

# Lab - Create a Partition in Windows 7 and Vista

## Introduction

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

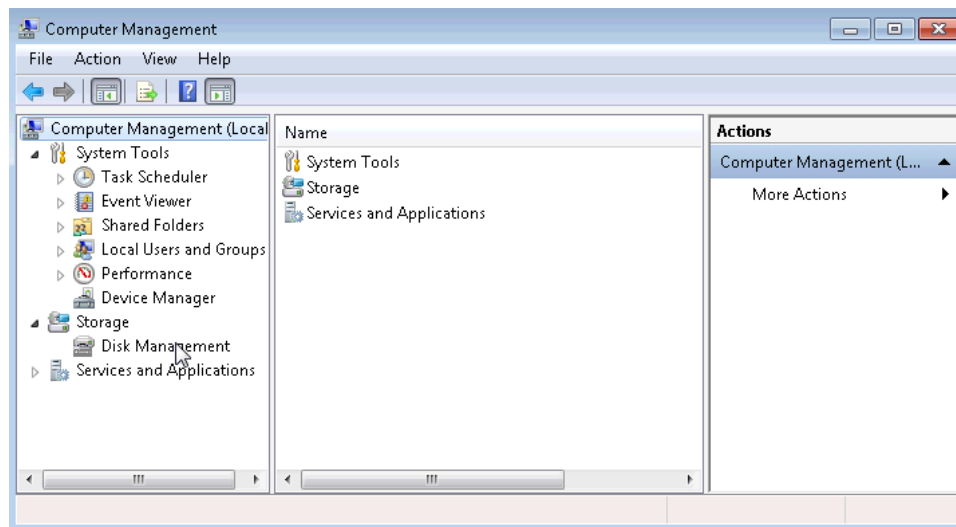
## Recommended Equipment

- Computer running Windows 7 or Vista
- Un-partitioned space of at least 1 GB on the hard disk drive

## Step 1: Start the Computer Management Utility.

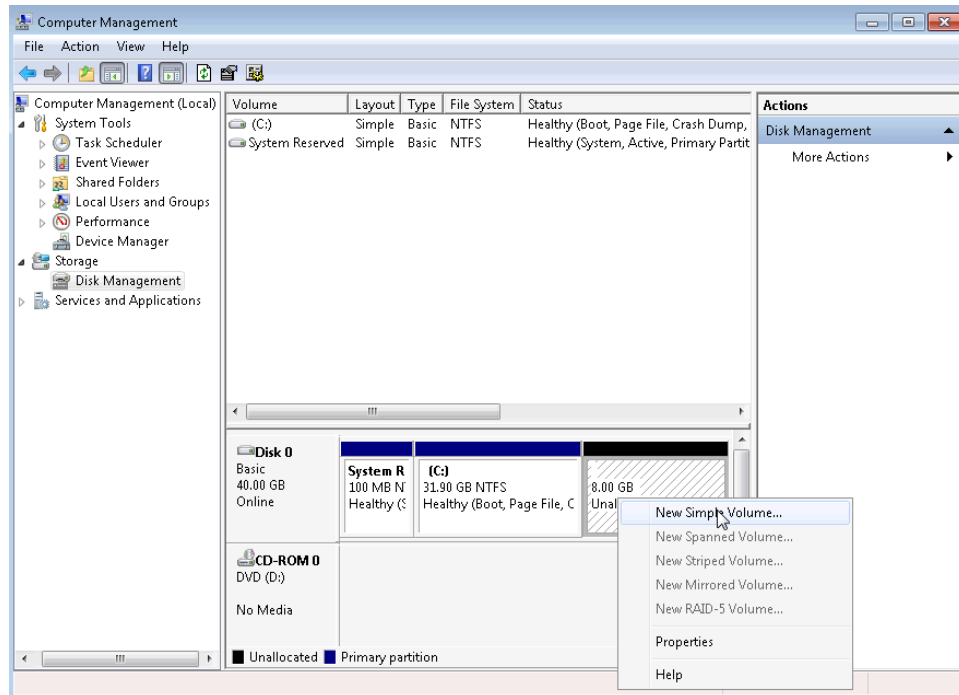
**Note:** You must have administrative rights to work with the Computer Management Utility.

- Click **Start**.
- Click **Control Panel > Administrative Tools > Computer Management**.
- In the **Computer Management** window, click **Disk Management**.

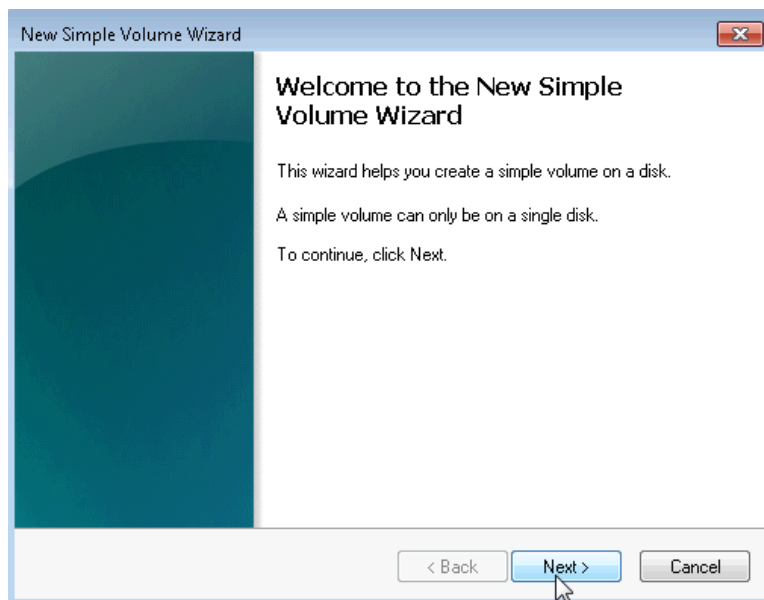


### Step 2: Create a new disk volume in the free space

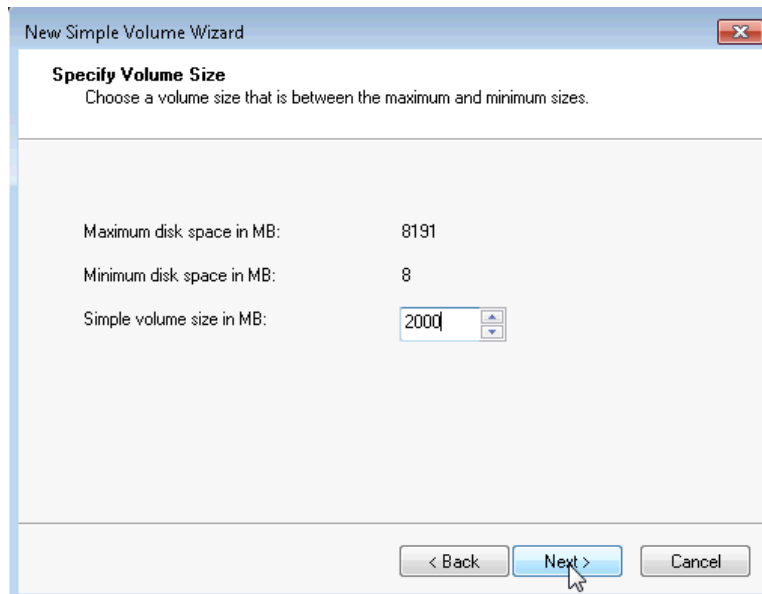
- a. Right-click on the block of **Free Space** or **Unallocated** space, then click **New Simple Volume**.



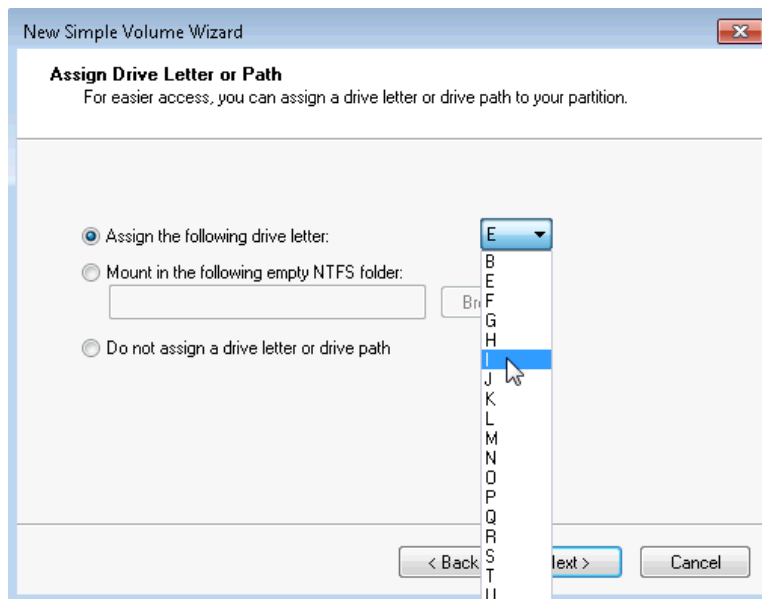
- b. The **New Simple Volume Wizard** window opens. Click **Next**.



- c. The **Specify Volume Size** window opens. Type **2000** in the **Simple volume size in MB** field, and then click **Next**.



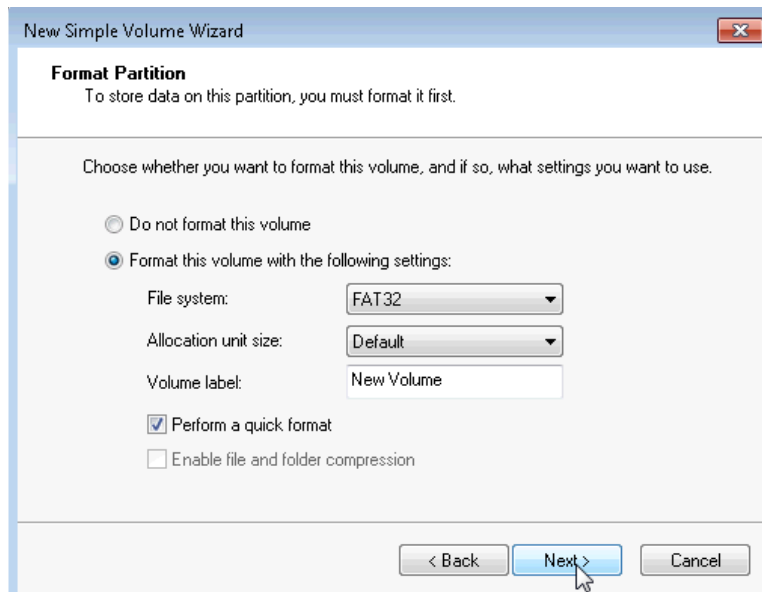
- d. Click the **Assign the following drive letter:** radio button. Select **I** from the drop-down menu, and then click **Next**.



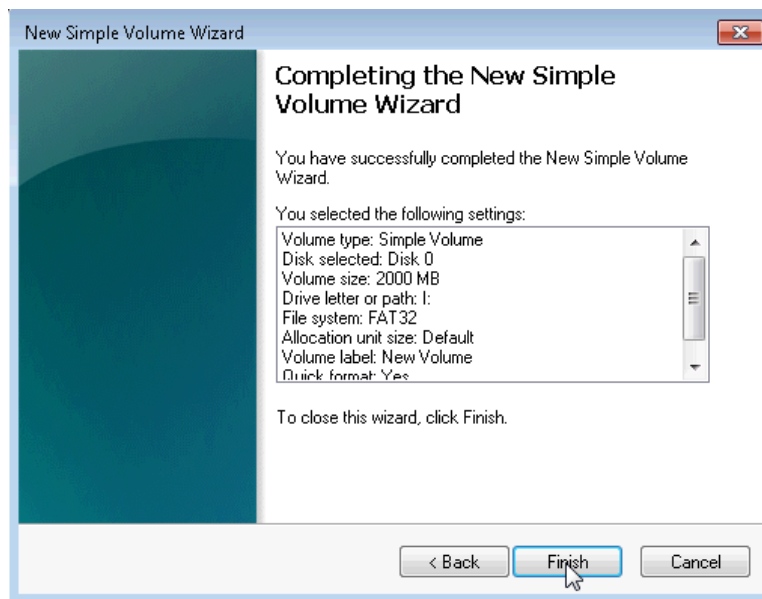
**Note:** You may need to substitute different drive letters for the letters shown in this lab.

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- e. Click the **Format this volume with the following settings:** radio button. Select **FAT32** from the File system drop-down menu, and then click **Next**.

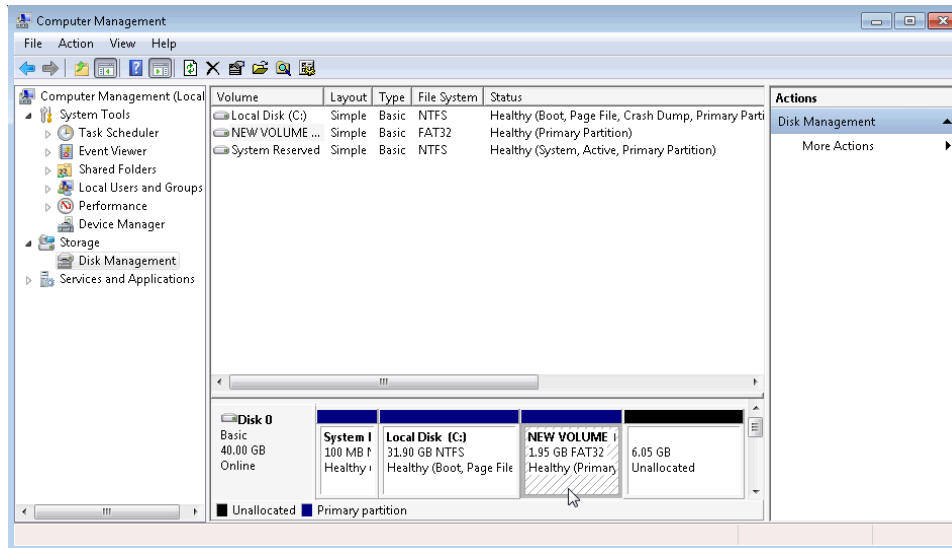


- f. The **Completing the New Simple Volume Wizard** window opens. Click **Finish**.



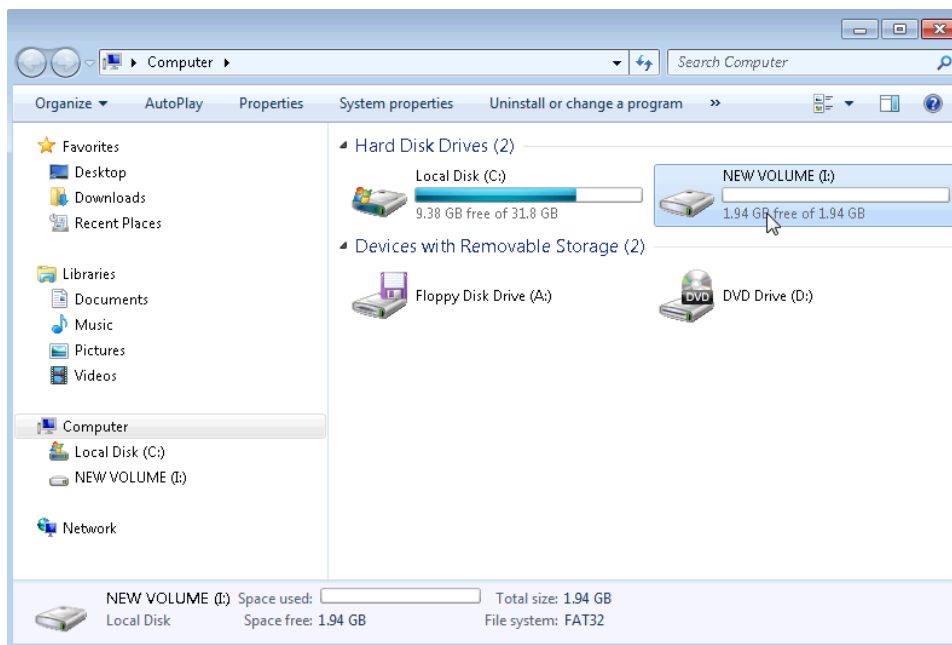
- g. The **Computer Management** window displays the status of the **NEW VOLUME**. Close the **Computer Management** window.

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**Step 3: Open the Computer window to review information about the new disk partition.**

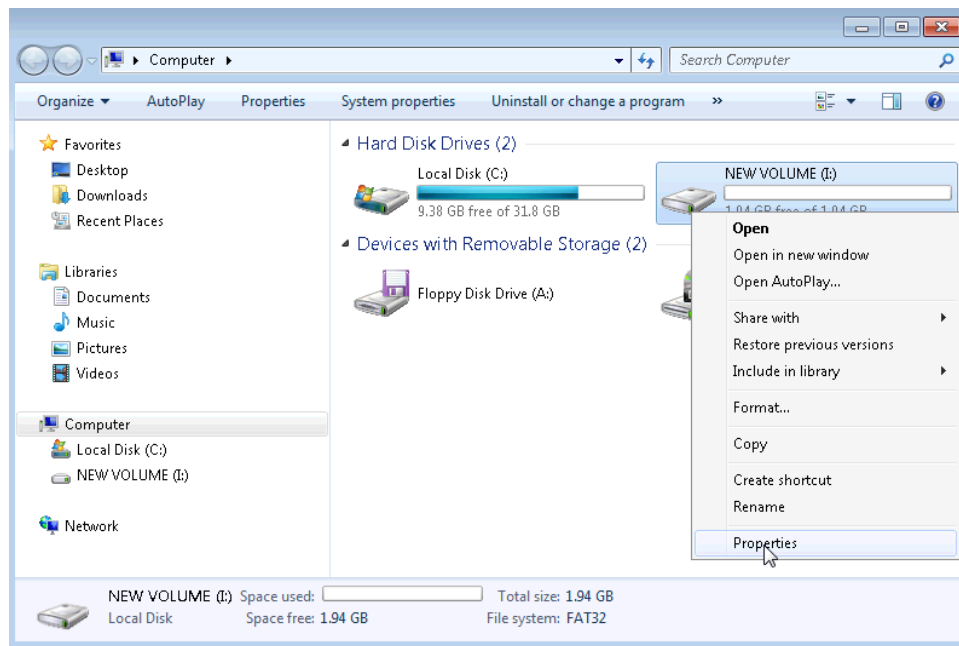
- Click **Start > Computer** to open the **Computer** window.
- Click to highlight the **NEW VOLUME (I:)** drive and basic information about the drive will appear at the bottom of the **Computer** window.



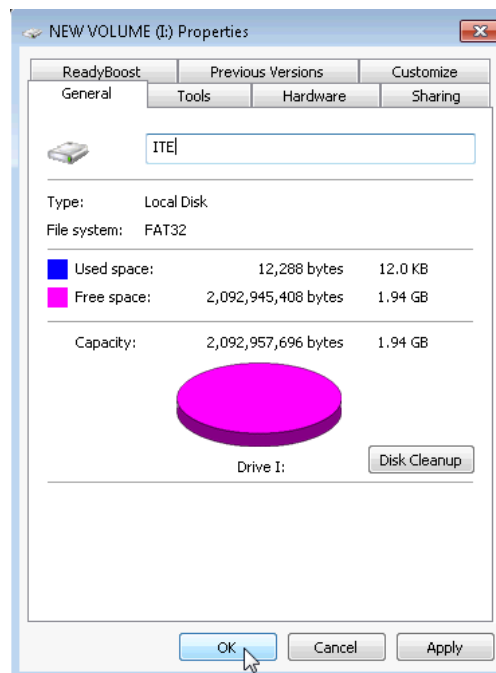
What type file system is used on the NEW VOLUME (I:)?

How much Free Space is shown?

- c. Right-click the **NEW VOLUME (I:)** drive, then select **Properties**.

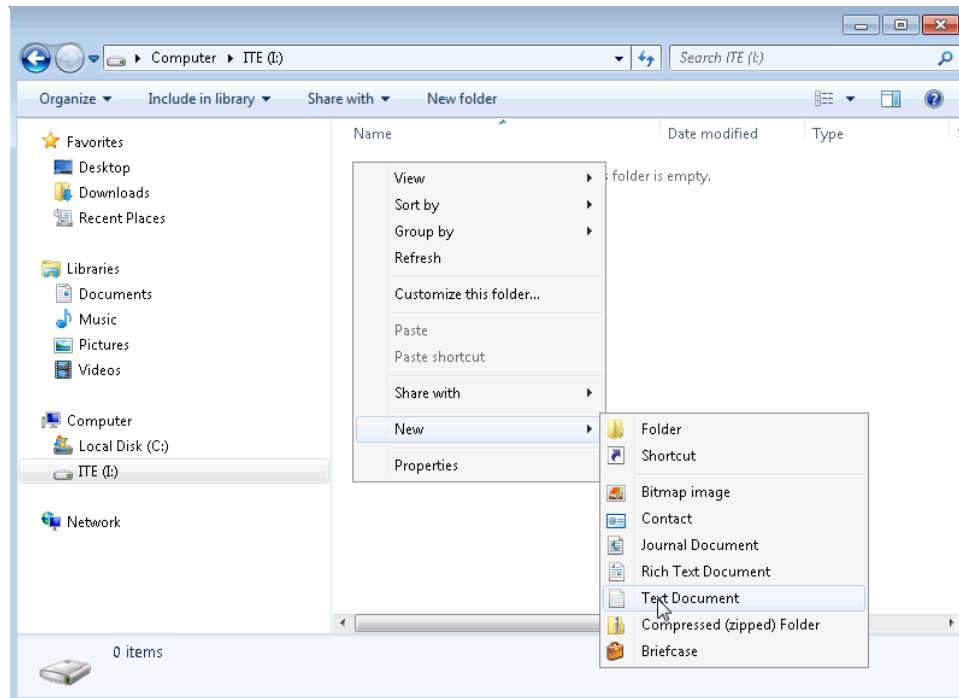


- d. The **NEW VOLUME (I:) Properties** window opens.  
List the tabs found in the **NEW VOLUME (I:) Properties** window.
- e. On the **General** Tab, rename the volume from **NEW VOLUME** to **ITE**, and then click **OK**.

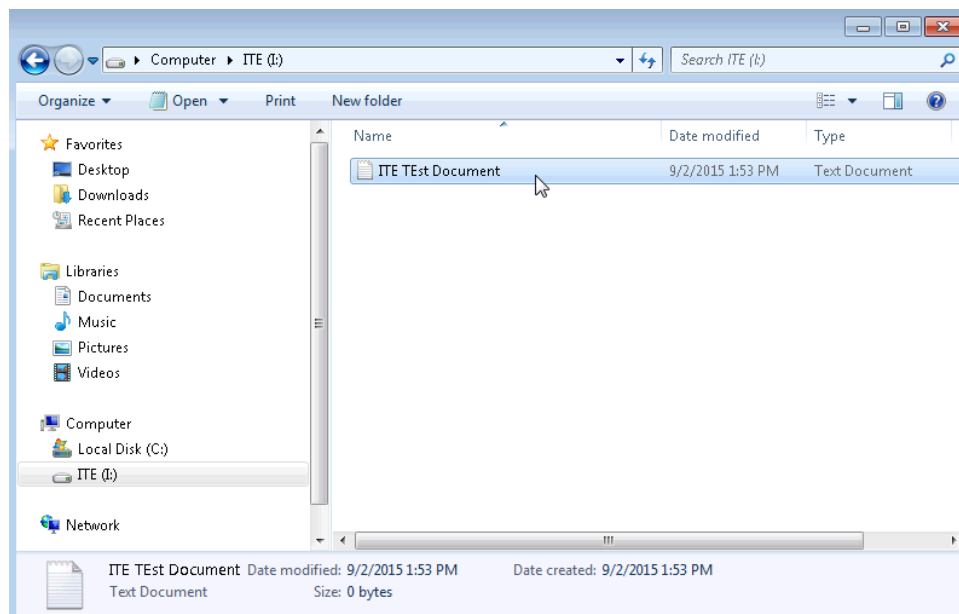


### Step 4: Create a text document and save it to the ITE drive.

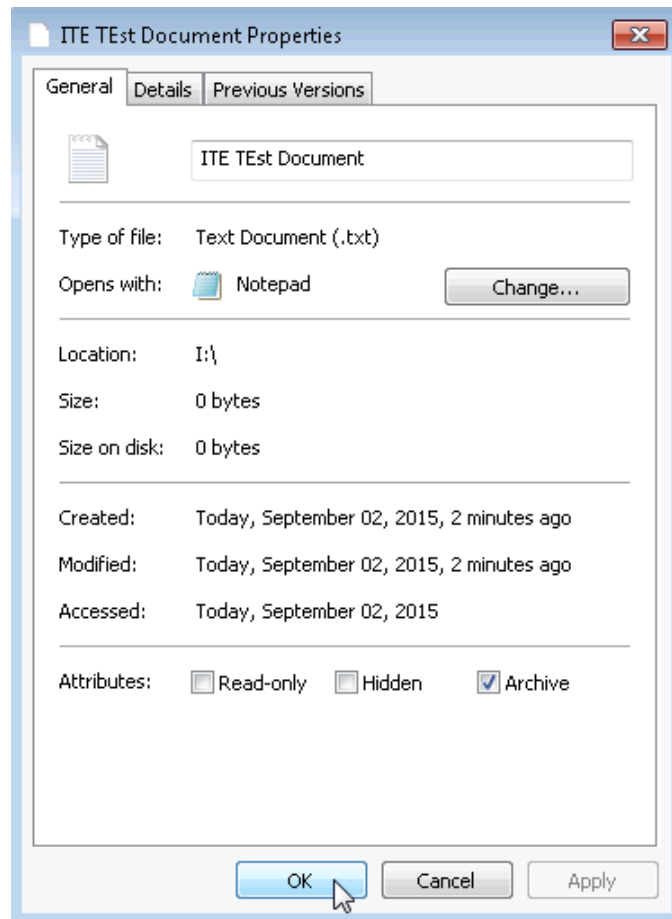
- Click **ITE (I:)** in the left panel of the **Computer** window, then right-click anywhere in the white space of the right panel.
- Click **New > Text Document**.



- Rename the **New Text Document** to **ITE Test Document** and press **Enter**.



- d. Right-click on the **ITE Test Document** and choose **Properties**. This opens the **ITE Test Document Properties** window.



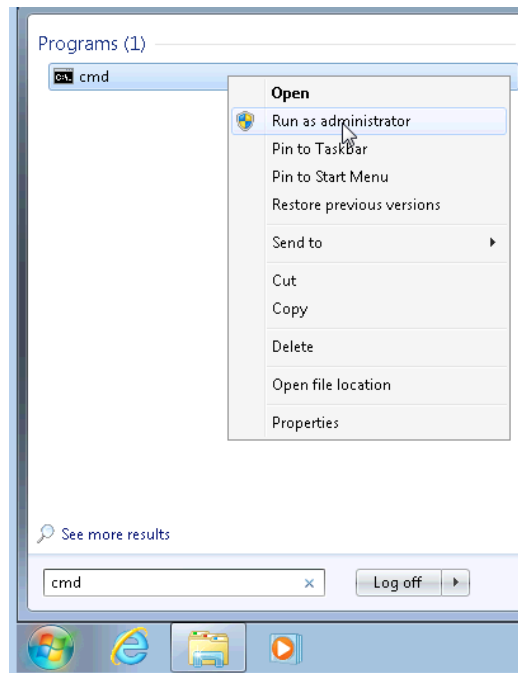
What tabs are listed in the ITE Test Document Properties window?

- e. Click **OK** to close the **ITE Test Document Properties** window. Close the **Computer** window.

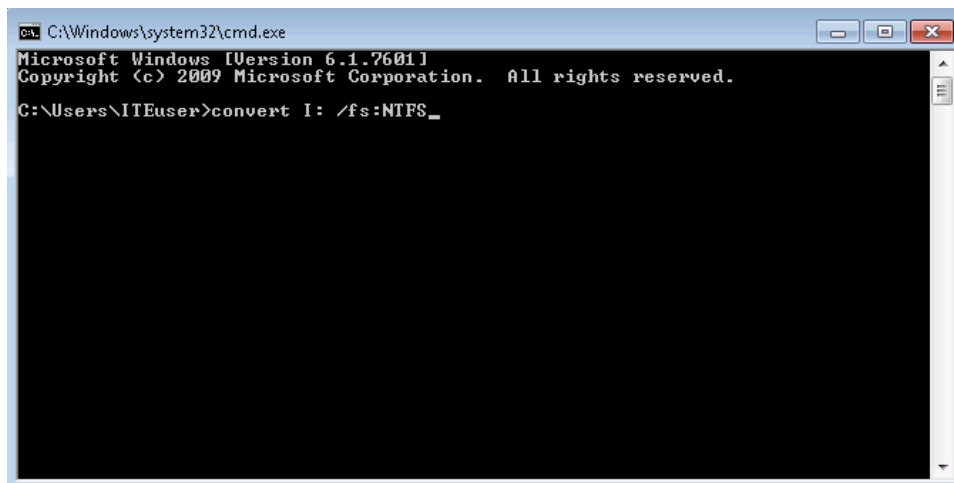


### Step 5: Convert the ITE Volume from FAT32 to NTFS without losing data.

- a. Click **Start**, then type **cmd** in the search field just above the start button. Right-click on the **command** program that appears, and click **Run as administrator**.

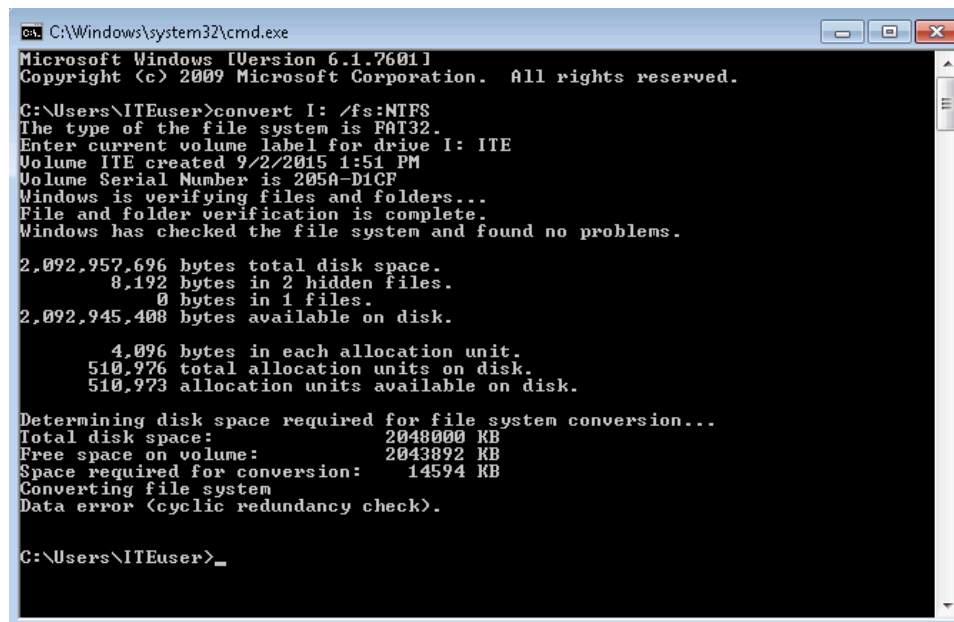


- b. The **Administrator: C:\Windows\System32\cmd.exe** window opens. At the command prompt, type **convert I: /fs:NTFS** and then press **Enter**.



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- c. You will be prompted to enter the current volume label for drive I:. Type **ITE** and press the **Enter** key.



```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\ITEUser>convert I: /fs:NTFS
The type of the file system is FAT32.
Enter current volume label for drive I: ITE
Volume ITE created 9/2/2015 1:51 PM
Volume Serial Number is 205A-D1CF
Windows is verifying files and folders...
File and folder verification is complete.
Windows has checked the file system and found no problems.

2,092,957,696 bytes total disk space.
      8,192 bytes in 2 hidden files.
           0 bytes in 1 files.
2,092,945,408 bytes available on disk.

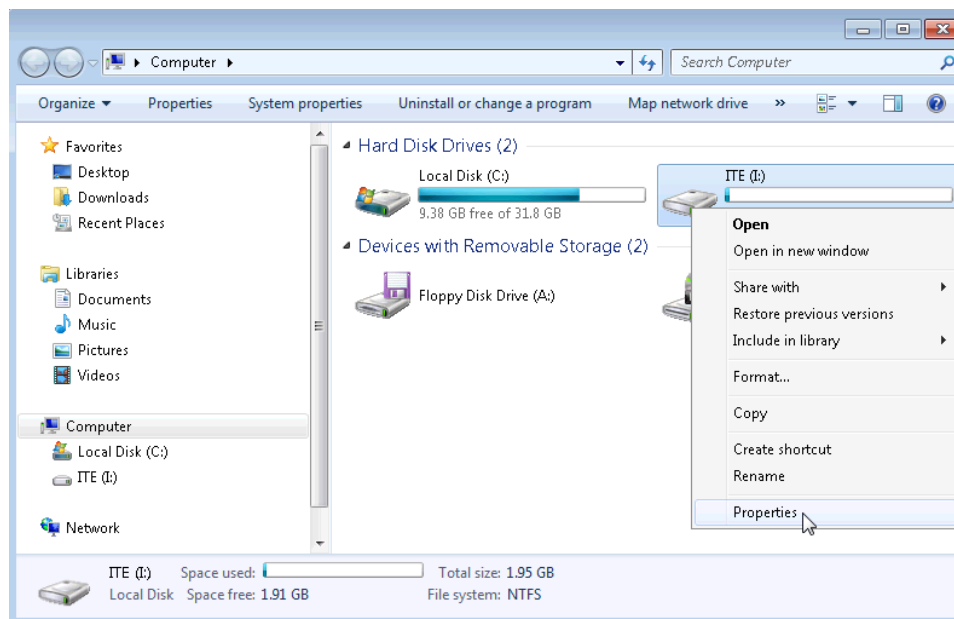
      4,096 bytes in each allocation unit.
510,976 total allocation units on disk.
510,973 allocation units available on disk.

Determining disk space required for file system conversion...
Total disk space:      2048000 KB
Free space on volume:  2043892 KB
Space required for conversion:  14594 KB
Converting file system
Data error (cyclic redundancy check).
```

- d. Review the information displayed by the convert command. To close the **Administrator: C:\Windows\System32\cmd.exe** window, type **exit** at the command prompt and then press **Enter**.

### Step 6: Open the Computer window to work with the ITE volume.

- a. Click **Start > Computer** to open the **Computer** window.
- b. Right-click on the **ITE (I:)** volume, and select **Properties** from the drop down menu.



What type of File System is used for the ITE (I:) drive?

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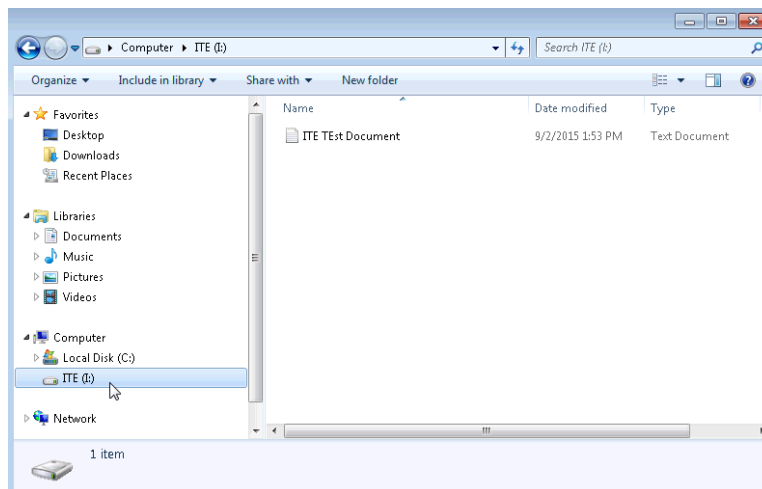
What are the tabs in the **ITE (I:) Properties** window?

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

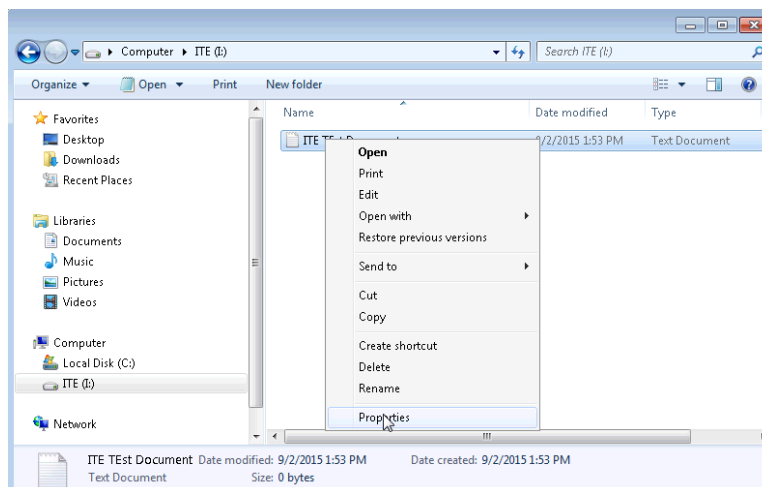
- c. Click **Cancel** to close the **ITE (I:) Properties** window.

### Step 7: Display the properties of the ITE Test Document.

- a. In the left pane of the **Computer** window, click **ITE (I:)**.



- b. Right-click on the **ITE Test Document**, then select **Properties** from the drop down menu.



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

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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?

- c. Close all open windows.

### Reflection

Why is there an additional Security tab in the properties windows for documents stored on an NTFS volume?