

## IT Essentials 5.0

### 5.1.4.4 Lab - Data Migration in Windows 7

#### Introduction

Print and complete this lab.

In this lab, you will use Windows 7.

#### Recommended Equipment

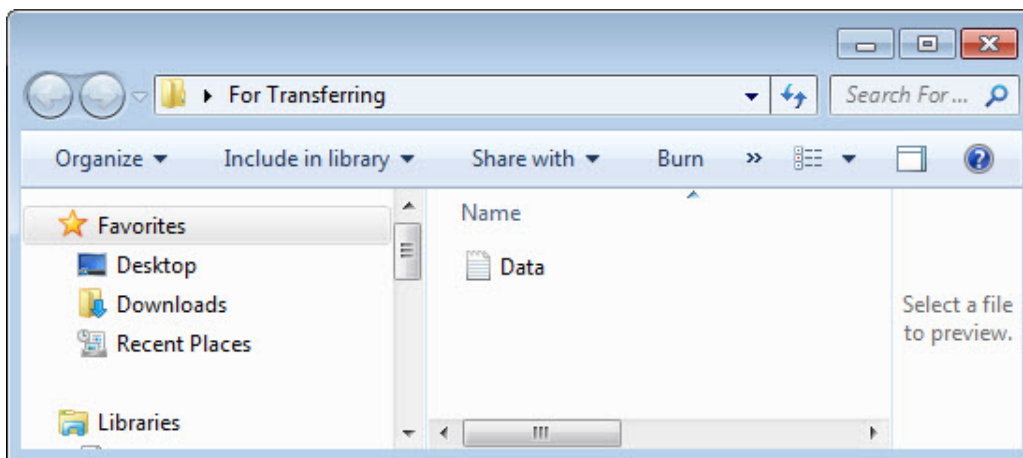
The following equipment is required for this exercise:

- A computer with Windows 7 Professional
- A USB flash drive

#### Step 1

Logon to the computer and create a folder on the desktop called "For Transferring".

Next, use Notepad to create a file, add the following text: "From older PC", and save the file in the folder called "For Transferring". Name the file "Data".



Create a folder called "Transfer data files" in the USB flash drive.

#### Step 2

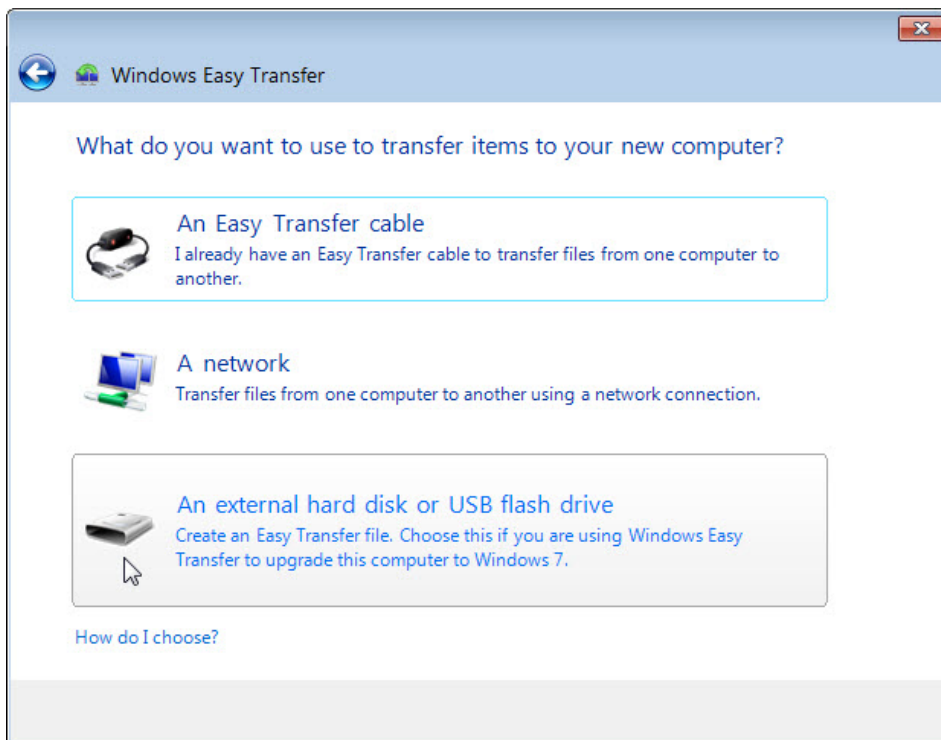
Click **Start > All Programs > Accessories > System Tools > Windows Easy Transfer**.

The "Windows Easy Transfer" window opens.



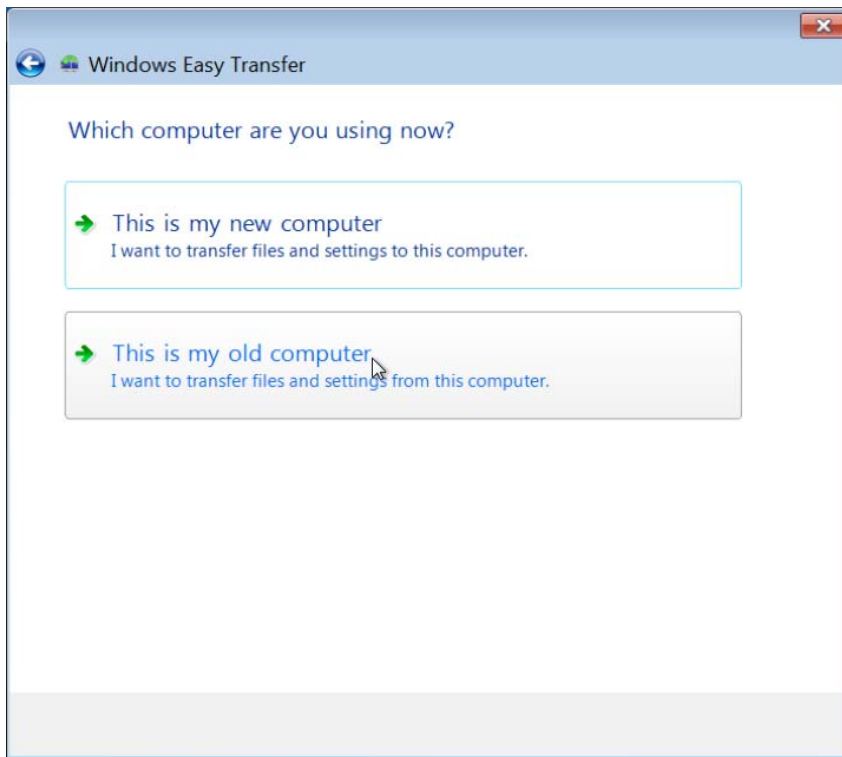
Click **Next**.

The "What do you want to use to transfer items to your new computer?" screen appears.



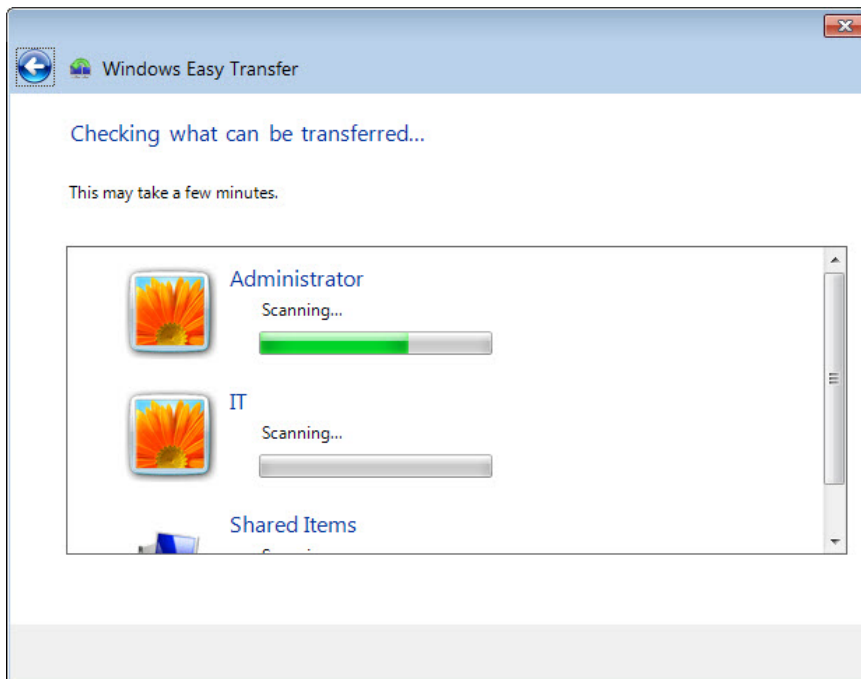
Select **An external hard drive or USB flash drive**.

The “Which computer are you using now?” screen appears.

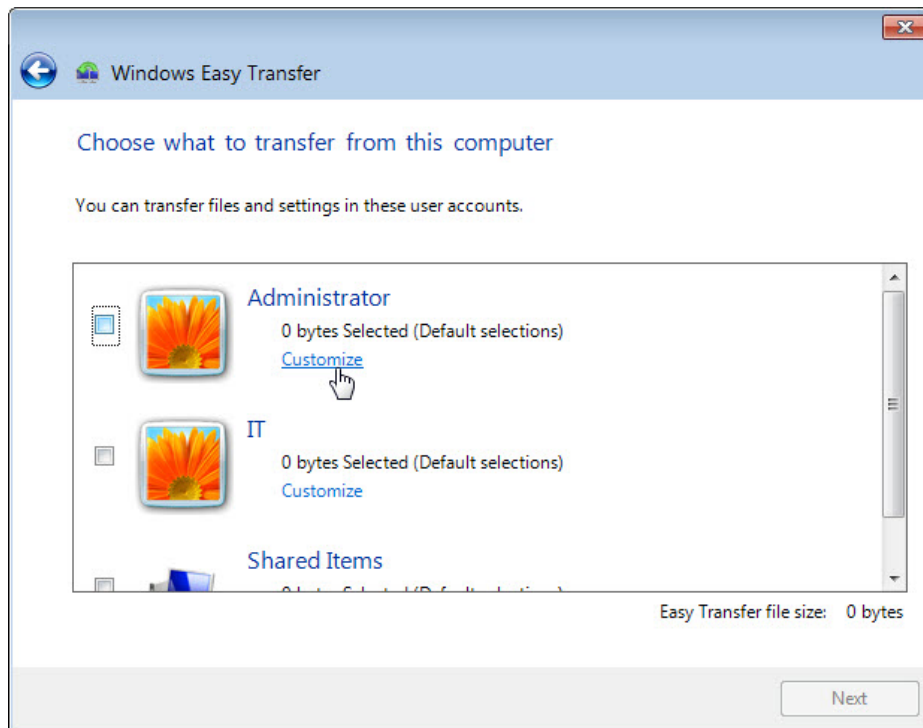


Select **This is my old computer**.

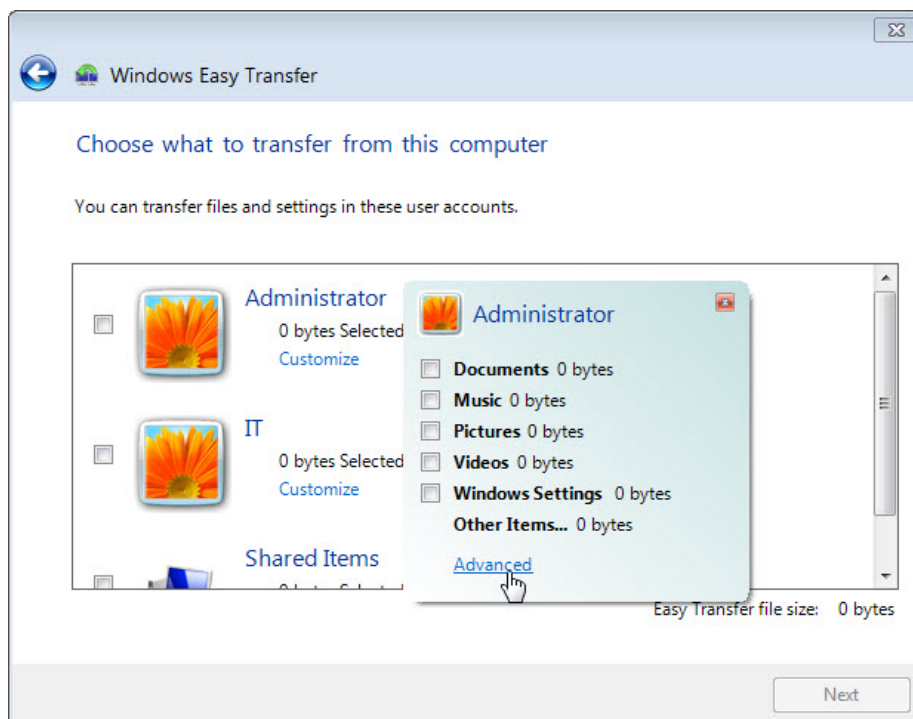
The “Checking what can be transferred...” screen appears.



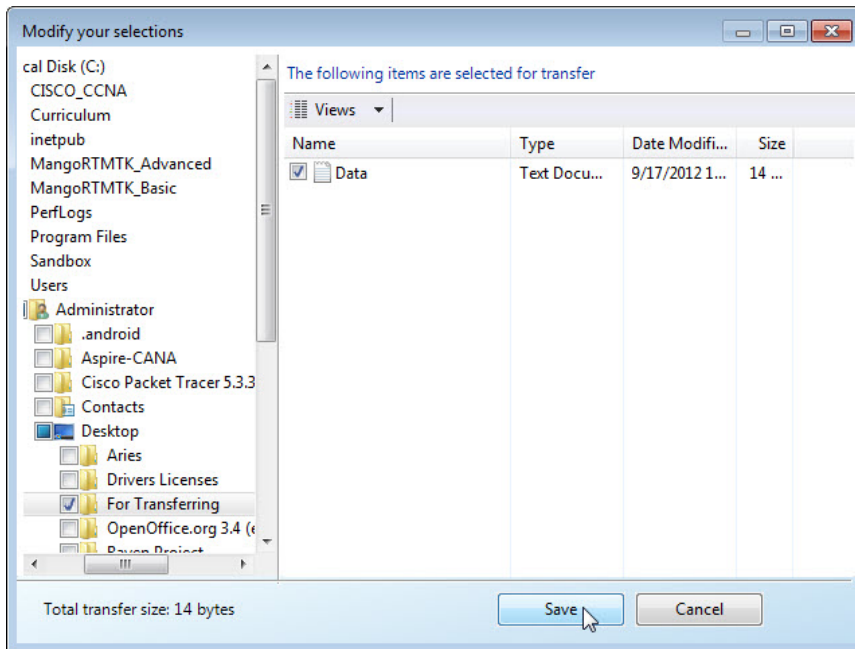
The “Choose what to transfer from this computer” screen appears.



Uncheck the box next to each account, and then click **Customize** for the account you are logged in under.



When the customize window opens for the account click **Advanced**.

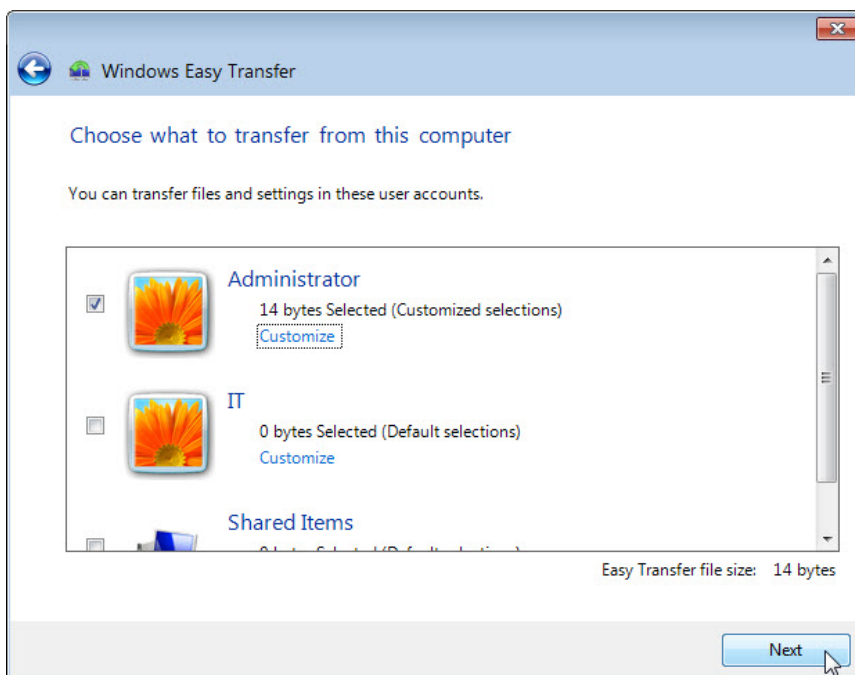


Locate the “For Transferring” folder.

This will be the location where files are transferred from.

Select the **Data** file and click **Save**.

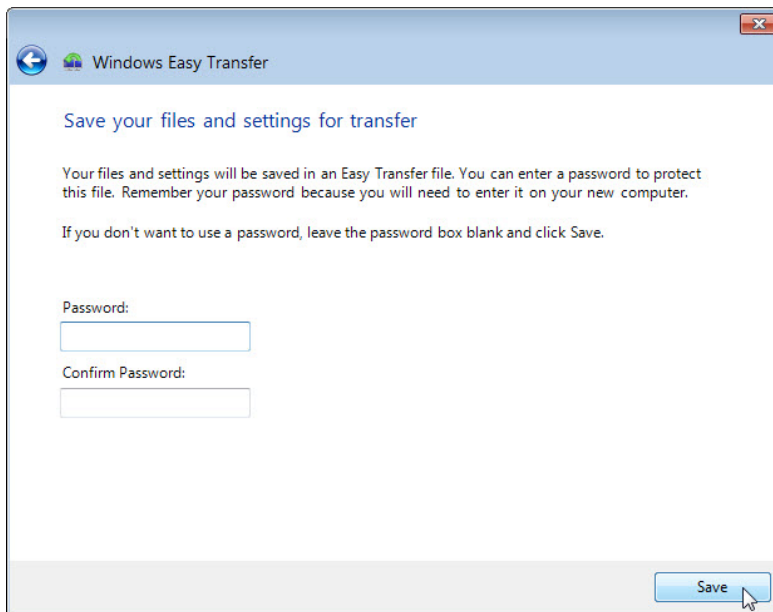
The “Choose what to transfer from this computer” screen appears.



What is the size of the file being transferred?

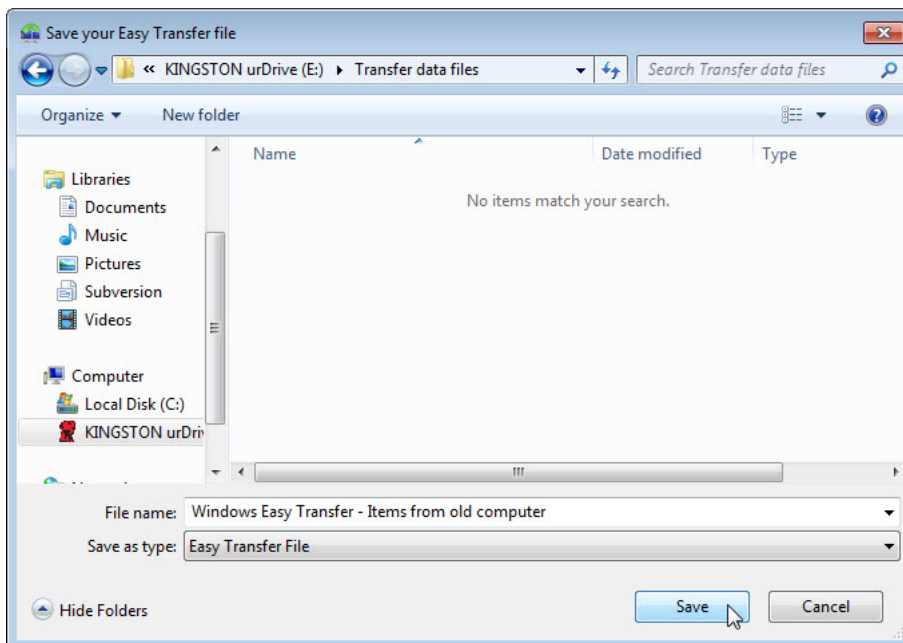
Click **Next**.

The “Save your files and settings for transfer” screen appears.



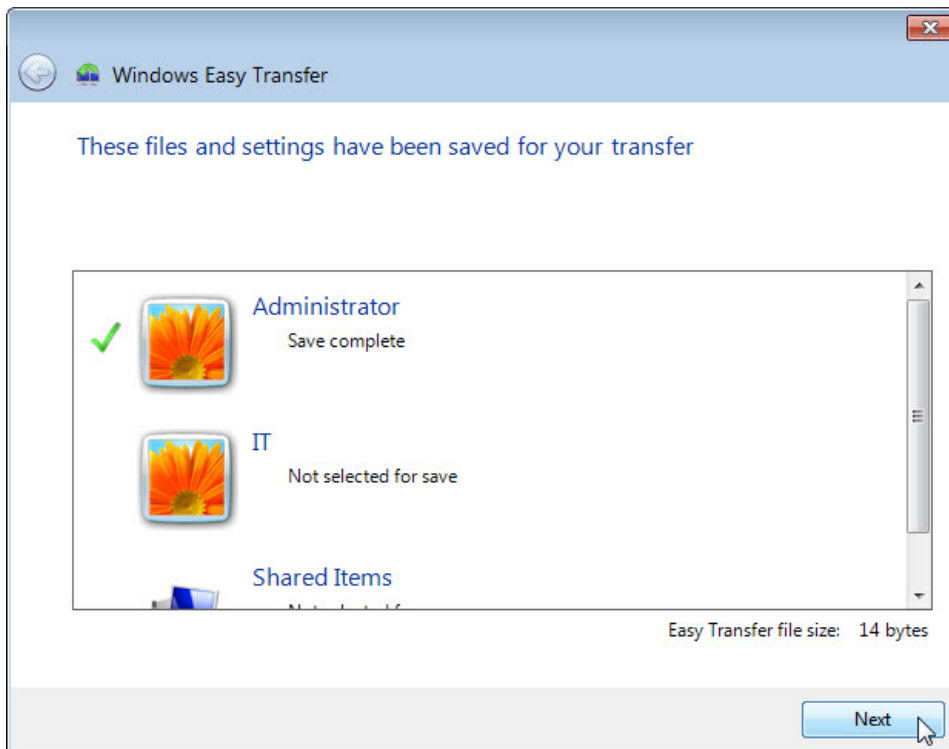
Since you are simply transferring the files back to the same computer, a password is not required.

Click **Save**.



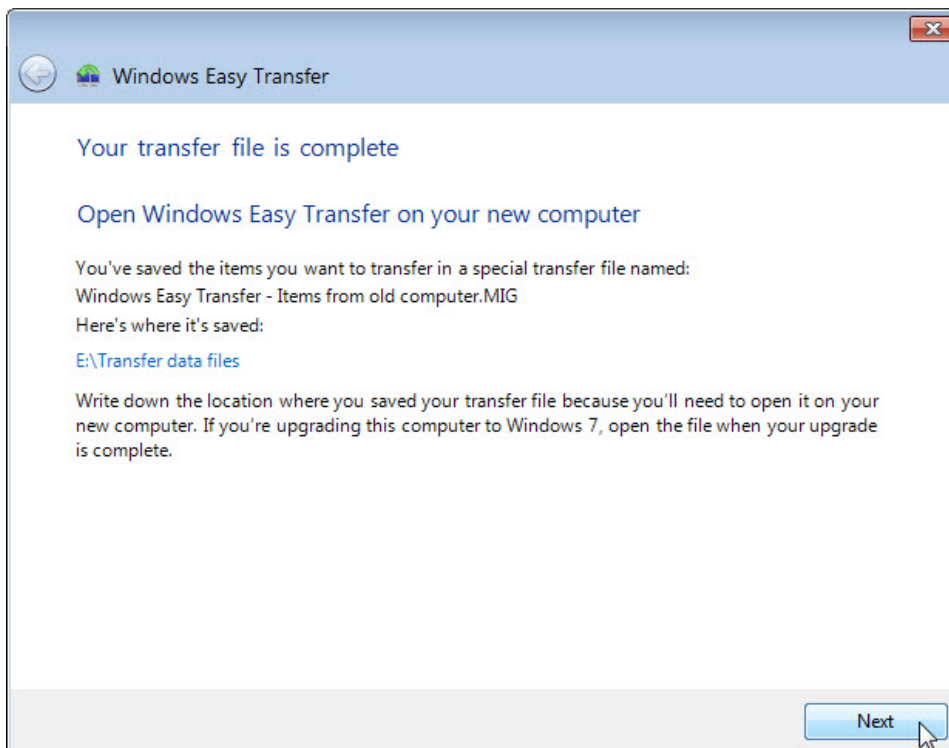
On the USB flash drive, locate the folder called “Transfer data files” and then click **Save**.

The “These files and settings have been saved for your transfer” screen appears.



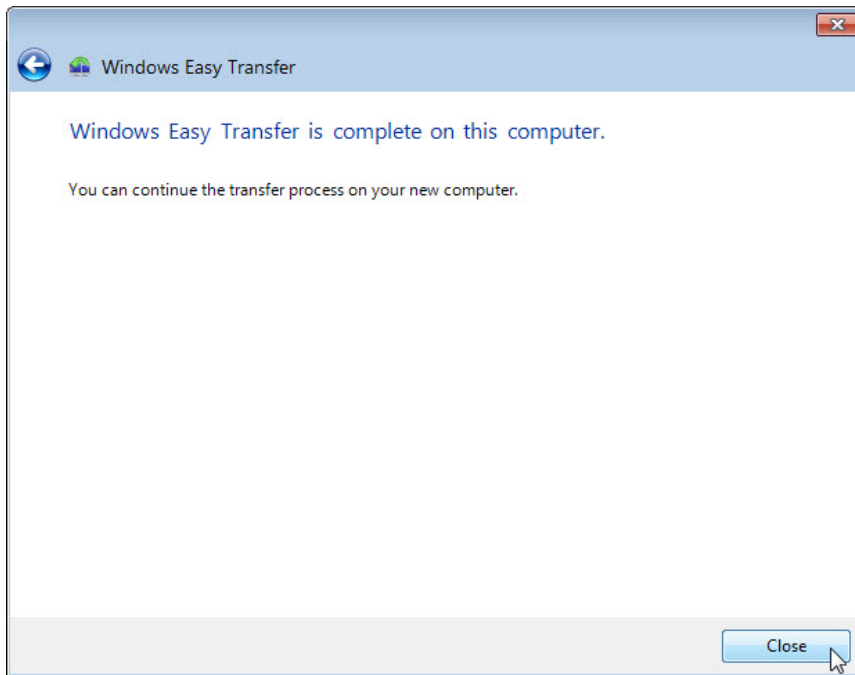
Click **Next**.

The "Your transfer file is complete" screen appears.



Click **Next**.

The “Windows Easy Transfer is complete on this computer.” screen appears.



Click **Close**.

### Step 3

Locate and delete the “For Transferring” folder that is located on the desktop.

Empty the Recycle Bin.

### Step 4

Click **Start > All Programs > Accessories > System Tools > Windows Easy Transfer**.

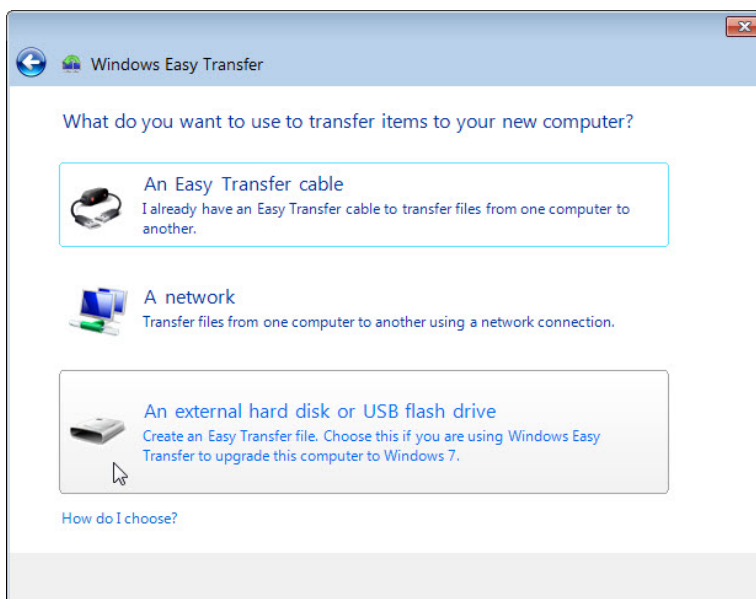
The “Welcome to Windows Easy Transfer” screen opens.





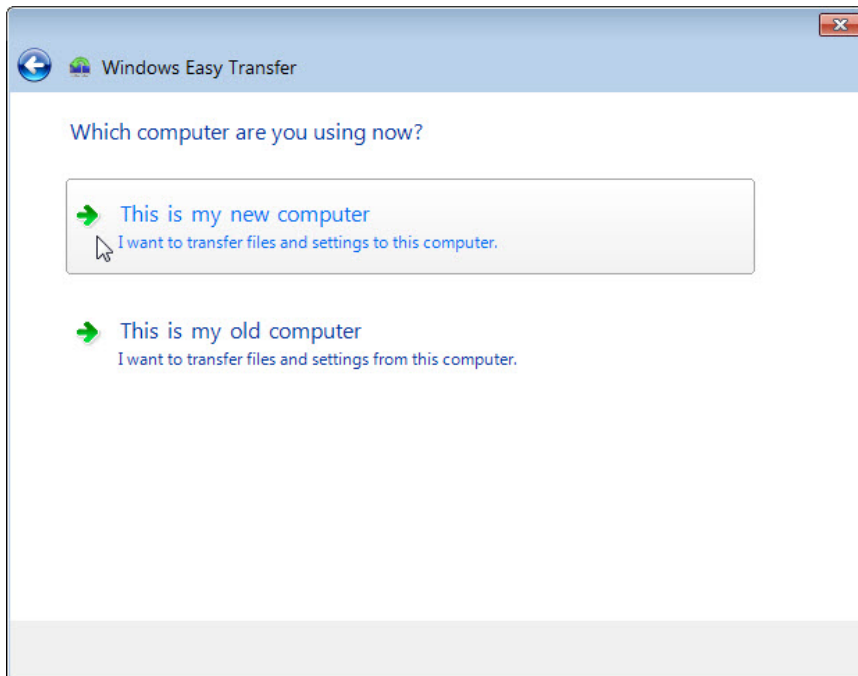
Click **Next**.

The "What do you want to use to transfer items to your new computer?" screen appears.



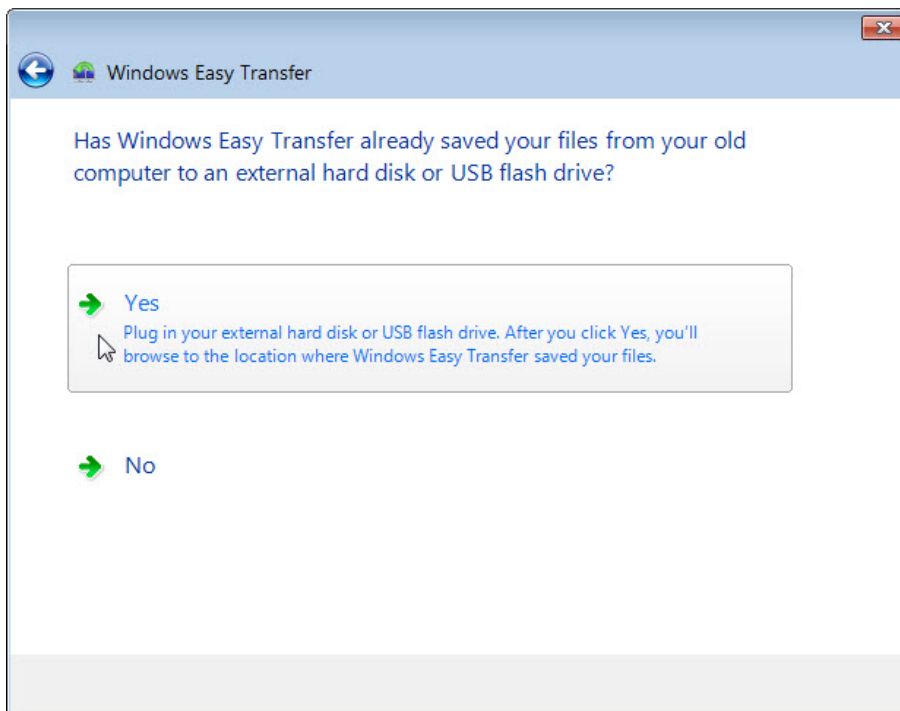
Select **An external hard disk or USB flash drive**.

The "Which computer are you using now?" screen appears.

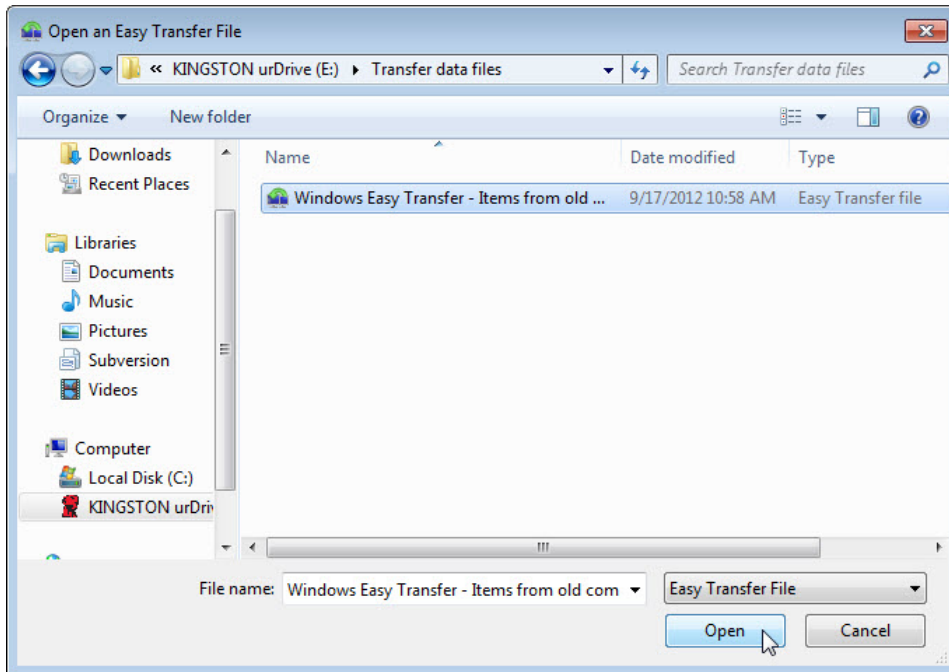


Select **This is my new computer**.

The "Has Windows Easy Transfer already saved your files from your old computer to an external hard disk or USB flash drive?" screen appears.

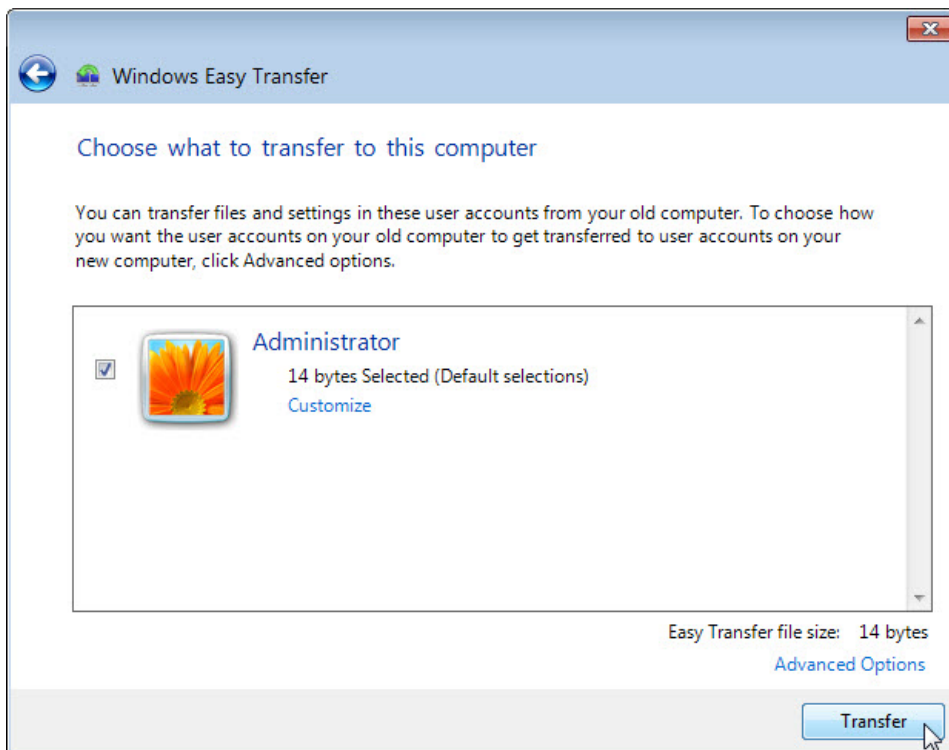


Click **Yes**.



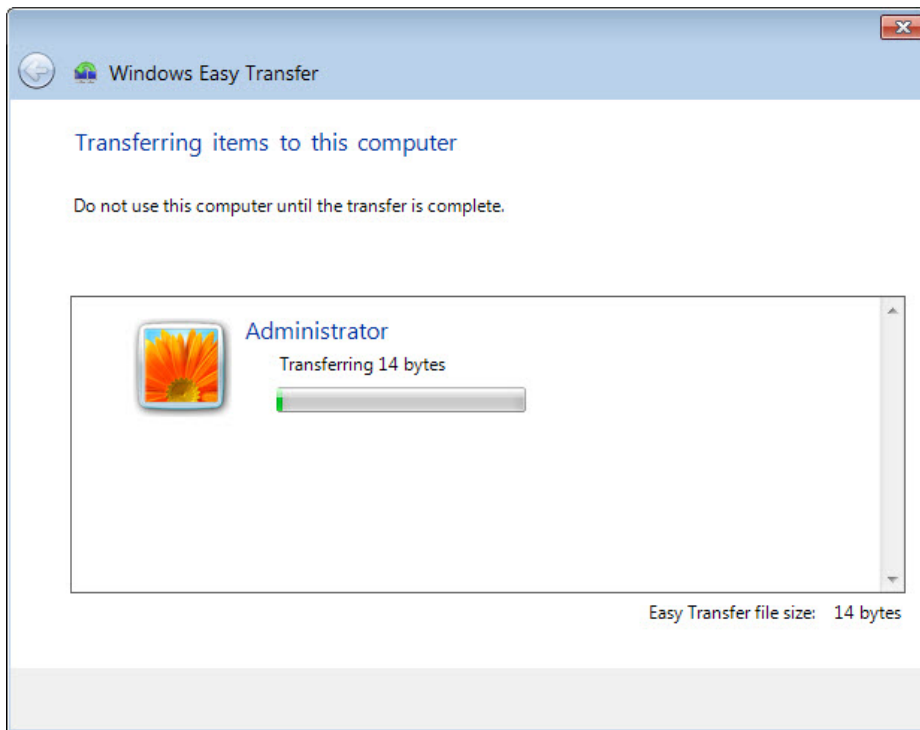
Locate and open the “Transfer data files” folder saved on the USB flash drive, select the **Windows Easy Transfer – Item from old ...** file, and then click **Open**.

The “Choose what to transfer to this computer” screen appears.

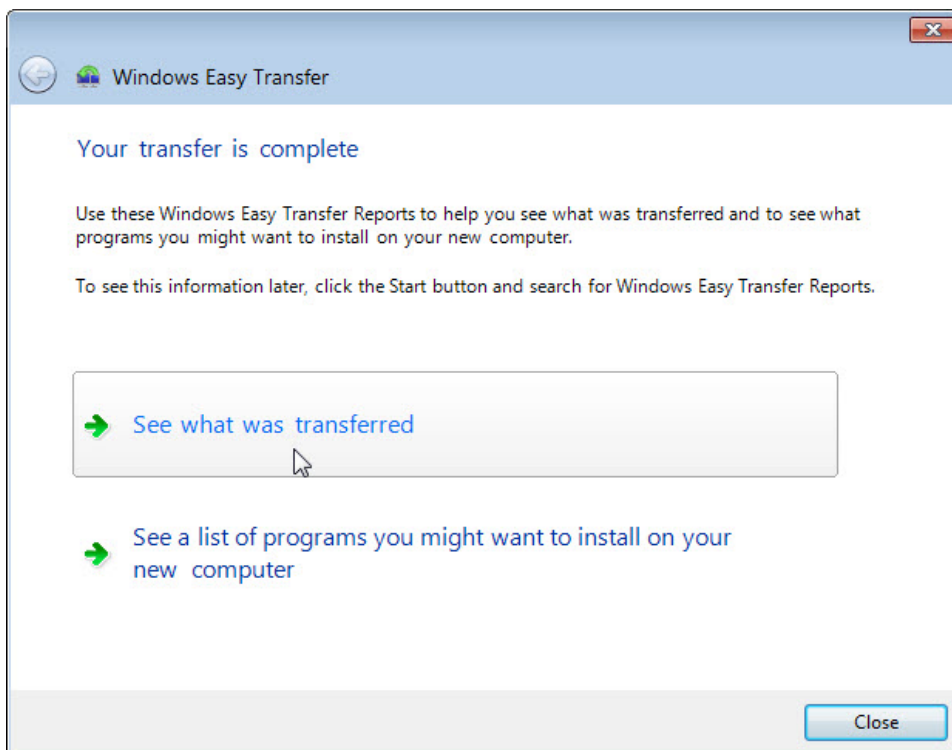


Click **Transfer**.

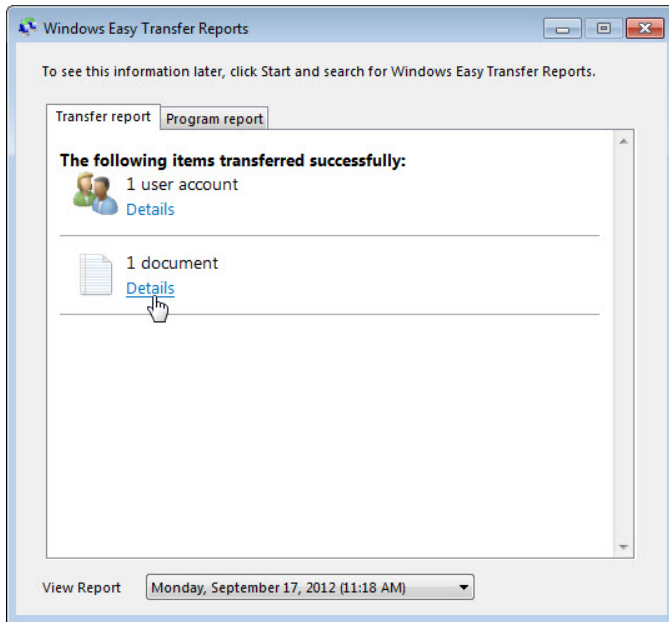
The “Transfer items to this computer” screen appears.



The “Your transfer is complete” screen appears.

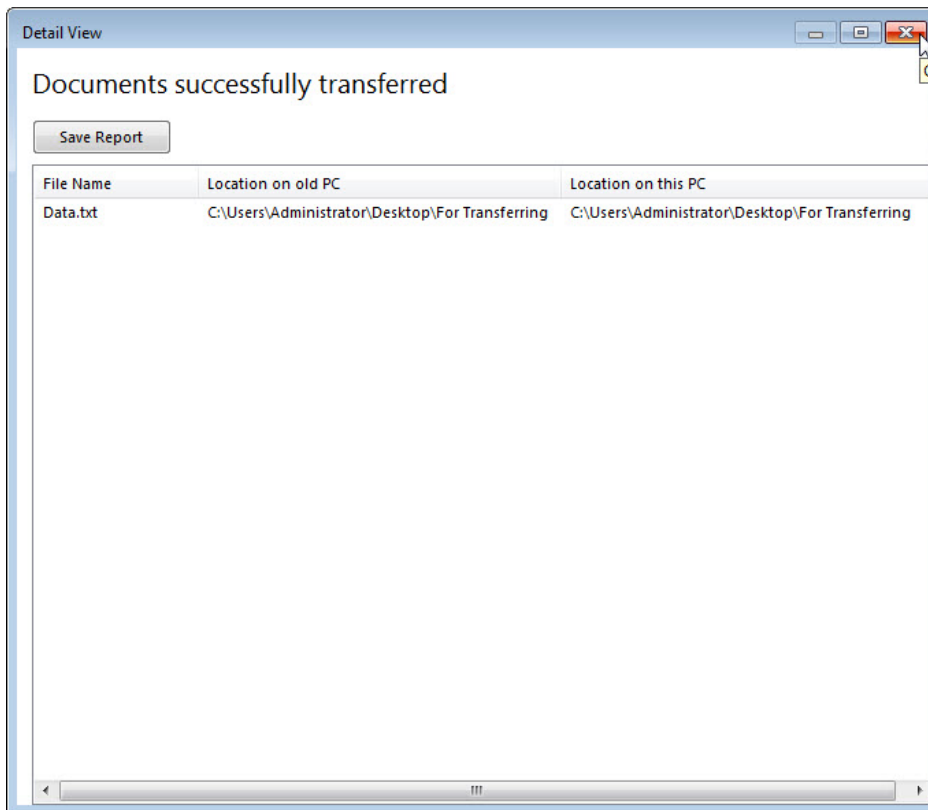


Click **See what was transferred**.



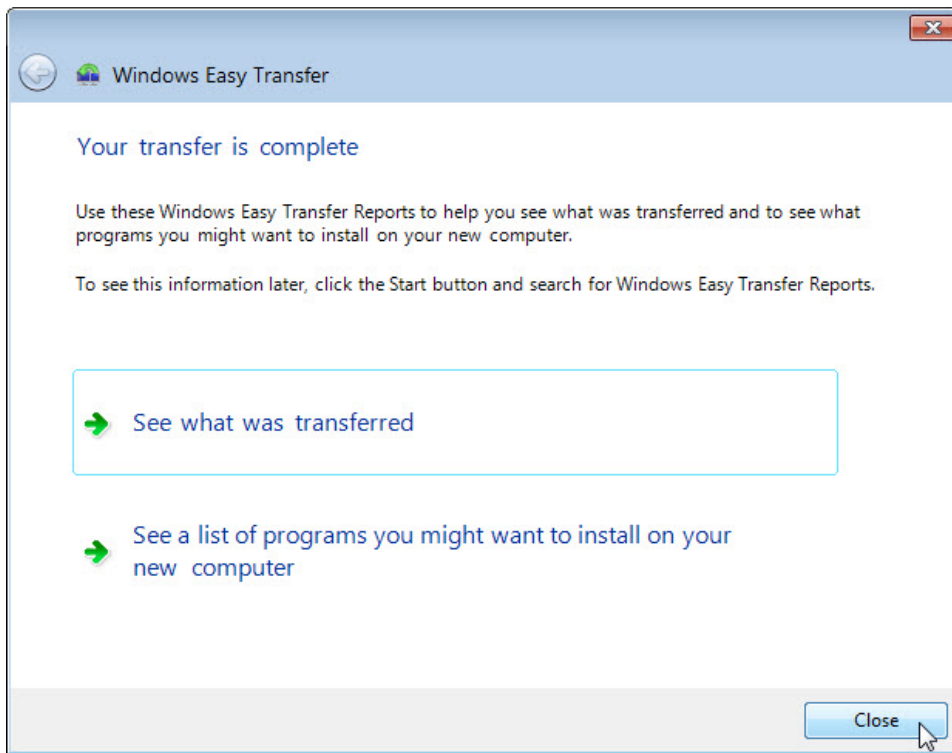
Click **Details** below 1 document.

The “Documents successfully transferred” screen appears.



What do you notice about the location of the new Data file?

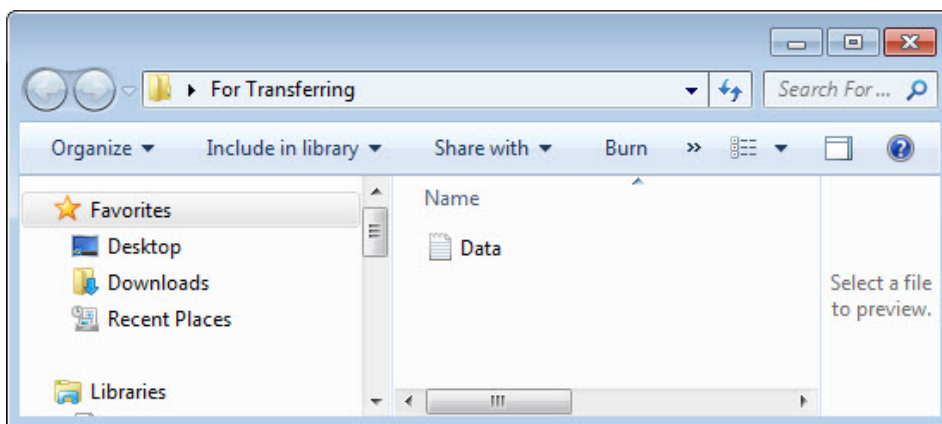
Close the “Detail View” window and the “Windows Easy Transfer Reports” window.



When the “Window Easy Transfer” window appears click **Close**.

## Step 5

Navigate to and open the “For Transferring” folder located on the desktop.



Noticed the folder and Data file has been restored.

If advised by the instructor, delete all folders and files create on the computer desktop and USB flash drive during this lab.