfoPath
- Form Controls
- Form Templates
- Publishing Forms to Document Libraries

### HANDS-ON LABS

- Designing Forms
- Publishing Forms
- Customizing Form Templates

## IX. Excel Services

- Excel Services Overview
- The Report Center
- Publishing a Workbook
- Data Connections
- Business Scorecards

### HANDS-ON LABS

- Creating a Report Center
- Publishing a Workbook
- Displaying a Workbook in a Web Parts
- Creating a KPI List
- Creating a Digital Dashboard

## X. Business Data Catalog

- What is the Business Data Catalog?
- Primary Roles for the BDC
  1. Application Definition Author
  2. Business Analyst or Site Manager
  3. Developer & Administrator

## XI. Web Content Management

- The Publishing Portal
- Working with Variations
  1. What are Variations?
  2. Labels & Translations
- Customizing the Look and Feel of a Site

### HANDS-ON LABS

- Creating a Publishing Portal
- Enabling Variations on a Site Collection
- Managing Labels for Translations
- Applying a New Master Page
- Customizing a Master Page
- Customizing Pages Based on Content Type
- Enabling Publishing on a Team Site

## XII. Search

- Search Feature Version Matrix
- Using Search
- Advanced Search
- Customizing and Managing Search
- File Types and Search Scopes
- The Search Center

### HANDS-ON LABS

- Exploring Basic and Advanced Search Features
- Create a Managed Property
- Indexing & Searching Non-SharePoint Sites
- Indexing and Searching File Shares
- Scheduling Updates for Content Sources
- Resetting Crawled Content
- Adding a Search Scope to a Site Collection

## XIII. Backup and Recovery

- Backup and Recovery Considerations
- Backup Procedures
  1. Backup of SharePoint Configuration
  2. Backup of SharePoint Sites
  3. Backup of Databases
- Recovery Procedures
  1. Recovery of SharePoint Configuration
  2. Recovery of SharePoint Sites
  3. Recovery of Databases

### HANDS-ON LABS

- Backing up and recovering SharePoint configuration
- Backing up and recovering SharePoint sites
- Backing up and recovering databases

# Utilizing SharePoint for Project Management

2-DAY CLASS | COURSE 9900

14 PDUs

*Leverage the leading software choice of professional project managers to increase the success rate of your projects and meetings*

## Use SharePoint to manage your information and communication

With all the expertise, expensive certifications, and big talk on project management in the field today, over 50% of projects still fail. Why is that? Why can't any industry get past that 50% watermark? Often, there is a lack of communication between all of the stakeholders. Who's on first? What's on second? And no one is on the same page with the project lead.

## The leading collaboration software choice among project managers

More and more successful project managers are utilizing SharePoint 2007 to drive their projects and operational initiatives. SharePoint 2007 allows teams to have a specified location for information on a particular project. This allows Project Managers to drive what they need from each player with ease and keep everyone on the same page.

## Gain firsthand knowledge you can use immediately in the workplace

This hands-on, lab driven course will guide managers through the process of using SharePoint 2007 to drive their projects, improve efficiency, and increase the likelihood of project success. Build your Project Management Information System, develop your SharePoint project site, build document management and libraries, integrate Microsoft Office software, build SharePoint workflow, and archive your project after it is completed. Add the necessary tools to your project management knowledge and make every project more successful.

**Course Fee — Individual: \$1295, Group (3 or more): \$995**

*GSA Rate — Individual: \$971.25, Group: \$821.25*

## *In-class labs: Gain immediate practical skills*



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*February 26-27, 2009*

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# Course Overview

## I. SharePoint as a Project Management Information System

- A. What is a PMIS?
- B. Why SharePoint?
- C. SharePoint's Collaboration Features

## II. Creating a PMIS System

- A. Creating the SharePoint PMIS
  1. Presenting a project management methodology
  2. Identifying relevant organizational processes
  3. Setting up sites with new and existing templates
  4. Configuring basic PMIS features
  5. Performing initial site administrative tasks
- B. Managing Users and Permissions
  1. Defining an organizational structure
  2. Determining project stakeholders and communications requirements
  3. Building a communication plan
  4. Assigning site memberships
- C. Customizing the PMIS Structure
  1. Planning the information architecture
  2. Classifying content
  3. Generating custom lists for the PMIS
    - a. Issue Lists
    - b. Contacts
    - c. Calendars
    - d. Project Tracking
    - e. Custom Lists
  4. Supporting multiple document types

### HANDS-ON LABS

- Create a SharePoint project site
- Configure site options
- Configure permissions, assign team members to the site
- Customize the PMIS structure
- Contacts
  - Generating custom lists for the PMIS
  - Calendars
  - To Do Lists
  - Issues Lists
  - Configuring Document Libraries

## III. Enabling Team Collaboration with SharePoint

- A. The challenges facing collaborative efforts
  1. Real-Time Collaboration
  2. Collaboration with remote users
  3. Support for offline collaboration
  4. Performing a needs assessment
  5. Selecting and designing the appropriate solution

## B. Implementing SharePoint's Collaboration Features

1. Content Management Features
  - a. Enabling version control
  - b. Document check-in/check-out
  - c. Content Approval
2. Polling the team with surveys
3. Discussion Forums
4. Utilizing Wiki's
5. Document Workspaces

### HANDS-ON LABS

- Enabling and configuring content management features
- Create discussion forums, surveys, and wikis
- Create document workspaces

## IV. Tracking Projects with SharePoint

- A. Monitoring the Project
  1. Establishing Project Tracking Guidelines
  2. Documenting Risk Management Process
  3. Keeping up-to-date with Automated Alerts and RSS
- B. Tracking Project Progress
  1. Assigning project tasks with the Project Task List
  2. Updating the Issues List
  3. Locating Specific Project Information with Search
- C. Dealing with Deviations
  1. Determining Change Control procedures
  2. Understanding the three-state workflow
  3. Re-evaluating the Project Schedule

### HANDS-ON LABS

- Set up automated alerts for project status
- Striving to RSS updates
- Working with project task lists
- Updating the issues list
- Searching your project for vital information

## V. Working with Business Intelligence

- A. Distributing Project Status to Stakeholders
  1. Forecasting with KPIs (Key Performance Indicators)
  2. Filtering Project information with Custom Views
- B. Creating Management Dashboards with SharePoint WebParts

### HANDS-ON LABS

- Distributing project status to stakeholders
- Lab forecasting with KPIs
- Create custom views for information
- Creating a Mgmt Dashboard with SharePoint WebParts
- Utilizing the Business Data Catalog (BDC)

## VI. Establishing Processes and Standards with SharePoint

- A. Business Process Management
  1. Optimize processes and services with SharePoint
  2. Automate processes and services with SharePoint
- B. Defining Your Compliance Goals within SharePoint
- C. Establishing and Maintaining Compliance Standards with SharePoint

### HANDS-ON LABS

- Build business process automation using a three state workflow

## VII. Managing Meetings with Meeting Workspaces

- A. Understanding Meeting Workspaces and their Components
  1. Meeting Agendas
  2. Documents
  3. Action Items
  4. Schedules
  5. Contacts and Stakeholders
- B. Integrating Microsoft Outlook with SharePoint

### HANDS-ON LABS

- Develop meeting workspaces
- Utilize a meeting workspace with Outlook

## VIII. Utilizing Project Management Tools

- A. Working with Microsoft Excel Spreadsheets
  1. Importing data from Excel Spreadsheets
  2. Exporting Data to an Excel Spreadsheet
- B. Publishing a Microsoft Project Schedule to SharePoint
- C. Presenting Project Status Data
  1. Building a PowerPoint Presentation from SharePoint
- D. Utilizing Vision within SharePoint

### HANDS-ON LABS

- Import and Export data using Microsoft Excel
- Integrate Microsoft Project with SharePoint
- Building PowerPoint presentations in SharePoint

## IX. Concluding a Project

- A. Transferring Lessons Learned
- B. Archiving the SharePoint PMIS
- C. Creating Templates for Future Projects

### HANDS-ON LABS

- Update the project site with lessons learned
- Archive your project information to conclude your project
- Reuse components from past projects

# Mastering Microsoft Project

2-DAY CLASS | COURSE 9802

14 PDUs

*Increase your efficiency utilizing Microsoft Project to maximize project effectiveness*

## Learn the essential skills to fully utilize Microsoft Project

You will learn how to break down the chaos of overwhelming projects using MS Project. Contain costs, track schedules, and control scope in a hands-on environment. Utilize “What If” analysis and apply what you learn immediately in your working environment. From the basics to the advanced use of Microsoft Project, this course is the key to accomplishing your project goals. The course includes many of the required skills that demonstrate knowledge and expertise as defined by Microsoft in their certification program for MCTS. It ensures best use of Microsoft Project tools resulting in better project outcomes, greater efficiency, and optimal resource management.

## Critical tools for successful implementation of projects

You will complete step-by-step labs which enhance learning and equip you for immediate on-the-job productivity. Hands-on workshops will evolve in complexity and reinforce previous learned skills.

## Taught by a PMP-Certified Instructor – Aligned with the PMBOK® 2005 - 3rd Edition

Assures that the project management disciplines you learn are in complete alignment with the ISO certified PMI framework.

**Course Fee — Individual: \$1295, Group (3 or more): \$995**

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# Course Overview

## I. The Fundamentals of Microsoft Project

1. Understanding the Nature of Projects:
  - a. PMI Concepts of Project Development
2. Discovering Microsoft Project Environment
  - a. Microsoft Project Windows Environment
    - Task and Resource Sheets
    - Screen Layouts, Menu Functions, Toolbar Control
    - Views Options, Project Tables vs. Sheets
    - Project Guide
3. Creating and Defining Projects
  - a. Entering Project and file Properties
  - b. Setting Calendars
  - c. Create and Edit Tasks
    - Project Summary Tasks
    - Task Summary
    - Work Packages
    - Milestone Tasks
    - Recurring Tasks
4. Estimating Durations
  - a. Duration, Work, and Units

### HANDS-ON LABS

- Navigate screen elements of Project
- Utilize the Project Guide
- Learn windows shortcuts for use of Project
- Creating and Defining Projects
- Create and assign a Project Calendar, Tasks

## II. Creating and Managing a Work Breakdown Structure

1. Create a Work Breakdown Structure
  - a. Organize tasks into phases
  - b. Schedule and Link Tasks
2. Manage Deliverables
  - a. Set deadlines and constrain tasks
  - b. Additional Columns in Task Sheets/tables

### HANDS-ON LABS

- Create and Edit Tasks
- Estimating Durations
- Task Relationships: defining, linking, & modifying
- Edit Task Information, constraints, deadlines, mile stones

## III. Specify People and Equipment for the Project

1. Utilize, modify the Resource Sheet
  - a. Assign, add, change, or remove resources
2. Develop and utilize Resource Calendars
  - a. Resource Information – a double click away
  - b. Manage Part-Time resources
3. Additional Resources
  - a. Use Task Types and Scheduling Formula
4. Resource Optimization

### HANDS-ON LABS

- Create resource sheets
- Modify resource calendars
- Assign resources to tasks; material, work, cost resources
- Changing task types
- Modify task relationships
- Entering fixed costs

## IV. Identify Project Risks and Required Reports

1. Define Critical Path
  - a. Managing the Critical Path
2. Baselines
  - a. Define, save, and modify baselines
3. Create Reports
  - a. Customize report capabilities

### HANDS-ON LABS

- View Critical Path
- Master Critical Path Durations
- Baselines: define, save, and modify
- Create Reports and customize report capabilities

## V. Tracking and Updating the Project Plan

1. Using Tracking Gantt, Tracking Table, Variance Table
2. Task updates
  - a. Split tasks
  - b. Reschedule tasks

### HANDS-ON LABS

- Tracking and Updating the Project Plan
- Use of Tracking Gantt, Tracking Table, Variance Table
- Task updates, Split tasks, reschedule tasks

## VI. Updating and Filtering Project Plans

1. Applying Filters
  - a. Tracking overdue tasks with filters
  - b. Tracking completed tasks with filters
  - c. Tracking Tasks by Grouping
2. Customizing Filters
  - a. Create custom filters
  - b. Modify filters
  - c. Report view of filters
3. Grouping and Sorting Tasks

### HANDS-ON LABS

- Creating, modifying, and applying Filters
- Grouping and Sorting Tasks

## VII. Project File Exchange and Conversion

1. Navigating Project with other Applications
  - a. Importing and exporting with Excel
  - b. Create Custom Maps
  - c. Converting Project Plan files
    - Web Pages, Gif files, Objects
    - Hyperlink to other application/web/within same project

### HANDS-ON LABS

- Importing and exporting Project data with Excel
- Converting Project Plan files to Web pages, Gif files, Objects
- Hyperlink to other application web/within same project

## VIII. Managing Multiple Projects

1. Creating Master Projects
2. Linking Sub-Projects
3. Calculating Multiple Critical Paths

### HANDS-ON LABS

- Creating Master Projects, linking Sub-Projects, defining ghost tasks
- Calculating Multiple Critical Paths

## IX. Working with Resource Pools

1. Creating and sharing Resources between projects
2. Updating Resource files

### HANDS-ON LABS

- Creating and sharing Resources between projects
- Updating Resource files

# Microsoft SharePoint 2007<sup>®</sup> Deployment & Architecture

2-DAY CLASS | COURSE 9850

*Deploy SharePoint in your IT infrastructure  
and set up your SharePoint architecture in  
this hands-on, lab driven course*

The problem with SharePoint Server 2007 is that corporations are deploying the software before they have a handle on the enterprise and IT infrastructure requirements that will drive how the software is used efficiently. If only it was as simple as loading Microsoft Office to your laptop.

The Microsoft SharePoint 2007 Deployment and Architecture course will show you the vital differences between SharePoint versions and deployment requirements to upgrade your software. In this class you will build your backup and recovery plan as well as your backend database strategy that is tied directly to SharePoint 2007. You will build service accounts to prepare your organization for SharePoint deployment.

As you prepare your SharePoint 2007 deployment, you will also have to consider your enterprise requirements for the future. How many more users will need access to your SharePoint infrastructure over the next year? How much storage space will I need in 5 years? These questions and more will be answered in class.

This hands-on, lab driven course will guide you through your SharePoint Server 2007 deployment and help you build the architecture required to support it. Get the opportunity to mess up a SharePoint deployment in a test environment and learn what “gotchas” to look for when you move to deploying SharePoint in your enterprise IT environment. Don’t let your first time be a live attempt — there’s too much at stake.

**Course Fee — Individual: \$1295, Group (3 or more): \$995**

*GSA Rate — Individual: \$971.25, Group: \$821.25*

***In-class labs: Gain immediate practical skills***



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with strict outlines and regimented content. These things are important, but we offer more. We’re not cheerleaders for large companies — we are an unbiased, real-world training company that empowers you to use IT products effectively.

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**Denver, CO**  
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**Portland, OR**  
*January 29-30, 2009*

**Minneapolis, MN**  
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**Request this  
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we will add a session to the  
schedule. Just give us a call.*

***Take this course  
back to back with  
Fundamentals of  
SharePoint (pg. 4)  
and save \$600!***

# Course Overview

## I. Deciding Between WSS and MOSS

- A. Distinction Between Windows SharePoint Services 3.0 and Microsoft Office SharePoint Services 2007
  - 1. Similarities
  - 2. MOSS Enhancements
  - 3. Architecture Differences
  - 4. Requirement Differences
- B. Considerations for choosing one or the other
  - 1. Analyzing Your Needs
  - 2. Future Planning

## II. Planning a Deployment

- A. Hardware Considerations
  - 1. Server Hardware
  - 2. Storage Hardware
- B. Software Considerations
  - 1. WSS vs. MOSS
  - 2. SQL Server Express or MS SQL 2000/2005
  - 3. Standard vs. Enterprise
- C. Choosing a Database
  - 1. SQL Server Express Limitations
  - 2. Advantages of SQL Server 2000/2005
  - 3. Upgrading from SQL Express to SQL 2000/2005
- D. Analyzing Space Needs
  - 1. Calculating Server Load
  - 2. Calculating SQL Transactions
  - 3. Estimating Disk Space Requirements
  - 4. Planning for Future Growth
  - 5. Backup/Recovery Considerations

### HANDS-ON LABS

Gather your business and IT requirements for SharePoint deployment

## III. Installing SharePoint

- A. Preparing Your Environment
  - 1. Preparing Windows Server 2003
    - Installing IIS
    - Installing .NET 3.0 Framework
    - Installing SMTP
- B. Creating Service Accounts
  - 1. Why Use Separate Accounts?
  - 2. SharePoint Service Accounts
  - 3. Search Service Accounts
  - 4. SQL Server Service Accounts
- C. Installing Windows SharePoint Server
  - 1. Understanding SharePoint Prerequisites
  - 2. Installing Windows SharePoint Services

## D. Installing Your Database

- 1. Understanding SQL Server 2005 Prerequisites
- 2. Installing SQL Server 2005

## E. Installing Microsoft Office SharePoint Server

- 1. Installing Microsoft Office SharePoint Server 2007
- 2. Moving data from WSS 3.0 to MOSS 2007

### HANDS-ON LABS

Prepare your organization by constructing the proper service accounts. Next, install WSS 3.0 and your Database Server

## IV. Upgrading to MOSS

- A. Upgrading from Previous Versions of SharePoint
  - 1. Considerations When Upgrading
  - 2. Upgrading from SharePoint Portal Server 2003
- B. Upgrading a Deployment from WSS to MOSS
  - 1. Pros and Cons of Upgrading
  - 2. Working in Conjunction With an Existing WSS Environment
  - 3. Upgrading from Standard Edition to Enterprise Edition
- C. Upgrading Your Database
  - 1. Limitations When Upgrading from SQL Express to SQL 2005
  - 2. Upgrade Procedures

### HANDS-ON LABS

Upgrade from WSS 3.0 to MOSS 2007

## V. Configuring MOSS

- A. Configuring Email Settings
  - 1. Inbound Email Settings
  - 2. Outbound Email Settings
- B. Configuring Server Services
- C. Configuring Application Settings
  - 1. Excel Services
  - 2. Forms Services
- D. Shared Services
  - 1. Search Settings
  - 2. My Site Settings

### HANDS-ON LABS

Configure all your Microsoft Office SharePoint Server options, including email services, server services, application settings, and shared services

## VI. Deploying an Intranet

- A. Analyzing Your Needs
  - 1. Determining User Needs
  - 2. Creating a Manageable Architecture
- B. Designing Security
  - 1. Determining Security Needs
  - 2. Enabling Anonymous Access
- C. Targeting Audiences
  - 1. Creating Targeted Audiences
  - 2. Managing Audiences
- D. User Profiles
  - 1. Synchronizing User Profiles With Active Directory
  - 2. Manually Managing User Profile Data
  - 3. Allowing Users to Control their User Profiles
  - 4. Considerations for Using MySites
- E. Designing Your Portal and Sites
  - 1. Customizing Master Templates
  - 2. Creating and Managing Sub-Sites
  - 3. Creating and Managing workspaces
- F. Planning for Growth
  - 1. Analyzing Growth Trends
  - 2. Storage Planning
  - 3. Performance Planning

### HANDS-ON LABS

Deploy your Intranet over MOSS 2007 utilizing site collections, Active Directory, Shared Services, and Search

## VII. Planning Your Backup and Recovery Strategy

- A. Gathering Backup Requirements
  - 1. High availability options
  - 2. Disaster Recovery Tools
- B. Setting Expectation with Service Level Agreements
  - 1. Recovery Point Objectives
  - 2. Recovery Time Objectives
- C. Backing Up Your Server Farms and SharePoint Content

### HANDS-ON LABS

Gather your IT and business requirements for Backup and Recovery and implement

# Hands-On Microsoft SharePoint Development

3-DAY CLASS | COURSE 9950

*SharePoint for developers — harness your programming skills to tweak, tune, and build completely custom solutions using SharePoint's huge array of design tools*

## Extend your SharePoint environment to completely fit your own unique needs

One of the benefits of implementing a Microsoft Office SharePoint Server 2007 solution is the flexibility it offers to create custom solutions. MOSS 2007 allows developers and designers the ability to construct solutions to fit your needs. SharePoint Designer, InfoPath, Visual Studio.NET and SharePoint APIs will allow you to modify SharePoint behaviors, and extend the platform to suit your needs.

This lab intensive, 3-day class will focus on custom workflows, InfoPath forms, the Business Data Catalog, and custom SharePoint applications. You will create real-world workflow templates for SharePoint-based business solutions. You will learn how to program against the SharePoint Workflow API, as well as how to integrate input forms using both .ASPX pages and InfoPath forms. You will connect a data source to SharePoint's Business Data Catalog and learn to utilize this vital feature. Finally, you will work with SharePoint APIs and discover the depth that Microsoft has created with over 3000 SharePoint services available.

**Course Fee — Individual: \$1795, Group (3 or more): \$1345**

*GSA Rate — Individual: \$1346.25, Group: \$1196.25*

## *In-class labs: Gain immediate practical skills*



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*November 4-6, 2008*

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*December 2-4, 2008*

**Phoenix, AZ**

*January 12-14, 2009*

**Detroit, MI**

*February 2-4, 2009*

## Bring this class on site:

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## Request this course in your city!

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# Course Overview

## I. Understanding

### SharePoint Development

- A. What is SharePoint Development?
  1. Automating Business Processes with Custom Workflows
  2. Custom Form Development with InfoPath
  3. Accessing External Data through the Business Data Catalog
  4. Extending SharePoint by creating custom applications.
- B. SharePoint Development Tools
  1. SharePoint Designer
  2. Microsoft Office InfoPath
  3. Visual Studio
  4. SharePoint APIs

#### HANDS-ON LABS

- Ensuring that you have the necessary requirements
- Installing the pre-requisites for the development environment
- Installing the SharePoint development applications

## II. SharePoint Workflows

- A. Workflow Review
  1. What are Workflows?
  2. Why use Workflows?
- B. Creating Workflows with SharePoint Designer
  1. The Workflow Wizard
  2. Workflow Initiation and Variables
  3. Understanding Conditions
  4. Workflow Actions
  5. Branching and Else/If Conditions
- C. Creating Workflows with Visual Studio
  1. Working with Visual Studio
  2. Workflow Design with C#
  3. Workflow Design with VB.NET

#### HANDS-ON LABS

- Planning a custom workflow
- Creating a custom workflow with SharePoint Designer
- Exploring workflow branching, conditions and actions
- Implementing custom code in a workflow
- Build a custom workflow solution in Visual Studio

## III. Microsoft Office InfoPath

- A. What is InfoPath?
  1. What is InfoPath?
  2. Why Use InfoPath?
- B. Designing Custom Forms with InfoPath
  1. Understanding Form Design Elements
  2. Understanding Form Controls
- C. Publishing InfoPath Forms
  1. Publishing InfoPath Forms to SharePoint Server
  2. Publishing InfoPath Forms through Email
- D. Submitting InfoPath Form Results
  1. Submitting Form Results to a SharePoint Library
  2. Submitting Form Results through Email
  3. Submitting Form Results to a Web Service
- E. Implementing Workflows to Process InfoPath Form Data

#### HANDS-ON LABS

- Working with Form Layouts
- Implementing InfoPath Controls
- Connecting InfoPath forms with Live Data
- Creating Multiple InfoPath Views
- Setting Form Properties
- Creating Custom Submit Actions
- Publishing InfoPath Forms to SharePoint Server
- Publishing InfoPath Forms through Email
- Displaying InfoPath Form Data
- Utilizing Workflows to Automate InfoPath Form Data Processing

## IV. The Business Data Catalog

- A. What is the Business Data Catalog?
  1. Why Use a BDC?
  2. Example Uses for a BDC
- B. Understanding the Elements of a BDC
  1. Defining the Roles & Responsibilities for the BDC
  2. Defining the Goal of the Application
  3. Documenting the Data Source
- C. Creating the BDC Definition
  1. Understanding the Elements of the Definition File
  2. Generating the XML Definition File
  3. Importing the Application Definition
- D. Working with BDC Data
  1. Working with BDC Web Parts
  2. Using BDC Data in SharePoint Applications

#### HANDS-ON LABS

- Creating a BDC Definition File
- Importing the BDC Definition
- Working with BDC Permissions
- Working with BDC Web Parts to display information from the BDC
- Linking SharePoint Data to the BDC

## V. The SharePoint APIs

- A. What are the SharePoint APIs?
- B. What Do the SharePoint APIs Offer?

**Using the BDC feature of SharePoint 2007, users can access data from legacy systems and applications with little or no code.**

# Hands-On Windows Server 2008

5-DAY CLASS | COURSE 9700

## *Implement Windows Server 2008 in your organization with 16 in-depth labs*

This powerful five-day hands-on course will give you the skills and knowledge you need to master Windows Server 2008, and get the most benefit by minimizing downtime and maximizing performance, both immediately and in the long term. Gain an in depth knowledge of some of the most radical and beneficial attributes of Windows Server 2008, and prepare to avoid its pitfalls and work around its flaws.

This course features extensive real-world hands-on labs; not canned, pre-configured scenarios that only let you change a few settings on a system. You will leave this course with comprehensive knowledge of how to install, configure, administer, and troubleshoot Windows Server 2008 systems.

**Course Fee — Individual: \$2495, Group (3 or more): \$1745**

*GSA Rate — Individual: \$1796.25, Group: \$1646.25*

### **You Will Learn How To:**

- Create Group Policies with the XML-based ADMX format
- Install and configure Active Directory Roles
- Identify and deploy all eighteen Server Roles
- Virtualize the Server Environment with Hyper-V™
- Customize the server to your needs using Server Features
- Utilize PowerShell scripts to easily perform administrative tasks
- Create and install images using Windows Deployment Services
- Install stripped down versions of essential components using Server Core
- Utilize Server Manager to manage server Roles and Features
- Minimize replication problems with Read-Only Domain Controllers
- Configure networking for IP V.6 and turn off IP V.6
- Troubleshoot networking, Group Policy, and Active Directory
- Harden the server and create security policies

## *In-class labs: Gain immediate practical skills*



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**Columbus, OH**

*February 16-20, 2009*

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# Course Overview

## I. Introduction to Windows

### Server 2008

- History of Windows Server
- Windows Server 2008 Products
- The Top Improvements from Server 2003
- New Features for Server 2008
- All Server Roles and Features Explained

### HANDS-ON LAB

Windows Server 2008 Editions

## II. Server 2008 Installation Options & the Windows 2008 Server Core

- Pre-Installation Information
- Clean Installation vs. Upgrading Your Servers
- Installation Methods
- Initial Configuration Tasks
- Using Server Manager to Manage Server Roles and Features
- Using a Server Core Installation

### HANDS-ON LABS

- Utilizing Server Roles in Standard and Core Environments
- Installation - Clean Install, Upgrade from Windows Server 2003, and Core Server Install
- Server Features

## III. Windows Deployment Services

- Defining Windows Deployment Services
- New Features of WDS
- Installing and Configuring WDS
- Creating and Managing Images
- Using Transport Server

### HANDS-ON LAB

Creating and managing Images with Windows Deployment Services

## IV. Networking with Server 2008

- New Networking Features
- File Server Resource Manager
- DHCP in Server 2008
- DNS in Server 2008

### HANDS-ON LAB

Networking – DHCP, IPv6, DNS

## V. Active Directory in Server 2008

- Overview of Active Directory
- New Features for AD in Server 2008
- Other AD Server Functions

### HANDS-ON LAB

Active Directory Services – including Federation, Lightweight Directory, Certificate, Domain, and Rights Management Services

## VI. Working with Group Policy

- Overview of Group Policy
- Changes in Group Policy for Server 2003/Vista
- The New ADMX Format for Group Policy
- Creating Custom Group Policies

### HANDS-ON LAB

Group Policy and ADMX

## VII. Windows Server 2008 Security

- Server Protection in the Enterprise
- AD Certificate Services Role
- Network and Edge Security
- Security Auditing
- Access Control
- Security Tools

### HANDS-ON LAB

Securing Windows Server 2008

## VIII. Terminal Services in Server 2008

- Understanding the Core Functionality of Terminal Services
- Installing and Configuring Terminal Services
- Configuring a Terminal Services Gateway

### HANDS-ON LAB

Terminal Services

## IX. Server 2008 Virtualization

- Overview of Server 2008 Virtualization

- Managing the Virtual Environment
- Protecting the Virtual Environment

### HANDS-ON LAB

Virtualization

## X. Server 2008 Performance and Reliability

- Defining Performance and Reliability
- New Tools for Performance
- New Tools for Monitoring Reliability

### HANDS-ON LAB

Performance and Reliability

## XI. High Availability in Server 2008

- Exploring the New Features Available for Clusters
- Installing a Failover Cluster
- Configuring a Failover Cluster

### HANDS-ON LAB

Clustering

## XII. Troubleshooting Server 2008

- New Troubleshooting Tools
- Troubleshooting Networking in Server 2008
- Troubleshooting Active Directory
- Backup and Recovery

### HANDS-ON LAB

Troubleshooting

## XIII. Windows PowerShell

- Installing and Running PowerShell
- PowerShell Naming Convention
- PowerShell Basics

### HANDS-ON LAB

Writing Scripts with PowerShell

## XIV. Media Services

- Configuring Media Services
- Configuring Server Roles for Media

### HANDS-ON LAB

Windows Media Services

# Hands-On Windows Vista®

3-DAY CLASS | COURSE 9650

## *Install, Configure and Administer Windows Vista Clients with 10 Real-World, Hands-On Labs*

Windows Vista came to the enterprise in 2008, and organizations that are unprepared for working with this radical new design will have skyrocketing support costs and many extra hours of effort to keep their users up and running.

This hands-on lab-driven course will give you the skills you need to configure Windows Vista to maximize performance and security, while minimizing user support issues. You will gain an in-depth knowledge of the OS, and go back to the office with proven abilities to configure and administer Windows Vista in less time and effort than ever before.

**Course Fee — Individual: \$1695, Group (3 or more): \$1245**

*GSA Rate — Individual: \$1271.25, Group: \$1121.25*

## Course Overview

### I. Introduction to Windows Vista

- Hardware Requirements
- Vista User Interfaces Explained

### II. Installing and Deploying Windows Vista

- User State Migration Tool
- Using Windows Easy Transfer
- Deployment Tools for Windows Vista
- Updated Sysprep
- Windows Setup Manager vs. Windows System Image Manager

### III. Vista User Setup and Configuration Issues

- Windows User Settings
- Parental Controls
- Internet Explorer

### IV. Running Windows Vista on a Network

- Network Connectivity Center
- Windows Collaboration
- Vista in your Current Domain
- Network Access Protection
- TCP/IP Version 4 and Version 6
- Wireless with Windows Vista
- Remote capabilities

### V. Security Features In Windows Vista

- Physical vs. Logical Security
- The Administrator Account
- Logon Process (Kerberos)
- NTFS File System Security
- Encrypting Files and Folders
- BitLocker Overview
- Security Center
- Windows Firewall

### VI. Vista Data Storage and File Systems

- File and Registry Redirection
- Volume Shadow Copy
- Windows Backup

### VII. New Administrative Tools and User Account Control

- Exploring the New Tools
- Tombstoned Tools
- What is User Account Control?
- Application Compatibility in Detail

### VIII. Working with Group Policies and Vista

- Built-in Group Policy Management Console
- Updated Administrative Templates - ADMX
- New Policies for Vista
- Scope of Group Policy Tools
- Caveats of Windows Vista Settings

### IX. Monitoring & Maintaining Windows Vista

- SysInternals in the Microsoft Family
- Updated Event Viewer
- Task Scheduler Improvements
- System Configuration Utility
- Vista with Windows Live OneCare
- SuperFetch and ReadyBoost

### X. Troubleshooting Windows Vista

- Debug Diagnostic Tools v1.1
- Startup Repair
- Restart Manager
- Problem Reports and Solutions
- Windows Performance
- Diagnostic Console

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## *In-class labs:*

***Gain immediate  
practical skills***

- Windows Vista Requirements
- Installation, Windows Easy Transfer and Image Deployment
- User Settings Configuration
- Networking Windows Vista, including NAP, IPv4, IPv6, Wireless, and Remote Desktop
- Windows Vista Security, EFS, BitLocker, Windows Firewall, Integrity Control, and ICACLS
- Data Storage, Indexing, Volume Shadow Copy, and Backup
- User Account Control and Administration
- Group Policy
- Performance Monitoring and Maintenance
- Troubleshooting Windows Vista

# Hands-On Windows Helpdesk Support

3-DAY CLASS | COURSE 9750

## Troubleshoot Windows Clients and Achieve Peak Performance for Users in your Organization

Helpdesk support is one of the most difficult and pressure filled roles in IT. It is up to the helpdesk support team to keep end user systems up and running with minimal downtime, while at the same time dealing with problems often created by the users themselves.

This hands-on class will give you the skills needed to quickly handle all types of Windows client problems and create an efficient and smoothly running client support infrastructure. The majority of your time will be spent on labs, where you will learn to quickly diagnose and solve even complex problems with Windows XP, Windows Vista, and Windows 2000 Professional systems.

**Course Fee — Individual: \$ 1695, Group (3 or more): \$ 1245**

**GSA Rate — Individual: \$ 1271.25, Group: \$ 1121.25**

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September 23-25, 2008

**Denver, CO**

October 14-16, 2008

**Orlando, FL**

November 18-20, 2008

**Columbus, OH**

December 9-11, 2008

**Milwaukee, WI**

January 13-15, 2009

**Phoenix, AZ**

February 24-26, 2009

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**On-sites also available!**

## Course Overview

### I. Windows 2003 Diagnostics and Configuration Tools

- Create a troubleshooting plan
- Troubleshooting success factors
- Diagnostics and configuration tools

### II. Troubleshooting Windows 2003/XP Installations

- The winnt command
- The winnt32 command
- Using NTDETECT.CHK
- Using dynamic updates during installation
- Unattended installation problems and solutions
- Troubleshooting Remote Installation Service
- The RIPREP utility
- Troubleshooting RIS
- Troubleshooting Sysprep

### III. Troubleshooting the boot process

- The boot process
- The boot.ini file
- Fault tolerant boot disk
- Advanced boot options
- Recovery console

### IV. Patch management, service packs & hotfixes

- Windows Service Packs
- The update.exe file
- Slipstream installation
- Windows XP service pack 2
- Spcheck.exe
- Spverify tool
- Hfnetchk
- Microsoft Baseline Security Analyzer

- Software Update Services
- Windows Update Service

### V. Troubleshooting system error messages

- Stop errors (Blue screen of death)
- Memory dump files
- Using error reporting
- Using online crash analysis web site
- Using symbol files and debuggers
- Stop message system event log reporting
- Common stop messages
- Livekd
- Remote recover
- Dr Watson

### VI. Windows 2003/XP troubleshooting tools

- Device Manager
- Windows File Protection
- DirectX Diagnostic Tool
- Shutdown Event Tracker
- Remote Desktop
- Remote Assistance
- Netdiag
- Ipconfig
- Pathping
- System Monitor
- Event Viewer

### VII. New Troubleshooting Tools with Vista and Server 2008

- Working with new tools included in Vista
- Working with New Troubleshooting Tools in Server 2008

## In-class labs:

**Gain immediate practical skills**

- Troubleshooting image problems
- Exploring the MSCONFIG utility
- Using the Advanced System Information Utility
- Using AutoRuns
- Using the HCL
- Using NTDETECT.COM
- Using SYSPREP
- Installing and configuring RIS
- Changing the default OS
- Troubleshooting the boot process
- Recovery Console
- Setting up a slipstream installation
- Using SPCHECK.EXE
- Using HFNETCHK
- Microsoft Baseline Security Analyzer
- Installing and configuring Windows Server Update Service
- Startup and Recovery Options
- Working with Memory DMP files
- Using Remote Recover to access a dead computer
- Researching failed services/drivers
- Using System File Checker/Windows File Protection
- Monitoring with System Monitor
- Remote Desktop/Remote Assistance
- Automated System Recovery
- Restoring the System State
- Using System Restore Points
- Using Device Driver Rollback

**Call to register: 877-800-5221**

**17**

# Extreme SQL Server 2005

3-DAY CLASS | COURSE 9050

*Go beyond the basics of SQL Server 2005 with this challenging, lab-driven course*

This powerful hands-on course will take you far past the basics and into the advanced topics of SQL Server 2005. Go from renaming a database to deploying SQL Server Integration Service package (SSIS) in just three days. You'll cover all the newest features of SQL Server 2005 — such as database mirroring, online restores, SSIS, Native data encryption, and many more — in this aggressive hands-on course. You won't find training anywhere on the market that has more hands-on, "real-world" labs. If you need to take your knowledge of SQL Server 2005 to the next level, you can't afford to miss this class.

**Course Fee — Individual: \$1695, Group (3 or more): \$1245**

*GSA Rate — Individual: \$1271.25, Group: \$1121.25*

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**On-sites also available!**

## Course Overview

### I. Database Performance & Tuning

- Implementing Constraints & triggers
- XML Schemas & Stored Procedures
- Creating Parameterized Stored Procedures
- Creating Functions & handling errors
- Controlling Execution Context
- SQL Server Common Language Runtime
- Importing & Configuring Assemblies
- Creating Managed Database Objects
- Securing the Server & Database Scope
- Managing Keys and Certificates in SQL
- Importance of Benchmarking
- Query performance with Sysmon and Profiler
- Identifying Locking & Blocking
- Performance Optimization Model: Queries
- Considerations for Using Subqueries
- Building Efficient Queries
- Performance Optimization Model: Indexes
- Considerations for Using Indexes
- Clustered & Non-Clustered Index Design
- Database Tuning Advisor

### II. High Availability Solutions

- Designing the Platform for Clustering
- Designing the SQL Server Cluster Implementation
- Migrating & Upgrading SQL Server Clusters
- Clustering Operations

- Designing Log Shipping Server Roles & Topology
- Log Shipping Upgrade Strategy
- Designing a Database Mirroring Solution
- Database Roles & Topology for Database Mirroring
- Converting High-availability Solutions to Database Mirroring
- Designing an Operations Plan for Database Mirroring
- Designing an Operations Plan for Replication

### III. SQL Server Integration Solutions

- Identifying Data Sources & Destinations
- Evaluating Source Data
- Identifying Staging Requirements
- Planning Package Development
- Designing Package Control Flow
- Designing Data Flow Operations
- Logging ETL Operations
- Handling Errors in SSIS
- Implementing Reliable ETL Processes with SSIS
- Monitoring & optimizing SSIS Performance
- Scaling Out SSIS Packages
- Deploying SSIS Packages

### In-class labs:

- Using Server and Database Roles
- Implement Database encryption
- Secure the Server & Database Scope
- Measure System Performance Using System Monitor and Profiler
- Identify Locking and Blocking
- Query database records using T-SQL
- Using a Clustered and Non-Clustered Index
- How to Use the Database Tuning Advisor
- Implement Strategies to Reduce Locking and Blocking
- Implement a SQL Cluster
- Implement a Log Shipping Solution
- Implement a SQL Mirroring Solution
- Implement a Replication Solution
- Configure Peer-to-Peer Replication
- Install SQL Server 2005 Integration Services (SSIS)
- Working With Business Intelligence Development Studio (BIDS)
- How to Use the SSIS Import/Export Wizard
- Build an SQL Server 2005 Integration Services Package
- How to Execute and SSIS Pack age From the Command Line
- How to Log ETL Operations
- Monitor, Optimize, and Scale SQL 2005 Server Packages
- Deploying a SQL Server 2005 Integration Service Package

# Hands-On SQL Server 2005 Reporting Services

2-DAY CLASS | COURSE 9185

## Design, develop, deploy & manage reporting services

Corporations are just now figuring out that their data can drive their business. Companies need data in order to answer large strategic direction questions and everyday business decisions. Unfortunately, the data needed is in three different databases from three different departments. Understanding how to utilize the data you have access to is becoming one of the most important IT topics around. SQL Server 2005 Reporting Services (SSRS) allows companies to leverage their data rather than simply manage it. This 2-day course on SSRS will teach you to create, execute, and manage reports that can be vital business tools helping your company succeed. You will start by installing and configuring SSRS. Then you will explore creating reports with groups, formatting, parameters, different data sources, and much more.

**Course Fee — Individual: \$ 1295, Group (3 or more): \$ 995**

**GSA Rate — Individual: \$ 971.25, Group: \$ 821.25**

**We're teaching  
near you:**

**Seattle, WA**  
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**Detroit, MI**  
December 4-5, 2008

**Denver, CO**  
January 15-16, 2009

**Chicago, IL**  
February 19-20, 2009

### Request this course in your city!

*If you have 4 or more people interested in this course, we will add a session to the schedule. Just give us a call.*

**On-sites also available!**

## Course Overview

### I. Introduction to Reporting Services

- The Role of Reporting Services
- Key Features of Reporting Services
- Configuring a Reporting Services Architecture

### II. Installing and Initial Configuration of Reporting Services

- Installing Reporting Services
- Exploring the Reporting Services Tools

### III. Authoring Reports

- Basics of Report Authoring
  - Configuring Data Sources
  - Creating Tabular Reports
  - Summarizing Data
  - Applying Basic Formatting
- Enhanced Reports
  - Navigation controls
  - Interactive Navigation
  - Displaying Data

### IV. Working With Data Sets

- Defining Report Data
  - Querying a Data Source
- Use of Alternate Data Sources
- Interacting with a Data Set using Parameters
- Best Practices for using Static and Dynamic Parameter Lists
- Defining Report Data

### V. Report models

- Understanding When to Use Report Models
  - Working with Users
- Creating a Report Model
  - Report Model Options
  - Working with Model Designer
- Working with Report Builder
  - Working with folders and Entities
  - Sorting and Grouping Data
  - Filtering Data
  - Viewing a Report

### VI. Executing and Publishing Reports

- Executing Reports
  - Process Flow
  - Reports on Demand
  - Session Caching
  - Linked Reports

### B. Publishing Reports

- Publish With Report Designer
- Publish With Report Manager
- Updating Data Sources, Reports, and Report Properties

### C. Cached instances

- Executing
- Using Query Parameters
- Using Filters with Cached Instances

### D. Snapshots and Report History

- Executing Snapshot Reports
- Using Query Parameters
- Using Filters
- Configuring Snapshots
- Configuring Report History

### VII. Report Services Subscriptions

- Defining Report Subscriptions
- Creating Report Subscriptions
  - Standard Subscriptions
  - Data-Driven Subscriptions
- Managing Report Subscriptions
  - Using Report Manager
  - Controlling Report Distribution
  - Subscription and Delivery Availability
  - Monitoring Availability

### VIII. Reporting Services Management

- Server Administration
  - Configuration Files
  - Configuration Manager
  - Service Accounts
- Security
  - Authorization Model
  - Assigning Roles
  - Securing Items
  - System Level Role Definitions
  - Secure the System
- Performance
  - Trace Files
  - Logging Report Execution
  - Performance Counters
  - Timeouts
  - Suspending Jobs
- Administrating Databases
  - Database Storage
  - Backup and Restore Strategy

## In-class labs:

- Designing the reporting services architecture
- Installing Reporting Services
- Working with the Report Designer
- Working with Report Manager
- Exploring the other Tools
- Creating a Basic Table Report, Formatting the Report, Adding Calculated Values
- Working with Document Maps
- Use Dynamic Visibility, Creating Actions, Use a List Data Region
- Restricting Query Results
- Filtering Report Data
- Dynamic Parameter Lists
- Parameters with Stored procedures
- Display all parameter list Categories
- Creating a Report Model
- Creating Different Reports
- Use Report Builder to Create a Report
- Publishing Reports
- Executing Reports
- Creating a Cached Instance
- Use Snapshot and Report History
- Creating a Subscription Scenario
- Use a Data Driven Subscription
- Working with a Standard Subscription
- Use Reporting Services Manager
- Securing the Reporting Server and Site
- Securing Items

**Call to register: 877-800-5221**

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# Microsoft Exchange Server 2007 Administration

5-DAY CLASS | COURSE 9525

## *Migrate and manage your company's Exchange server*

In today's business world, email is mission-critical. More now than ever, employees are depending on email to pass vital company information and documents that brand and sell their products to their customers. Expectations are only increasing. Now wireless communications are becoming a priority. Employers are expecting integrated email, calendar, contacts, and attachments as part of their work experience. Microsoft Exchange Server 2007 has been designed to be a one-stop messaging system that addresses all of your company's needs.

As the administrator of the messaging system, your job never gets easier, but our Microsoft Exchange Server 2007 Administration class can help you do your job better in every way. Our hands-on class will teach you to design and deploy your Exchange server without a glitch, while being cost-effective as well. You will work with Exchange Servers built in security features that reduce spam and viruses, while keeping the communication flowing. Mobile communications has become a "need" rather than a "want," and our class will dive into Exchange Server 2007's anywhere access.

**Course Fee — Individual: \$ 2495, Group (3 or more): \$ 1745**  
*GSA Rate — Individual: \$ 1796.25, Group: \$ 1646.26*

## **Bring this class on site:**

*If you have ten (10) or more students, an on-site is a cost-effective option. Call us toll-free to get details: 877-800-5221.*

## **Request this course in your city!**

*If you have 4 or more people interested in this course, we will add a session to the schedule. Just give us a call.*

## Course Overview

- I. Introducing Exchange Server 2007**
  - Overview of Improved and New Features
  - Requirements for Deploying Exchange
- II. Designing Interoperability Strategies with Other Messaging Systems**
  - Overview of Co-Existence and Interoperability with Other Systems
  - Designing a Co-Existence Strategy with Previous Versions of Exchange
  - Designing an Interoperability Strategy with Other Messaging Systems
- III. Designing an Exchange Server 2007 Upgrade Strategy**
  - Overview of Available Upgrade Strategies
  - Designing a Transition From Previous Versions of Exchange
  - Designing a Migration From Other Systems
- IV. Designing Exchange Servers**
  - Designing Mailbox Servers
  - Designing Non-Mailbox Servers
  - Designing a Public Folder Architecture
- V. Security for a Messaging Environment**
  - Designing an Administrative Model
  - Designing Message Security
- VI. Managing Recipient Objects**
  - Managing Mailboxes
  - Managing Other Recipients
- VII. Managing E-Mail Addresses and Address Lists**
  - Configuring E-Mail Address Policies
  - Configuring Address Lists
  - Overview of Bulk Recipient Management
- VIII. Managing Messaging Transport**
  - Introduction to Message Transport
  - Implementing Message Transport
- IX. Managing Client Access**
  - Implementing Client Access Servers
  - Implementing Client Access Features
  - Implementing Outlook Web Access
  - Introduction to Implementing Mobile Messaging
- X. Configuring Edge Transport Servers**
  - Deploying Edge Transport Servers
  - Configuring Security for Internet E-Mail
- XI. Implementing Messaging Policies**
  - Introducing Messaging Policy and Compliance
  - Implementing Messaging Records Management
- XII. Maintaining Antivirus and Anti-spam Systems**
  - Antivirus and Anti-Spam Management
  - Implementing Anti-Spam Features
- XIII. Maintaining the Messaging System**
  - Implementing Change Management
  - Overview of Updating Exchange Servers
- XIV. Managing Availability, Backup, and Recovery**
  - High Availability for Mailbox Servers
  - Managing a Backup Solution
  - Managing a Recovery Solution
- XV. Recovering Messaging Databases**
  - Recovering a Messaging Database Using Dial-Tone Recovery

## *In-class labs:*

### *Gain immediate practical skills*

- Windows Vista Requirements
- Introducing Exchange Server 2007
- Designing Interoperability Strategies with Other Messaging
- Designing An Exchange Server 2007 Upgrade Strategy
- Designing Exchange
- Designing Security For Messaging
- Managing Recipient Objects
- Managing E-mail Addresses & Lists
- Managing Messaging Transport
- Managing Client Access
- Configuring Edge Transport Servers
- Implementing Messaging Policies
- Maintaining Antivirus/Anti-spam Systems
- Maintaining The Messaging System
- Managing Availability, Backup, and Recovery
- Recovering Messaging Databases

# Hands-On VMware® Infrastructure 3

3-DAY CLASS | COURSE 7575

## Install, Configure and Manage VMware Infrastructure 3

VMware is the leading virtualization product on the market, but organizations that migrate to any virtual infrastructure are taking a major risk with their IT systems. Virtual environments are vastly different than traditional data centers and the system and network administrators both need to understand their new roles in this environment. In this hands-on training course, you will learn to install, configure, and manage VMware Infrastructure 3, including VMware ESX Server and VMware VirtualCenter. You will leave this class with the ability to properly deploy Virtual Infrastructure 3 in your organization.

**Course Fee — Individual: \$ 2095, Group (3 or more): \$ 1645**

*GSA Rate — Individual: \$ 1676, Group: \$ 1516*

## Course Overview

### I. The VMware Product Line

- VMware Workstation
- VMware Server
- VMware ESX Server
- VMware ESXi Server
- VMware ESXi Embedded Server
- Virtual Infrastructure 3

### II. ESX Server Architecture

- Types of Virtualization
- Hypervisor Designs
- ESX Server Microkernel
- Device Driver Architecture
- Guest VM Constraints
- VMFS (VMware File System)

### III. ESX Installation

- Hardware Requirements
- Processor Options
- Storage Options

### IV. Single-Server Configuration

- The Service Console

### V. Migrating Physical Machines to Virtual Machines

- VMware Convert

### VI. Migrating Other Virtual Machines to ESX Server

- Migrating from Microsoft VHD
- Migrating from VMware Workstation

### VII. Setting Up a Multi-Server Configuration

- Considerations in Multi-Server Design
- Virtual Center

### VIII. Maintaining a Multi-Server Configuration

- VMotion
- SVMotion
- VMware Distributed Resource Center (DRS)
- VMware High Availability (HA)

### IX. Troubleshooting ESX Server

- Device Virtualization Problems
- Application Compatibility Problems
- Backup/Restore Problems
- Hard Drive Array Problems
- Troubleshooting Tools
- Event Logging

### Case Studies:

- Key ESX server deployment components
- VMware ESX Server deployment walk through
- SQL server deployment best practices

**Bring this class on site:**

*If you have ten (10) or more students, an on-site is a cost-effective option. Call us toll-free to get details: 877-800-5221.*

**Request this course in your city!**

*If you have 4 or more people interested in this course, we will add a session to the schedule. Just give us a call.*

## **In-class labs:**

***Gain immediate practical skills***

- Perform post installation chores
- Document your VMware ESX server baseline
- Create virtual machines; install a guest OS
- Managing virtual machines
- Use templates to deploy virtual machines
- Create a virtual switch and deploy security
- Create a port group switch
- Create a virtual network
- Using VMware converter
- Perform VMware conversion from Microsoft VM
- Install VMware VirtualCenter
- Create a file and Snapshot with V13
- Configure VMotion real-time backup
- Perform VMotion hot migration
- The web console
- Utilize the Vi client to allocate ram and CPU requirements

**Call to register: 877-800-5221**

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# Implementing Virtualization in the Enterprise

2-DAY CLASS | COURSE 7475

*Gain an in-depth knowledge of the different virtualization technologies and how to deploy them in your organization*

Implemented correctly, virtualization technologies have the potential to create vast improvements in the utilization of IT resources. Unfortunately, most virtualization deployments are conducted almost ad hoc without real thought given to the implications of this new infrastructure. Worse yet, most organizations have yet to even utilize virtual environments in anything more than a test lab because there is no clear method for how to deploy the technology. The benefits to this technology are obvious from a generic standpoint, but there is very little information available on the best way to implement virtualization in order to maximize resources and performance while minimizing cost.

This dynamic, two-day course will demystify the uncertainty surrounding virtualization implementation and give you the knowledge to create a detailed, specific strategy to deploy the right virtualization technologies for your environment and achieve maximum return on investment. You and your staff will evaluate the different software and hardware options, explore sizing to achieve the best utilization, and leave the course with an in-depth understanding of the virtualization landscape and how best to utilize it in your organization.

**Course Fee — Individual: \$ 1295, Group (3 or more): \$ 995**

*GSA Rate — Individual: \$ 971.25, Group: \$ 821.25*

*We're teaching near you:*

**Raleigh, NC**

*October 28-29, 2008*

**Seattle, WA**

*November 4-5, 2008*

**Denver, CO**

*December 16-17, 2008*

**Phoenix, AZ**

*January 27-28, 2009*

**Portland, OR**

*February 24-25, 2009*

**Request this course in your city!**

*If you have 4 or more people interested in this course, we will add a session to the schedule. Just give us a call.*

**On-sites also available!**

## Course Overview

### I. What is Virtualization?

- Overview
- Uses for Virtualization
  1. Software Testing
  2. Virtual Desktops
  3. Virtualized Applications
- Reasons Not to Virtualize

### II. Hypervisor Based Virtualization

- VMware
- Xen
- Microsoft Hyper-V
- Virtual Iron
- Benefit of Hypervisor Based Virtualization
- Downside of Hypervisor Based Virtualization

### III. OS Based Virtualization

- Windows Virtual Server
- SWSofT
- Benefit of OS Based Virtualization
- Downside of OS Based Virtualization

### IV. Application Virtualization

- Sun Containers
- Benefit of Application Virtualization
- Downside of Application Virtualization

### V. Considerations for Deploying Virtualization

- Resource Pools vs. Virtual Service Offerings
- Partitioning Shared Resources
- Automating Tasks Via Scripting
- Migrating Physical to Virtual Servers
- Optimizing Performance

### VI. Implementing Virtualization in the Datacenter

- Server Consolidation
- Infrastructure Simplification
- Increased Utilization
- Business Continuity
- Server Mobility
  1. V-Motion
- Disaster recovery

### VII. Considerations for the Datacenter

- Server Hardware Considerations
  1. Memory Bandwidth
  2. CPU Bandwidth
- Storage Issues
  1. Storage Requirements
  2. External Versus Internal Storage
- Networking Issues
  1. Bandwidth Concerns with Virtualization
  2. Network Switches
- Cisco Nexus 7000
  1. Fibre Channel
  2. iSCSI
- Power and Cooling Savings from Virtualization

### VIII. Sizing Tools

- Determining the Optimal Number of VMs
  1. Per System
  2. In the Datacenter

### IX. Virtualization Outside the Datacenter

- Virtual Desktops
- Virtualized Applications
- Software Testing

**In-class exercises:**

**Gain immediate practical skills**

In-class exercises will give you the opportunity to work on the challenges and questions of how to effectively implement a virtualization implementation. You will work in project teams to evaluate typical enterprise scenarios and come up with a project plan to implement virtualization solutions.

**You will:**

- Select the right virtualization software solution for a given organization, based budget, needs, and current infrastructure.
- Decide on the right number of Virtual Machines (VMs) for systems in the organization
- Evaluate hardware needs for the implementation
- Determine a virtualization roll out plan for the enterprise

# Registration Form



## 4 WAYS TO ENROLL

Online: [www.ASPE-IT.com](http://www.ASPE-IT.com)  
Fax form to: 919-816-1710  
Call toll free: 1-877-800-5221

Mail to: ASPE Technology Attn: Registrar  
P.O. Box 5488  
114 Edinburgh South Dr. - Suite 104  
Cary, NC 27511

### Course Information:

Course Name \_\_\_\_\_ Course Date \_\_\_\_\_  
Course Location \_\_\_\_\_ # of attendees \_\_\_\_\_

### Student Information: (please duplicate for more than three registrants)

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Name \_\_\_\_\_ Title \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Company \_\_\_\_\_  
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Website: [www.pmi.org](http://www.pmi.org)



Our courses can now be purchased for federal, state, and local government agencies via GSA Advantage. Call ASPE to receive this discounted pricing with GSA eligibility. We currently have 80 courses approved on the GSA schedule and more are on their way: [www.gsaadvantage.gov](http://www.gsaadvantage.gov)

Please call 877-800-5221 for GSA public pricing and to register for courses with the GSA Advantage. This pricing is not available on ASPE's website.

## Registration Info

### All courses are 100% Guaranteed

ASPE provides an unsurpassed training experience. If for any reason you are not satisfied with the program, simply notify the instructor or registrar of your intent to withdraw from the program prior to the first morning break, turn in your course materials and receive a 100% refund. If at the end of the program day, you are unsatisfied with the program, we will credit your tuition towards a future program of your choice.

### Tuition:

Your tuition includes registration in the seminar, all course materials, handouts, books, and refreshment breaks. See each course page for specific fees.

### Group Discount:

If you have three or more students attending the same session, your attendees are eligible for a discount. All registrations must be made at the same time to receive the discount. See course page for details.

### Course Hours:

All courses begin promptly at 8:30 AM and ends at 4:30 PM. Please arrive at 8:00 AM on the first morning of class to sign-in and meet your fellow attendees.

### Substitution & Cancellation Policy:

Student substitutions may be made at any time prior to the start of class. You may cancel your reservation by providing ASPE Technology with written notice by fax to 919-816-1710 or email at [customerservice@spetech.com](mailto:customerservice@spetech.com) no later than 10 business days prior to the start date of the course. If a cancellation request is received in writing, less than 10 business days prior to the class start date, payment will still be due and no refunds will be issued. You will be allowed to apply your paid course tuition to the same course or one of equal value within 1 year from the original course start date minus a \$100 administrative fee. Only one reenrollment opportunity is allowed per person. Failure to attend the course without written notification via fax or email prior to the start of the course will be considered a "no show" and will result in forfeiture of the full course price. If ASPE Technology is forced to cancel a course for any reason, liability is limited to the registration fee only.

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***How to get trained:***

**Call toll-free to register:** 877-800-5221

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**Bring training to your location:** See inside for details



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