***Lab Exercise 27***

**Lab Exercise: Data Maintenance**

**Part 1: Back Up Your Data**

**Using Free Tools**

1. **Google Drive (15 GB free)**:
   * **Create an Account**: Go to [Google Drive](https://drive.google.com) and sign in with your Google account or create a new one.
   * **Upload Files**: Click on the "New" button and select "File upload" or "Folder upload" to back up your files.
2. **Microsoft OneDrive (5 GB free)**:
   * **Create an Account**: Go to [OneDrive](https://onedrive.live.com) and sign in with your Microsoft account or create a new one.
   * **Upload Files**: Click on the "Upload" button and select "Files" or "Folder" to back up your data.
3. **Dropbox (2 GB free)**:
   * **Create an Account**: Go to [Dropbox](https://www.dropbox.com) and sign up for an account.
   * **Upload Files**: Click on the "Upload files" or "Upload folder" button to back up your data.

**Using Built-in Tools**

**Windows Backup**

1. **Open Settings**:
   * Click the Start button and select "Settings".
2. **Navigate to Update & Security**:
   * Click on "Update & Security" and then "Backup".
3. **Set Up Backup**:
   * Click "Add a drive" to select an external drive or network location for your backups.
   * Follow the prompts to set up and schedule your backup..

**Part 2: How to Permanently Delete Your Data**

**Using Free Tools**

1. **Eraser (Windows)**:
   * **Download and Install**: Go to the Eraser website and download the free tool. Install it on your computer.
   * **Erase Data**: Open Eraser, right-click in the main window, select "New Task", and choose "Run immediately". Add the files or folders you want to permanently delete and click "OK".
2. **BleachBit (Windows, macOS, Linux)**:
   * **Download and Install**: Go to the [BleachBit](https://www.bleachbit.org) website and download the free tool. Install it on your computer.
   * **Delete Data**: Open BleachBit, select the files or folders you want to delete, and click "Delete".
3. **CCleaner (Windows, macOS)**:
   * **Download and Install**: Go to the [CCleaner](https://www.ccleaner.com) website and download the free tool. Install it on your computer.
   * **Secure Delete**: Open CCleaner, go to the "Tools" section, select "Drive Wiper", and choose the drive, file, or folder you want to securely erase. Click "Wipe" to permanently delete the data.

**Using Built-in Tools**

**Windows**

1. **Reset Your PC**:
   * Go to Settings > Update & Security > Recovery.
   * Under "Reset this PC", click "Get started".
   * Choose "Remove everything" to delete all personal files, apps, and settings.
2. **Securely Delete Individual Files**:
   * Right-click on the file or folder and select "Delete".
   * Empty the Recycle Bin.
   * Use the command line to overwrite the free space: Open Command Prompt as an administrator and type cipher /w:C:\ (replace "C:" with the drive letter where the data was stored).