

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**.

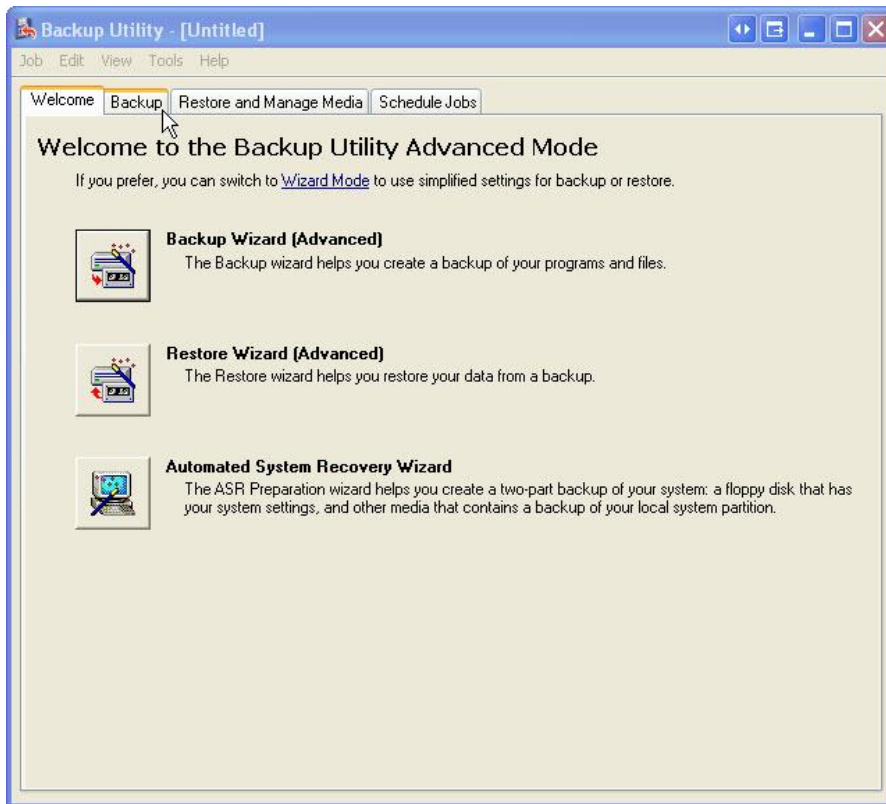


The “Backup or Restore Wizard” window appears.

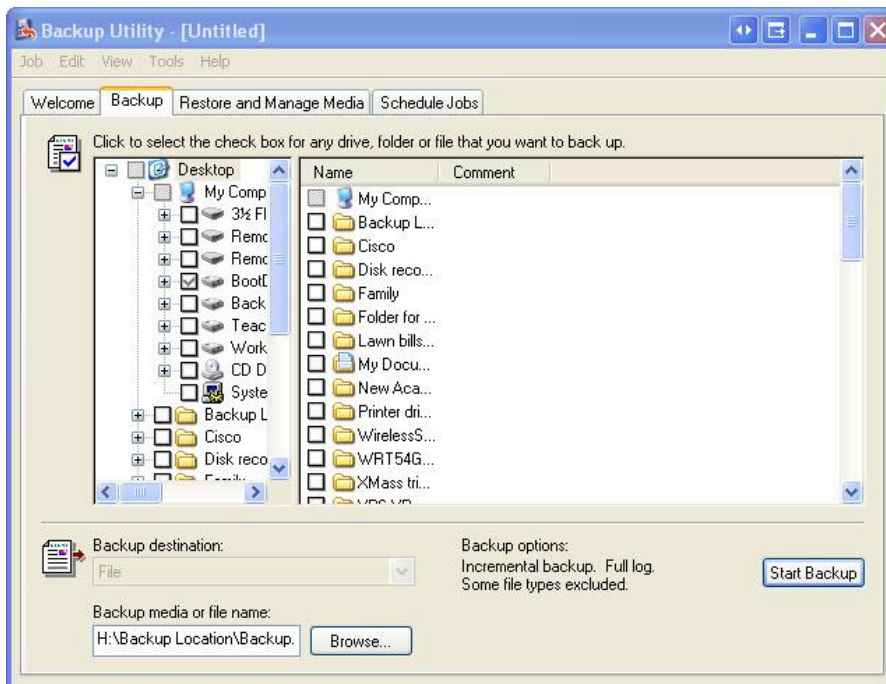
Click **Advanced Mode**.

Step 3

The “Backup Utility” window appears.

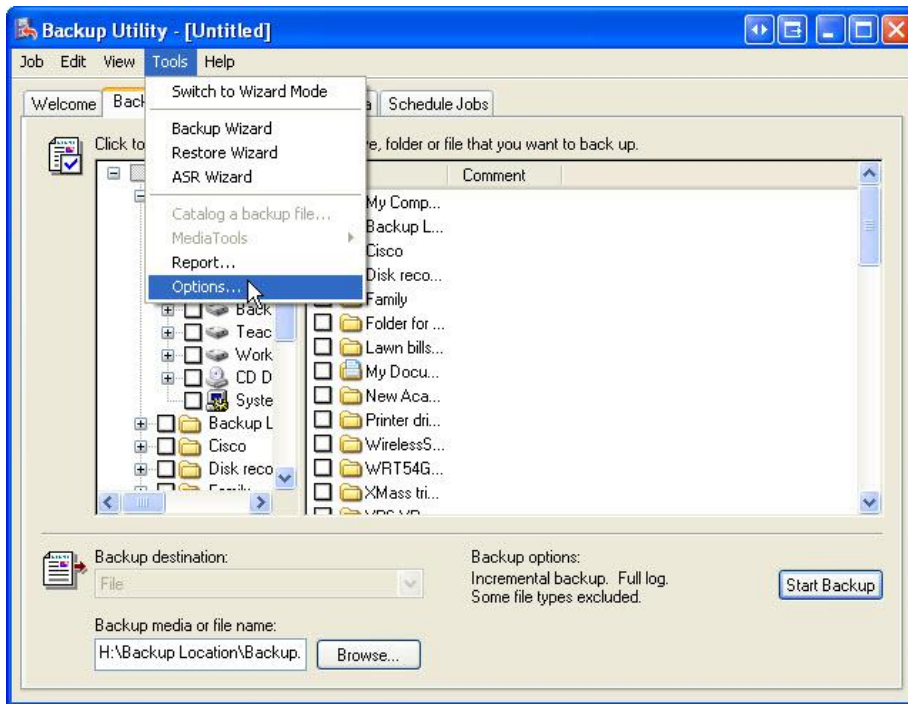


Click the **Backup** tab.

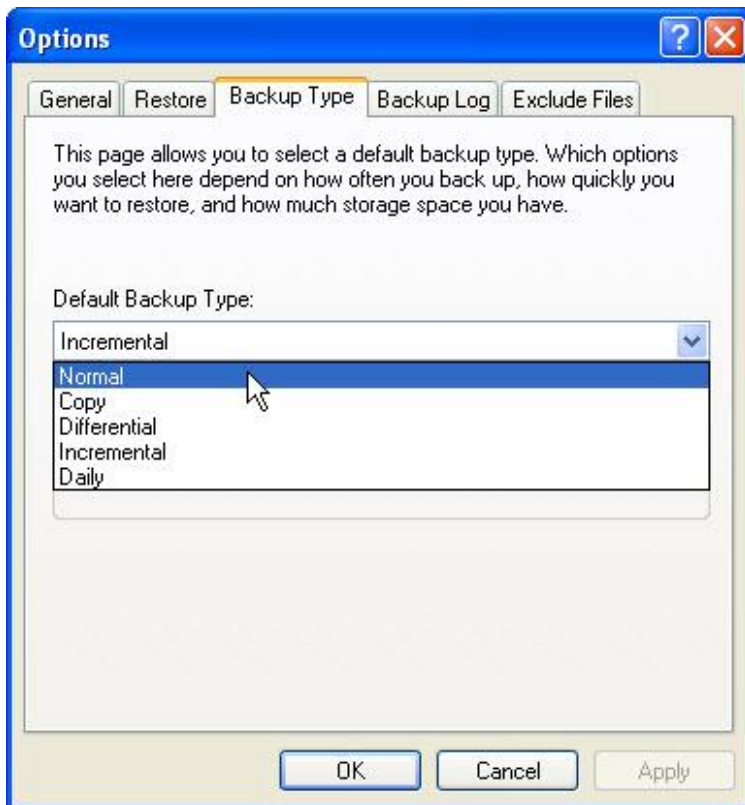


Step 4

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

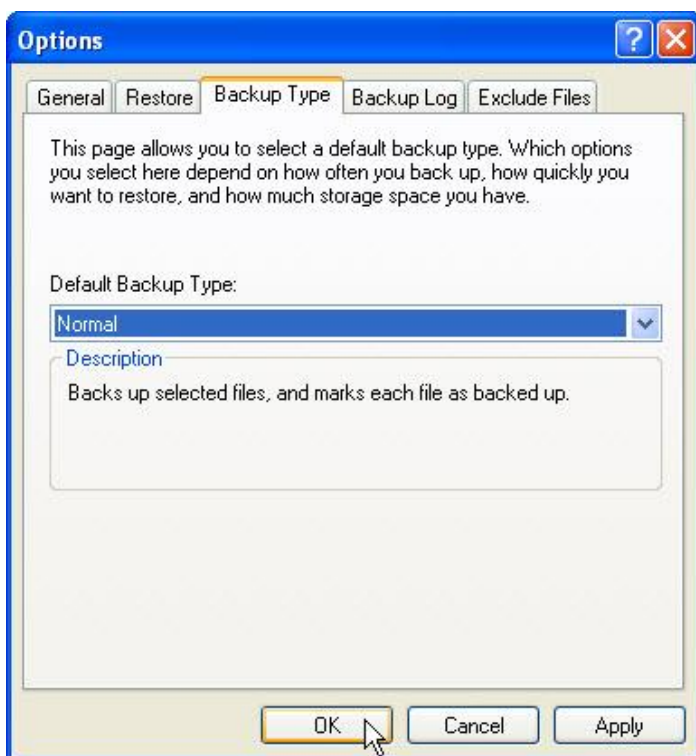


The "Options" window opens.



Click the **Backup Type** tab.

Select the Default Backup Type to **Normal**.

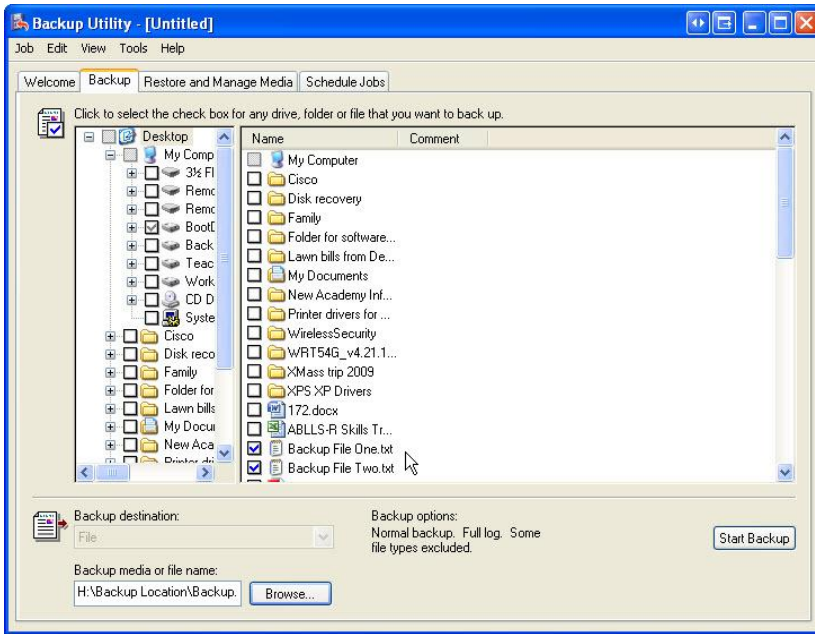


What is the description of a normal backup?

Click **OK**.

Step 5

The "Backup" tab screen re-appears.

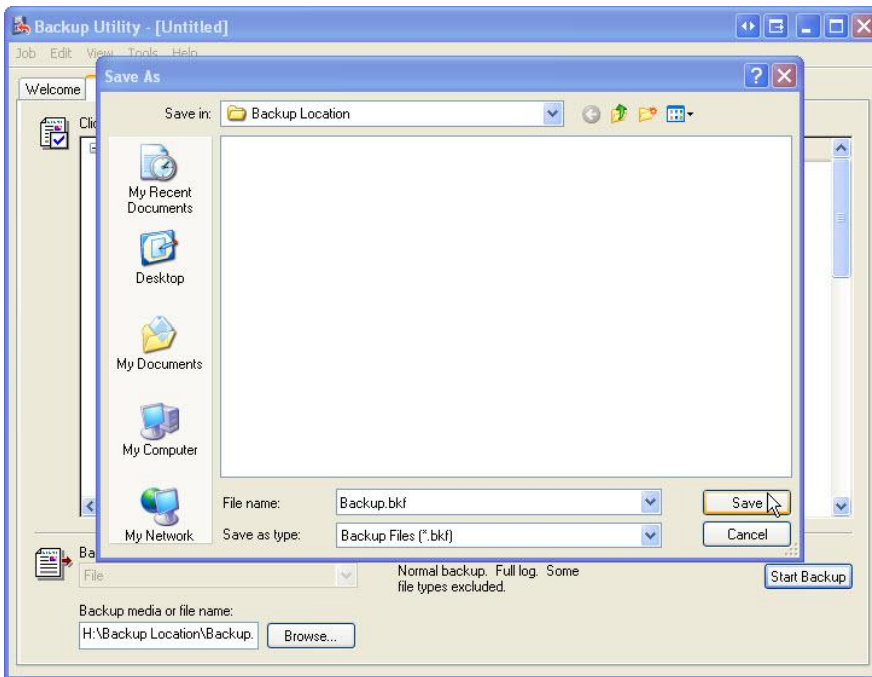


Click the **Desktop:** icon in the left panel. Then locate in the right panel the files named **Backup File One** and **Backup File Two**, and place a check mark next to the files.

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

Step 6

The "Save As" window opens.



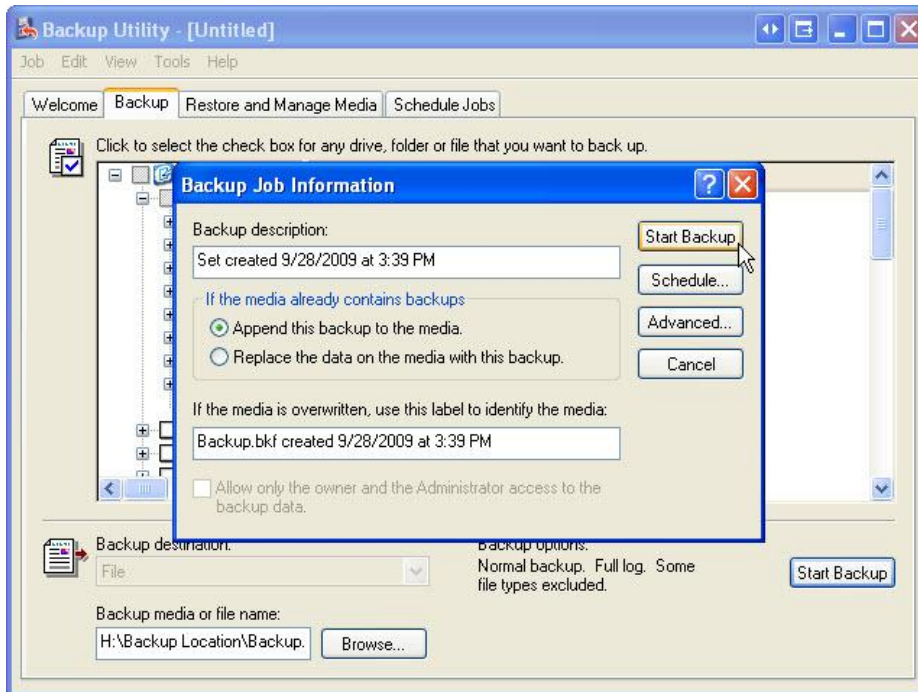
Locate the **Drive H:** folder called **Backup Location**. Select the **Backup Location** folder and click **Open**. Click **Save**.

Step 7

The “Backup” tab screen re-appears.

Click **Start Backup** button.

The “Backup Job Information” window appears.

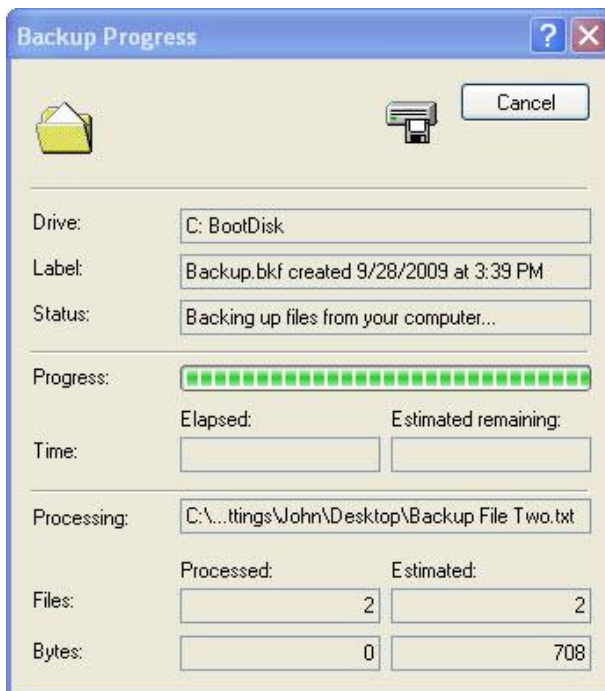


Keep the default settings.

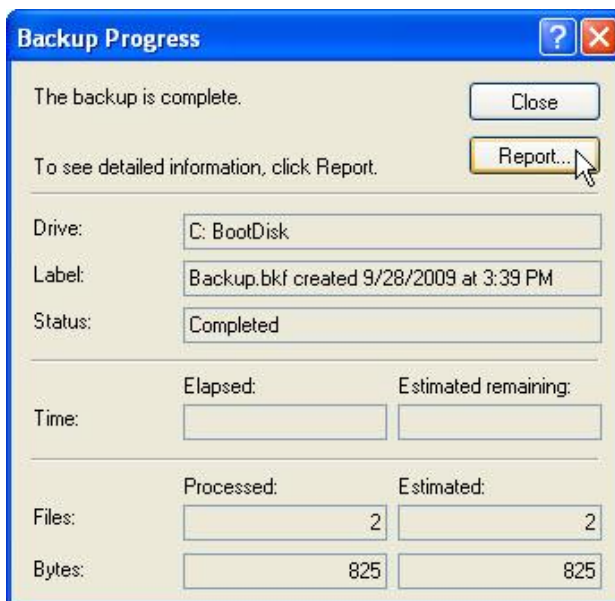
What is the default label for the backup file?

Click **Start Backup**.

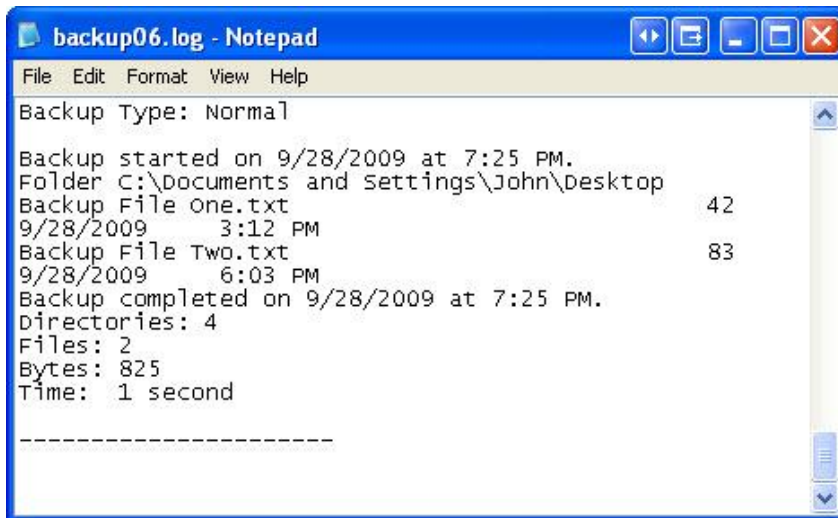
The “Backup Progress” window appears.



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



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\Desktop
Backup File One.txt          42
9/28/2009    3:12 PM
Backup File Two.txt          83
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
-----
```

Scroll to the bottom of the file.

What files were backed up?

Close the notepad document.

Click **Close** to exit Backup Progress.

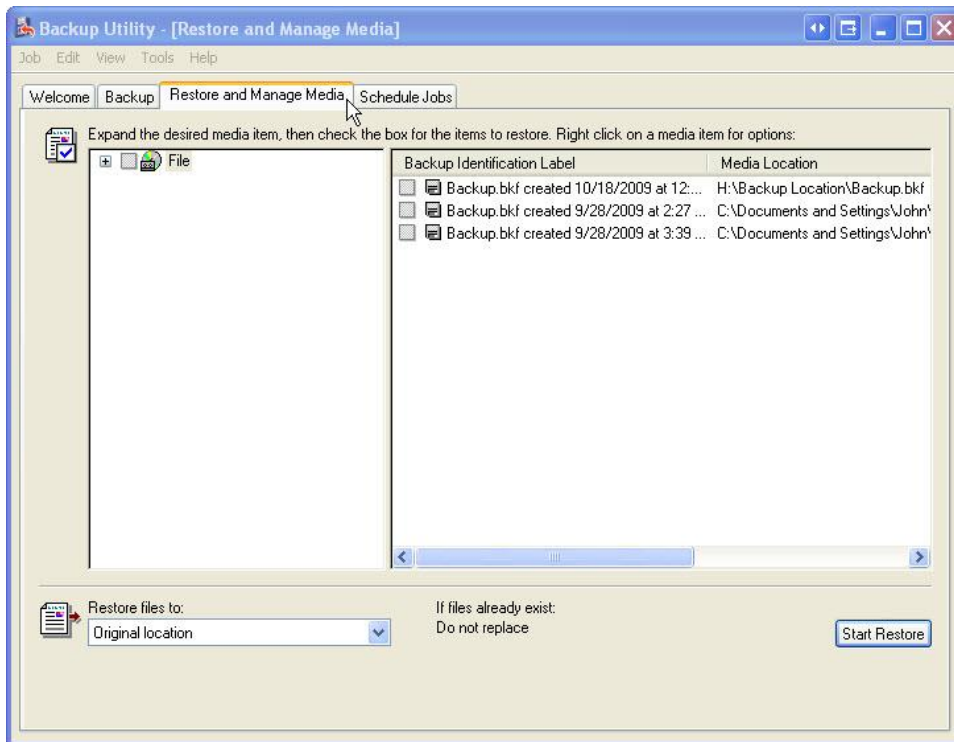
Step 8

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

Empty the Recycle Bin.

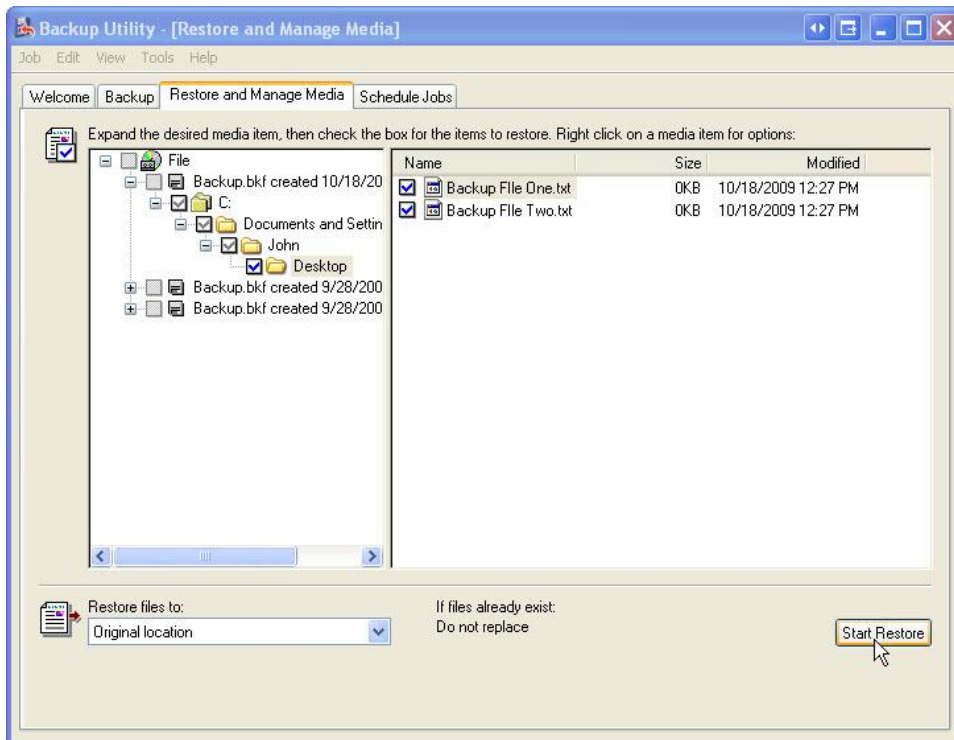
Step 9

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



Click the **Restore and Manage Media** tab.

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

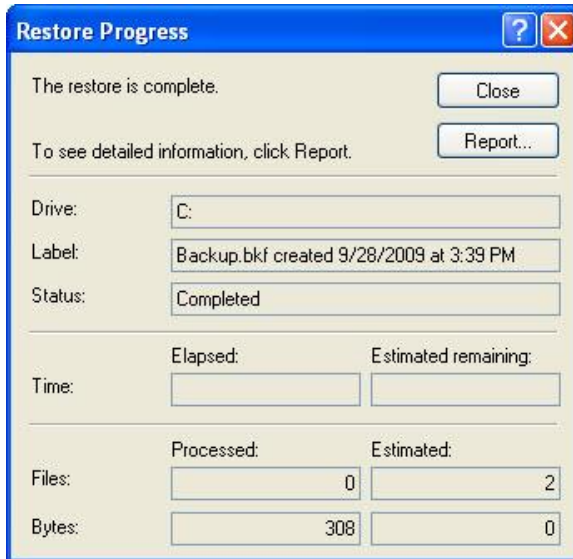


Place a check mark in the checkbox.

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

Click **Start Restore > OK**.

The “Restore Progress” window opens.



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.

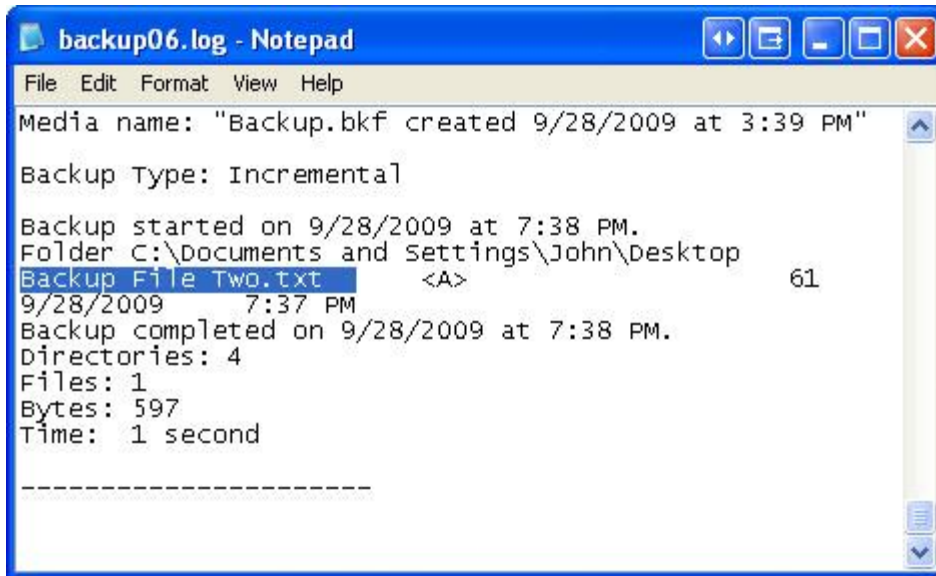
Click **Start Backup** button.

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.

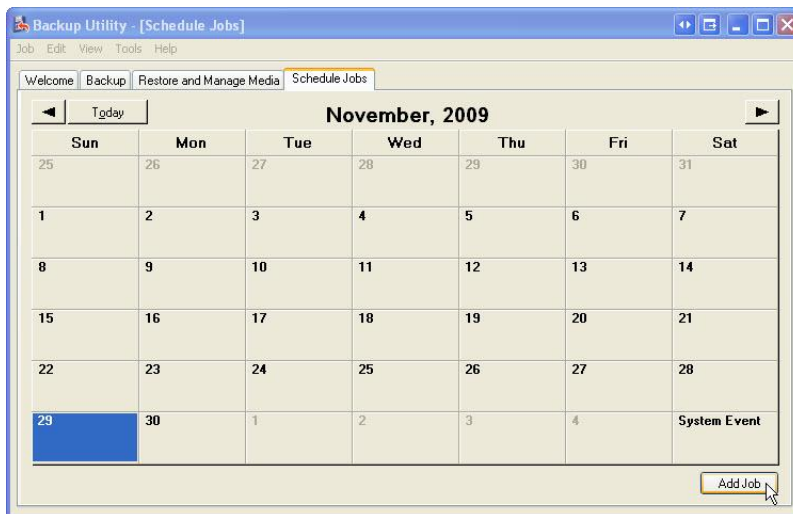
What file(s) were backed up?

Close the notepad document.

Click **Close** to exit Backup Progress.

Step 13

The "Backup Utility" window re-appears.



Click the **Schedule Job** tab.

Click **Add Job > Next**.

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

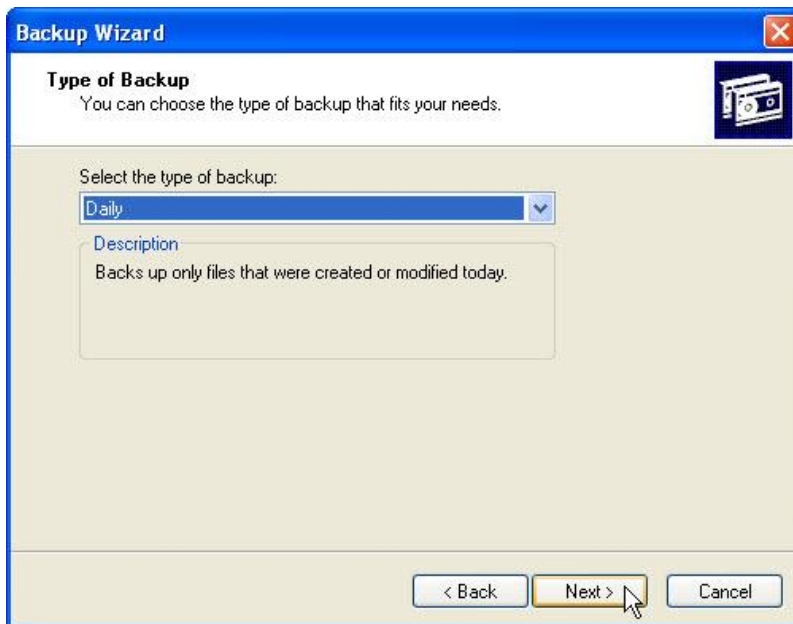
Click **Next**.

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**.

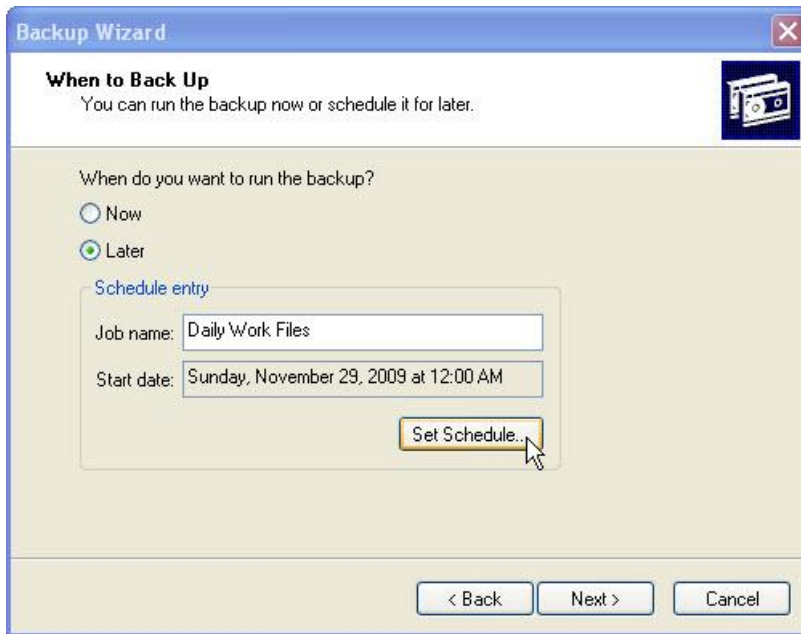


Set backup type to **Daily**.

What is the description of a daily backup?

Click **Next > Next > Next**.

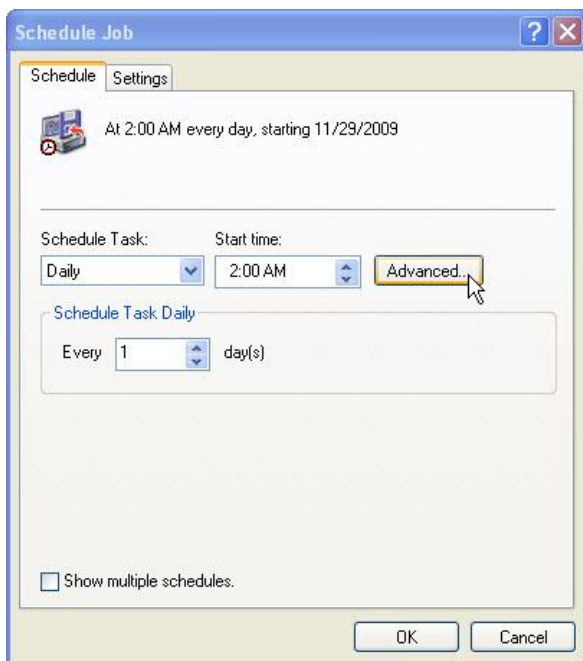
The "When to Back Up" screen appears.



Select **Later**.

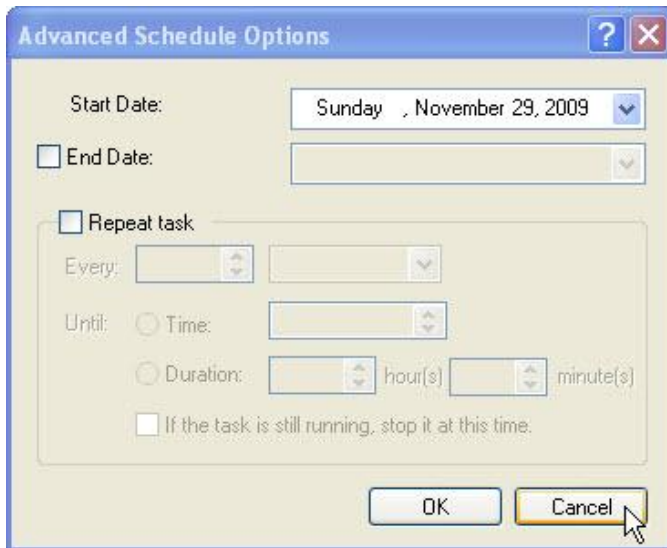
For Job name type **Daily Work Files**, then click **Set Schedule**.

The "Schedule Job" window opens.



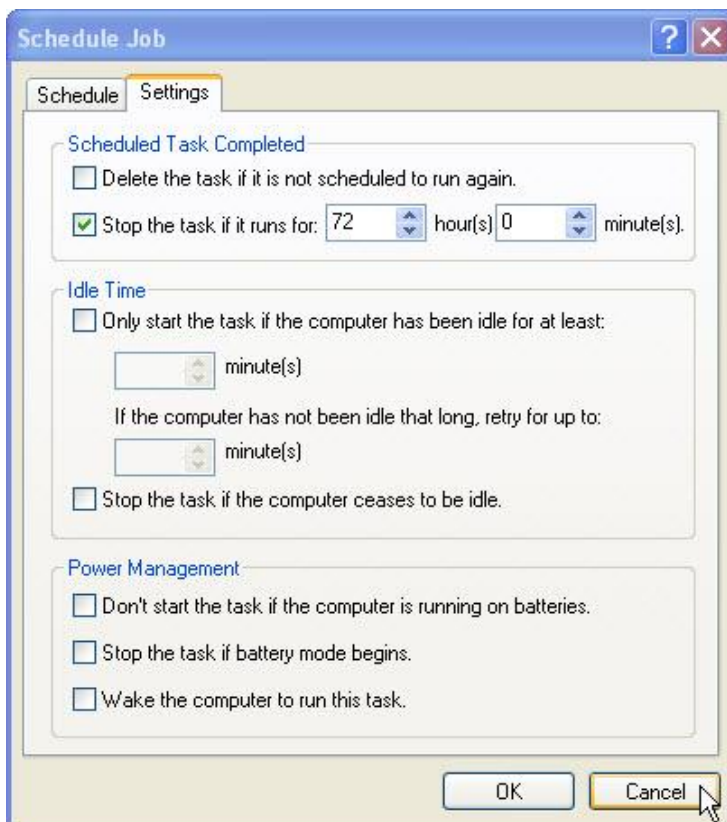
Set Schedule Task to **Daily**, Start time to **2:00 AM**, Schedule Task Daily Every **1** day(s), and then click the **Advanced** button.

The "Advanced Schedule Options" window opens.



Click **Cancel**.

The “Schedule Job” window re-appears.



Click the **Settings** tab.

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

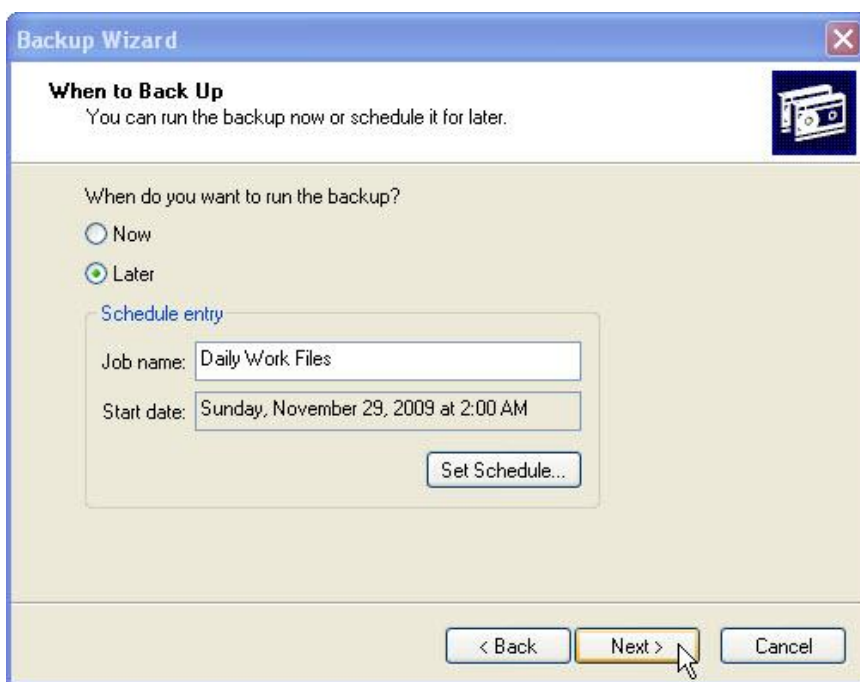
Click **OK**.

Enter the administrator password and confirm the password.



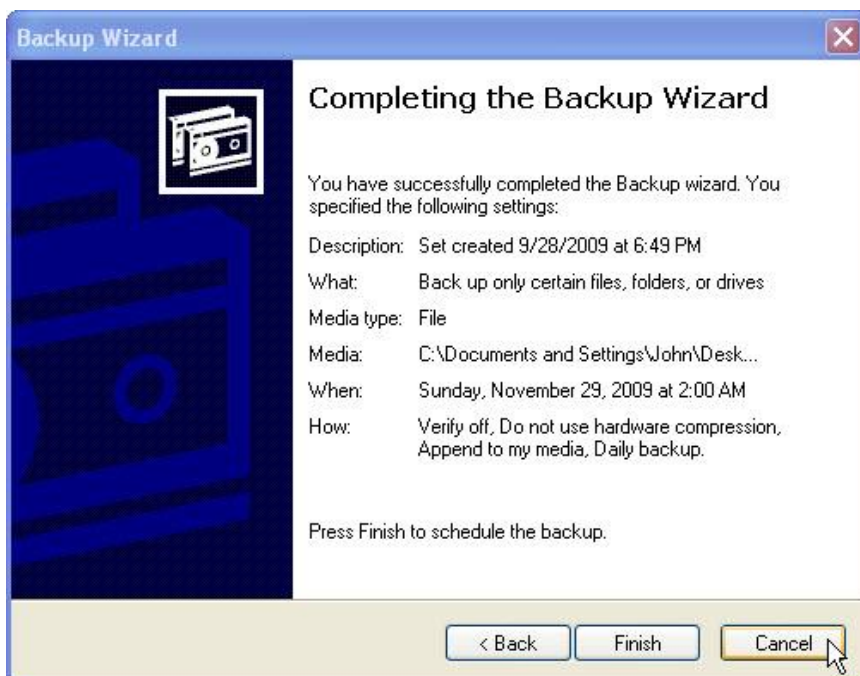
Click **OK**.

The “When to Back Up” screen appears with new settings.



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.