

IT Essentials 5.0

5.2.4.3 Lab - Create a Partition in Windows 7

Introduction

Print and complete this lab.

In this lab, you will create a FAT32 formatted partition on a disk. You will convert the partition to NTFS. You will identify the differences between the FAT32 format and the NTFS format.

Recommended Equipment

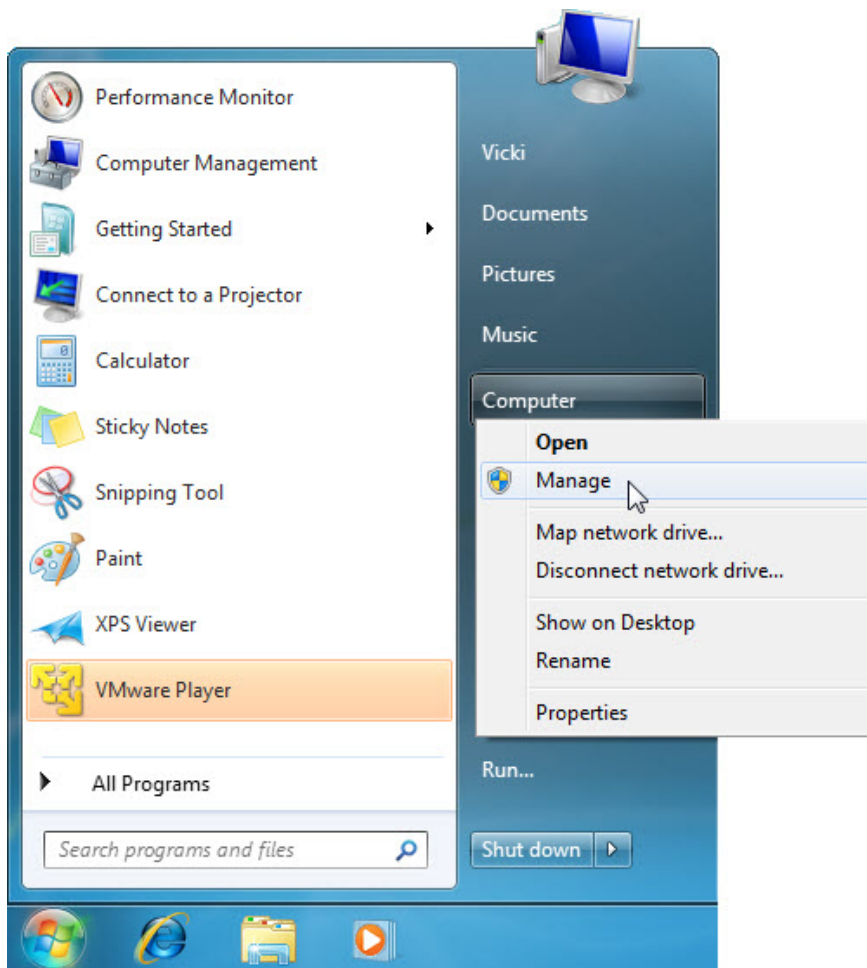
- Computer running Windows 7
- Unpartitioned space of at least 1 GB on the hard disk drive

Note: You may need to substitute different drive letters for the letters shown in this lab.

Step 1

Log on to Windows as an Administrator.

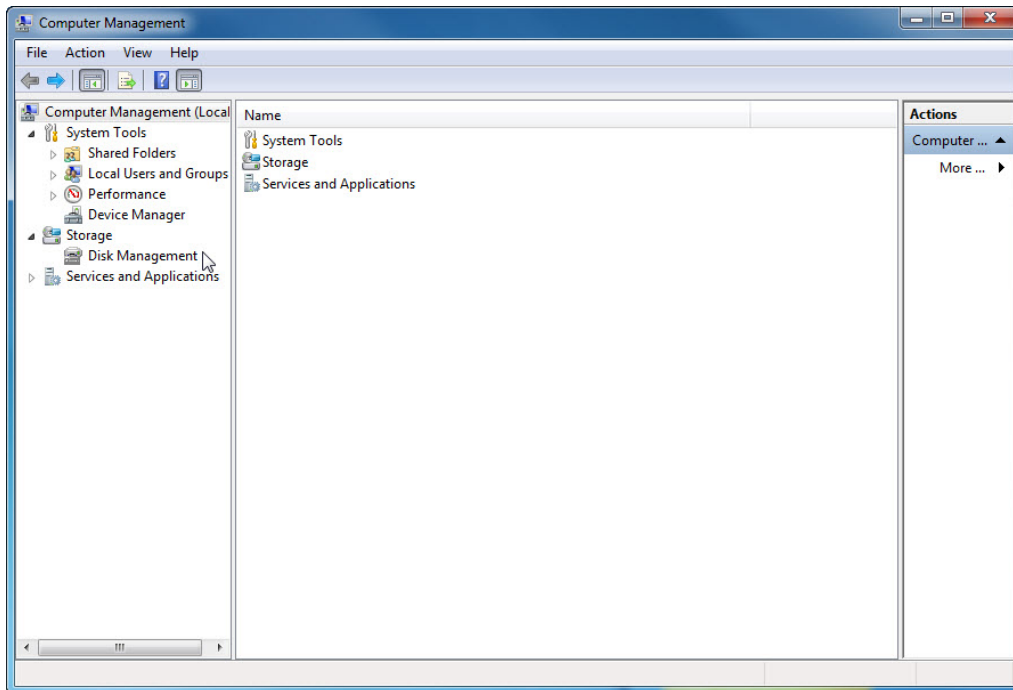
Click **Start**.



Right-click **Computer > Manage**.

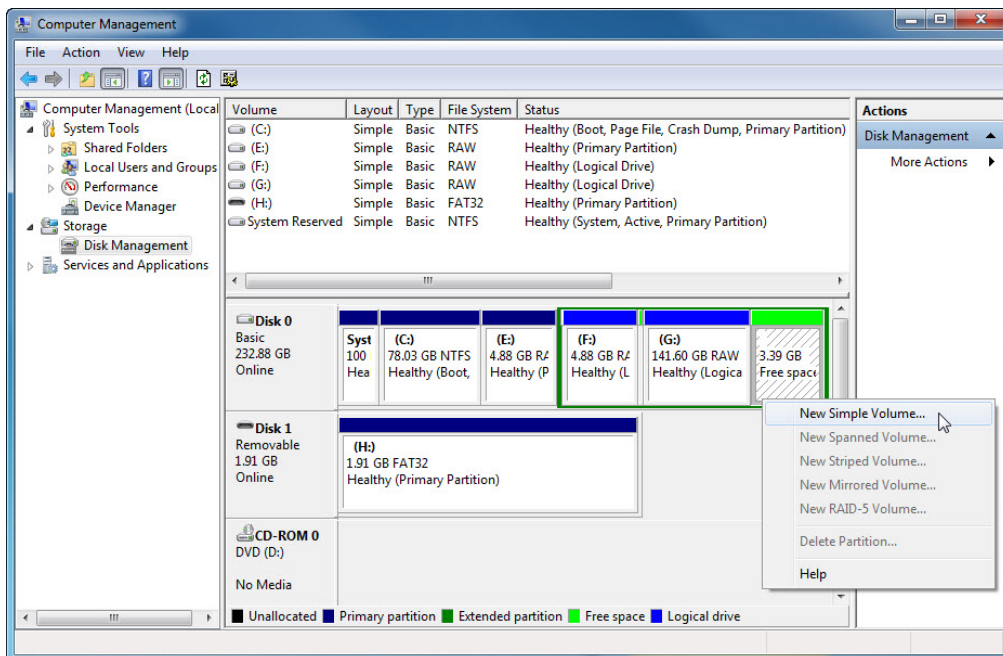
Step 2

The “Computer Management” window appears.



Click **Disk Management** on the left side of the screen.

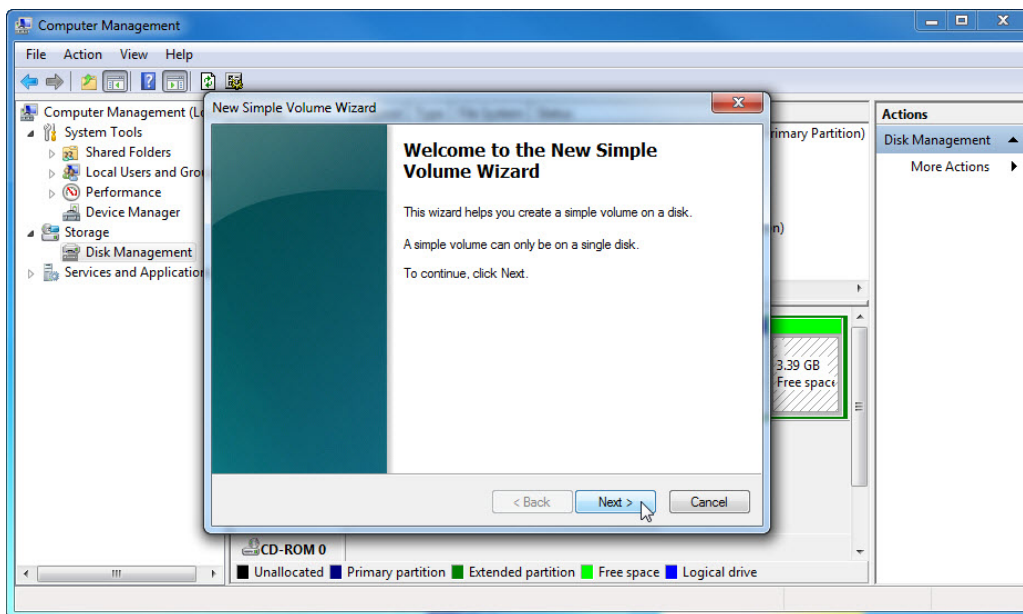
Right-click the green-outlined block of **Free Space**.



Click **New Simple Volume**.

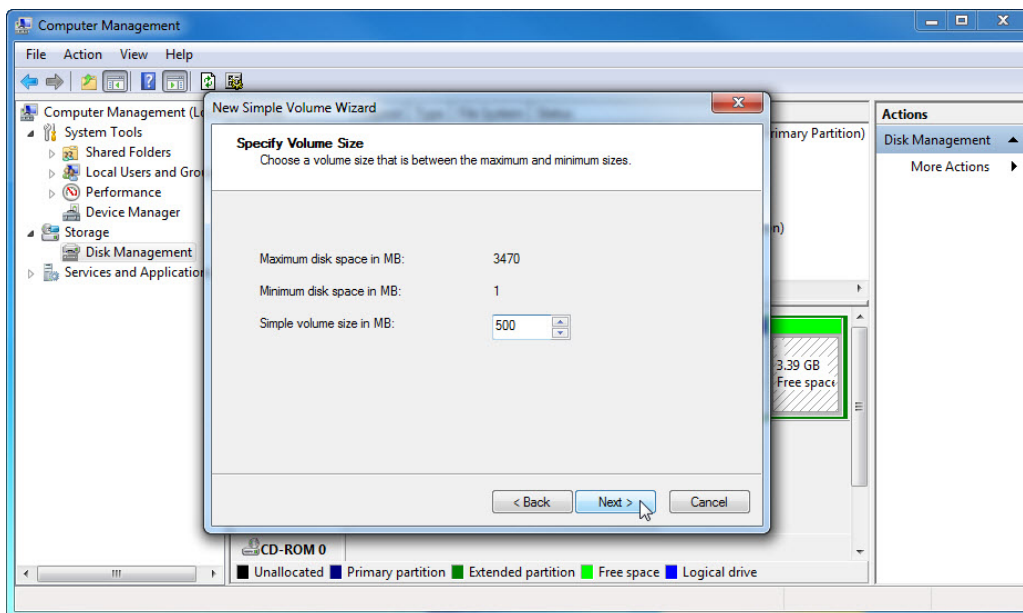
Step 3

The “New Simple Volume Wizard” window appears.



Click **Next**.

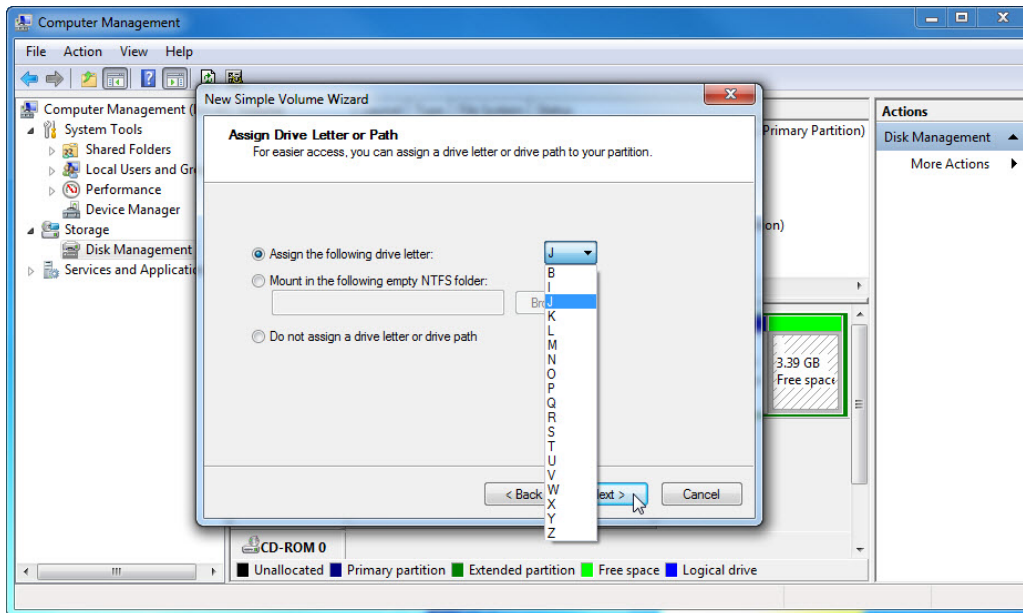
The “Specify Volume Size” screen appears.



Type **500** in the **Simple volume size in MB:** field.

Click **Next**.

The “Assign Drive Letter or Path” screen appears.

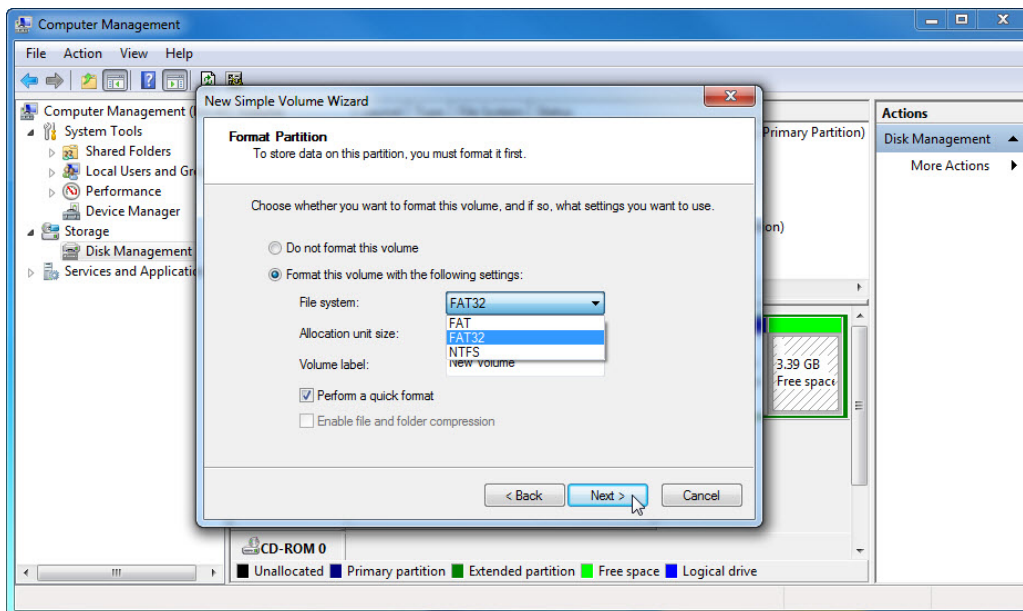


Click the **Assign the following drive letter:** radio button.

Select **J** from the drop-down menu.

Click **Next**.

The "Format Partition" screen appears.

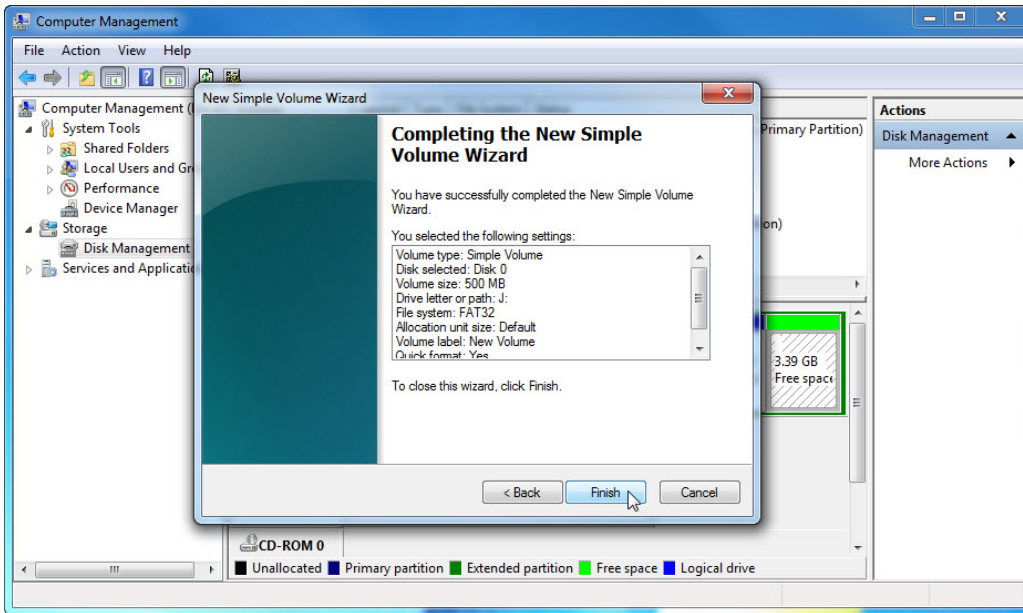


Click the **Format this volume with the following settings:** radio button.

Select **FAT32** from the File system drop-down menu.

Click **Next**.

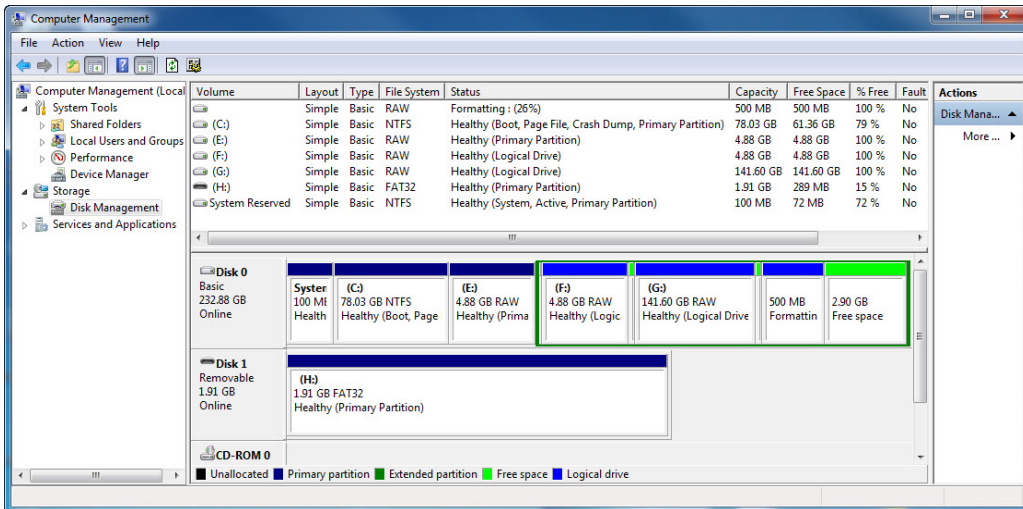
The “Completing the New Simple Volume Wizard” screen appears.



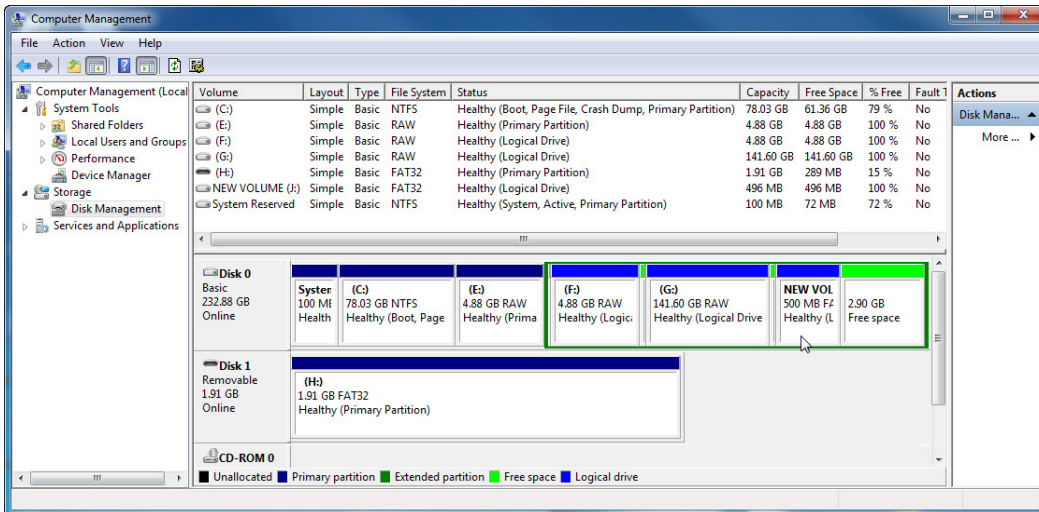
Click **Finish**.

Step 4

The “Computer Management” window re-appears while the new volume is formatted.



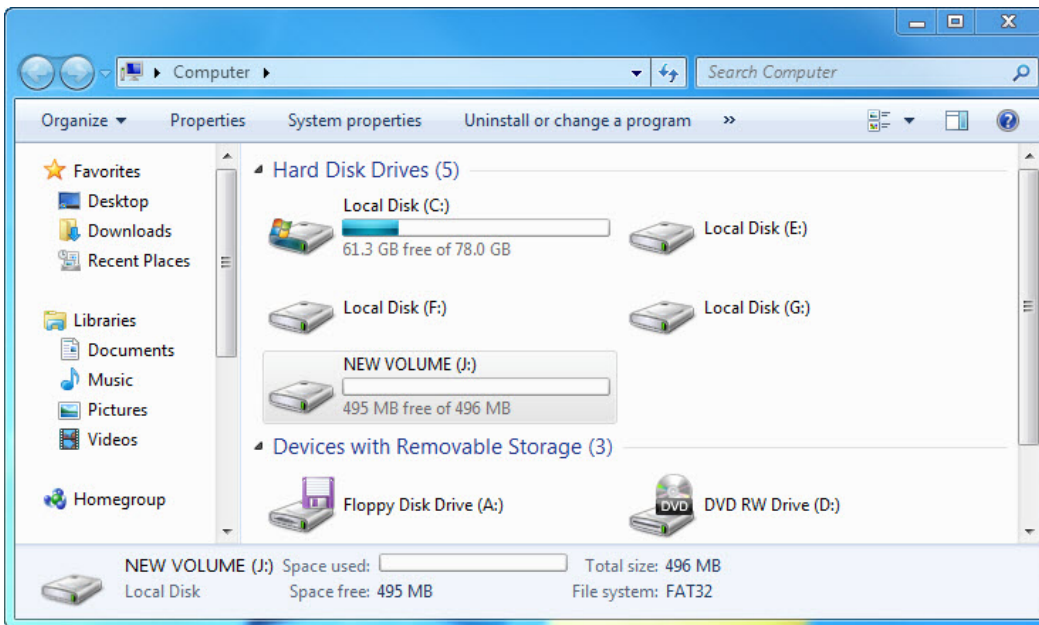
The “Computer Management” window shows the new **Healthy (Logical Drive)** volume.



Step 5

Open **Computer**.

Click the **NEW VOLUME (J:)** drive.

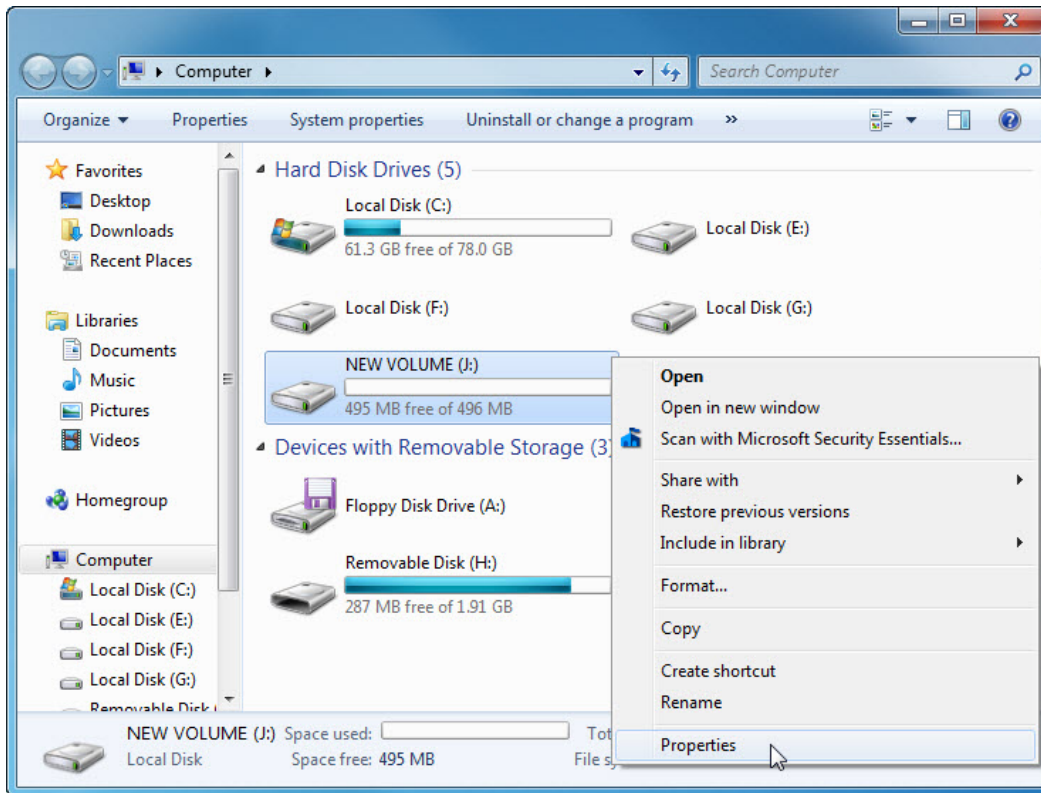


The **Details** area on the bottom of the **Computer** window displays information about the J: drive.

What is the File System?

How much Free Space is shown?

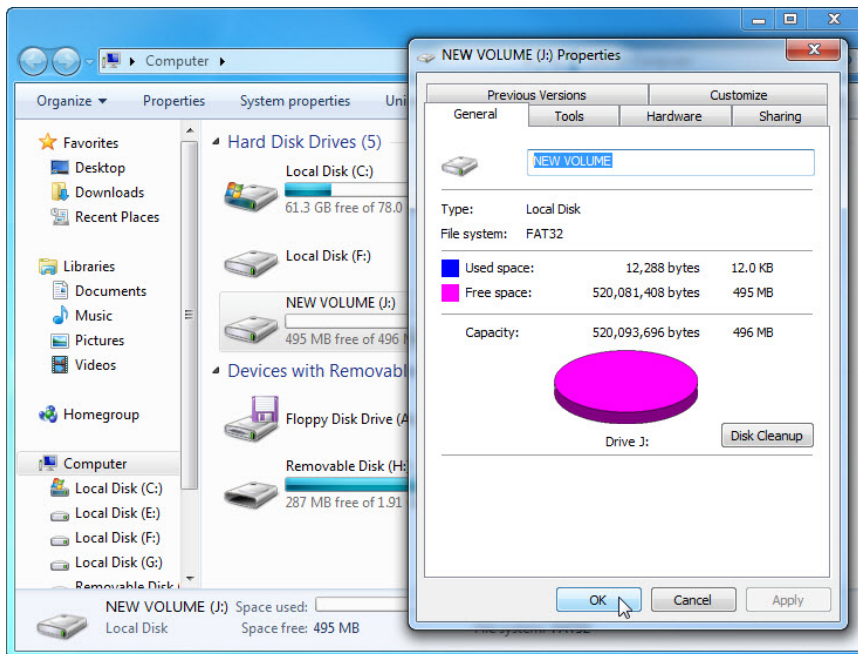
Right-click the **NEW VOLUME (J:)** drive.



Click **Properties**.

Step 6

The “NEW VOLUME (J:) Properties” window appears.



What is the File system of the J: drive?

List the tabs found in the **NEW VOLUME (J:) Properties** window.

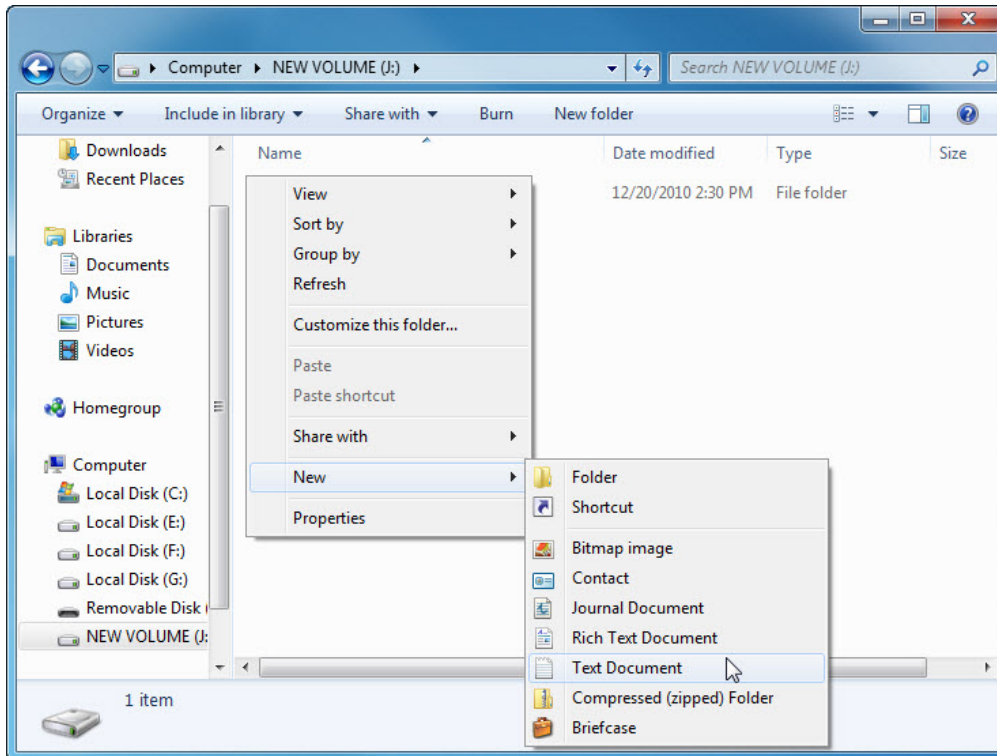
Click **OK**.

Double-click the **NEW VOLUME (J:)** drive.

Step 7

Right-click anywhere in the white space of the window.

Click **New > Text Document**.

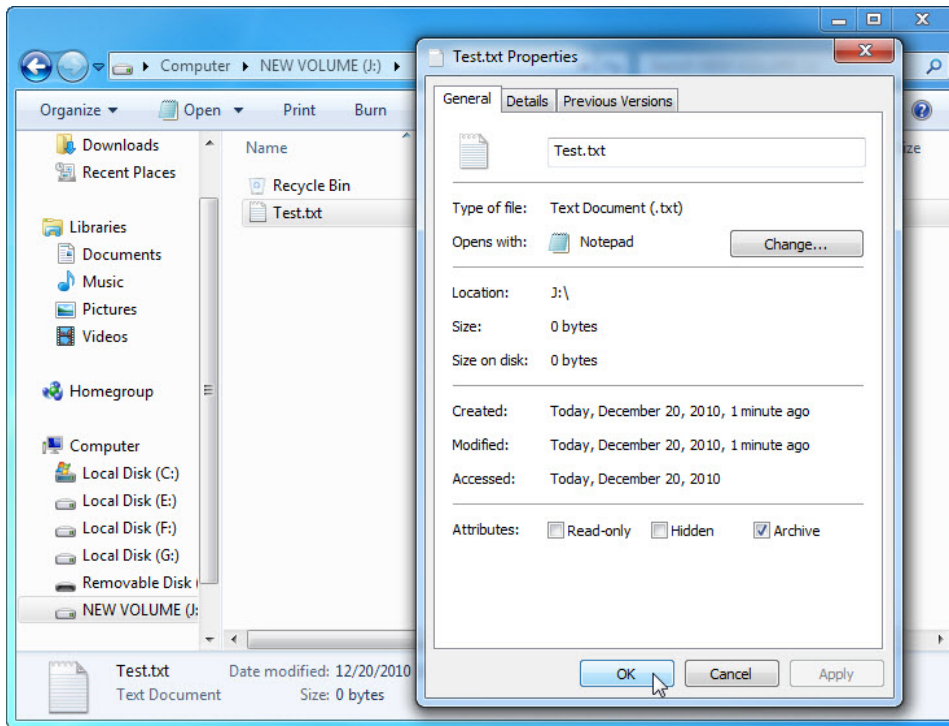


Type **Test** and press **Enter**.

Step 8

Right-click the **Test** document in the window and choose **Properties**.

The "Test Properties" window appears.



List the tabs found in the **Test Properties** window?

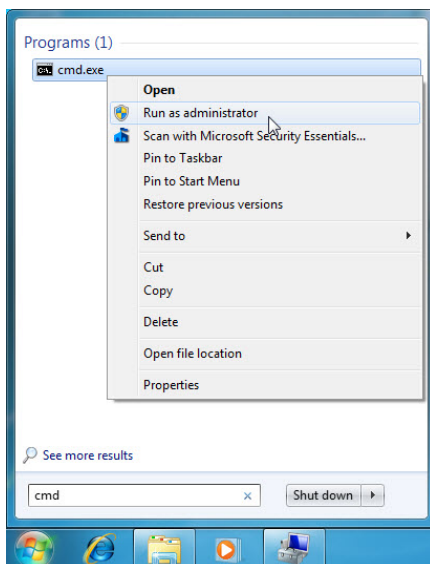
Click **OK**.

Close any windows open for the J: drive.

Step 9

Click **Start**.

In the “Search programs and files” field, type **cmd**.



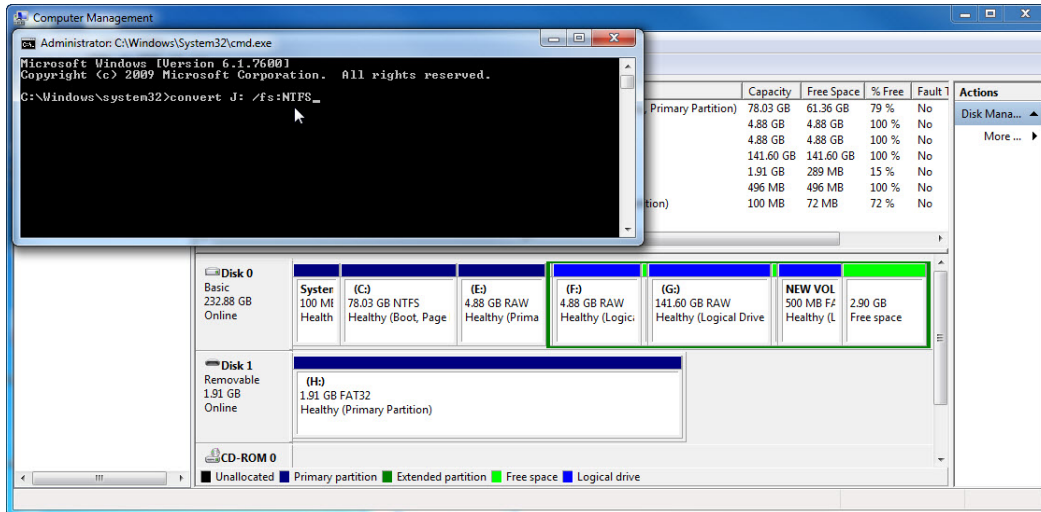
When the cmd program appears, right-click **cmd** > **Run as administrator**.

Click **Yes** if prompted by User Account Control.

Step 10

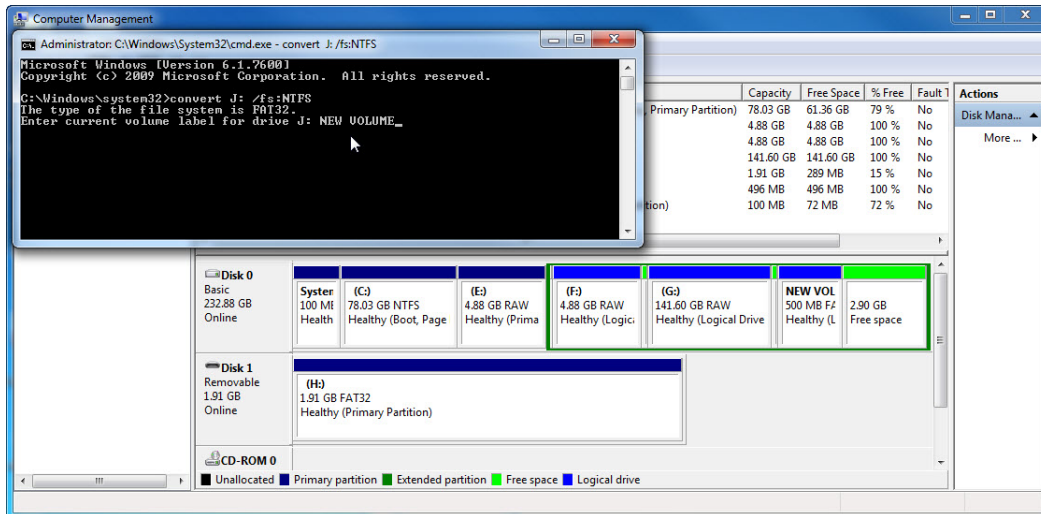
The “Administrator: C:\Windows\System32\cmd.exe” window appears.

The **convert** command changes the file system of a volume without losing data.

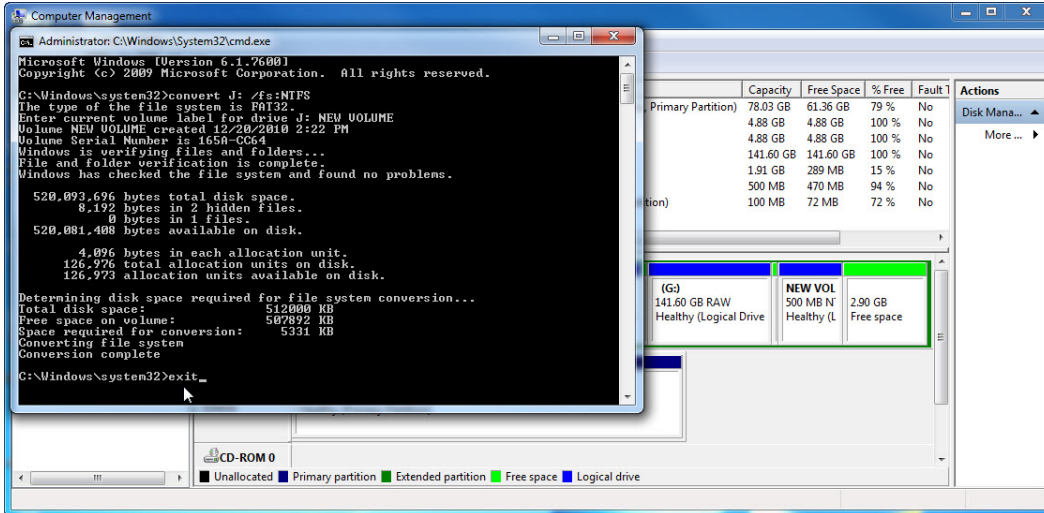


Type **convert J: /fs:NTFS** > press the **Enter** key.

You will be prompted to enter the current volume label for drive J:. Type **NEW VOLUME** and press the **Enter** key.

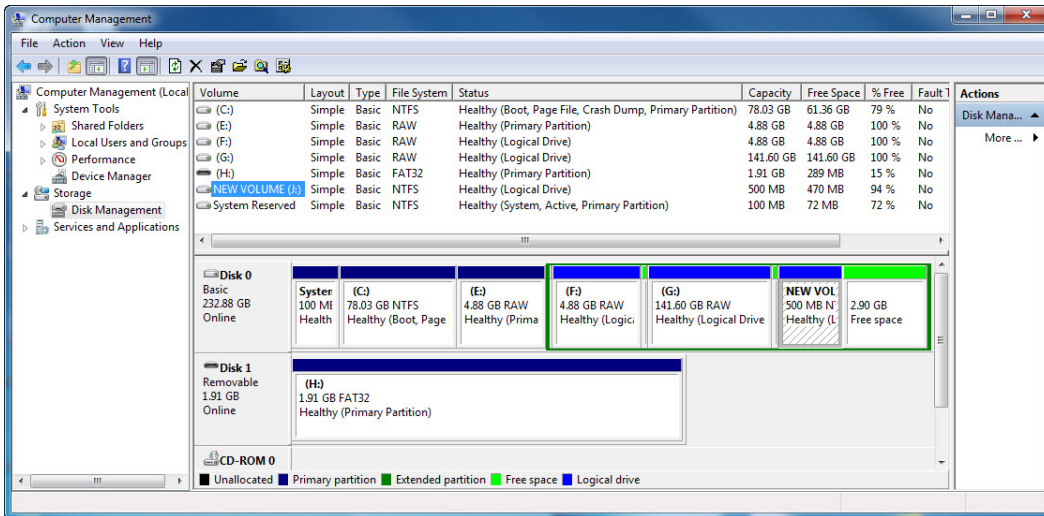


After the drive is converted, type **exit** in the “Administrator: C:\Windows\System32\cmd.exe” window, and then press **Enter**.



Step 11

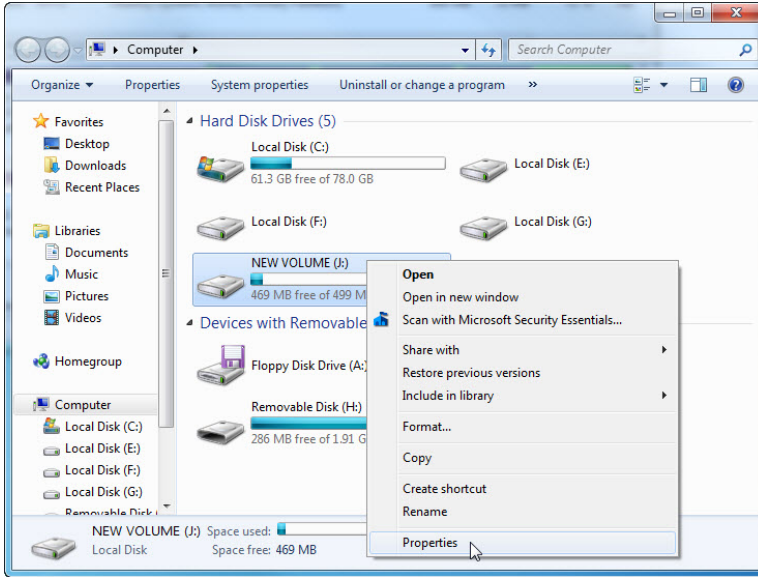
The "C:\WINDOWS\System32\cmd.exe" window closes.



What is the File System of the J: drive?

Step 12

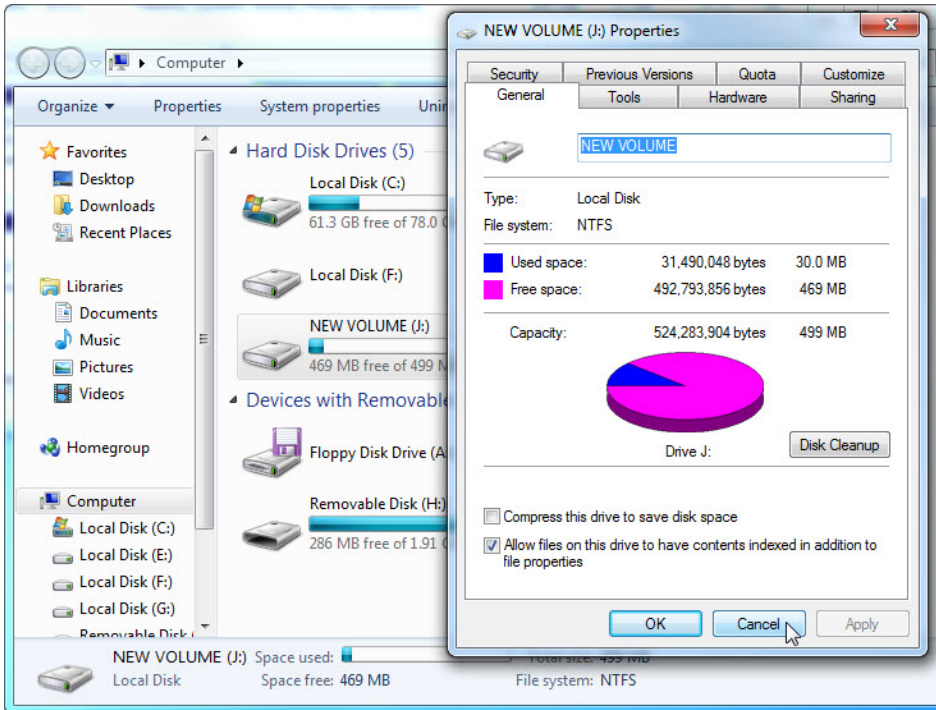
Open Computer.



Right-click **NEW VOLUME (J:)** > **Properties**.

Step 13

The "NEW VOLUME (J:) Properties" window appears.



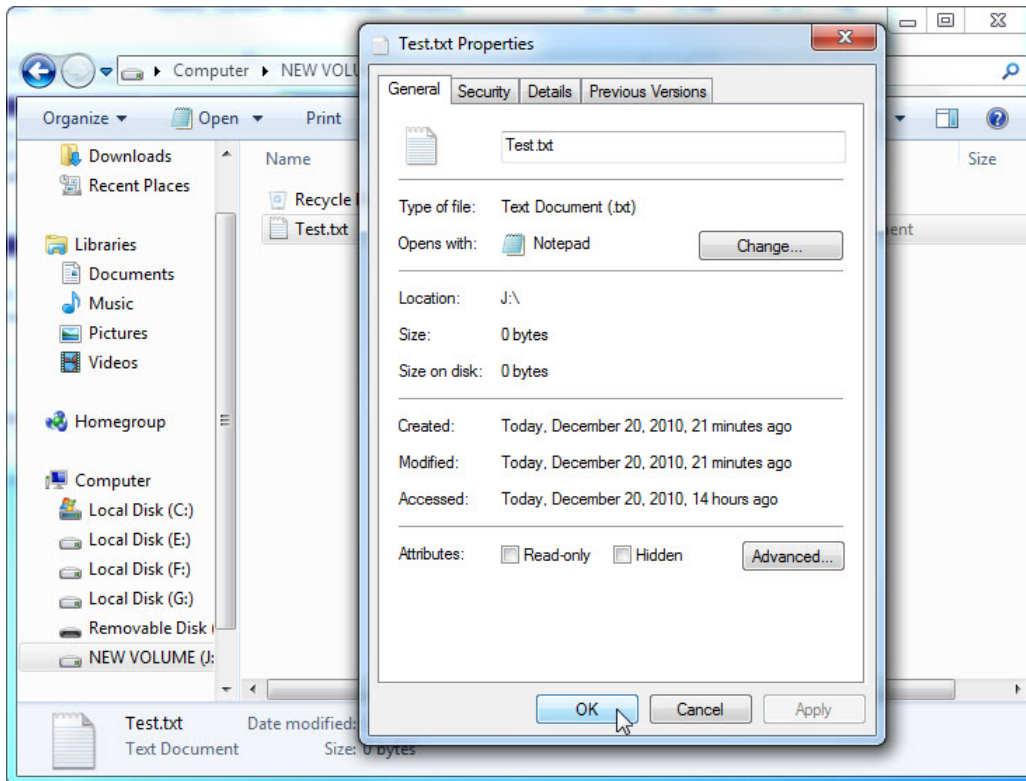
What are the tabs in the **NEW VOLUME (J:) Properties** window?

When the volume was FAT32, there were six tabs. What are the names of the new tabs that were added after the volume was converted to NTFS?

Click **Cancel**. Double-click the **NEW VOLUME (J:)** drive.

Step 14

Right-click the **Test** document > **Properties**.



What are the tabs in the **Test Properties** window?

When the volume was FAT32, there were three tabs. What is the name of the new tab that was added after the volume was converted to NTFS?

Click **OK**.