

## Hardening your Operating System

**Due Date: Sunday 23<sup>rd</sup> February 2014**

### **Task 1: Patching your OS (10 marks)**

Write a paragraph on the importance of patching your computer systems. This should include your OS, browser and end-user applications (i.e. MS Office).

### **Task 2: Automatic Updates (10 marks)**

Show how you would check for updates.

Show how you would set up Automatic Updates.

### **Task 3: Microsoft Baseline Security Analyser (15 marks)**

What is MBSA used for?

Download, Install and run MBSA against your machine and discuss the results.

Discuss some of the items scanned for in the Windows check portion of the scan.

## Backing Up Your Data (For your information)

There are many ways to lose information from a computer. If you regularly make backup copies of your files and keep them in a separate place, you can get some, if not all, of your information back if something happens to the originals on your computer.

### What to back up

Back up anything you cannot replace easily. Here are some suggestions to get you started:

- Bank records and other financial information
- Digital photographs
- Software you purchased and downloaded from the Internet
- Music you purchased and downloaded from the Internet
- Personal projects
- Your e-mail address book
- Your Microsoft Outlook calendar
- Your Web Browser bookmarks

### Where to back up

Next, decide where to store your backup copies-external hard disk drive, CDs, DVDs, or some other external storage format in a different location from your computer.

### Windows 7: Use the built-in Backup utility

If you use Windows 7, you can use the built-in Backup utility to help you make copies of files, settings, or everything on your computer.

You can schedule the utility to back up certain files on a regular basis.

#### **Task 4: (10 marks)**

Show how to use the Windows 7 built in Backup and Restore utility, including setting up scheduled backups. You can backup up a small folder to demonstrate.

#### Protect your backup files

Backing up is just the first step. Here are a few suggestions to help you protect important files and information after you back them up:

- **Remove your information from your house-or office.** Keep your backups away from your computer-in a separate room, in a fireproof box. If you use a safe deposit box to protect valuable paper documents, keep your backup disks there, too.
- **Make more than one copy.** Keep the backups in two separate locations, so if disaster strikes one area, you still have your secondary backup.
- **Keep your storage tidy.** From time to time (and particularly if you are paying for storage), delete old files or use compression software to compress information so it takes up less space.
- **Protect your information with a password.** Some media formats include password protection. Consider this feature if you back up personal or sensitive information.

## **PC Disaster and Recovery**

What if the worst happens? What would your plan be?

One of the most important things that you can do to get ready for a PC Disaster is to prepare a PC Survival Recovery Kit. The contents of your PC Survival Kit will prove indispensable if you are to recover from a complete or partial hard drive failure.

Here's a checklist of the items that you need to prepare

- Original Windows Installation CD - If your hard disk gets thrashed, you will need to re-install Windows. And the best way to do this is with the original installation CD.
- Windows Emergency Boot CD - If you ever get into a situation where your system will not boot, you can use this CD to help you recover your system.
- Set of Back-up data
- Original installation CDs for all software installed
- Disk Utility Software - If you really want to play it safe, you should include a third-party disk utility program. These programs contain utilities that enable you to repair most of the damage that your hard disk might incur.