

IT Essentials 5.0

10.3.1.4 Lab - Data Backup and Recovery in Windows 7

Introduction

Print and complete this lab.

In this lab, you will back up data. You will also perform a recovery of the data.

Recommended Equipment

The following equipment is required for this exercise:

- A computer system running Windows 7 is required for this exercise

Step 1

Log on to the computer as an administrator.

Create a text file on the desktop called **Backup File One**. Open the file and type the text **“The text in this file will not be changed.”**

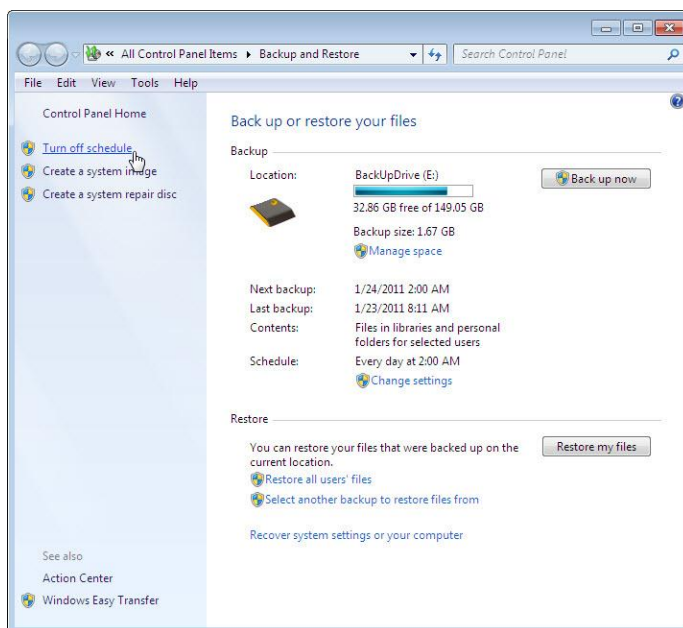
Create another text file on the desktop called **Backup File Two**. Open the file and type the text **“The text in this file will be changed.”**

Note: Remove all extra folders and files from the computers Desktop. This will help to reduce the length of time to complete the backup for this lab.

Step 2

Click **Start > All Programs > Maintenance > Backup and Restore**.

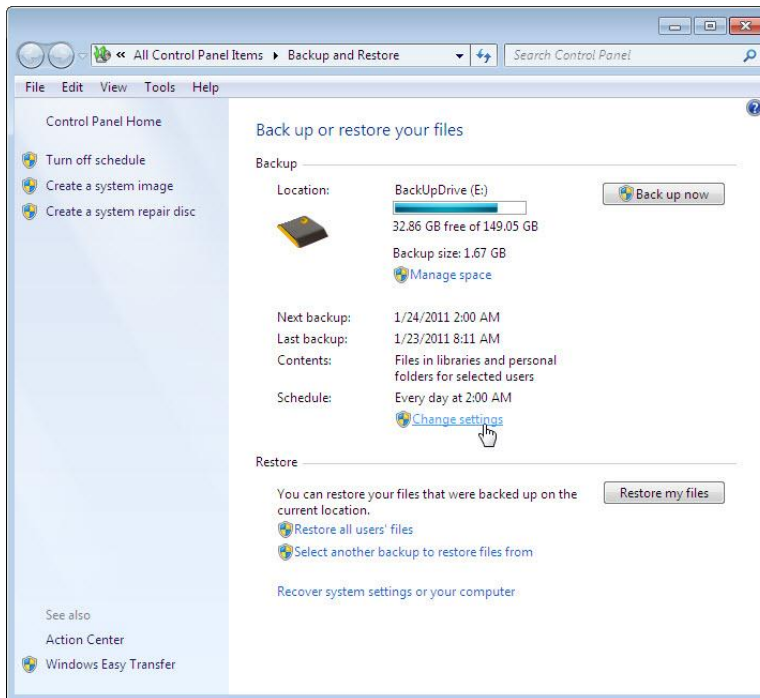
The “Back up or restore your files” screen appears.



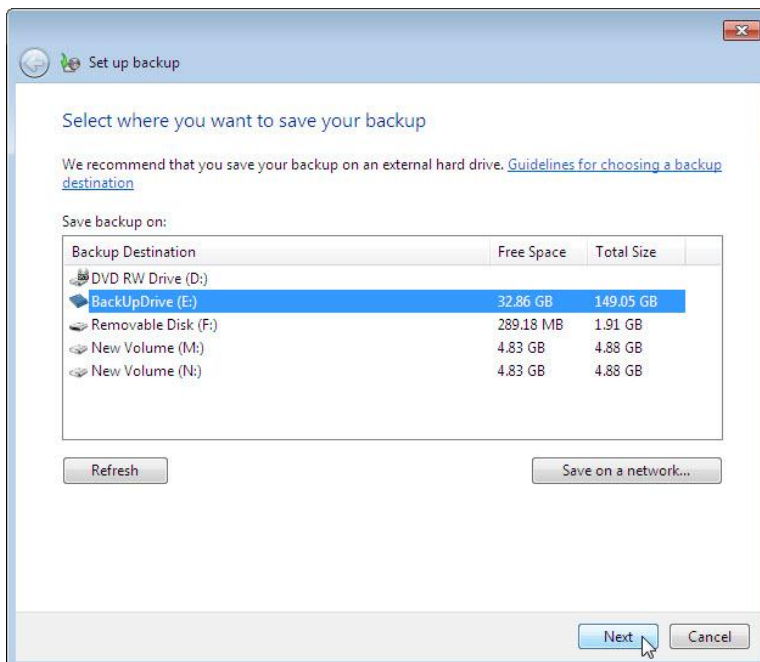
If a backup is scheduled to run, click **Turn off schedule**.

Step 3

Click **Change settings**.

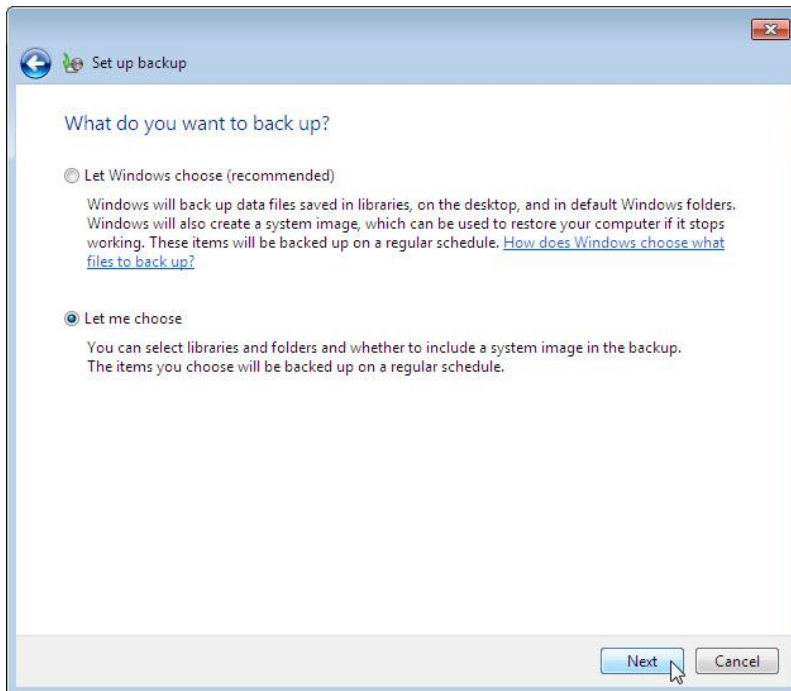


Select the location where the backup will be stored. In this example, an external hard drive is used.



Click **Next**.

The "What do you want to back up?" screen appears.

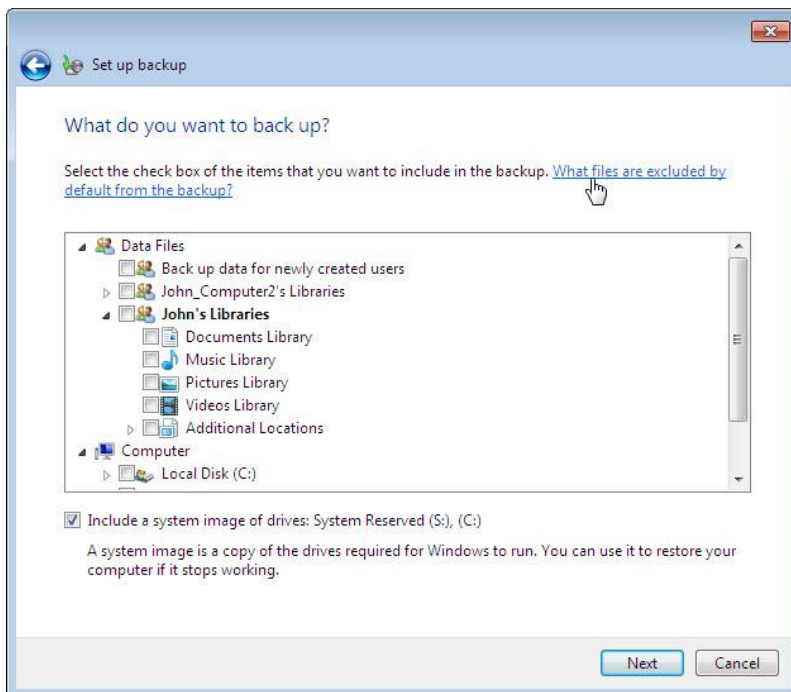


Select **Let me choose**.

Click **Next**.

Step 4

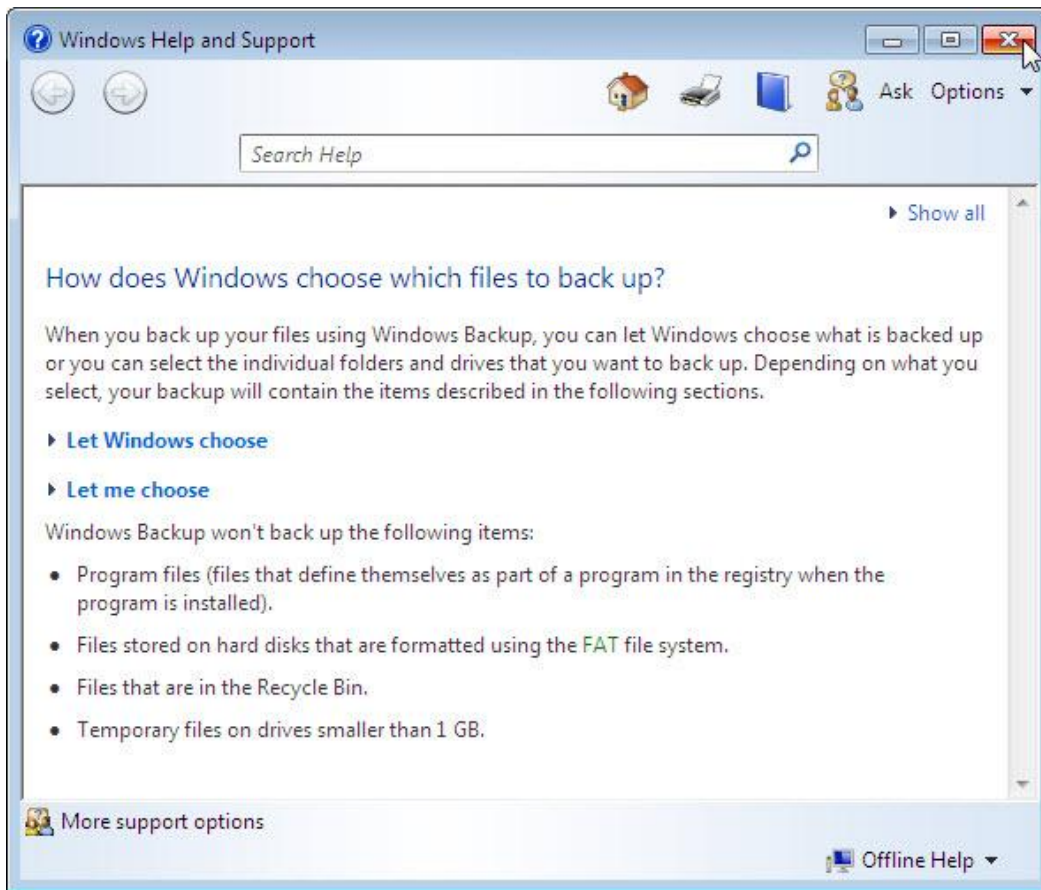
Expand the current user account so you can view the different locations.



Which libraries can be backed up?

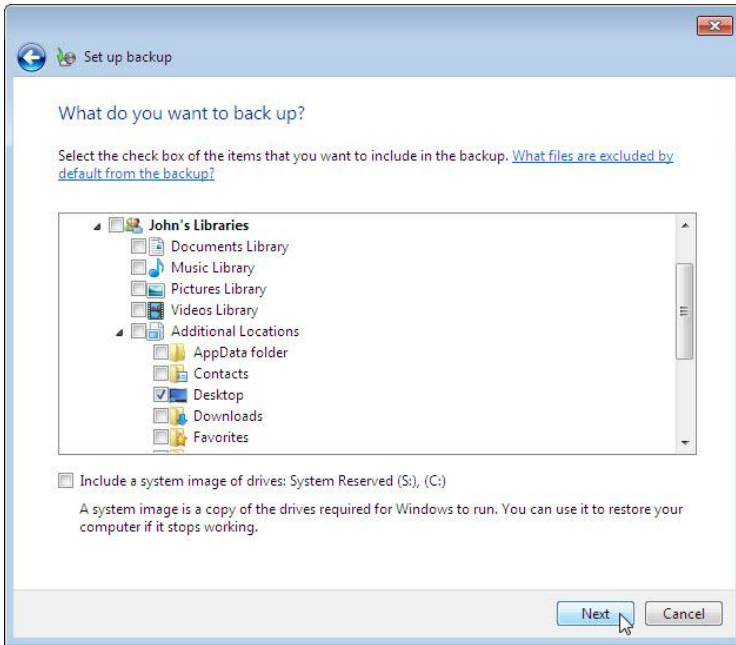
Click **What files are excluded by default from the backup?**.

The “Windows Help and Support” window opens.



Windows Backup will not backup which items?

Close the “Windows Help and Support” window.



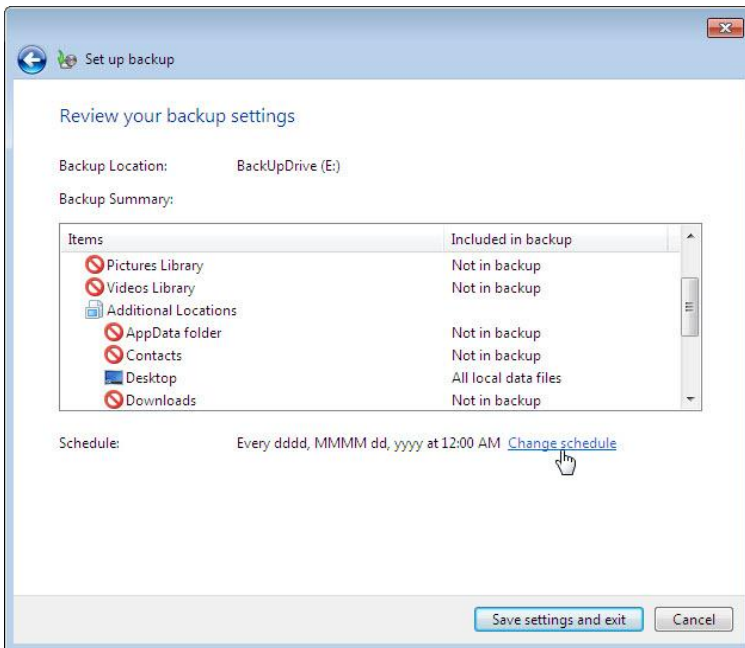
Expand **Additional Locations** and make sure only **Desktop** is selected. Make sure no other location is selected.

Remove the check mark from **Include a system image of drives:**.

Click **Next**.

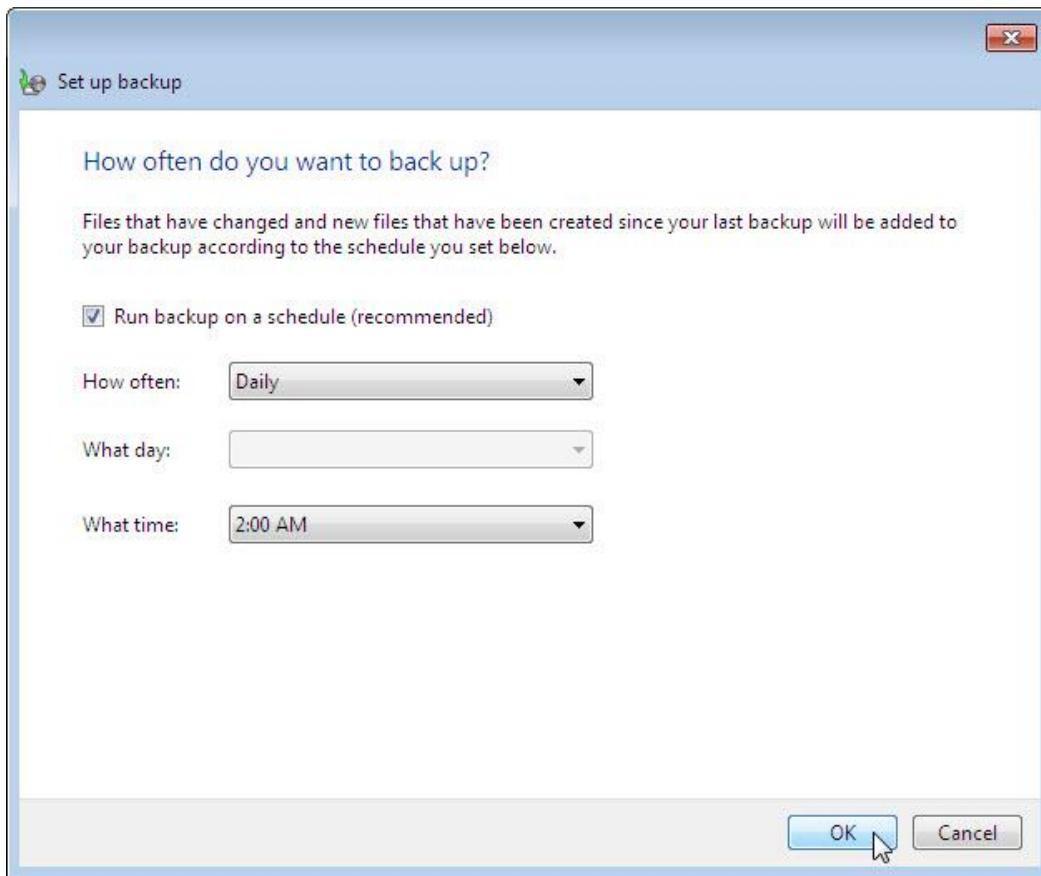
Step 5

The "Review your backup settings" screen appears.



Click **Change schedule**.

The “How often do you want to back up?” screen appears.



Place a check mark in the checkbox **Run backup on a schedule (recommended)**.

Set the following conditions:

How often: **Daily**

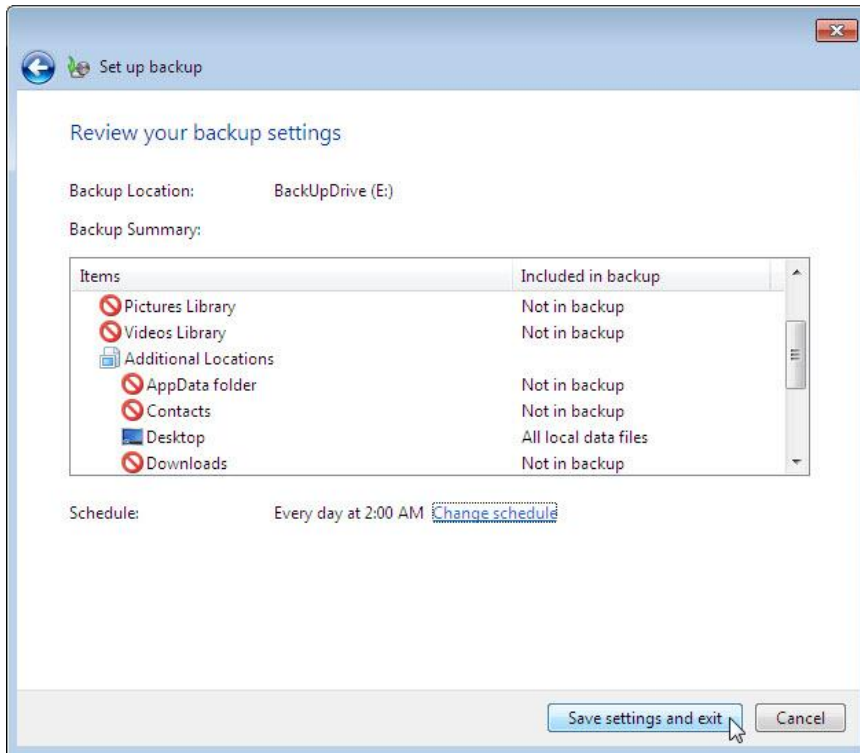
What day: **blank**

What time: **2:00 AM**

Which files will be backed up?

Click **OK**.

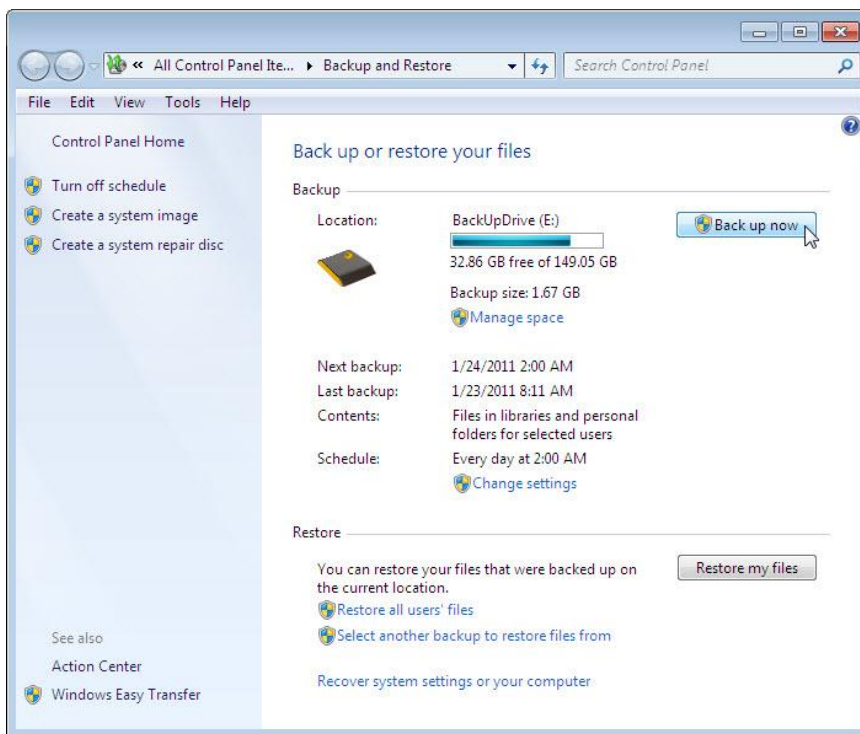
The “Review your backup settings” screen appears.



Click **Save settings and exit**.

Step 6

The “Backup and Restore” window appears.

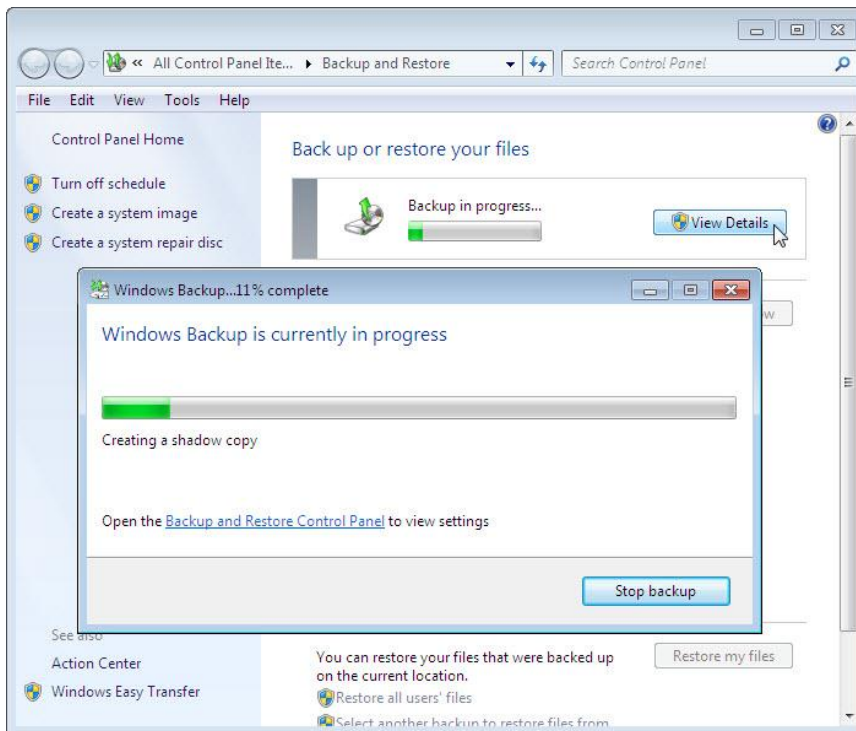


When will the next backup take place?

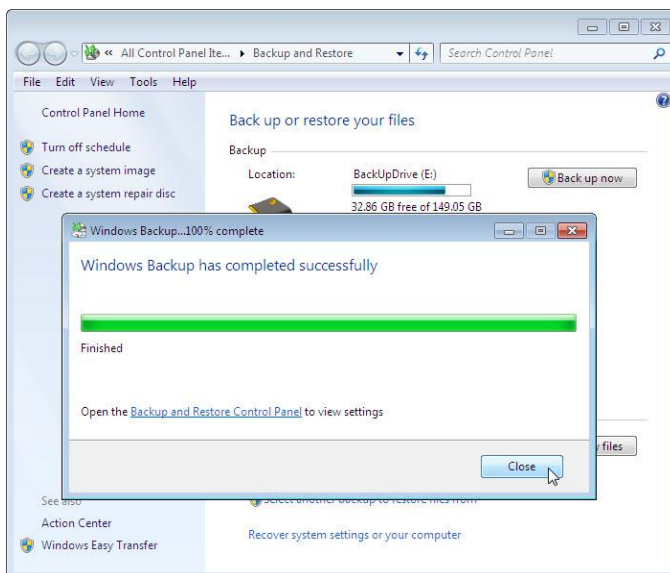
What is the state of the schedule, on or off?

Click **Back up now > View Details**.

The “Windows Backup is currently in progress” screen appears.



The “Windows Backup has completed successfully” screen appears.



Click **Close**.

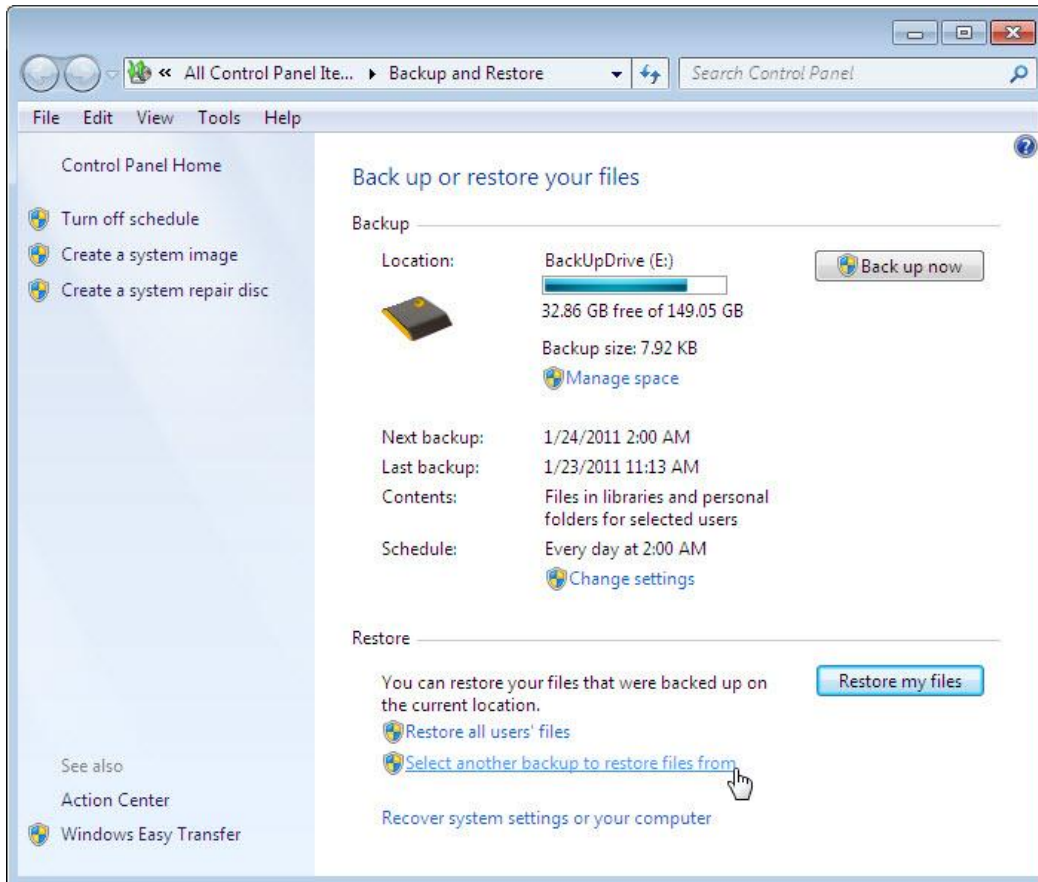
Step 7

Navigate to the Desktop. Delete **Backup File One** and **Backup File Two**.

Empty the Recycle Bin.

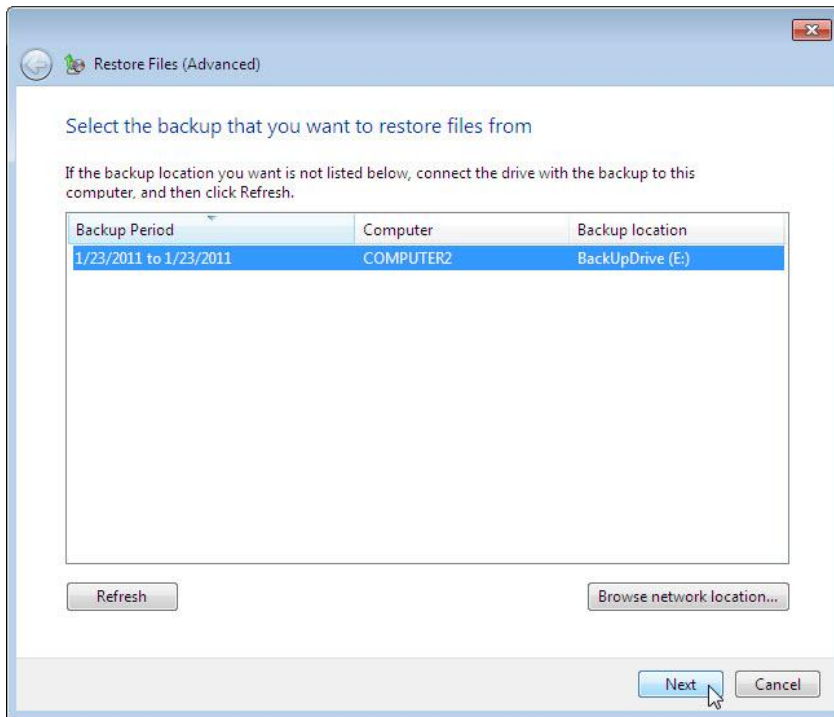
Step 8

Click on the “Backup and Restore” window.



Click **Select another backup to restore files from**.

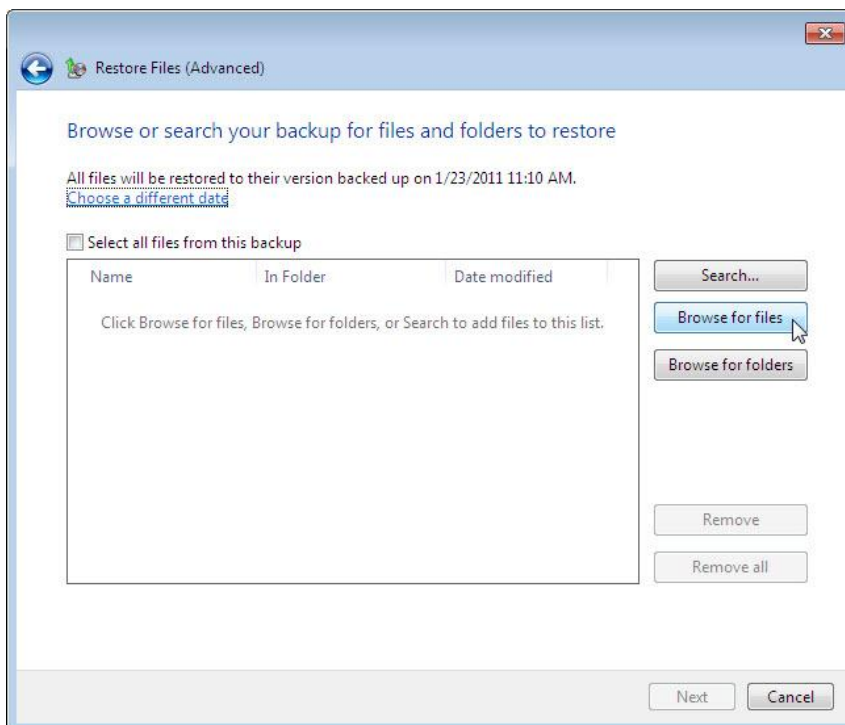
The “Select the backup that you want to restore files from” screen appears.



Select the location the files are stored at, and then click **Next**.

Step 9

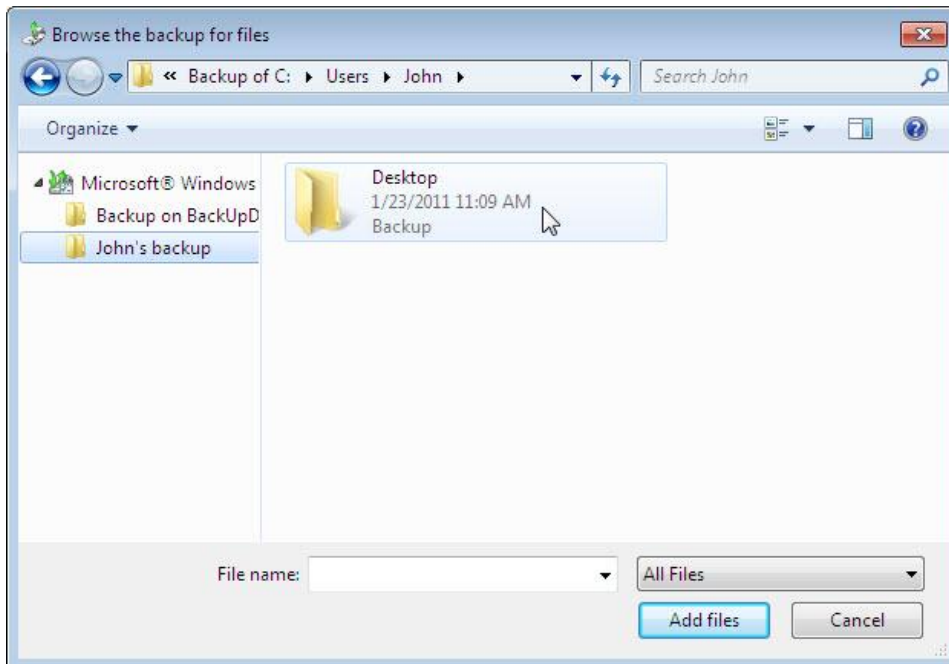
The “Browse or search your backup for files and folders to restore” screen appears.



Click **Browse for files**.

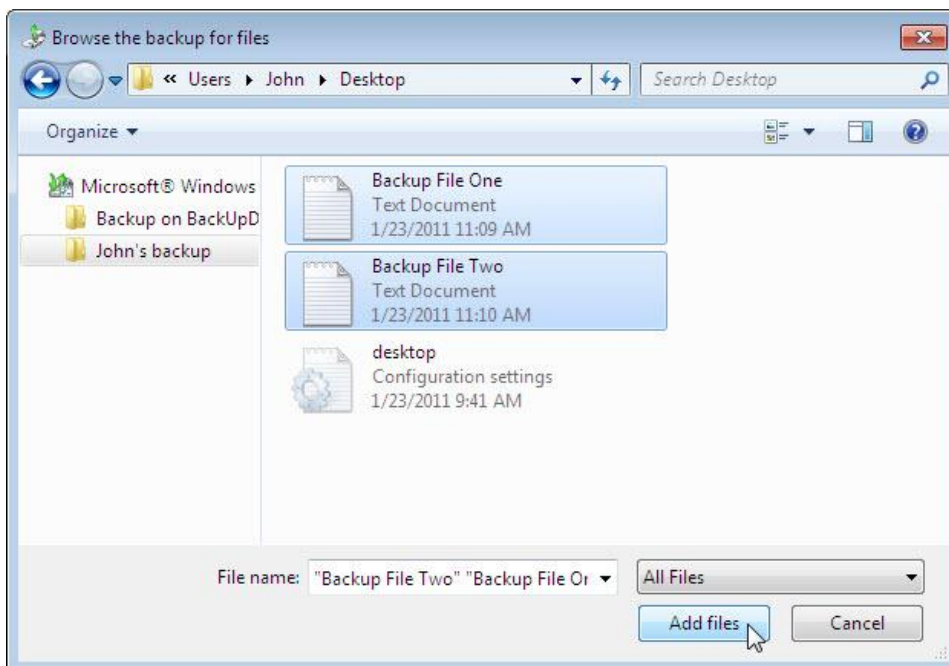
Step 10

The “Browse the backup for files” window appears.



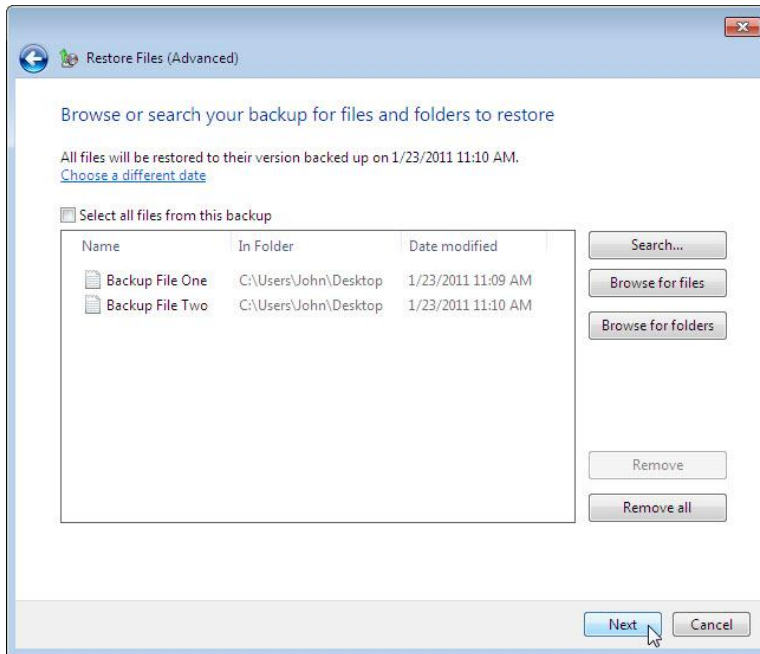
Click the current user's backup. Example: **John's backup**.

Double-click **Desktop** and locate files **Backup File One** and **Backup File Two**.



Select both files by clicking **Backup File One** and then holding down the Ctrl key while clicking **Backup File Two**. Click **Add files**.

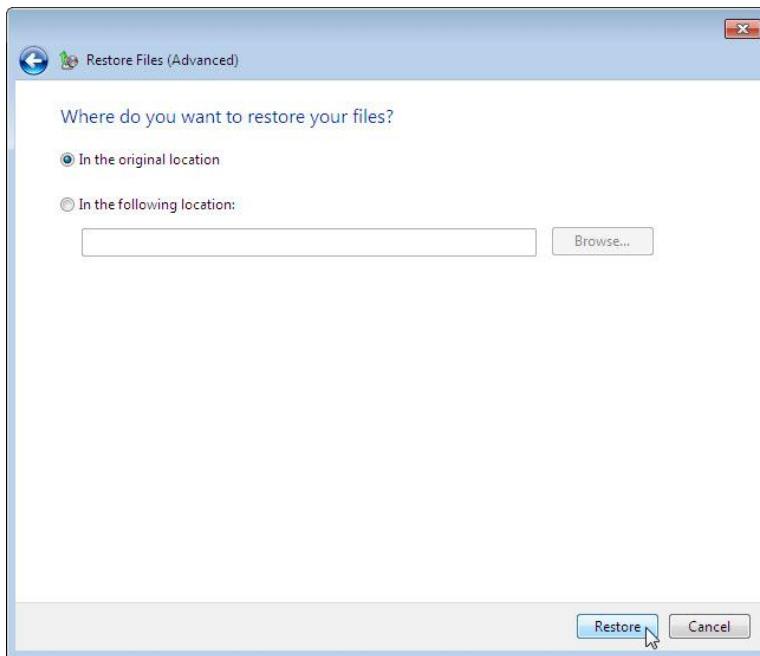
The two files should show up in the “Browse or search your backup for files and folders to restore” screen.



Click **Next**.

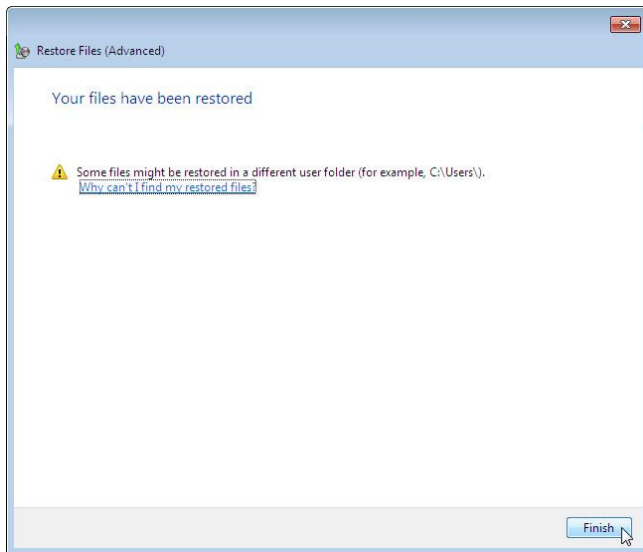
Step 11

The “Where do you want to save the restored files?” screen appears.



Select **In the original location**, and then click **Restore**.

The “Your files have been restored” screen appears.



Click **Finish**.

Step 12

Navigate to the Desktop.

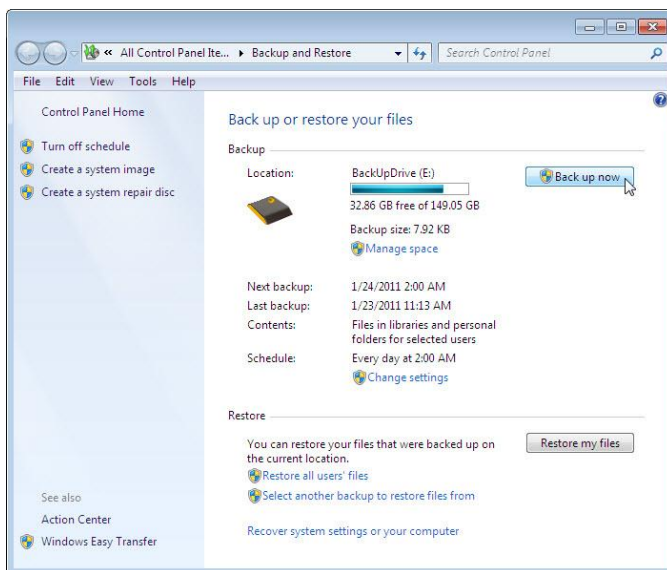
Are the two files restored to the Desktop?

Step 13

Open file **Backup File Two**. Add the following text “More text added.” to the file. Save the file.

Step 14

Click on the “Backup and Restore” window so it is active.



Click **Back up now**.

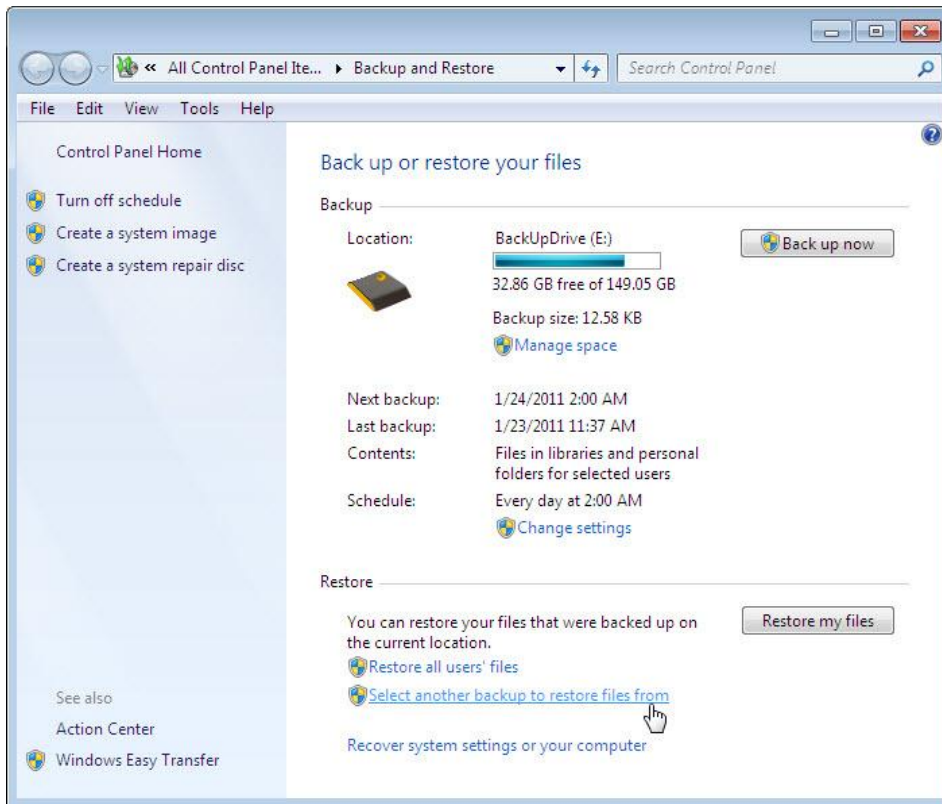
Step 15

Navigate to the Desktop. Delete **Backup File Two**.

Empty the Recycle Bin.

Step 16

Click on the “Backup and Restore” window so it is activated.



Click **Select another backup to restore files from**.

Select the location the files are stored at and then click **Next > Browse for files > user's backup > Desktop**.

Restore **Backup File Two**.

Step 17

Navigate to the Desktop. Open file **Backup File Two**.

What text is in the file?

Step 18

Delete the following from the Desktop: **Backup File One** and **Backup File Two**.

Empty the Recycle Bin.