IT Essentials 5.0

5.2.4.5 Lab - Create a Partition in Windows XP

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.
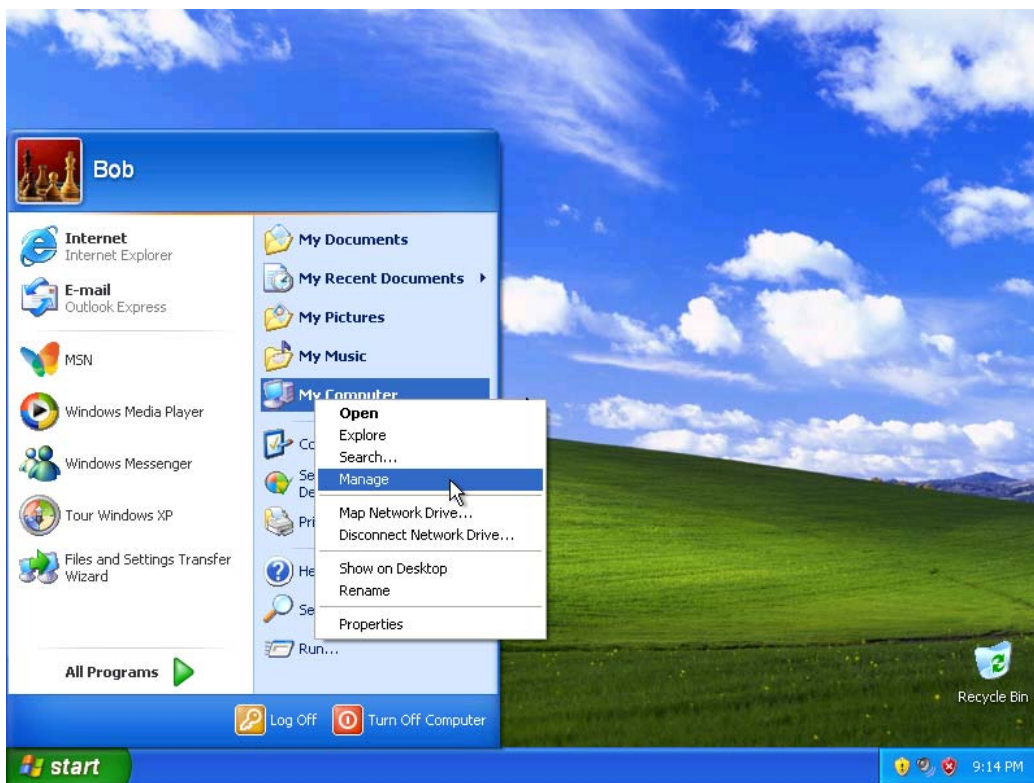
Recommended Equipment
- Computer running Windows XP
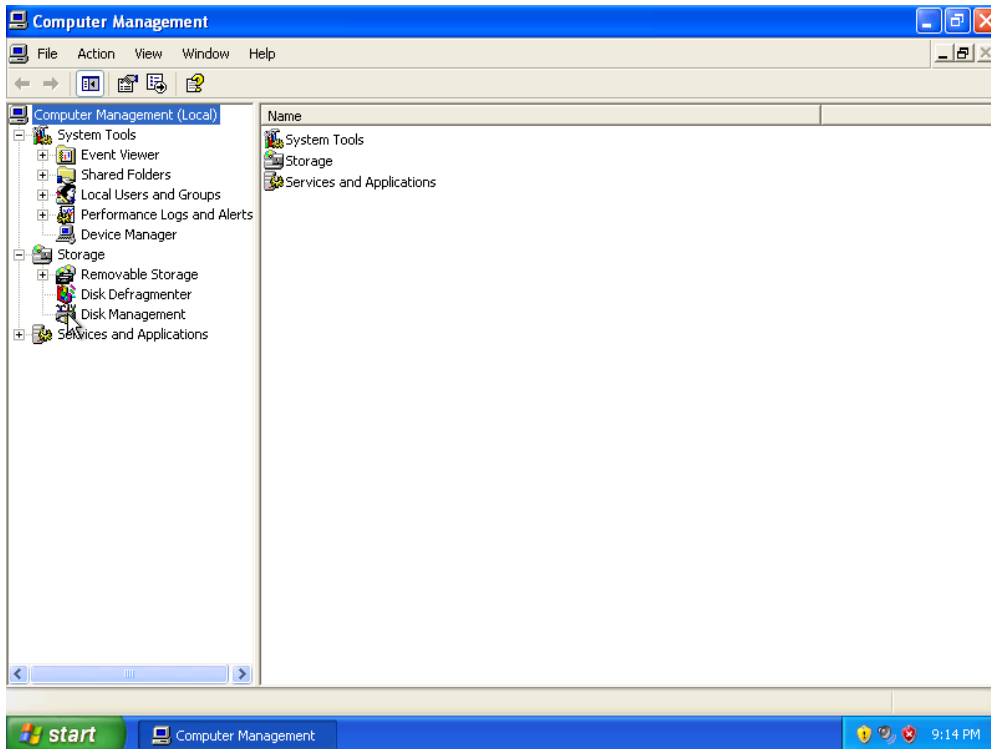- Unpartitioned space of at least 1 GB on the hard disk drive

Step 1

Log on to Windows as an administrator.

Click **Start >** right-click **My Computer > Manage**.
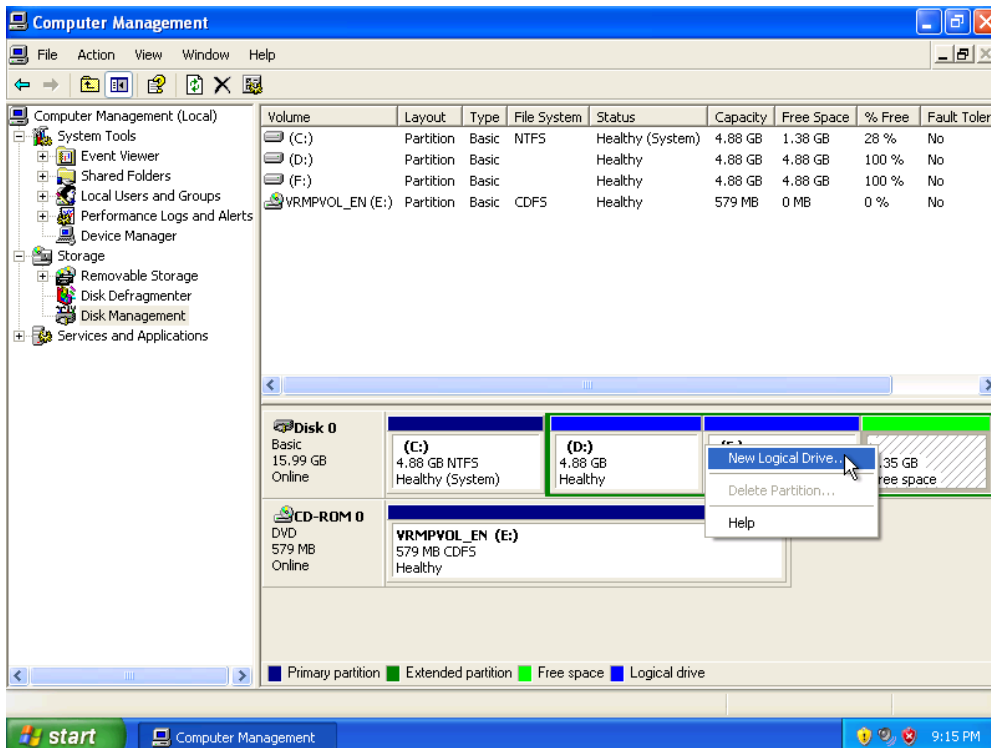

Step 2

The "Computer Management" window appears.

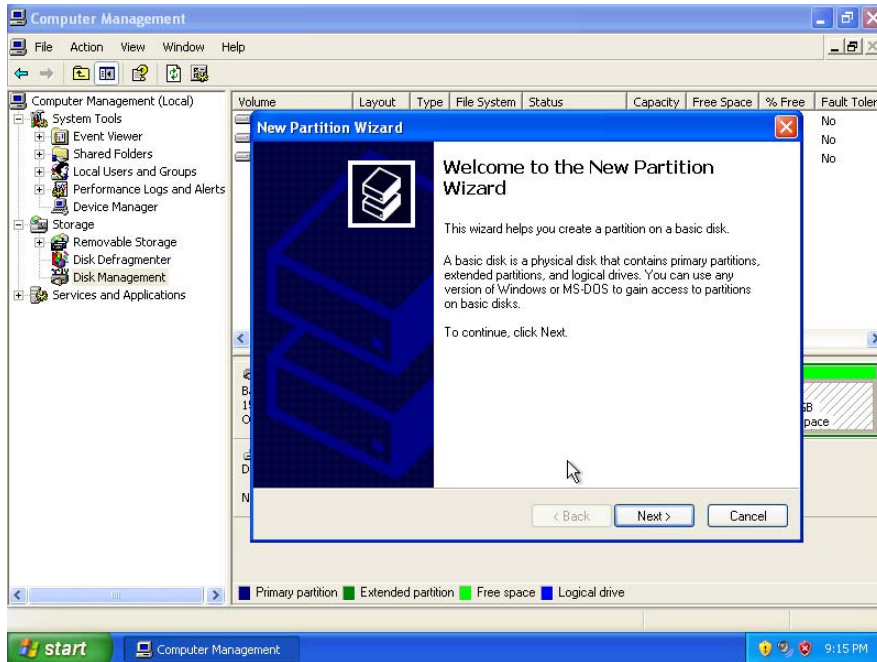Click **Disk Management** on the left side of the screen.

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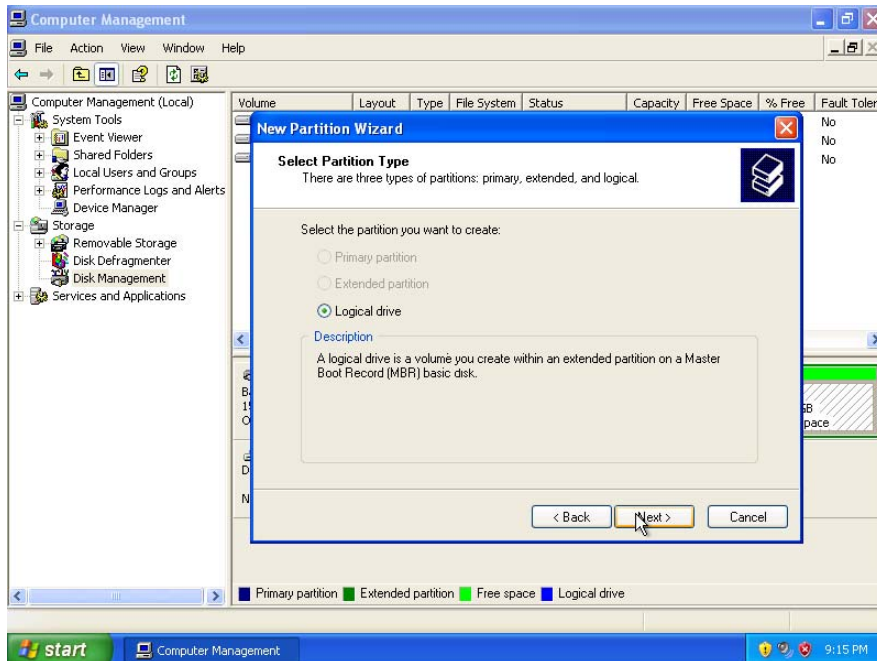

Click **New Logical Drive**.

Step 3

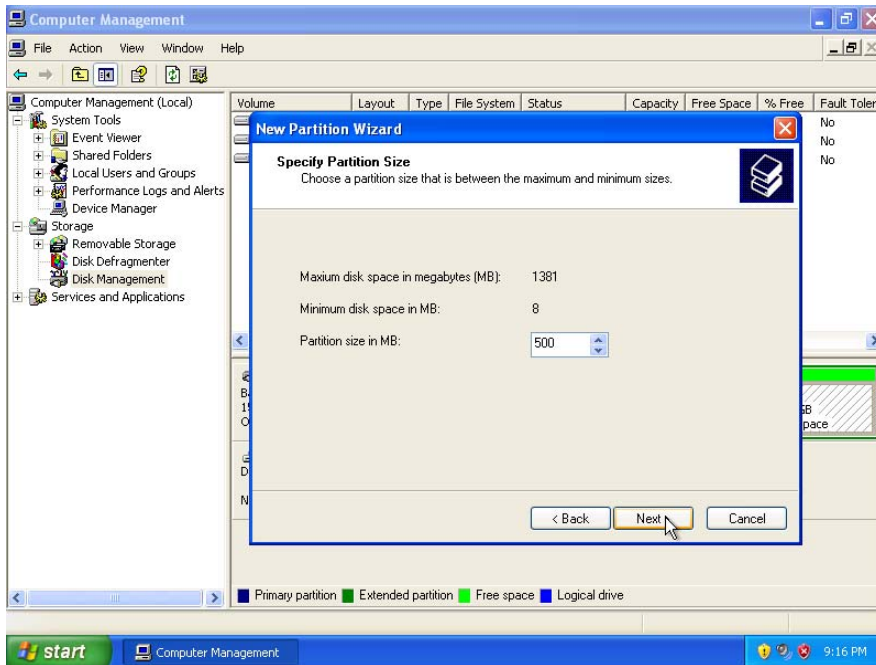The "New Partition Wizard" window appears.

Click **Next**.

The "Select Partition Type" screen appears.

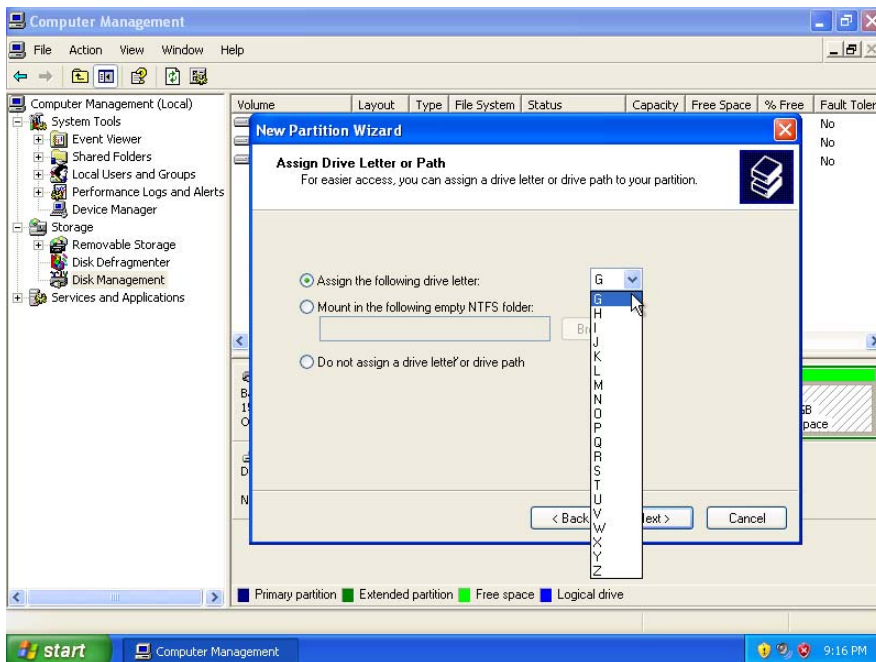Click the **Logical drive** radio button, and then click **Next**.

The "Select Partition Size" screen appears.

Type **500** in the "Partition size in MB:" field.
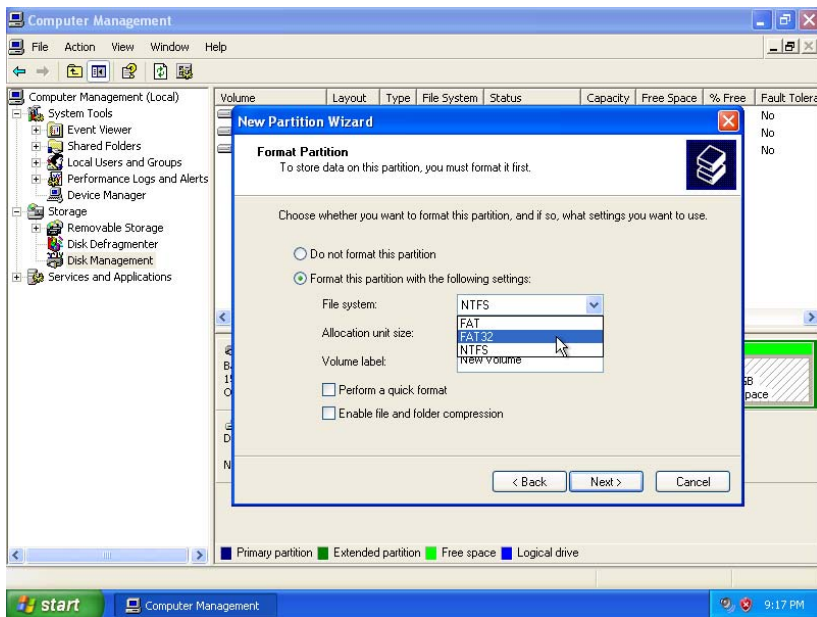
Click **Next**.

The "Assign Drive Letter or Path" screen appears.

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

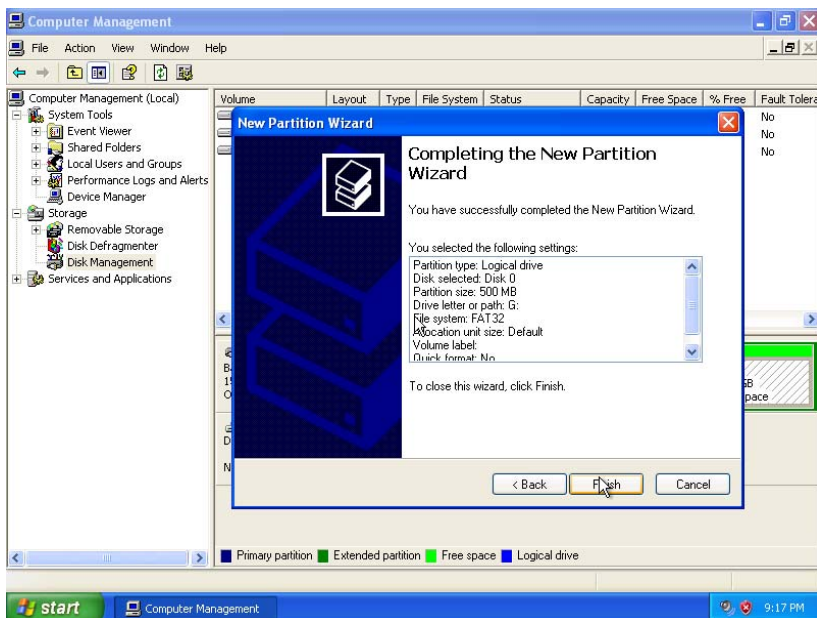Select **G** from the drop-down menu and then click **Next**.

The "Format Partition" screen appears.

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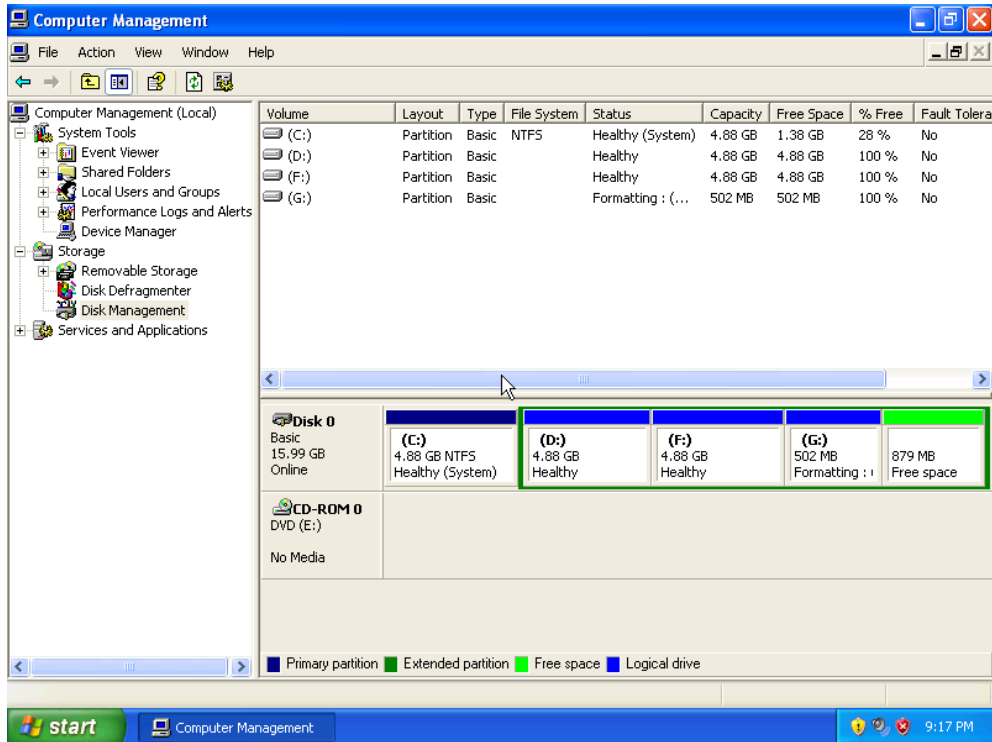
Click **Next**.

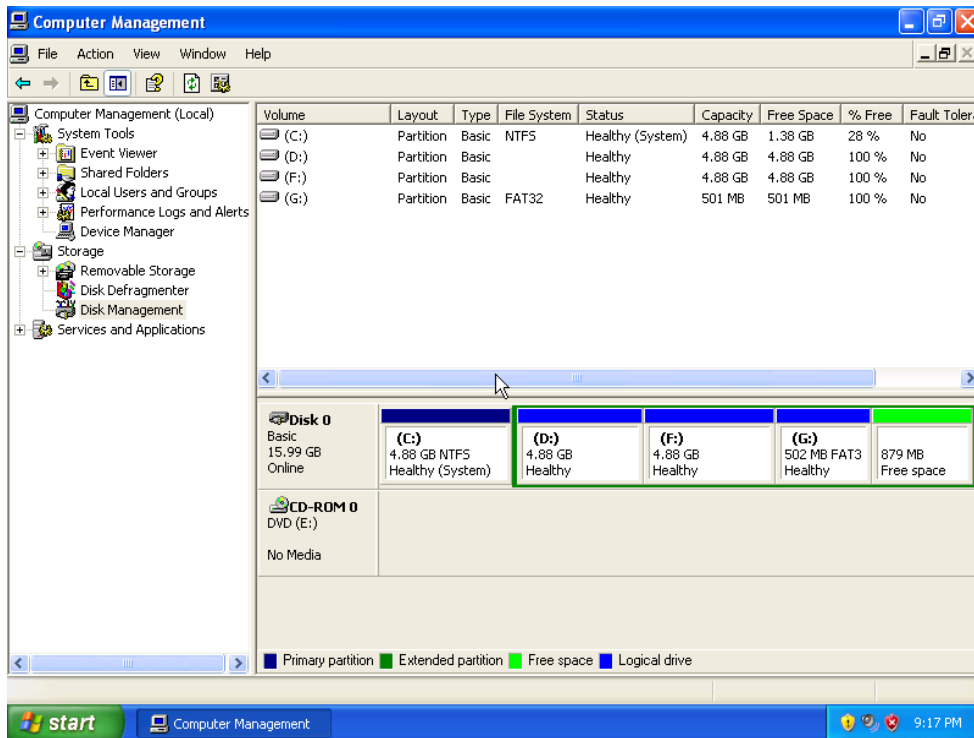The "Completing the New Partition Wizard" screen appears.

Click **Finish**.

Step 4

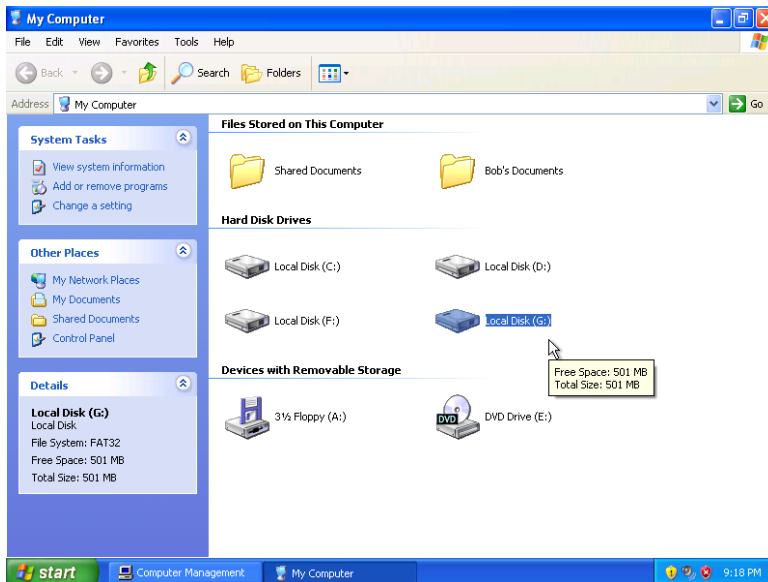The "Computer Management" window re-appears while the new volume is formatted.

The "Computer Management" window shows the new "Healthy" volume.

Step 5

Open **My Computer**.

Click the new partition you just created. For example: **Local Disk (G:)** drive.
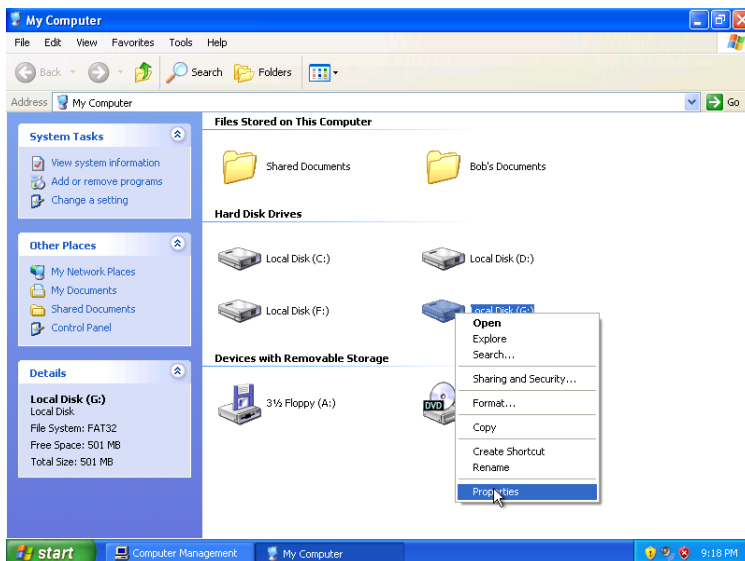

The "Details" area on the left of the "My Computer" window displays information about the G: drive.
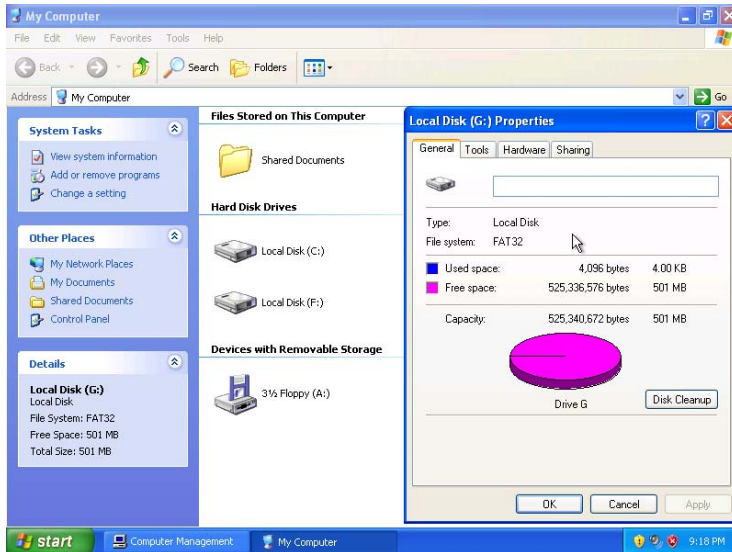
What is the File System?

How much Free Space is shown?

Right-click the new partition: **Local Disk (G:)** drive.

Choose **Properties**.

Step 6

The "Local Disk (G:) Properties" window appears.

What is the File system of the G: drive?

List the tabs found in the "Local Disk (G:) Properties" window.
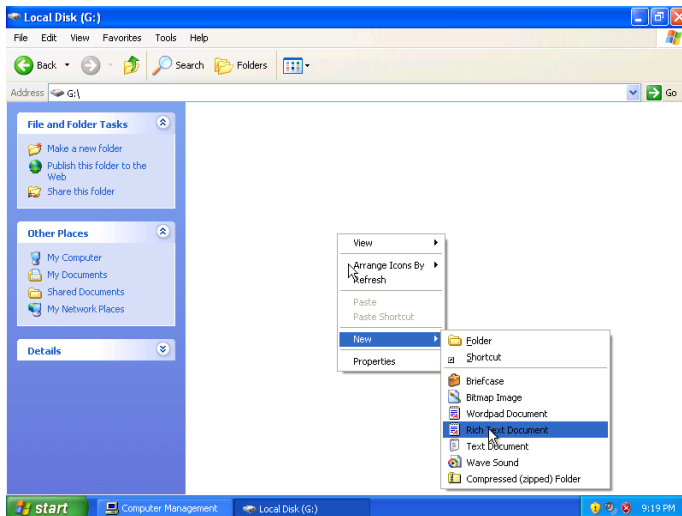

Click **OK**.

Double-click the new partition: **Local Disk (G:)** drive.

Step 7

Right-click anywhere in the white space of the window.
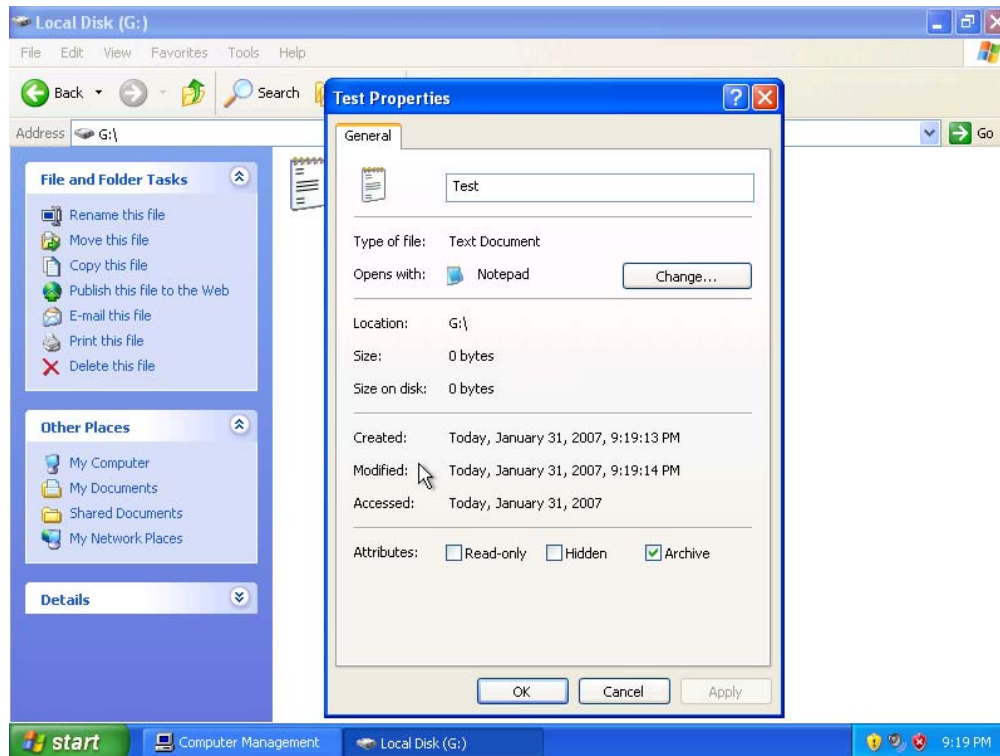
Choose **New > Text Document**.

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

Step 8

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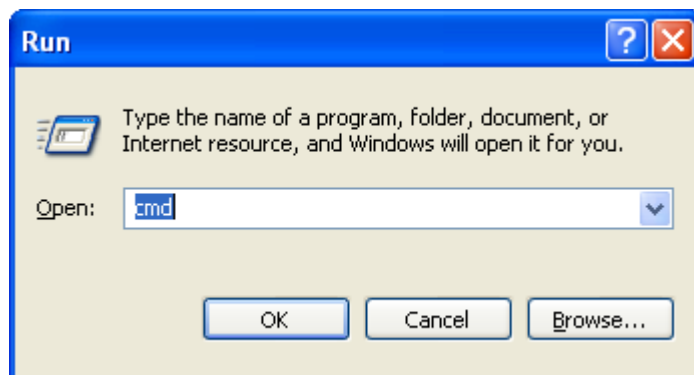
The "Test Properties" window appears.

What is the name of the tab in the "Test Properties" window called?

Click **OK**.

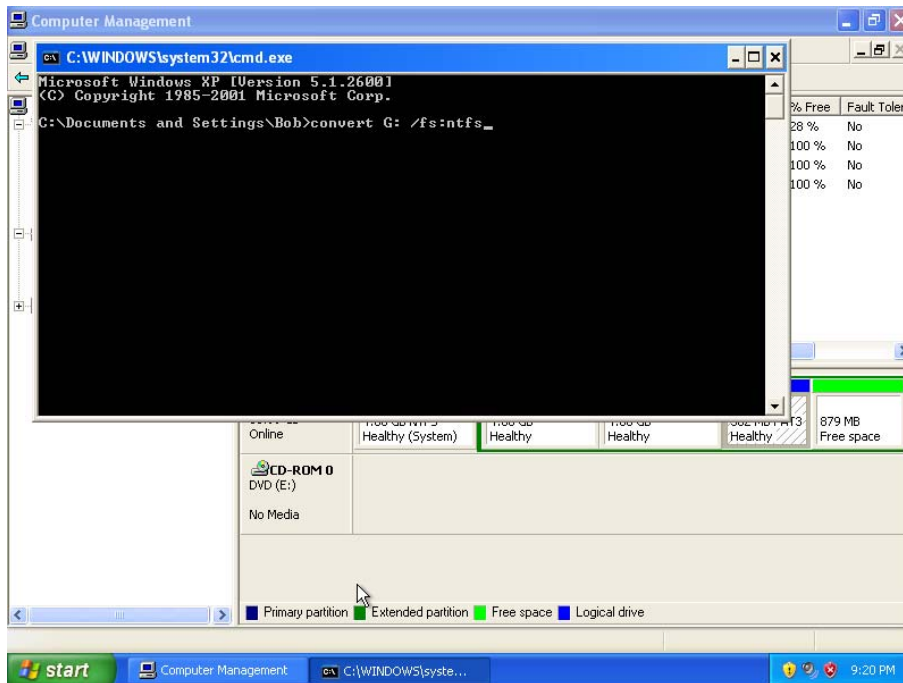### Step 9

Choose **Start > Run**.

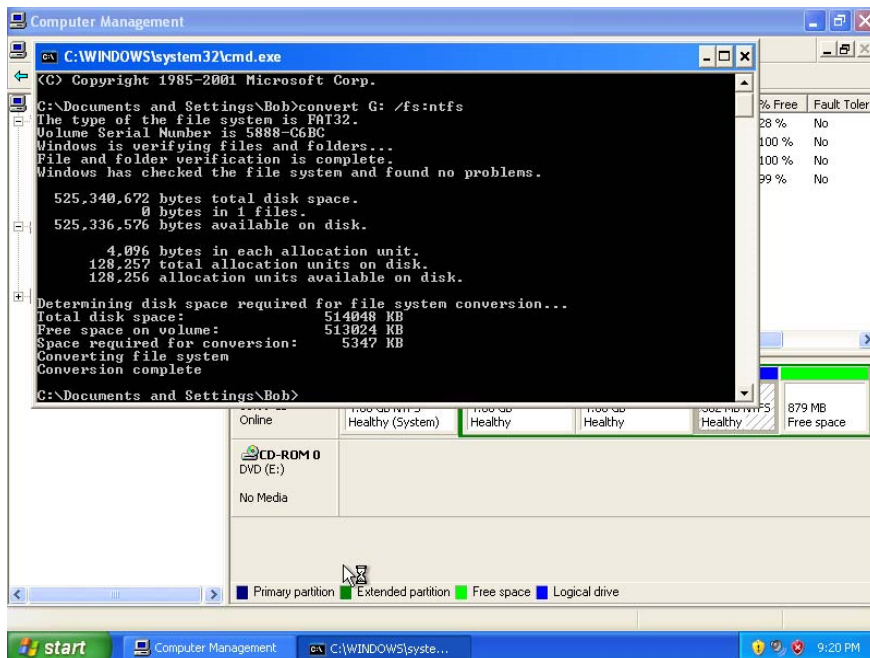In the "Open:" field, type **cmd**, and then Click **OK**.

Step 10

The "C:\WINDOWS\system32\cmd.exe" window appears.

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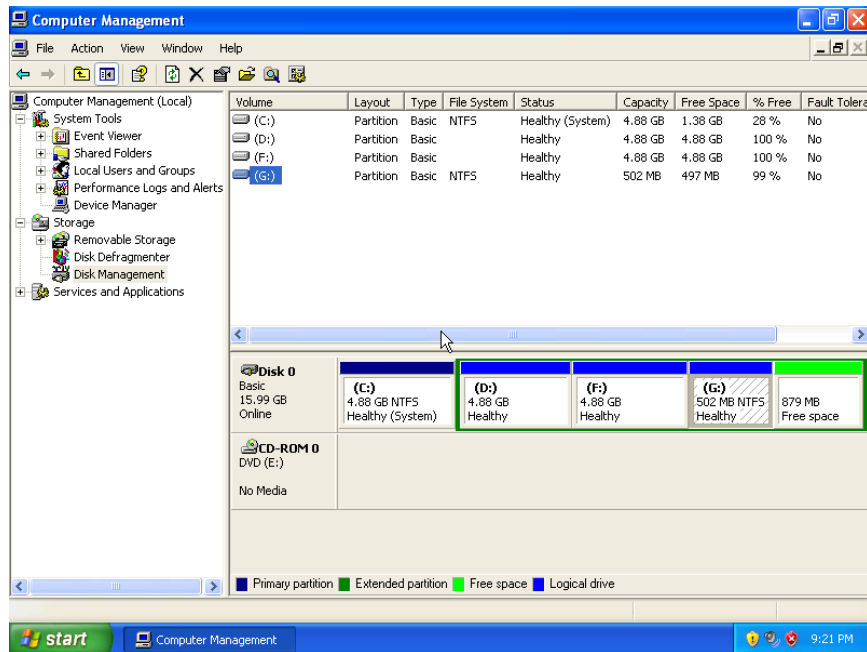

Type **convert G: /fs:NTFS**.

Press the **Enter** key.

Type **exit**, and then press **Enter**.
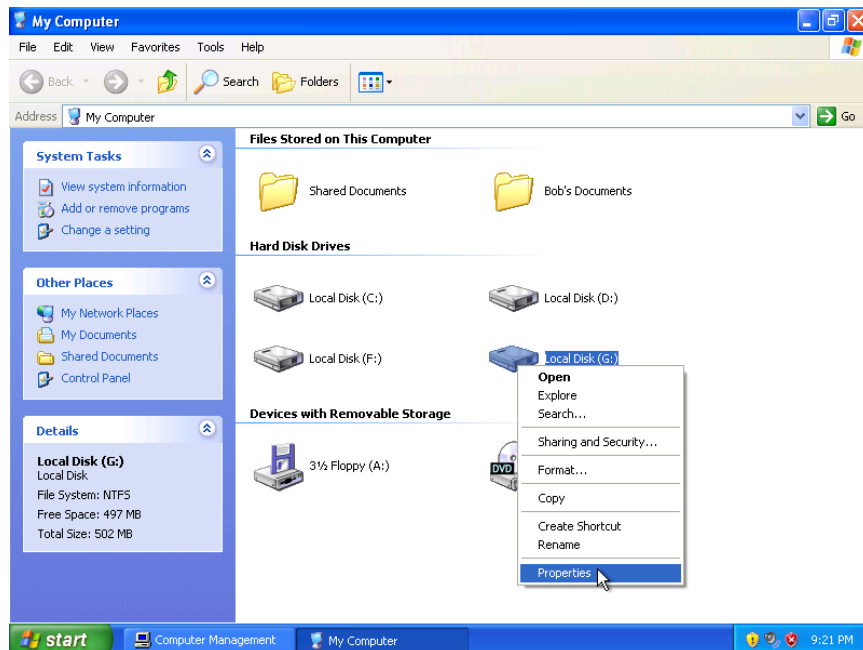
Step 11

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

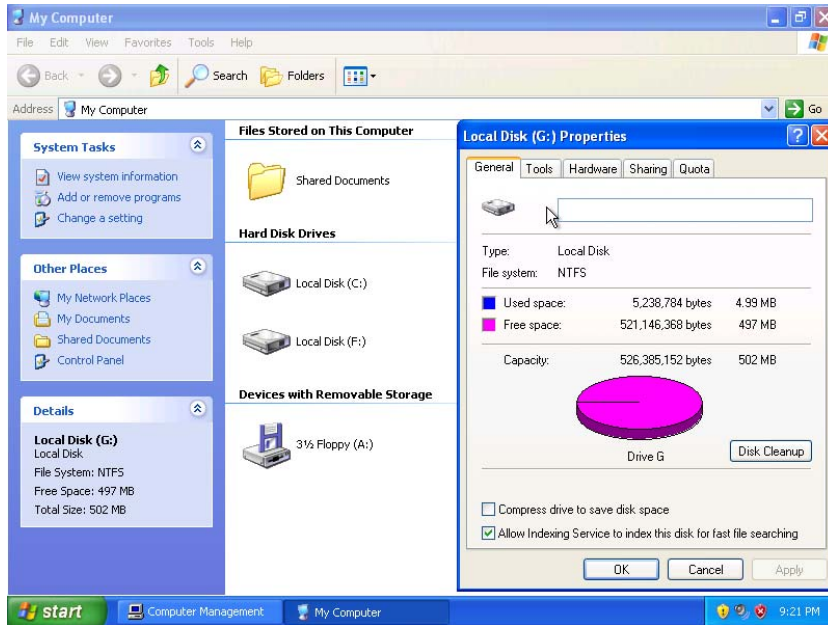What is the File System of the **G:** drive?

Step 12

Open **My Computer**.

Right-click the **G:** drive, and then click **Properties**.

Step 13

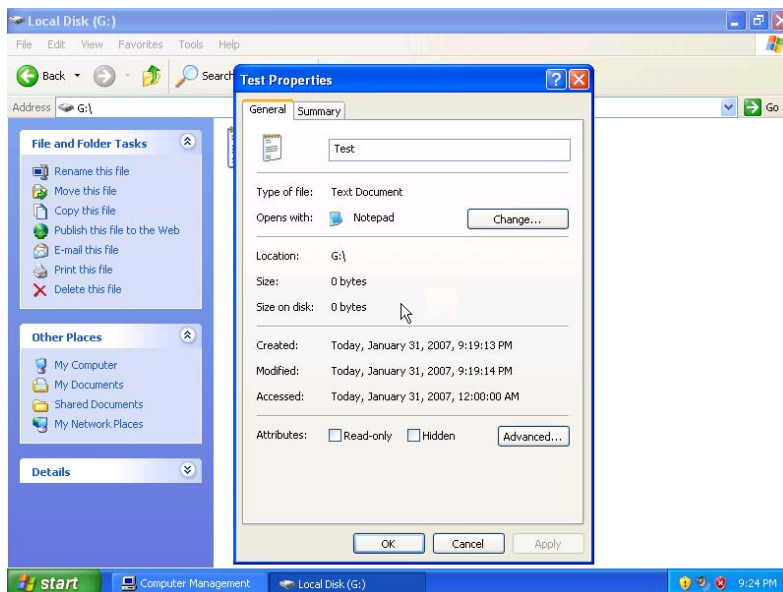The "Local Disk (G:) Properties" window appears.

What are the tabs in the "Local Disk (G:) Properties" window?

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

Click **Cancel**, and then double-click the G: drive.

Step 14

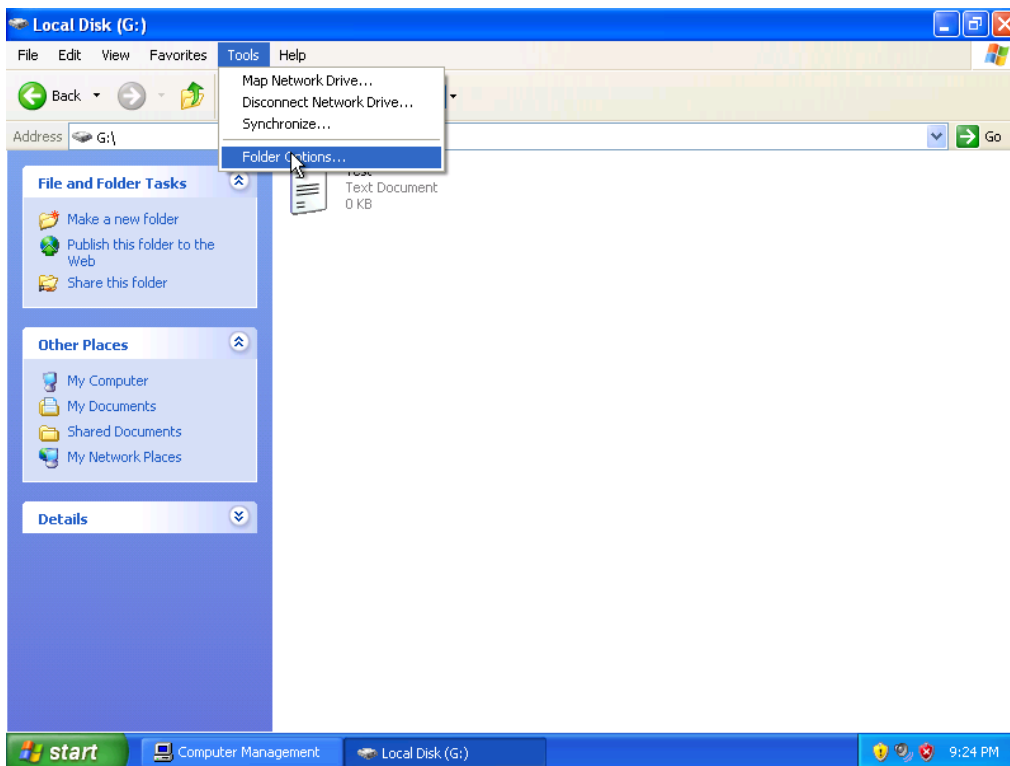Right-click the **Test** document, and then click **Properties**.

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

When the volume was FAT32, there was one tab. What is the name of the new tab that was added after the volume was converted to NTFS?
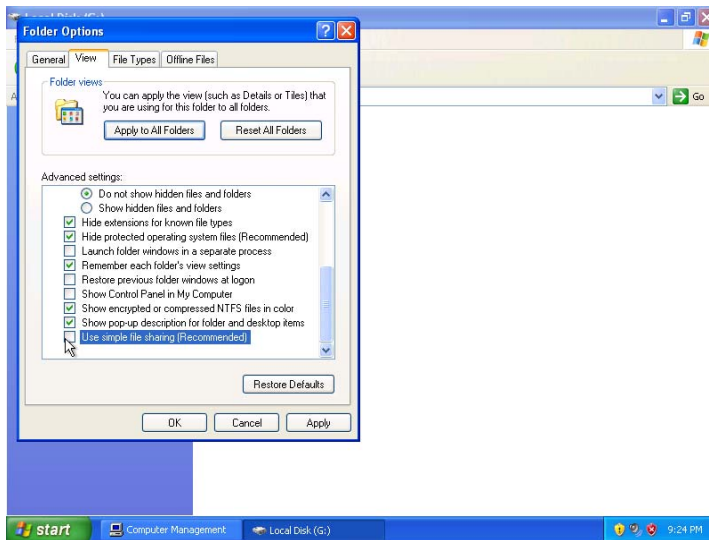
Click **OK**.

Step 15

Choose **Tools > Folder Options**.

Step 16

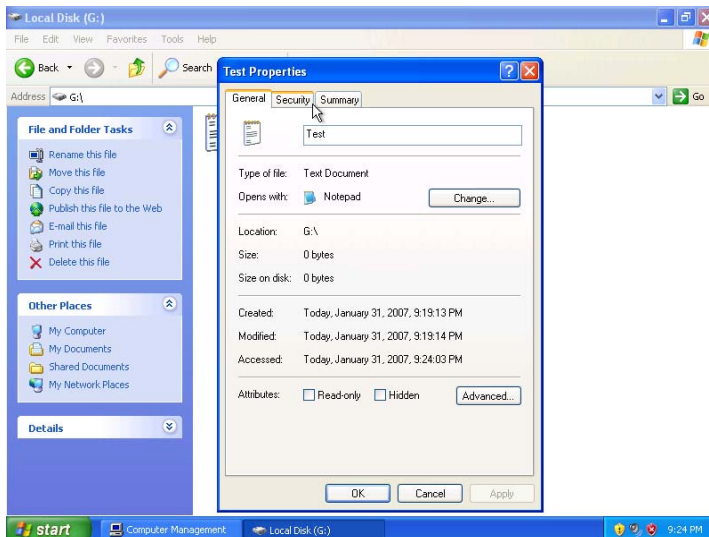The "Folder Options" window appears.

Click the **View** tab.

Scroll to the bottom of the "Advanced settings:" area, and then uncheck **Use simple file sharing (Recommended)**.

Click **OK**.

Step 17

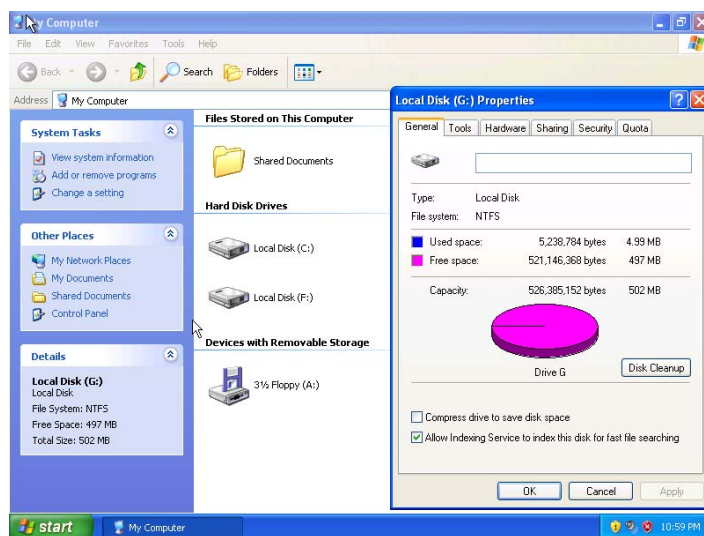The "Folder Options" window closes.

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

When "simple file sharing" was enabled, there were two tabs. What is the name of the new tab that was added after "simple file sharing" was turned off?

Step 18

Right-click the **G:** drive, and then choose **Properties**.

What are the tabs in the "Local Disk (G:) Properties" window?

When "simple file sharing" was enabled, there were five tabs. What is the name of the new tab that was added after "simple file sharing" was turned off?