IT Essentials 5.0

5.1.4.5 Lab - Data Migration in Windows Vista

Introduction

Print and complete this lab.

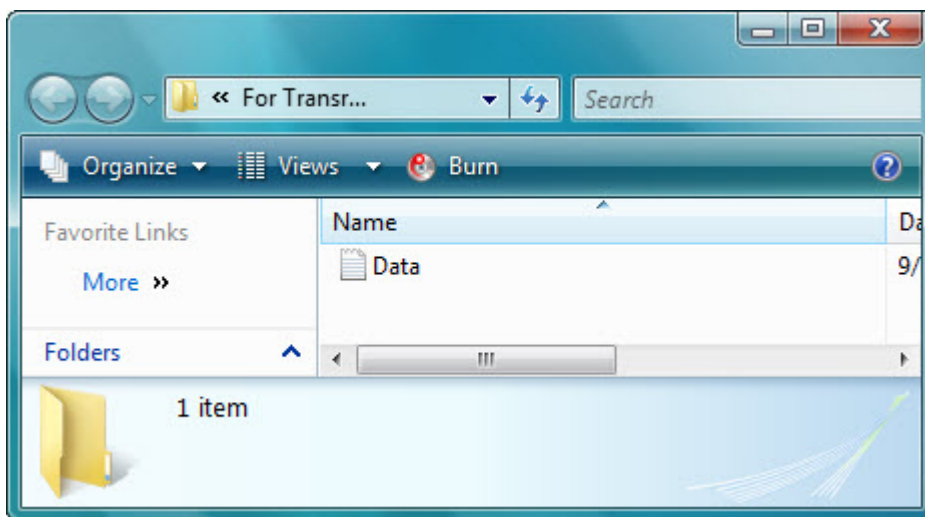In this lab, you will use Windows Vista.

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".

Create a folder called "Transfer data files" in the USB flash drive.
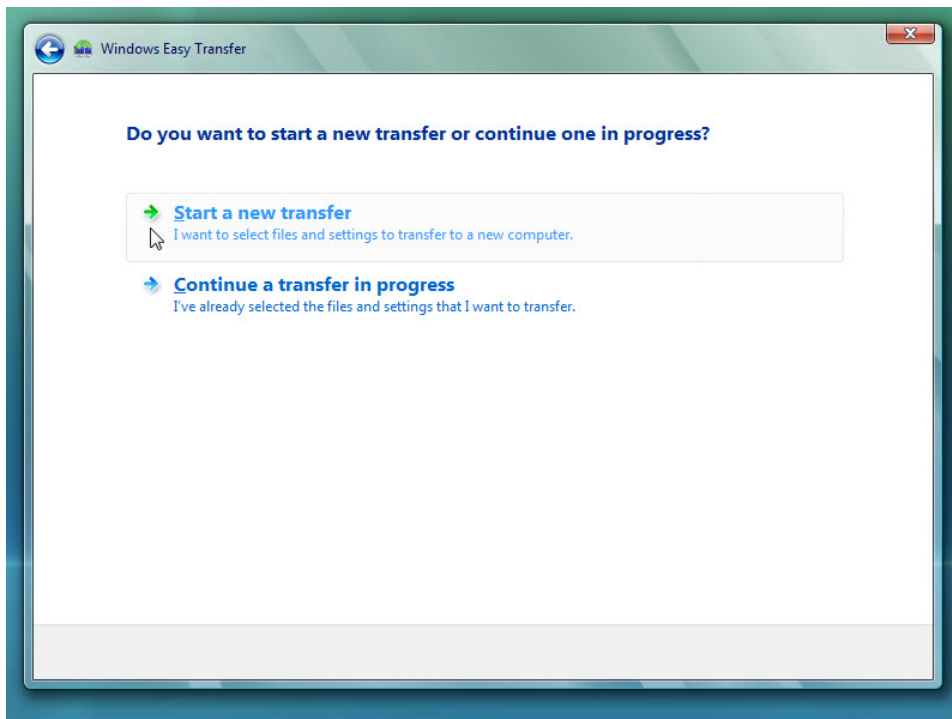
Step 2

Click **Start > All Programs > Accessories > System Tools > Windows Easy Transfer > Continue**.
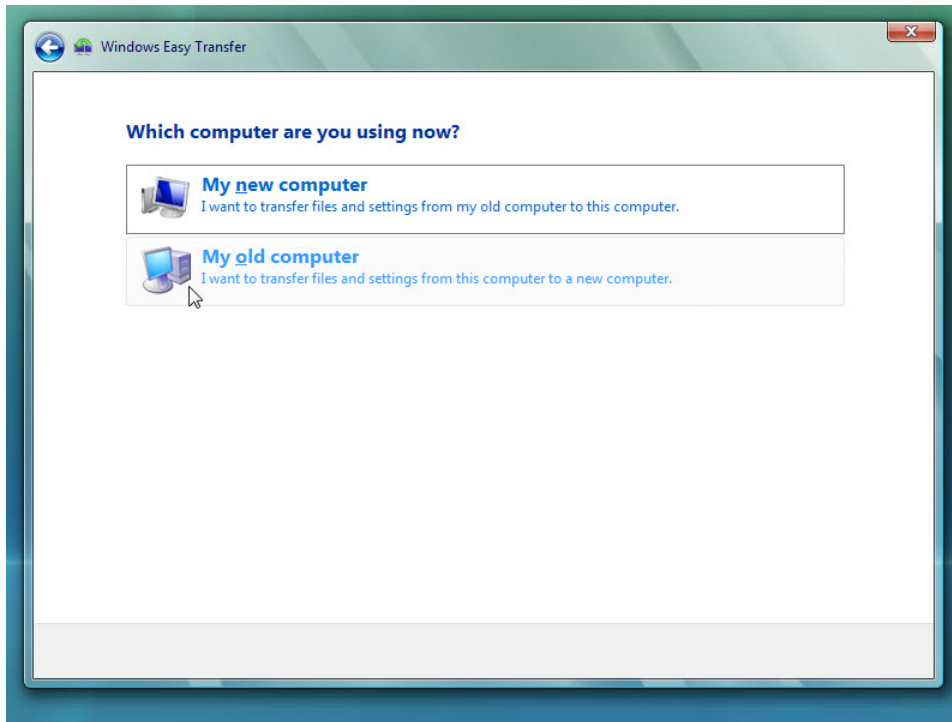
The "Windows Easy Transfer" window opens.

Click **Next**.

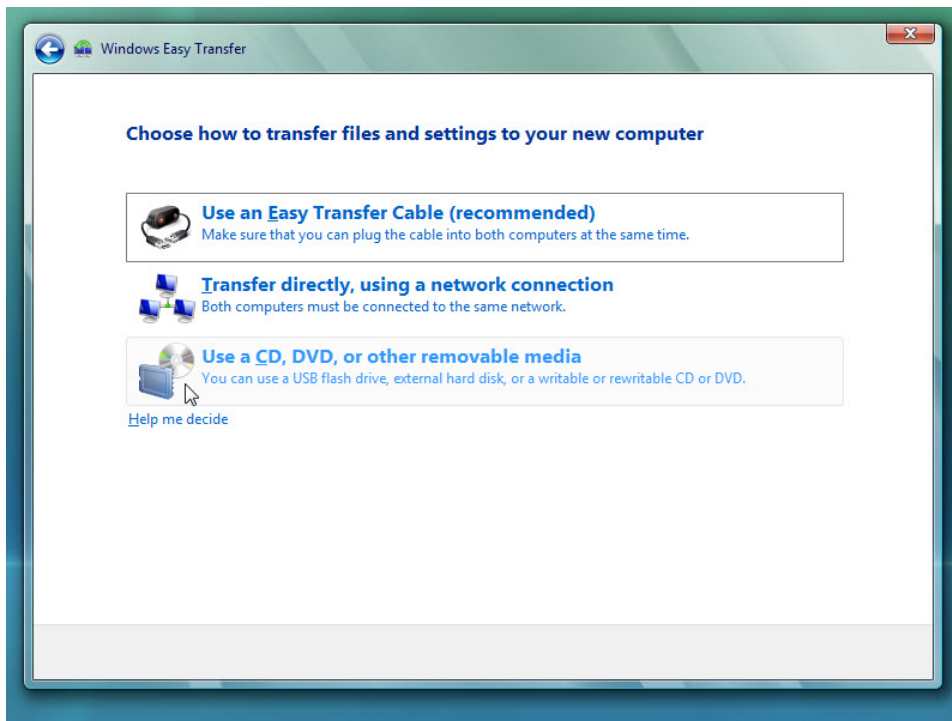The "Do you want to start a new transfer or continue one in progress?" screen appears.

Select **Start a new transfer**.

The "Which computer are you using now?" screen appears.
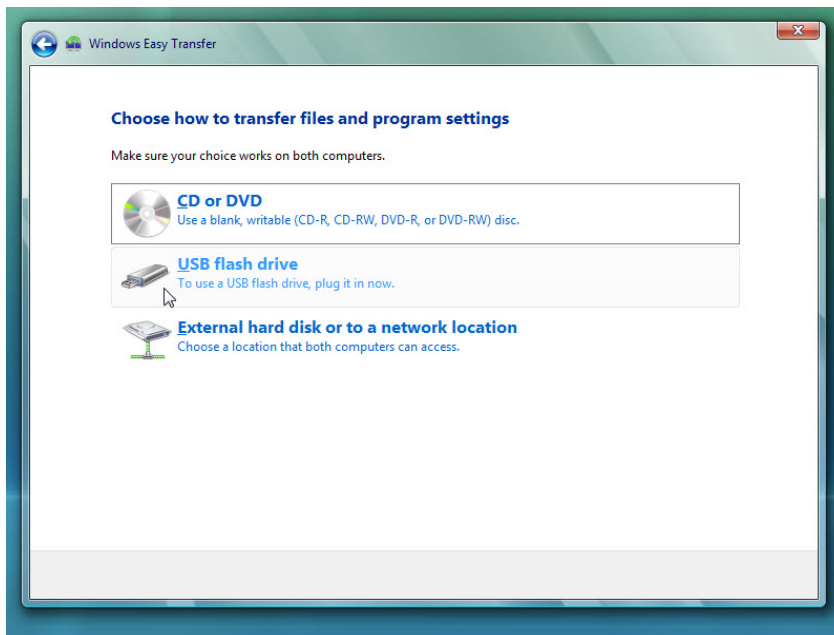
Click **My old computer**.

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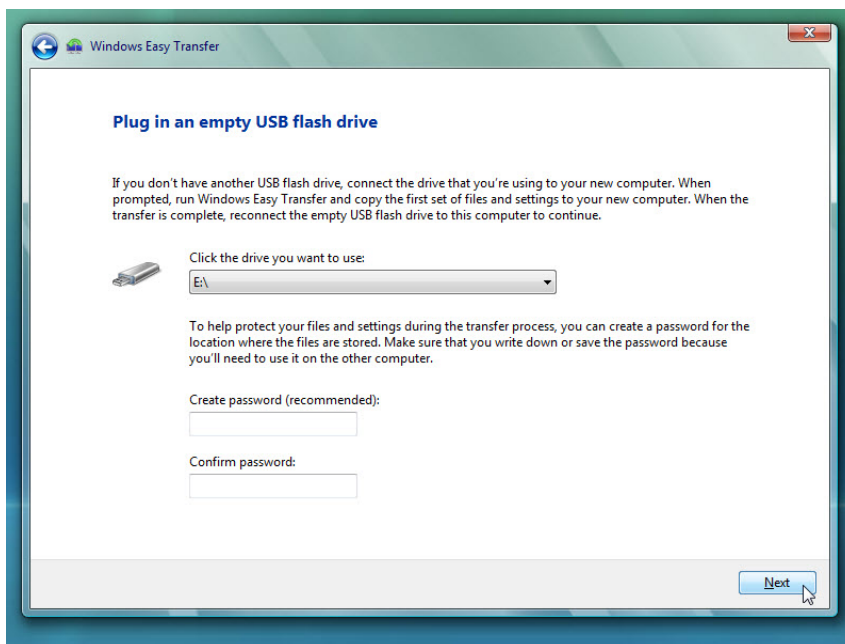

Click **Use a CD, DVD, or other removable media**.

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

Click **USB flash drive**.

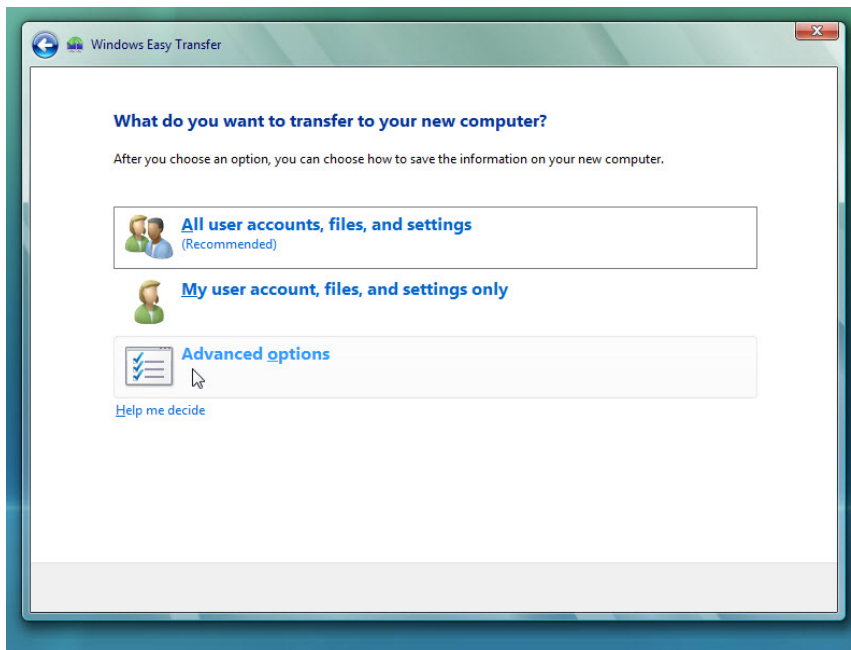The "Plug in an empty USB flash drive" screen appears.

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.
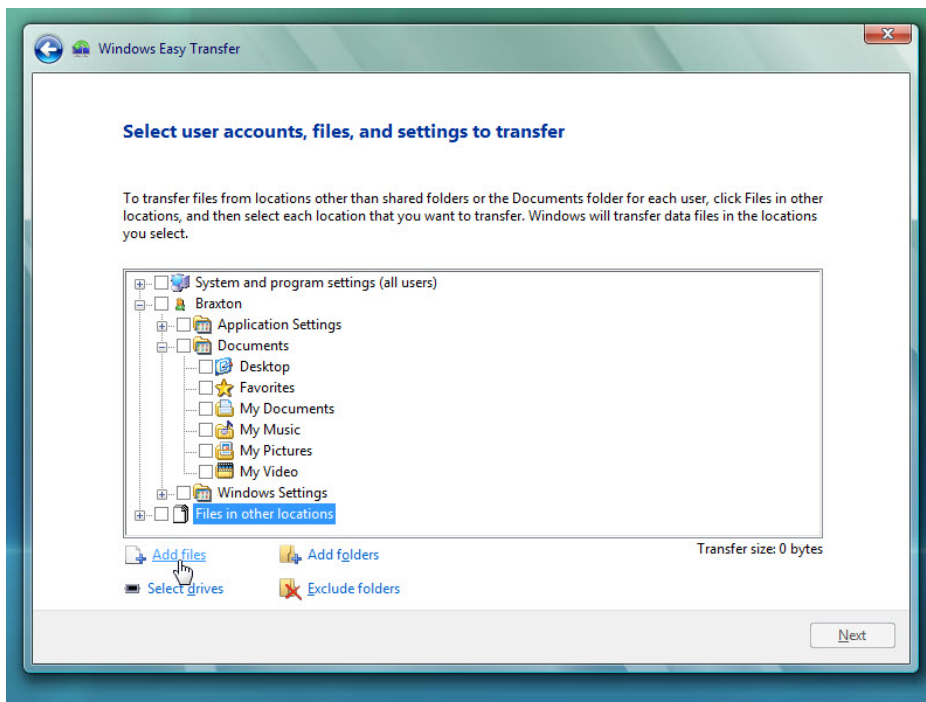
Click **Next**.

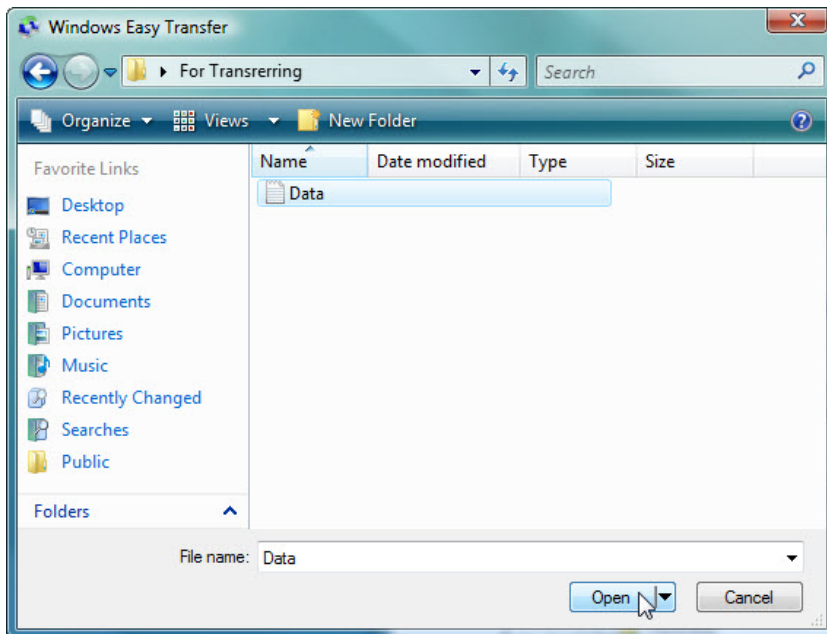The "What do you want to transfer to your new computer?" screen appears.

Click **Advanced options**.

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

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

Click **Add files**.
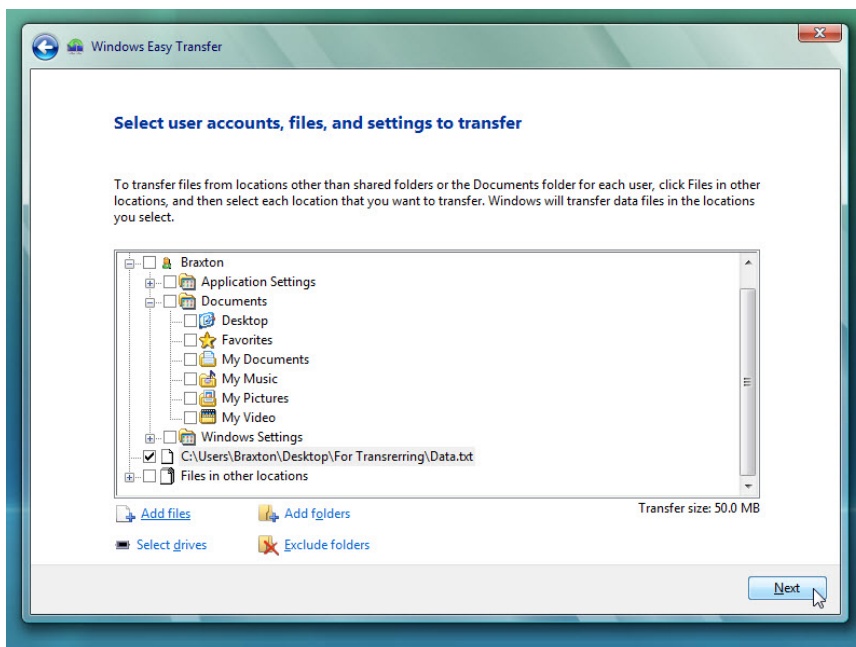
Locate the "For Transferring" folder.

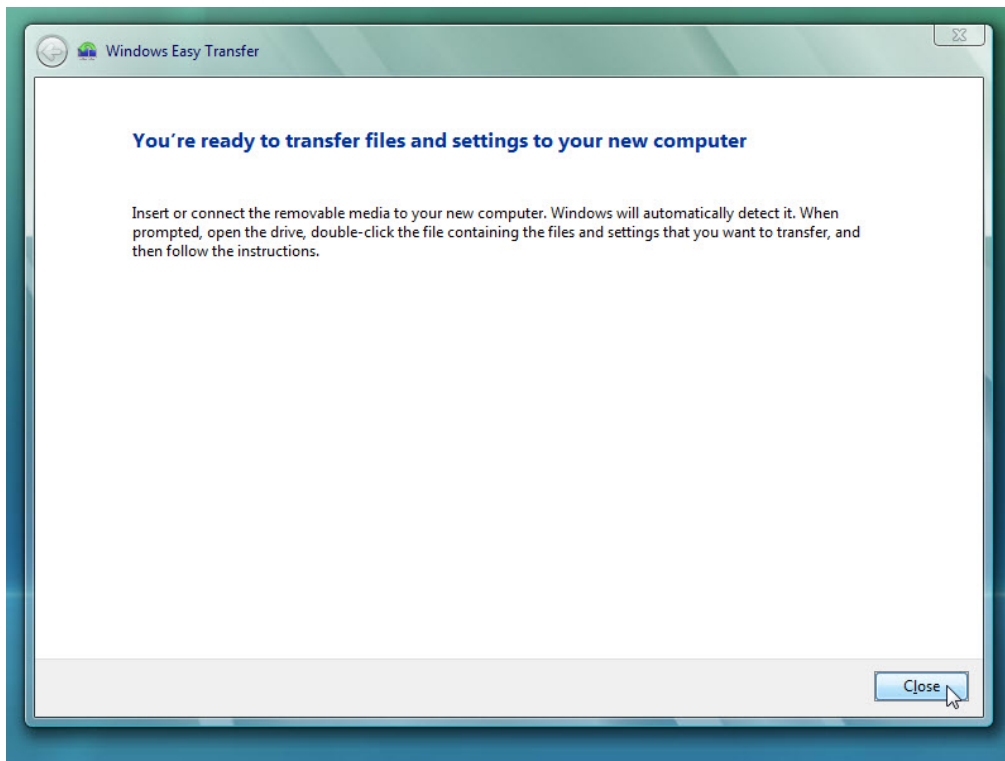This will be the location where files are transferred from.

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

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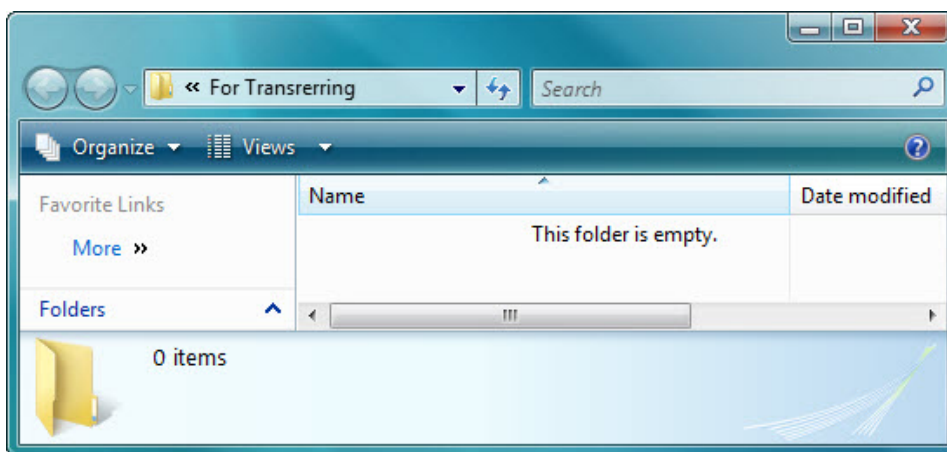

Click **Next**.

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.
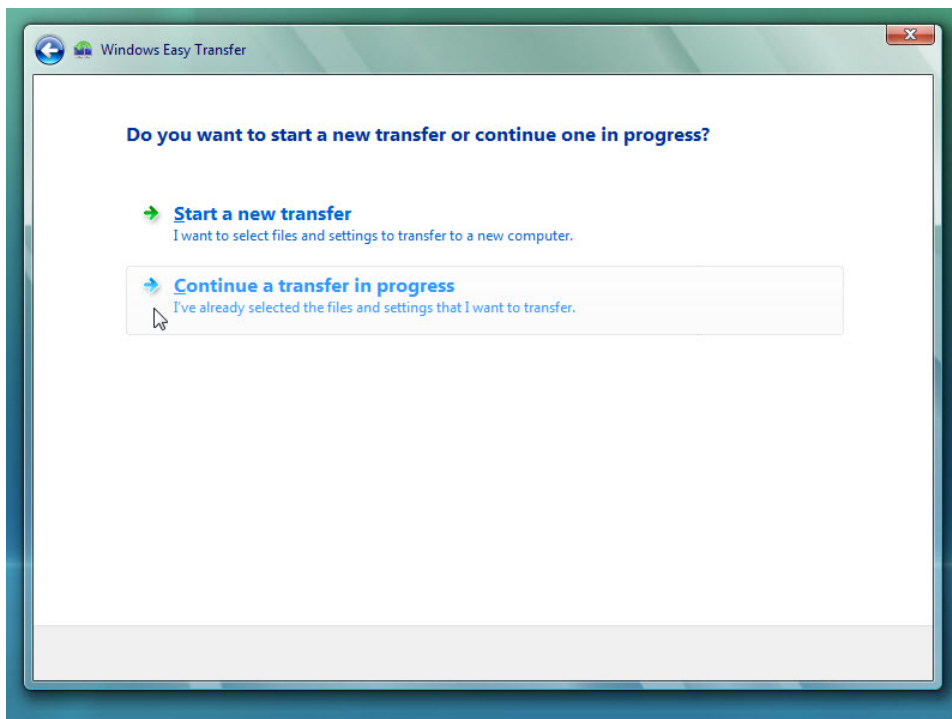

Empty the Recycle Bin.

Step 4

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

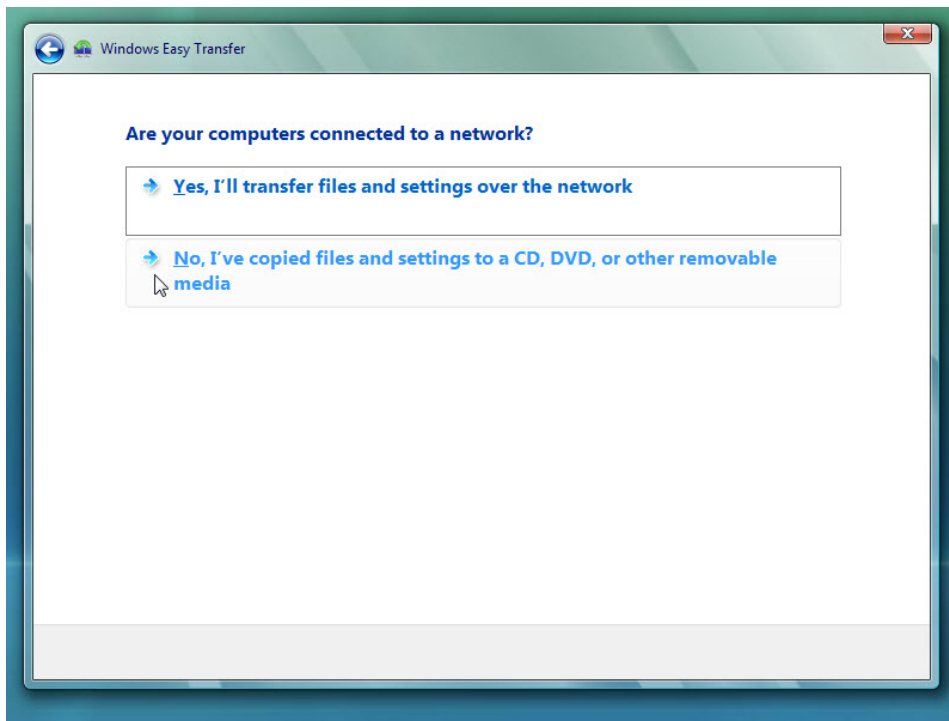The "Welcome to Windows Easy Transfer" screen opens.

Click **Next**.

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

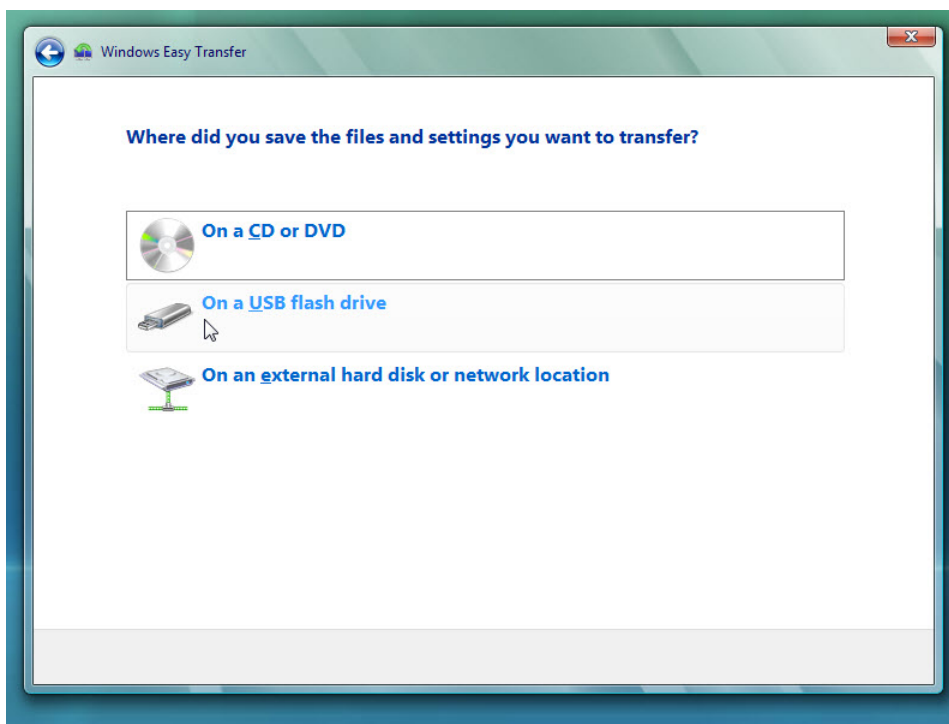Select **Continue a transfer in progress**.

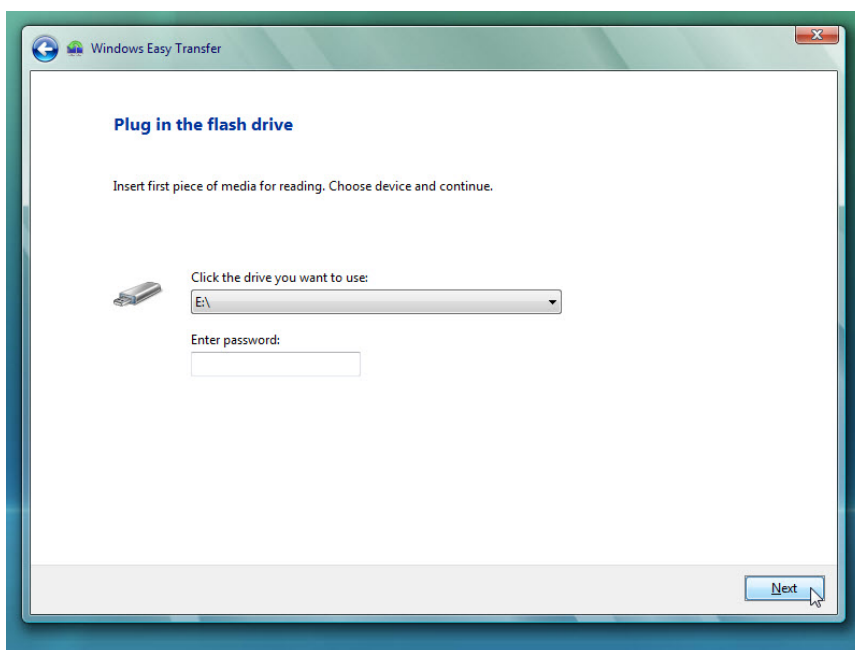The "Are your computers connected to a network?" screen appears.

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.
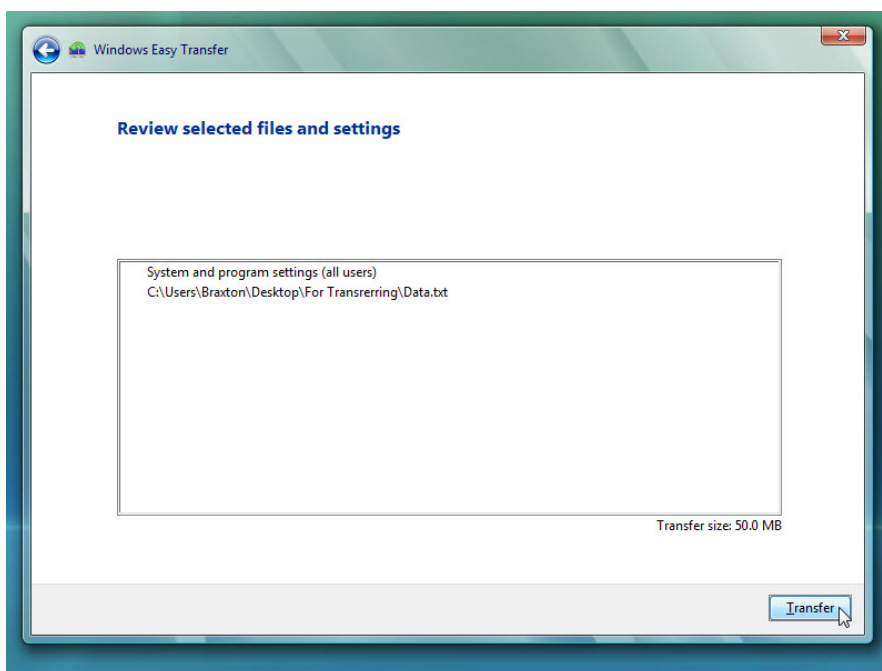

Click **On a USB flash drive**.

The "Plug in the flash drive" screen appears.

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.
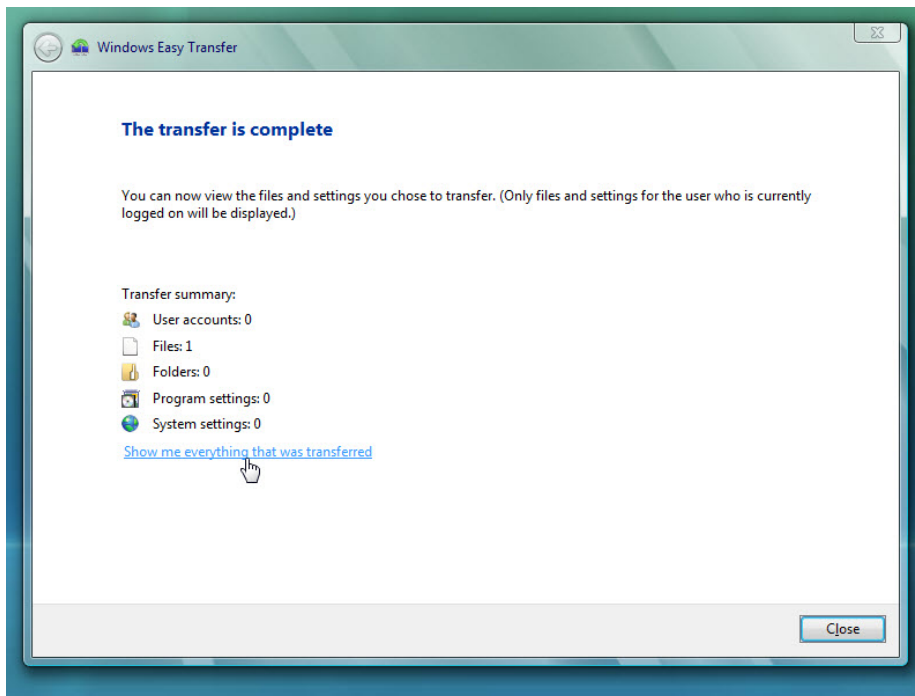
Click **Next**.

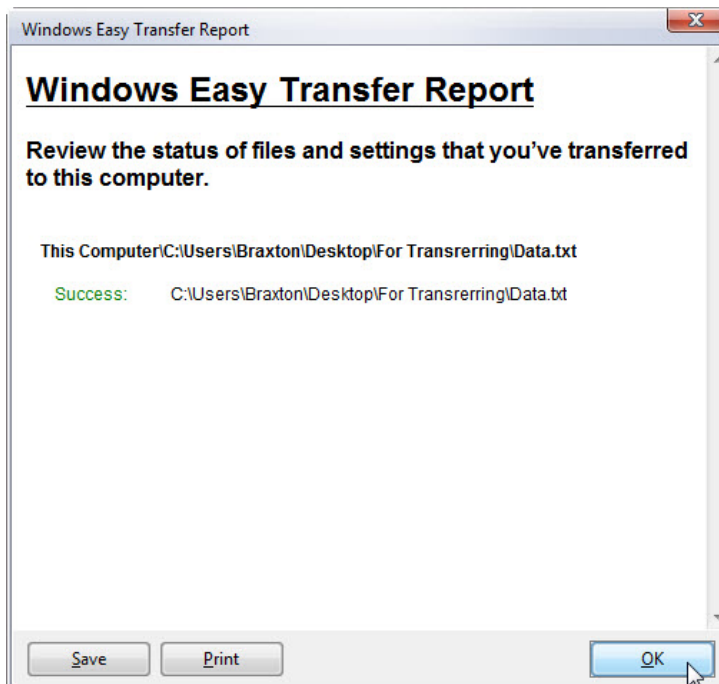The "Review selected files and settings" screen appears.

Click **Transfer**.

The "The transfer is complete" screen appears.

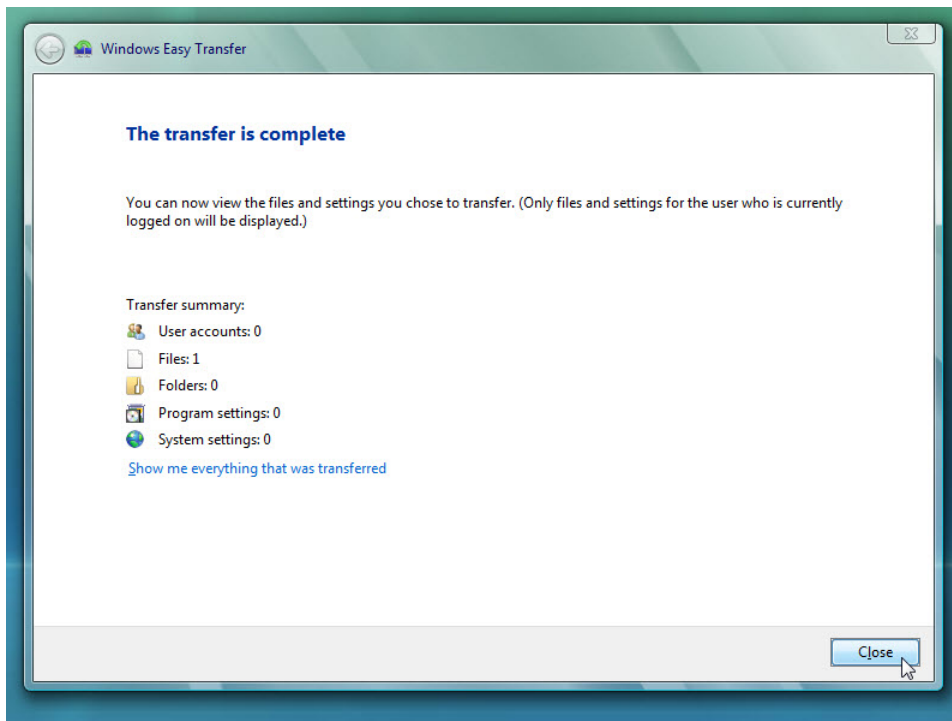Click **Show me everything that was transferred**.

The "Windows Easy Transfer Report" window appears.

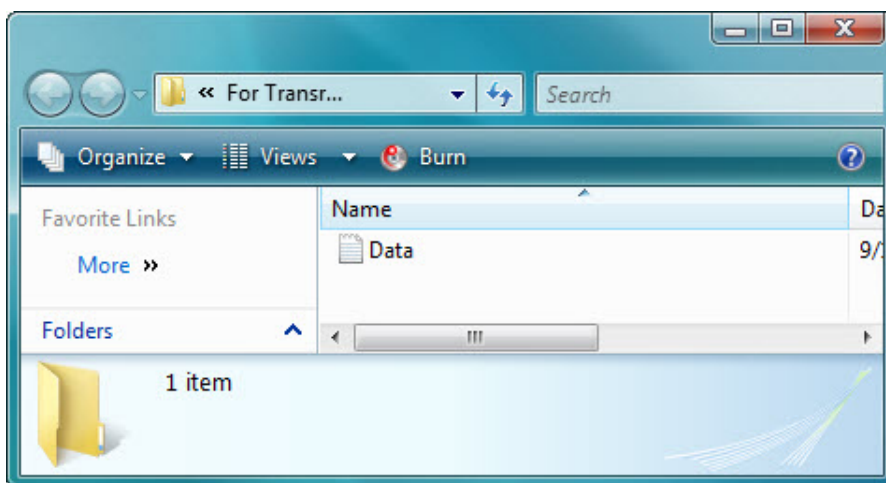What do you notice about the location of the new Data file?

Click **OK**.

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

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

Step 5

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

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.