IT Essentials 5.0

10.3.1.5 Lab - Data Backup and Recovery in Windows Vista

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 Vista 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.**"

Step 2

Click **Start > All Programs > Accessories > System Tools > Backup Status and Configuration**.
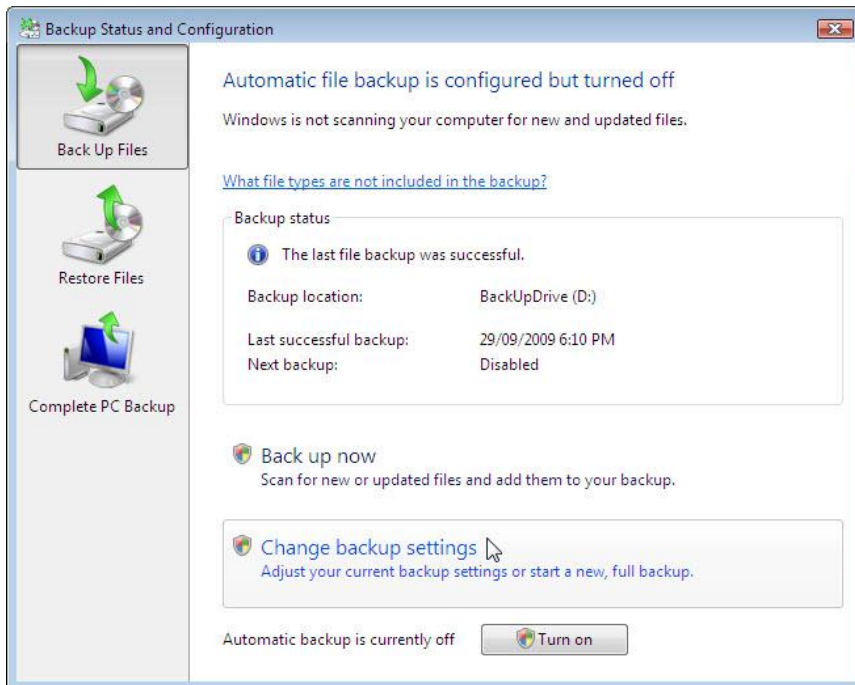
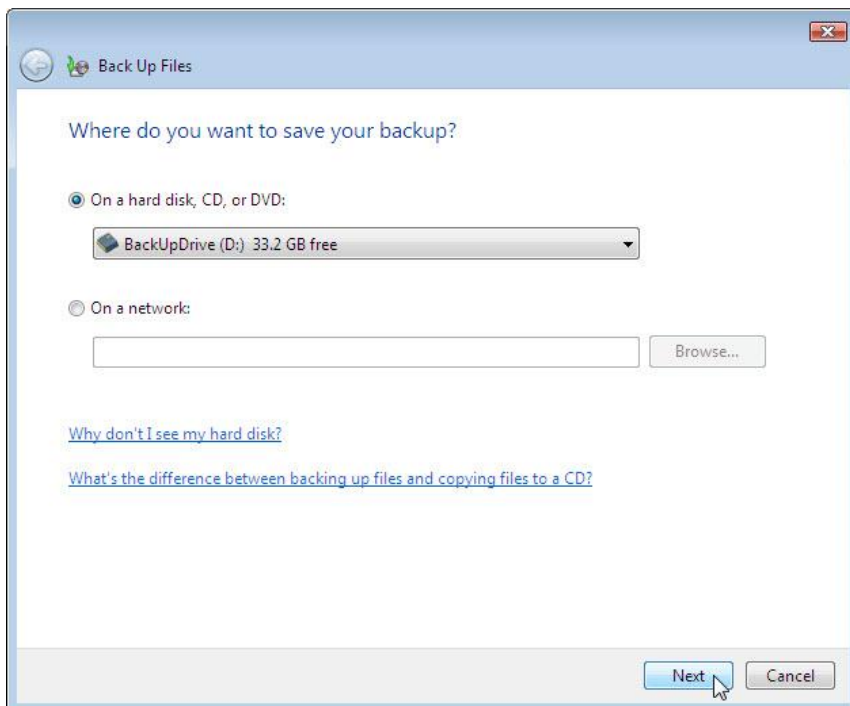The "Backup Status and Configuration" window appears.
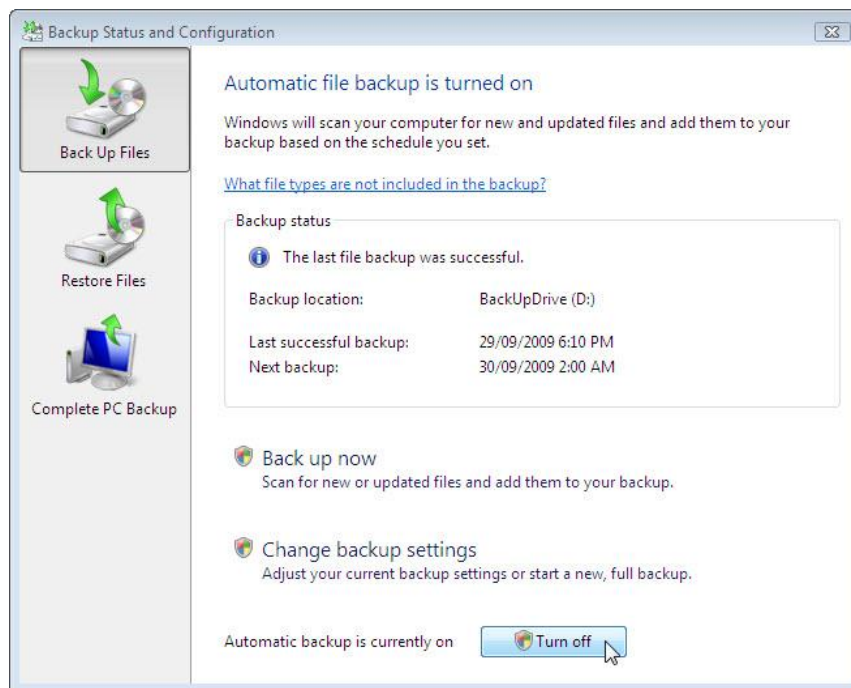
If automatic backup is turned on, click **Turn Off > Continue**.

Step 3

Click **Change backup settings > Continue**.

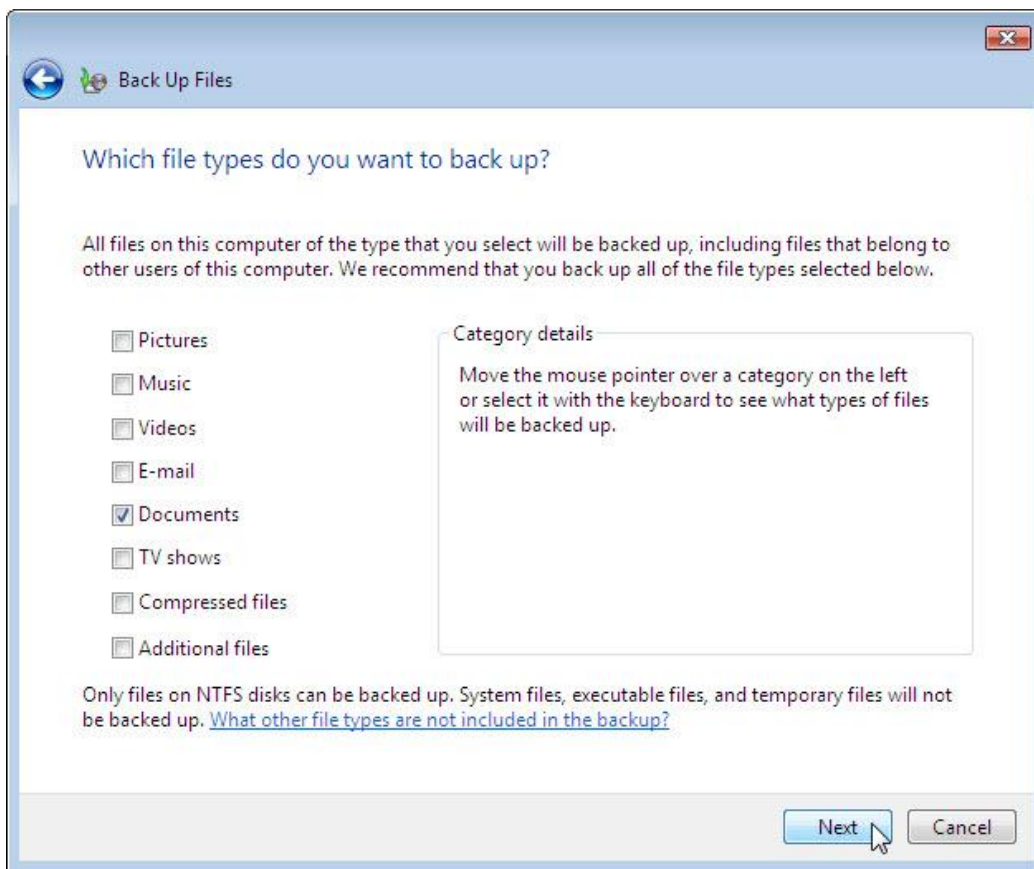The "Where do you want to save your backup?" screen appears.

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

Click **Next**.

Step 4

The "Which file types do you want to back up?" screen appears.

What file type can be backed up?
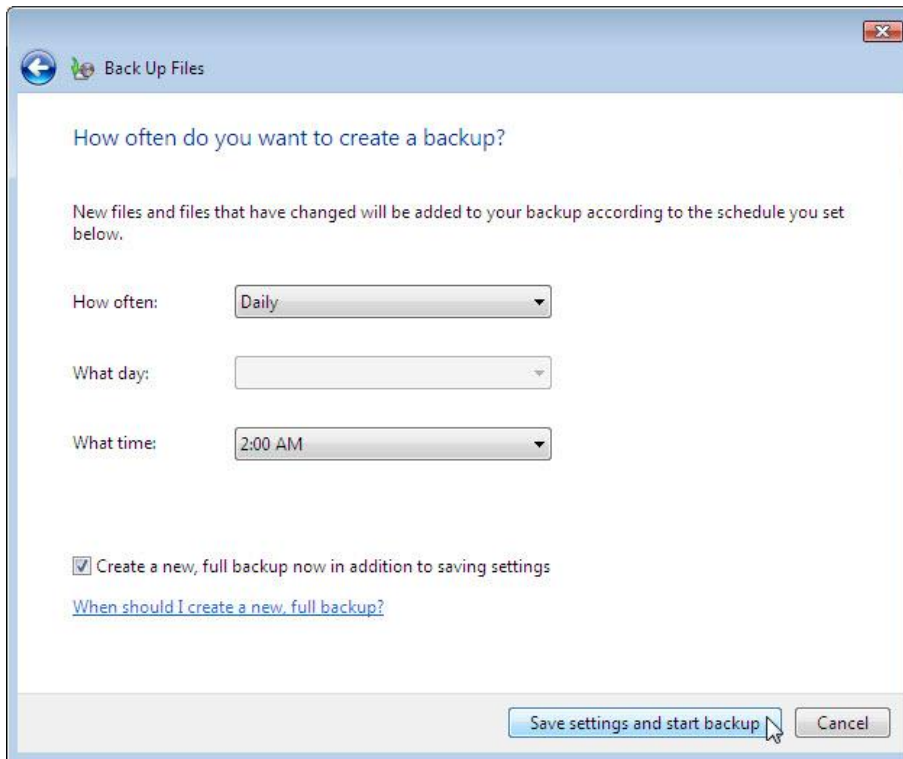

What file types will not be backed up?

Only files on what type of disk can be backed up?

Make sure only file type **Documents** is selected.

Click **Next**.

Step 5

The "How often do you want to create a backup?" screen appears.

Set the following conditions:
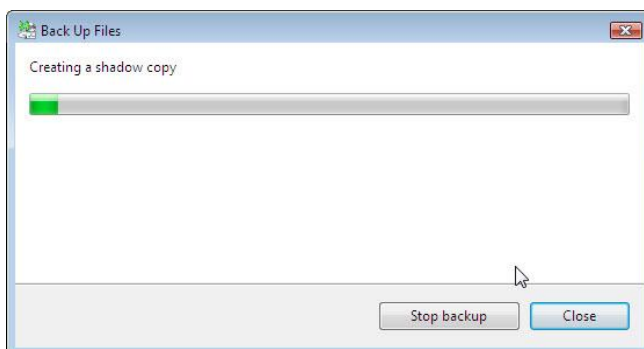How often – Daily
What day – blank
What time – 2:00 AM

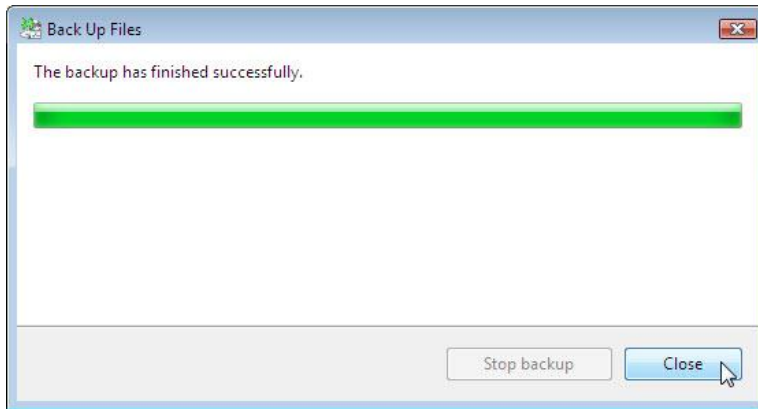Which files will be backed up?

Place a check mark in the checkbox **Create a new, full backup now in addition to saving settings**.

Click **Save settings and start backup**.
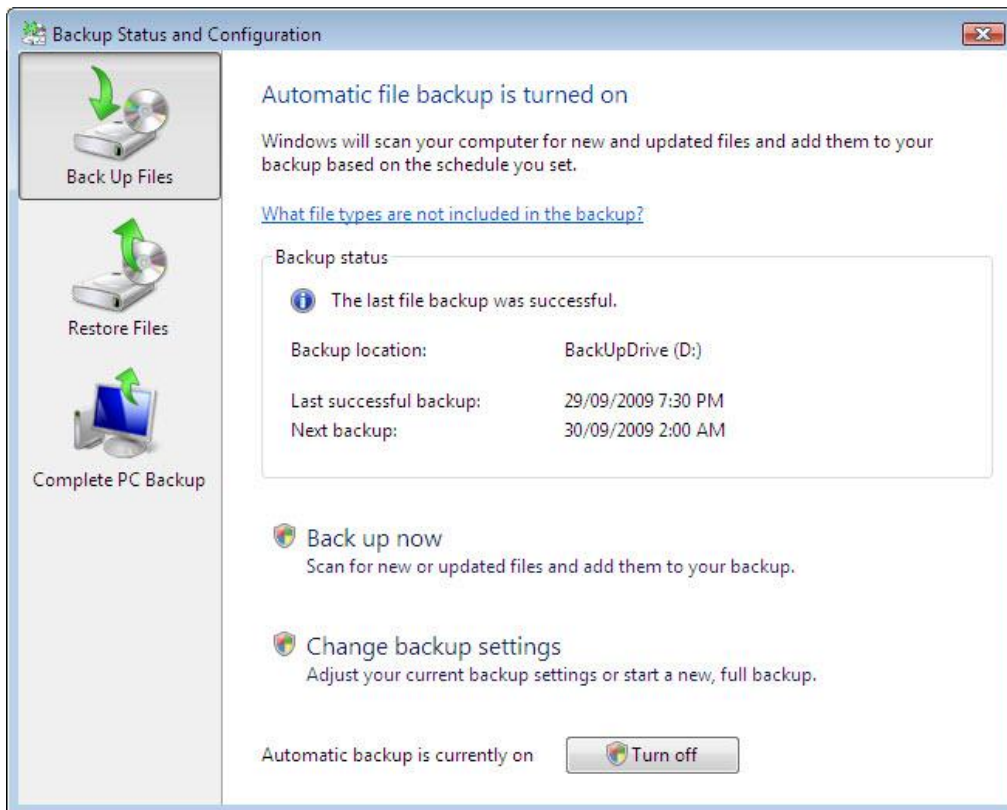
The "Creating a shadow copy" progress screen appears.

The "The backup has finished successfully" screen appears.

When the backup is finished, click **Close**.

Step 6

The "Backup Status and Configuration" window appears.

When will the next backup take place?
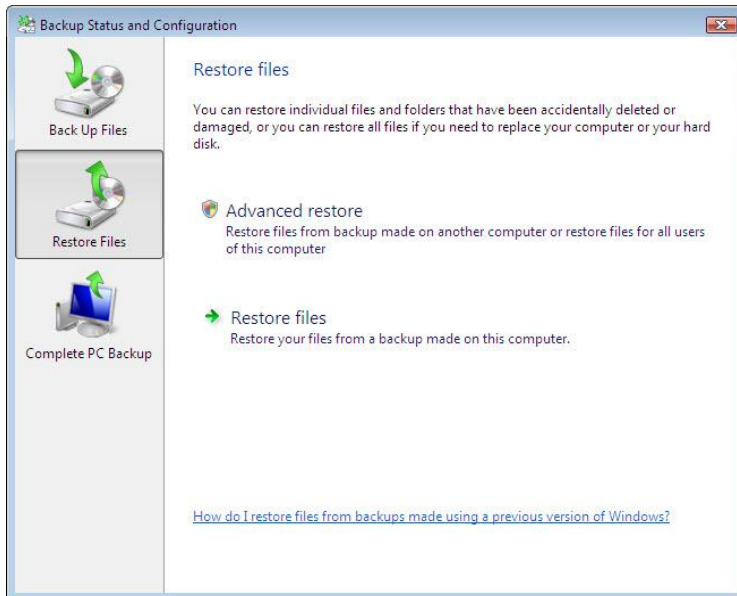
What is the state of automatic backup?

Step 7

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

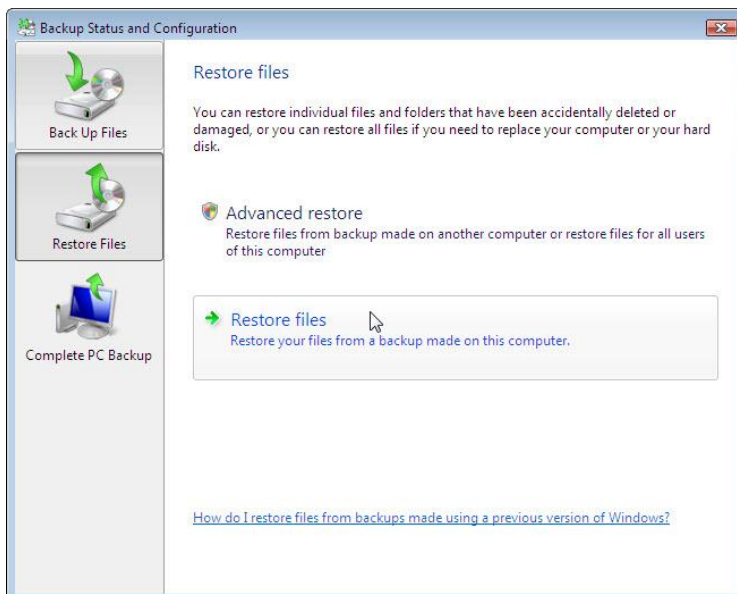Empty the Recycle Bin.

Step 8

Click on the "Backup Status and Configuration" window so it is active.

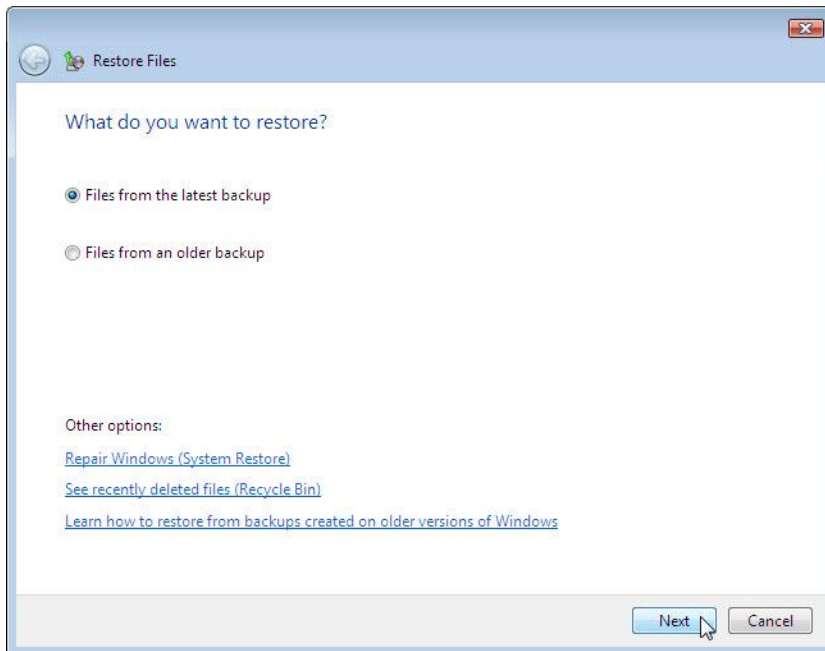Click **Restore Files** icon on the left panel.

Step 9

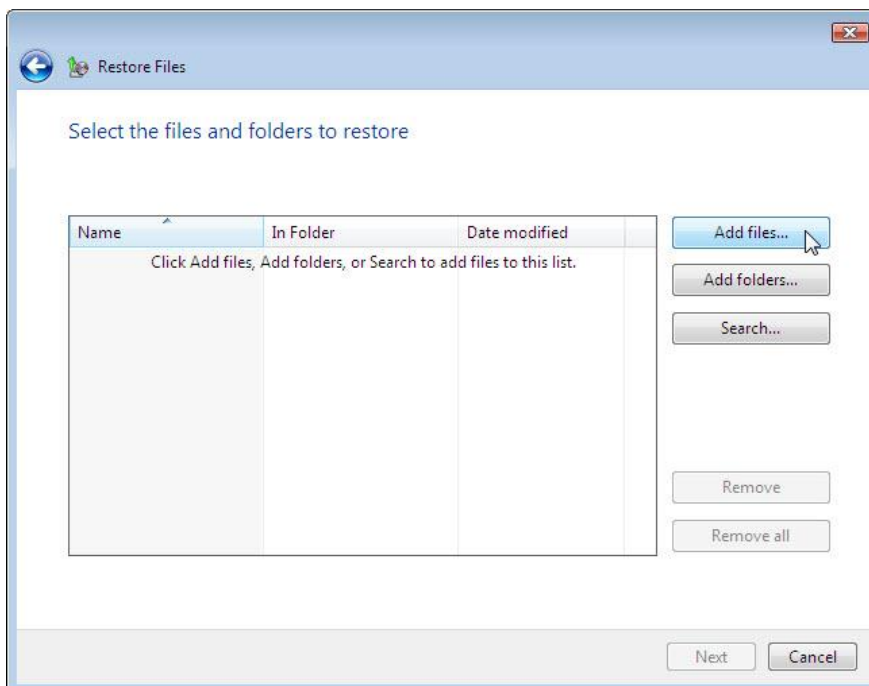Click **Restore files**.

Step 10

The "What do you want to restore?" screen appears.

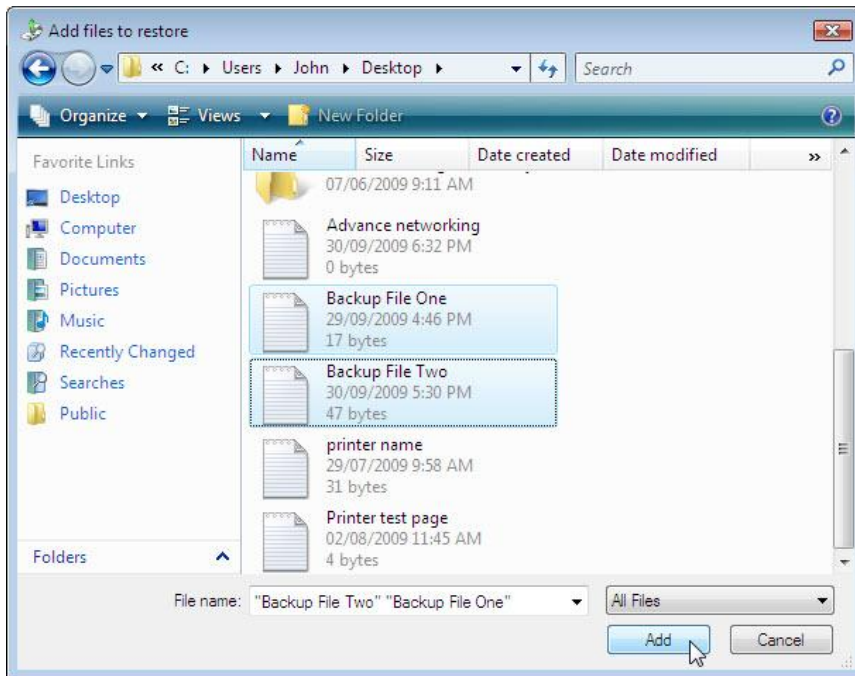Select **Files from the latest backup**, and then click **Next**.

Step 11

The "Select the files and folders to restore" screen appears.
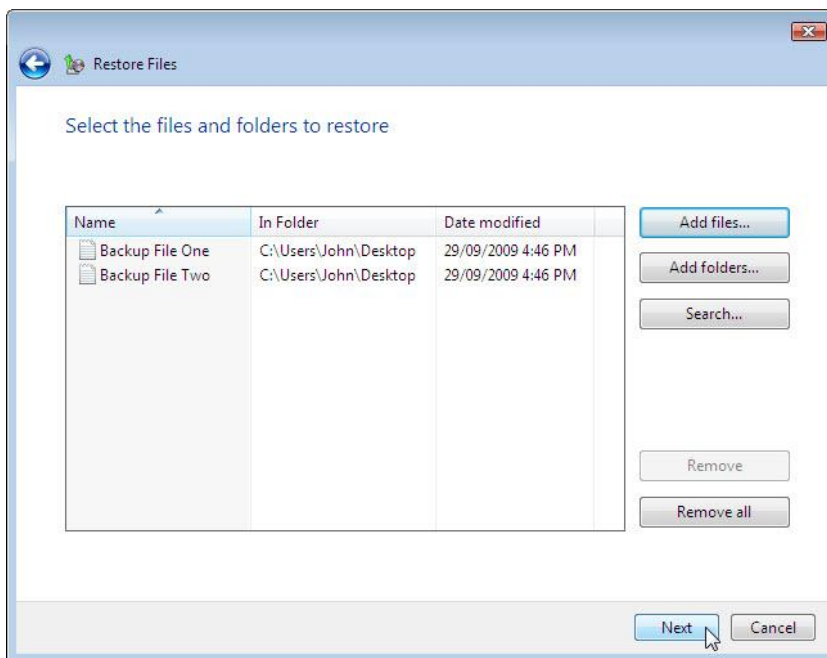

Click **Add files**.

Navigate to the 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**.
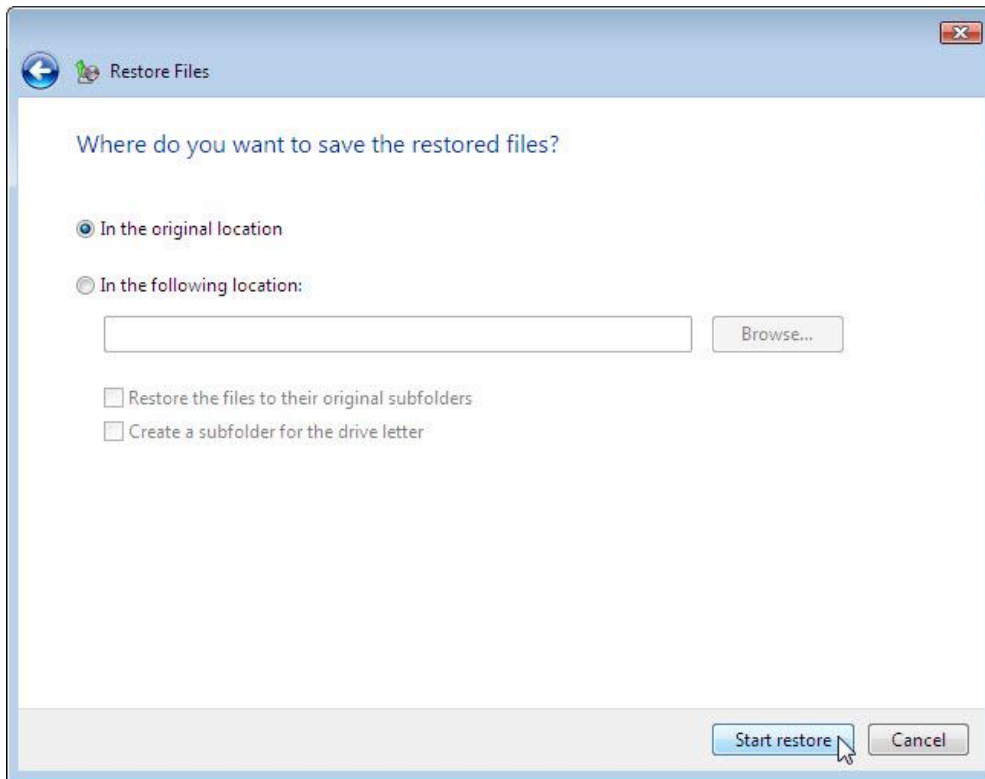
Click **Add**.

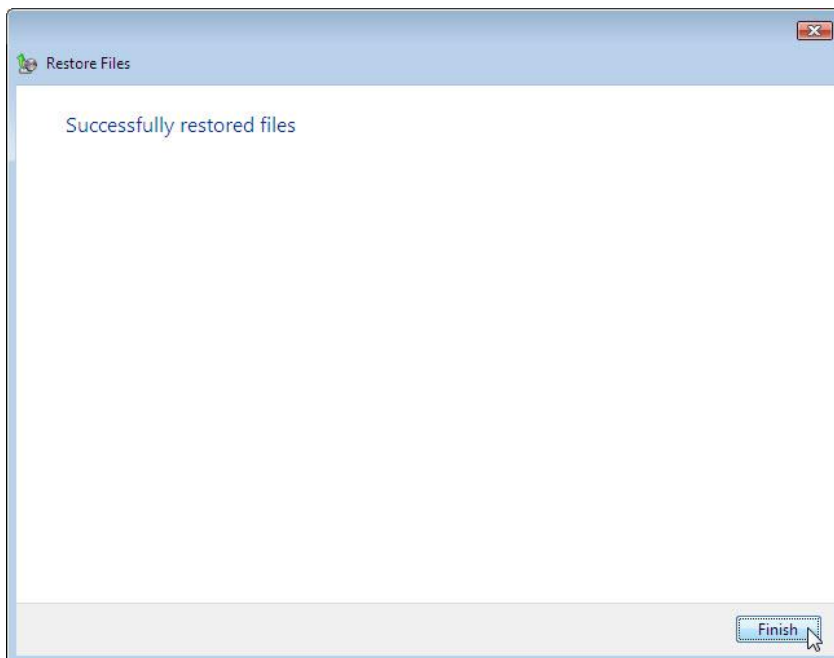The two files should show up in the "Select the files and folders to restore" screen.

Click **Next**.

Step 12

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

Select **In the original location**, and then click **Start restore**.

When the "Successfully restored files" screen appears, click **Finish**.
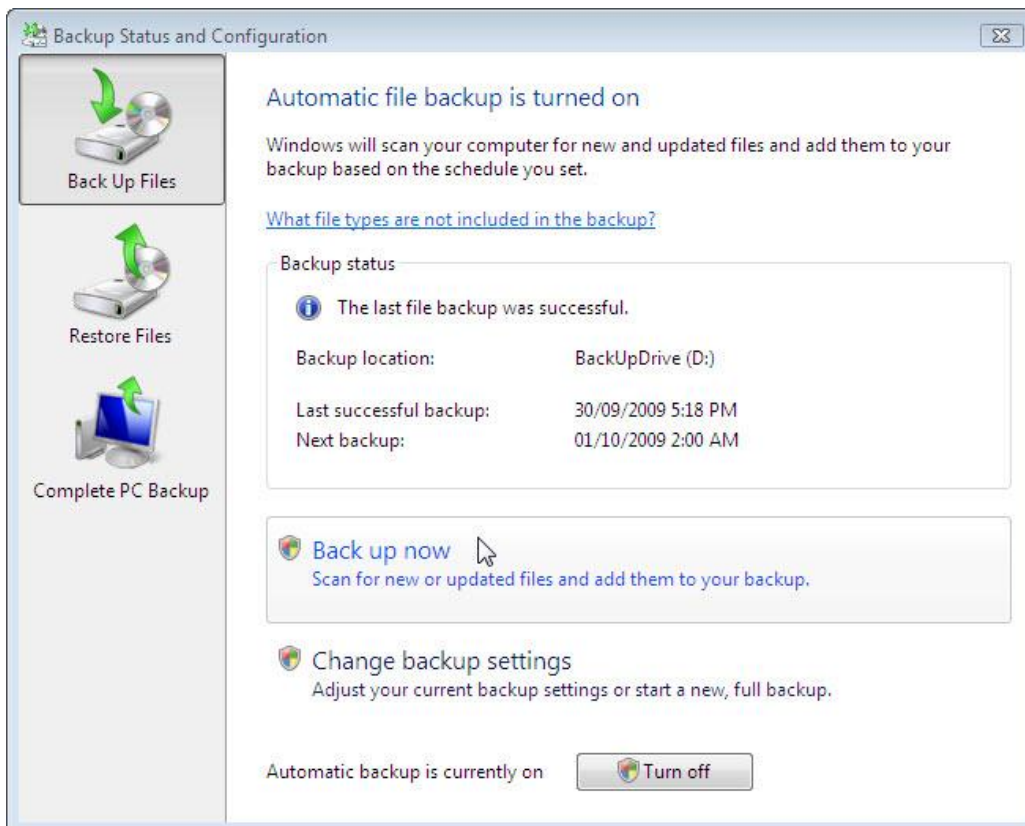
Step 13

Navigate to the Desktop.

Are the two files restored to the Desktop?

Step 14

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

Step 15

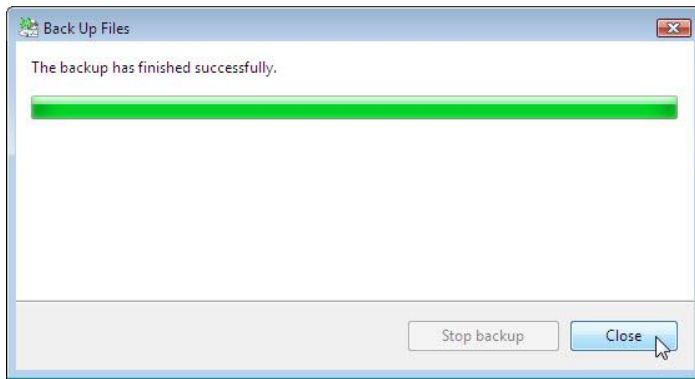Click on the "Backup Status and Configuration" window so it is active.

Click **Back Up Files**.

Which files will be backed up?

To where will the files be backed up?

Click **Back up now > Continue**.

The progress bar appears.
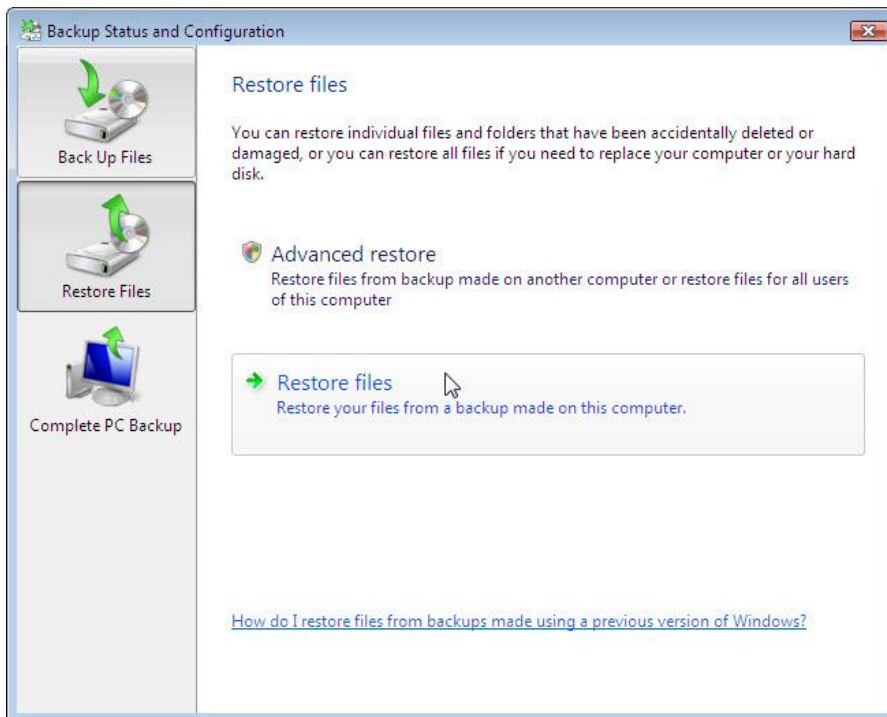
When the backup is completed click **Close**.

Step 16

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

Empty the Recycle Bin.

Step 17

Click on the "Backup Status and Configuration" window so it is activated.

Click **Restore Files** icon.

Click **Restore files**.

Restore both **Backup File One** and **Backup File Two**.

Step 18

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

What text is in the file?

Step 19

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

Empty the trash.