IT Essentials 5.0

10.3.1.6 Lab - Data Backup and Recovery in Windows XP

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 XP is required for this exercise.

Step 1

Log on to the computer as an administrator.

Navigate to the location where backed up files will be stored. For example, use the external hard drive H:\. Create a folder called **Backup Location**.

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.

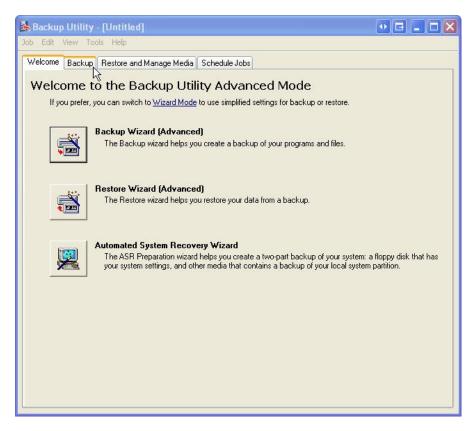
Backup or Restore Wizard					
	Welcome to the Backup or Restore Wizard				
	This wizard helps you back up or restore the files and settings on your computer.				
0	If you prefer, you can switch to <u>Advanced Mode</u> to change the settings used for backup or restore. This opticities recommended for advanced users only. I Always start in wizard mode				
	To continue, click Next.				
	<back next=""> Cancel</back>				

The "Backup or Restore Wizard" window appears.

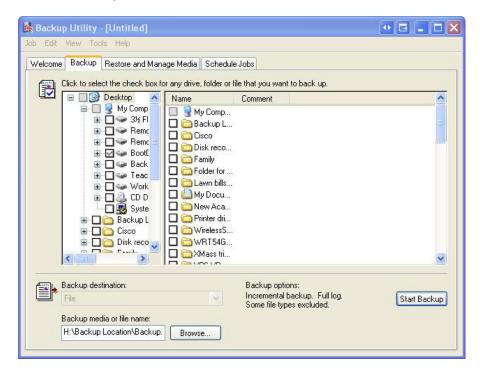
Click Advanced Mode.

Step 3

The "Backup Utility" window appears.



Click the Backup tab.



Step 4

From the menu select **Tools > Options**.

😹 Backup	Utility - [Untitled]		
Job Edit V	/iew Tools Help		
Welcome	Back Switch to Wizard Mode	Schedule Jobs	
	Backup Wizard Restore Wizard	re, folder or file that you want to back up. Comment	
	Image: Constraint of the constr	My Comp Backup L Cisco Disk reco Family Folder for Lawn bills My Docu New Aca Printer dri WirelessS WRT54G XMass tri	
E Ba	ackup destination: ile ackup media or file name: :\Backup Location\Backup.	Backup options: Incremental backup, Full log, Some file types excluded.	Start Backup

The "Options" window opens.

	-			
ieneral	Restore	Backup Type	Backup Log	Exclude Files
you sele want to	ect here de	pend on how ol nd how much sta	ten you back u	ype. Which option: ip, how quickly you u have.
Increm		,		
Norma Copy Differen Increm Daily	ntial	4		

Click the **Backup Type** tab.

Select the Default Backup Type to Normal.

ptions					?
General	Restore	Backup Type	Backup Log	Exclude Files	
you sel want to	ect here de	epend on how of nd how much sto	ten you back u	ype. Which optic ip, how quickly y u have.	
Norma	12.003.004.0013				~
	ription				
DOUN	s up seiec	ted files, and ma	INS EQUITINE AS	Dacked up.	
		ОК		ncel A	

What is the description of a normal backup?

Click OK.

Step 5

The "Backup" tab screen re-appears.

	e and Manage Media Schedu		
Click to select the ch		r file that you want to back up. Comment	~
	Comp 📃 🔲 🧏 My Compu		
± □ ♥	3½ FI		
		very	
	Back Golder for a		
	Teac Lawn bills		_
	Work 🔲 🛄 My Docum		
	CD D D ONew Acad		
	Syste		
🕀 🗋 🧰 Ciso			
	k reco 🔄 🔲 🧰 WRT54G_ nily 🔄 🔂 🏠 XMass trip		
the second se	der for		
	vn bills	10013	
	Docui	Skills Tr	
	🛚 Aca 🧫 🛛 🔽 🗐 Backup Fil		
		le Two.txt 😽	~
Backup destination:		Backup options:	
File File	× .	Normal backup, Full log, Some file types excluded.	Start Backup
		nie types excluded.	

Click the **Desktop:** icon in the left panel. Then locate in the right panel the files named **Backup File One** and **Backup File Two**, and place a check mark next to the files.

Click the Browse button. If asked to insert a disk into drive A, click Cancel.

Step 6

The "Save As" window opens.

🔥 Backu	p U	tility - [Untitled	ŋ					• 2 .	. 🗆 🗙
Job Edit	1000 100	w Tools Help							
Welcome	٢.	Save As						? ×	
	Clic	Save in:	🚞 Backup Loc	ition		🖌 G 🕫	• 🗔 💙		
	G	My Recent Documents							~
		Desktop							
		My Documents							
		My Computer							
	<		File name:	Backup.bkf			· [Save	
	Ba	My Network	Save as type:	Backup Files	(*.bkf)			Cancel	
	File	kup media or file nar		No file	rmal backup. Full lo; types excluded.	g. Some		Start B	lackup
		kup media or nie nan Backup Location\Ba							

Locate the **Drive H:** folder called **Backup Location**. Select the **Backup Location** folder and click **Open**. Click **Save**.

Step 7

The "Backup" tab screen re-appears.

Click Start Backup button.

The "Backup Job Information" window appears.

😹 Backup Utility - [Untitled]	
Job Edit View Taols Help	
Welcome Backup Restore and Manage Media Schedule Jobs	
Elick to select the check box for any drive, folder or file that you want to back up.	
Click to select the check box for any drive, folder or file that you want to back up.	
Backup description: Start Backup	-
Set created 9/28/2009 at 3:39 PM	5
If the media already contains backups Schedule Append this backup to the media. Advanced Replace the data on the media with this backup. Cancel	
If the media is overwritten, use this label to identify the media:	
Backup.bkf created 9/28/2009 at 3:39 PM	
Allow only the owner and the Administrator access to the backup data.	
Backup desunation. File Backup media or file name:	Start Backup
H:\Backup Location\Backup. Browse	

Keep the default settings.

What is the default label for the backup file?

Click Start Backup.

The "Backup Progress" window appears.

ackup Prog	ress	? 🔰	
		Cancel	
Drive:	C: BootDisk		
Label:	Backup.bkf created 9/2	28/2009 at 3:39 PM	
Status:	Backing up files from your computer		
Progress:			
	Elapsed:	Estimated remaining:	
Time:			
2	C:\ttings\John\Deskt	op\Backup File Two.txt	
Processing:			
Processing:	Processed:	Estimated:	
Processing: Files:	Processed:		

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

Backup Pro	ogress	? 🔀		
	is complete. iled information, click Report.	Close Report		
Drive:	C: BootDisk			
Label:	Backup.bkf created 9/2	8/2009 at 3:39 PM		
Status:	Completed			
Time:	Elapsed:	Estimated remaining:		
	Processed:	Estimated:		
Files:	2	2		
Bytes:	825	825		

A backup log file opens.

🖡 backup06.log - Notepad	•••••	×
File Edit Format View Help	······	
Backup Type: Normal Backup started on 9/28/2009 at 7:25 PM. Folder C:\Documents and Settings\John\Deskt Backup File One.txt 9/28/2009 3:12 PM Backup File Two.txt 9/28/2009 6:03 PM Backup completed on 9/28/2009 at 7:25 PM. Directories: 4 Files: 2 Bytes: 825 Time: 1 second	op 42 83	~

Scroll to the bottom of the file.

What files were backed up?

Close the notepad document.

Click **Close** to exit Backup Progress.

Step 8

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

Empty the Recycle Bin.

Step 9

Click on the **Backup Utility** window so it is activated.

😹 Backup Utility - [Restore and Manage Media	ı]	• • • • •
Job Edit View Taols Help		
Welcome Backup Restore and Manage Media Sche	edule Jobs	
12	pox for the items to restore. Right click on a media ite	em for options:
Expand the desired media item, then check the b	Backup Identification Label	Media Location
berren	Backup.bkf created 10/18/2009 at 12:	
	🔲 🗟 Backup.bkf created 9/28/2009 at 2:27	
	🔲 🖶 Backup.bkf created 9/28/2009 at 3:39	C:\Documents and Settings\John\
	<	>
Restore files to:	If files already exist: Do not replace	
Criginal location	Do not replace	Start Restore

Click the Restore and Manage Media tab.

In the left panel, expand the most recent backup file.

	hedule Jobs e box for the items to restore. Right cl	ick on a media ite	em for options;
Expand the desired media item, then check th	Name	Size	Modified
Backup.bkf created 10/18/2 C: Documents and Sett John Desktop Backup.bkf created 9/28/20 Backup.bkf created 9/28/20	Deckup File Two.txt	OKB OKB	10/18/2009 12:27 PM 10/18/2009 12:27 PM
Restore files to: Original location	If files already exist: Do not replace		Start Restore

Place a check mark in the checkbox.

Make sure the "Restore file to" is set to **Original location**.

Click Start Restore > OK.

The "Restore Progress" window opens.

Restore Pr	ogress	? 🛛
The restore	is complete.	Close
To see deta	ailed information, click Report.	Report
Drive:	C:	
Label:	Backup.bkf created 9/2	28/2009 at 3:39 PM
Status:	Completed	
Time:	Elapsed:	Estimated remaining:
-	Processed:	Estimated:
Files:	0	2
Bytes:	308	0

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

Navigate to the desktop.

Are the two files restored to the desktop?

Step 10

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

Step 11

Click the **Backup Utility** window so it is active.

In the main menu select **Tools > Options > Backup Type** tab.



Change the Default Backup Type to Incremental.

What is the description of an incremental backup?

Click OK.

Step 12

Click the **Backup Tab**. Click the **Desktop** icon in the left panel. Locate in the right panel the file named **Backup File One** and **Backup File Two**. Place a check mark next to the files.

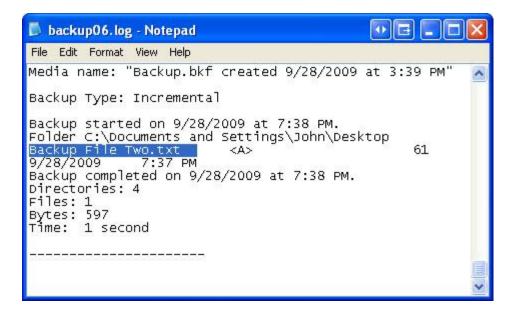
Click Start Backup button.

The Backup Job Information window appears. Keep the default settings.

What is the default label for the backup file?

Click Start Backup.

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



Scroll to the bottom of the file.

What file(s) were backed up?

Close the notepad document.

Click Close to exit Backup Progress.

Step 13

The "Backup Utility" window re-appears.

elcome Backu	p Restore and Man	age Media Schedul	e Jobs			
Today November, 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	.30	31
1	2	3	4	5	6	7
B	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	System Event

Click the Schedule Job tab.

Click Add Job > Next.

Select Back up selected files, drivers, or network data.

Click Next.

Locate and place a check mark next to files **Backup File One** and **Backup File Two**.

Click Next.

Click the **Browse** button, then locate and select the **Backup Location** folder. Click **Open > Save**.

Click Next.

ackup Wizard	
Type of Backup You can choose the type of backup that fits your needs.	le le
Select the type of backup:	
Daily	
Description Backs up only files that were created or modified today.	
K Back	Next > Cancel

Set backup type to **Daily**.

What is the description of a daily backup?

Click **Next > Next > Next**.

The "When to Back Up" screen appears.

When do yo	u want to run the backup?	
O Now		
📀 Later		
Schedule	intry	
Job name:	Daily Work Files	
Start date:	Sunday, November 29, 2009 at 12:00 AM	
	Set Schedule	
	serschedule	

Select Later.

For Job name type **Daily Work Files**, then click **Set Schedule**.

The "Schedule Job" window opens.

Schedule Job	2 🗙
Schedule Settings	very day, starting 11/29/2009
Schedule Task:	Start time:
Daily 🗸	2:00 AM
Schedule Task Daily Every 1	
Show multiple sche	dules.
	OK Cancel

Set Schedule Task to **Daily**, Start time to **2:00 AM**, Schedule Task Daily Every **1** day(s), and then click the **Advanced** button.

The "Advanced Schedule Options" window opens.

Start D	late:	Sunday	, Novemb	er 29, 2009	~
End Da	ate:				~
Rep	eat task				
Every:			~		
Until:	O Time:		\$		
	O Duration:	C ł	our(s)	😂 minu	te(s)
	If the task is	still runnina is	ton it at this	time	

Click Cancel.

The "Schedule Job" window re-appears.

ichedule Job 🔹 👔
Schedule Settings
Scheduled Task Completed Delete the task if it is not scheduled to run again. Stop the task if it runs for: 72 hour(s)
Idle Time Only start the task if the computer has been idle for at least: minute(s) If the computer has not been idle that long, retry for up to:
 minute(s) Stop the task if the computer ceases to be idle.
Power Management Don't start the task if the computer is running on batteries. Stop the task if battery mode begins.
Wake the computer to run this task.

Click the Settings tab.

What is the default maximum time allowed to run a backup?

Click OK.

Enter the administrator password and confirm the password.

Set Account Information	n 🔀
Run as:	JOHN-DESKTOP/John
Password:	••••••
Confirm password:	•••••
ОК	Cancel

Click OK.

The "When to Back Up" screen appears with new settings.

When do you	want to run the backup?	
O Now		
📀 Later		
Schedule e	ntry	
Job name:	Daily Work Files	
Start date:	Sunday, November 29, 2009 at 2:00 AM	
	Set Schedule	

Click Next > OK.

The "Completing the Backup Wizard" screen appears.



Click Cancel. Do not save the scheduled backup. Close the Backup Utility [Schedule Jobs] window.

Step 14

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

Delete the **Backup Location** folder from Drive H:.

Empty the trash.