IT Essentials 5.0

5.1.4.5 Lab - Data Migration in Windows Vista

Introduction

Print and complete this lab.

In this lab, you will use Windows Vista.

Recommended Equipment

The following equipment is required for this exercise:

- A computer with Windows Vista Business
- 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".

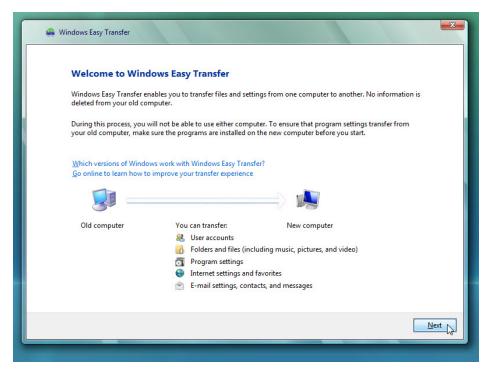
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Create a folder called "Transfer data files" in the USB flash drive.

Step 2

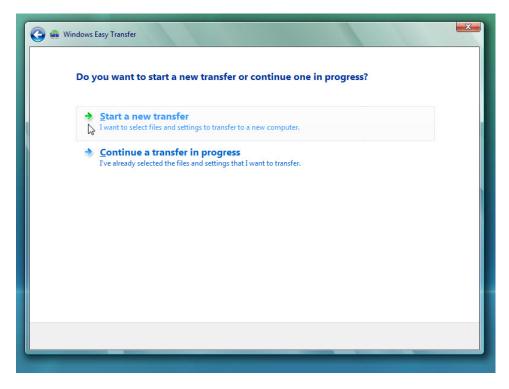
Click Start > All Programs > Accessories > System Tools > Windows Easy Transfer > Continue.

The "Windows Easy Transfer" window opens.



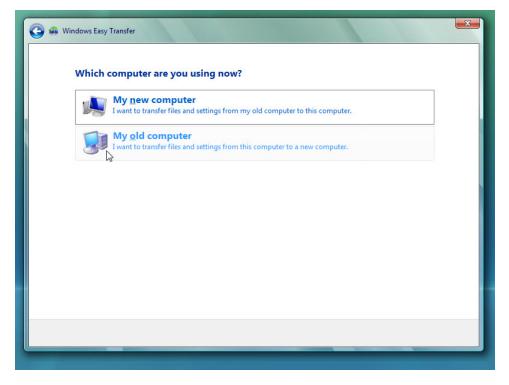
Click Next.

The "Do you want to start a new transfer or continue one in progress?" screen appears.



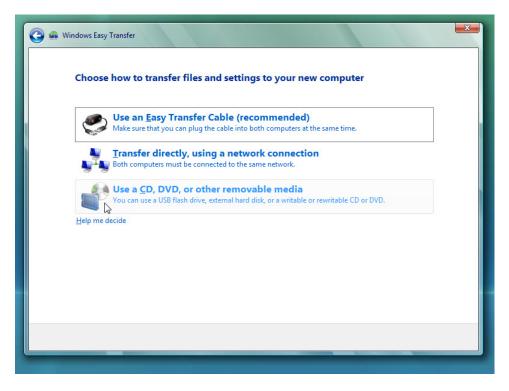
Select Start a new transfer.

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



Click My old computer.

The "Choose how to transfer files and settings to your new computer" screen appears.



Click Use a CD, DVD, or other removable media.

The "Choose how to transfer files and program settings" screen appears.

🚱 🗛 Windows Easy Transfer	X
Choose how to transfer files and program settings	
Make sure your choice works on both computers.	
CD or DVD Use a blank, writable (CD-R, CD-RW, DVD-R, or DVD-RW) disc.	
To use a USB flash drive, plug it in now.	
External hard disk or to a network location Choose a location that both computers can access.	

Click USB flash drive.

The "Plug in an empty USB flash drive" screen appears.

🚱 🛖 Windows Easy	Transfer	X
Plug in	an empty USB flash drive	
prompted,	t have another USB flash drive, connect the drive that you're using to your new computer. When run Windows Easy Transfer and copy the first set of files and settings to your new computer. When the complete, reconnect the empty USB flash drive to this computer to continue.	
	Click the drive you want to use:	
-	E:\	
	To help protect your files and settings during the transfer process, you can create a password for the location where the files are stored. Make sure that you write down or save the password because you'll need to use it on the other computer.	
	Confirm password:	
		ext

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

Note: Since you will only transfer a small amount of data the USB does not have to be empty.

Click Next.

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

🚱 🛖 Windows Easy Transfer	
What do you want to transfer to your new computer? After you choose an option, you can choose how to save the information on your new com	ıter.
All user accounts, files, and settings (Recommended)	
My user account, files, and settings only	
Advanced options	
<u>H</u> elp me decide	

Click Advanced options.

The "Select user accounts, files, and settings to transfer" screen appears.

🚱 🤬 Windows Easy Transfer	×
Select user accounts, files, and settings to transfer	
To transfer files from locations other than shared folders or the Documents folder for each user, click Files in othe locations, and then select each location that you want to transfer. Windows will transfer data files in the locations you select.	
Image: Constraint of the second section of the second se	
Add files Add folders Transfer size: 0 byte	s
	Next

Remove the check mark from each box shown in the window.

Click Add files.

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Desktop	Data				
🖳 Recent Places					
👰 Computer					
Documents					
Fictures					
🕼 Music					
Recently Changed					
B Searches					
Public					
Folders 🔨					
File name:	Data				•
			Op		Cancel

Locate the "For Transferring" folder.

This will be the location where files are transferred from.

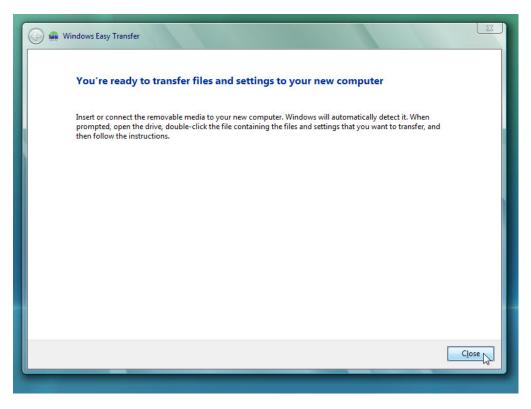
Select the Data file and click Open.

The "Select user accounts, files, and settings to transfer" screen appears.

🛖 Windows Easy Transfer	×
Select user accounts, files, and settings to transfer	
To transfer files from locations other than shared folders or the Documents folder for each user, click locations, and then select each location that you want to transfer. Windows will transfer data files in t you select.	
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	₹ size: 50.0 MB
	Next

Click Next.

The "You're ready to transfer files and settings to your new computer" screen appears.



Click Close.

Step 3

Locate and delete the Data file located in the "For Transferring" folder that is located on the desktop.

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		This folder is empty.		
Folders	^	•	III	۱.
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Empty the Recycle Bin.

Step 4

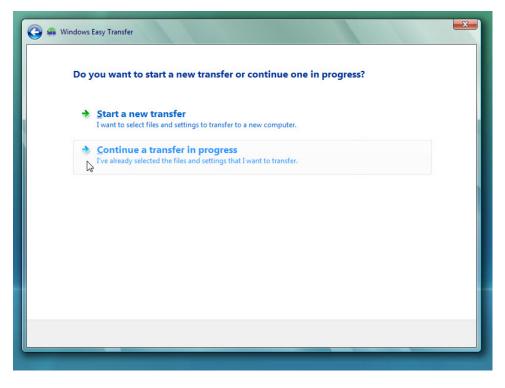
Click Start > All Programs > Accessories > System Tools > Windows Easy Transfer > Continue.

The "Welcome to Windows Easy Transfer" screen opens.



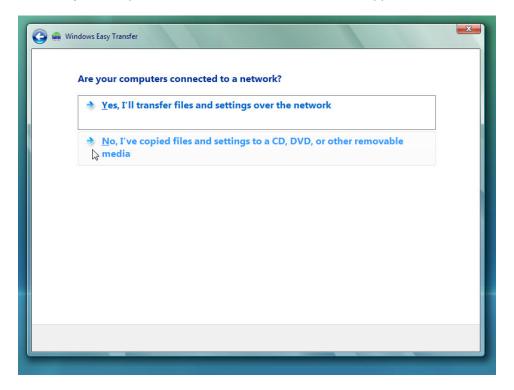
Click Next.

The "Do you want to start a new transfer or continue one in progress?" screen appears.



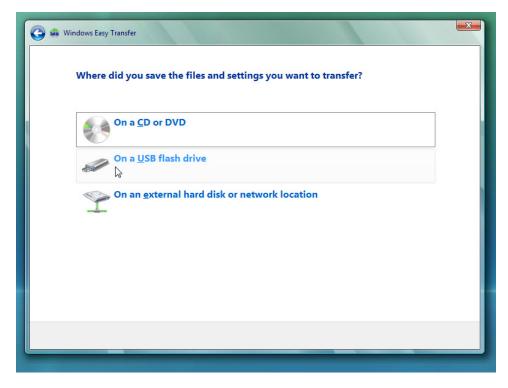
Select Continue a transfer in progress.

The "Are your computers connected to a network?" screen appears.



Select No, I've copied files and settings to a CD, DVD, or other removable media.

The "Where did you save the files and settings you want to transfer?" screen appears.



Click On a USB flash drive.

The "Plug in the flash drive" screen appears.

🚱 🐽 Windows Easy	Transfer
Plug in	the flash drive
Insert first	piece of media for reading. Choose device and continue.
	Click the drive you want to use: EA Enter password:
	Next

The USB flash drive will be automatically detected, if there is more than one USB flash drive plugged into the computer, select the drive that has the Data file.

Click Next.

The "Review selected files and settings" screen appears.

🚱 🛖 Windows Easy Transfer		x
Review selected files and settings		
System and program settings (all users) C:\Users\Braxton\Desktop\For Transrerring\Data.txt		
	Transfer size: 50.0 MB	
	Iransf	fer

Click Transfer.

The "The transfer is complete" screen appears.

😔 🏨 Windows Easy Transfer	<u> </u>
The transfer is complete	
You can now view the files and settings you chose to transfer. (Only files and settings for the user who is currently logged on will be displayed.)	
Transfer summary: Subset accounts: 0 Files: 1 Folders: 0 Program settings: 0 System settings: 0 Show me everything that was transferred	
	Close

Click Show me everything that was transferred.

The "Windows Easy Transfer Report" window appears.

Windows Easy Tr	ansfer Report	
Window	vs Easy Transfer Report	^
Review the to this com	status of files and settings that you've transferred puter.	
This Compute	r\C:\Users\Braxton\Desktop\For Transrerring\Data.txt	
Success:	C:\Users\Braxton\Desktop\For Transrerring\Data.txt	
Save	Print QK	•

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

Click OK.

Close the "Detail View" window and the "Windows Easy Transfer Reports" window.

🚱 🛖 Windows Easy Transfer	22
The transfer is complete	
You can now view the files and settings you chose to transfer. (Only files and settings for the user who is currently logged on will be displayed.)	
Transfer summary:	
Secontraly: Seconts: 0	
Files: 1	
/ Folders: 0	
Program settings: 0	
System settings: 0	
Show me everything that was transferred	
Close	J

When the "Window Easy Transfer" window appears click Close.

Step 5

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

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Favorite Links	Name	Da	
More »	Data	9/:	
Folders 🔨	•	۲	
1 item			

Notice the folder and "Data" file have been restored.

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