

STUDENT ACTIVITY 6.1_KEY: UNDERSTAND BACKUP AND RECOVERY METHODS

MTA Course: 10753 Windows Operating System Fundamentals

Topic: Understand backup and recovery methods

File name: 10753_WindowsOS_SA_6.1_key

Lesson Objective

6.1: Connect devices. *This objective may include but is not limited to:* understanding local, online, and automated backup methods; understanding backup options; understanding System Restore, recovery boot options such as Last Known Good Configuration, and various Safe Mode options.

Resources, software, and additional files needed for this lesson:

- A workstation with Windows 7 Professional or Enterprise edition installed
- Alternative option:
 - A virtual machine with Windows 7 Professional or Enterprise edition installed

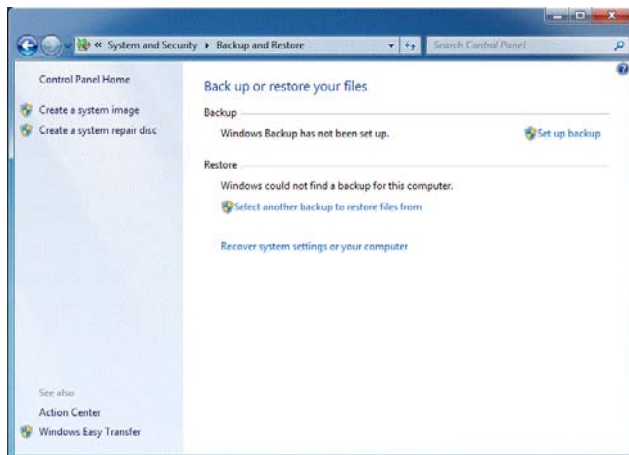
Directions to the student:

Complete the following activities. Note that the screenshots in the activity may look different from your system. Answer the questions as you work through the activities. Verify your answers with the instructor.

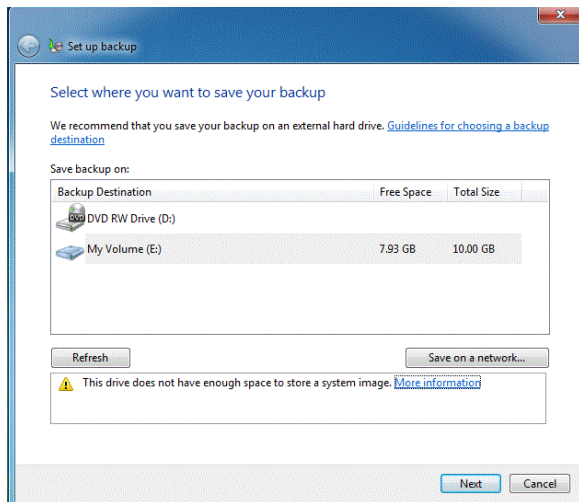
Set up Windows backup and recover a folder and file:

1. Authenticate into your system using the account credentials provided by your instructor.
2. Open Windows Explorer and navigate to your C: drive.
3. Create a folder named Documents at the root of your C: drive.
4. Open the newly created folder and create a text file named Company Information.
5. Open Backup and Restore by clicking Start, Control Panel, System and Security, and then Back Up Your Computer.

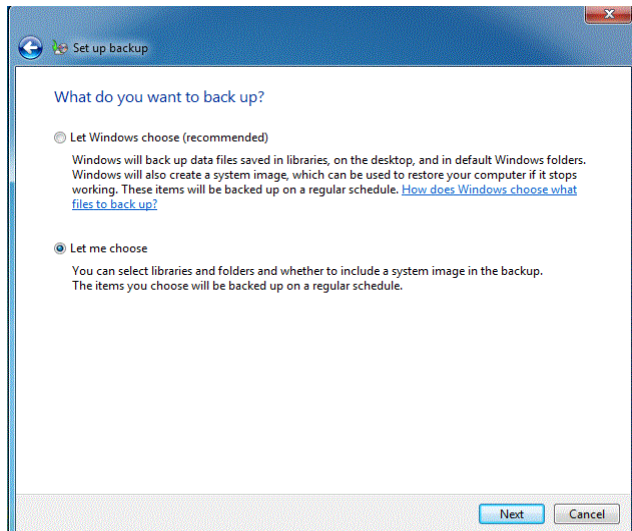
6. Windows Backup will need to be set up if this is the first time it has been used. Click Set Up Backup, as shown here.



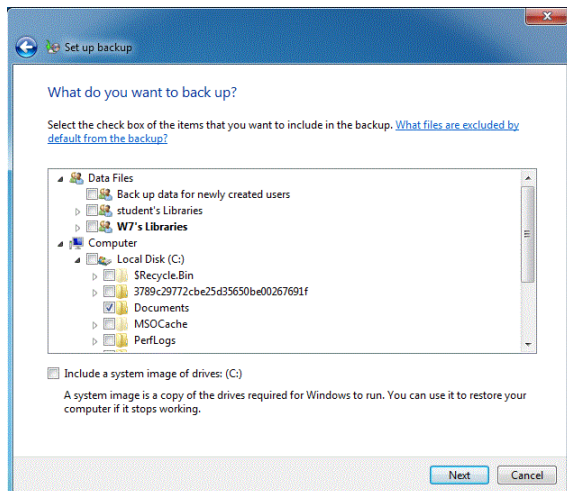
7. On the Select Where You Want To Save Your Backup page, click the secondary volume, as shown here. You will be warned that this drive does not have enough space to store a system image. You back up and restore individual files and folders for this activity. Click Next.



8. On the What Do You Want To Backup? page, click Let Me Choose, as shown here. This will allow you to select individual files and folders. Read the descriptions for each option carefully. Click Next.

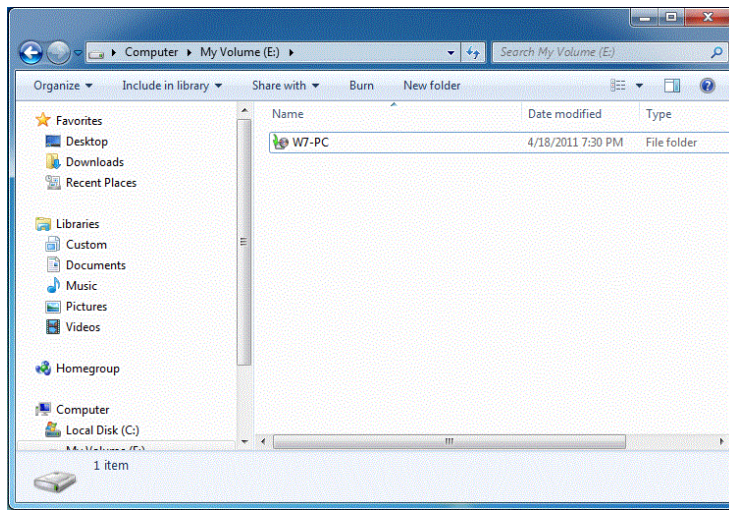


9. On the next screen, clear all the check boxes under Data Files and select the Documents folder check box that you created earlier. Also clear the check box to Include A System Image Of Drives: (C:). as shown here. Click Next.

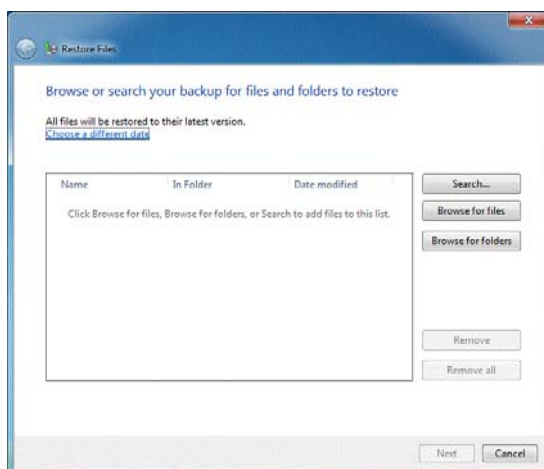


10. What time is the backup scheduled to run?
- Sunday at 7:00 PM
11. Click Change Schedule and set the backup to run every Friday at 5:00 PM.
12. Click Save Settings and start the backup procedure.
13. Once the backup has completed, open Windows Explorer and browse to your secondary volume where the backup was stored.

14. You should see a file folder with the name of your PC at the root of your secondary volume, as shown here.



15. Double-click this file.
16. What three options are available?
- a. Restore My Files From This Backup
 - b. Restore For All Users Of This Computer
 - c. Manage Space Used By This Backup
17. Click Close.
18. Navigate to your C: drive.
19. Locate and delete the Documents folder.
20. Return to Windows Backup and Restore.
21. Click Restore My Files.
22. Click Browse For Folders on the Restore files screen, as shown here.

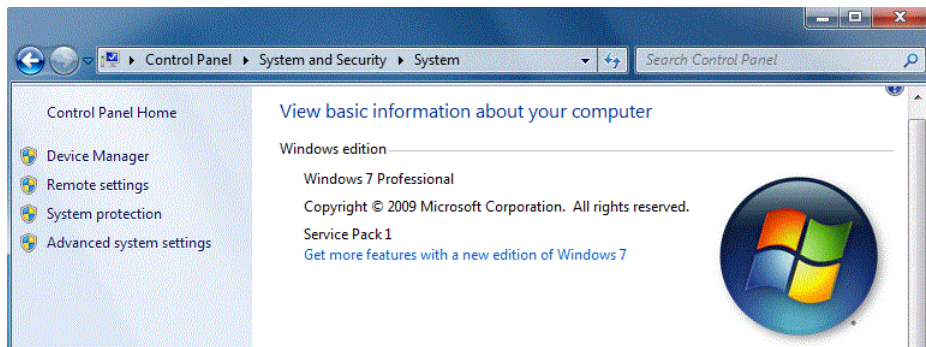


23. Choose the Backup of C: folder and click Add Folder.

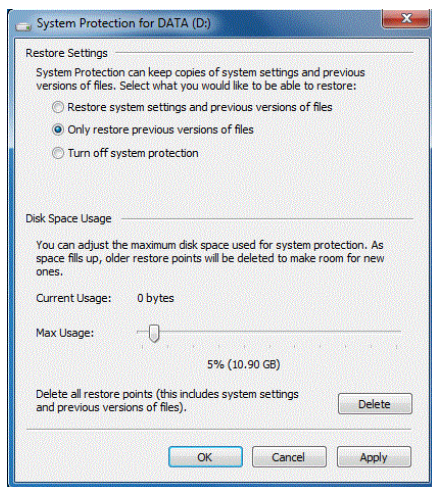
24. Click Next.
25. Restore the files to their original location and click Restore and then click Finish.
26. Return to Windows Explorer and verify if your Documents folder has been restored.

Enabling Previous Versions for a volume:

1. Open your system settings by clicking Start, Control Panel, System and Security, and then System.
2. Click System Protection in the left pane, as shown here.



3. Highlight your secondary volume in the Protection Settings and click Configure.
4. Select Only Restore Previous Versions Of Files and set the Disk Space Usage, Max Usage to 5% of the drive, as shown here, and click OK.

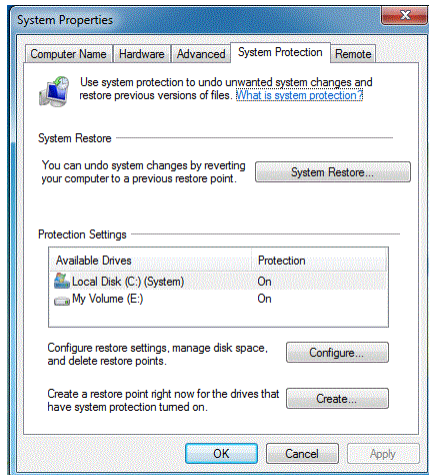


5. Navigate to your secondary volume and create a folder named PreviousFolder.
6. Open PreviousFolder and create a text file named PreviousFile.
7. Open PreviousFile, type **My first change**, and save and close the file.
8. Right-click the file and select Properties, and then click the Previous Versions tab.

9. Are there any files listed?

a. No

10. Return to the System Protection screen.



11. Under Protection Settings, click Create to create a restore point. Name the restore point as test and click create. Restore points are created by default once a day, which creates the previous versions of files in a protected volume.

12. After the restore point is created, open the file and type **Hello Again**. Save and close the file.

13. Right-click the files and select Properties. Click the Previous Versions tab.

14. Is there a previous version listed?

a. Yes

15. Verify your answers with the instructor.