Lab - Configure Data Backup and Recovery in Windows 7 and Vista

Introduction

In this lab, you will back up data. You will also perform a recovery of the data.

Recommended Equipment

- A computer with Windows 7 or Vista installed.

Part 1: Data Backup and Recovery in Windows 7

Step 1: Create back up files.

a. Log on to the computer as an administrator.

b. Create a text file on the desktop called **Backup File One**. Open the file and type the text "**The text in this file will not be changed.**"

c. Create another text file on the desktop called **Backup File Two**. Open the file and type the text "**The text in this file will be changed.**"

Note: Remove all extra folders and files from the computers Desktop. This will help to reduce the length of time to complete the backup for this lab.
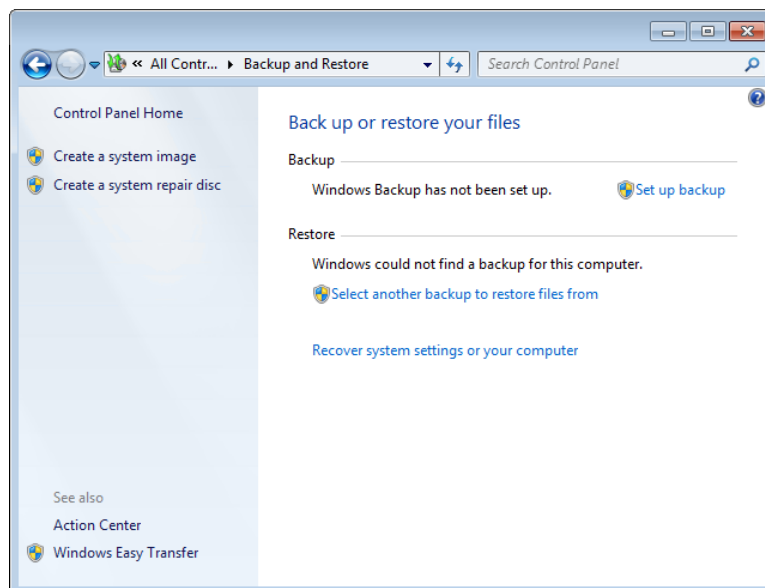
Step 2: Open the Backup and Restore tool

a. To open Backup and Restore in Windows 7, use the following path:
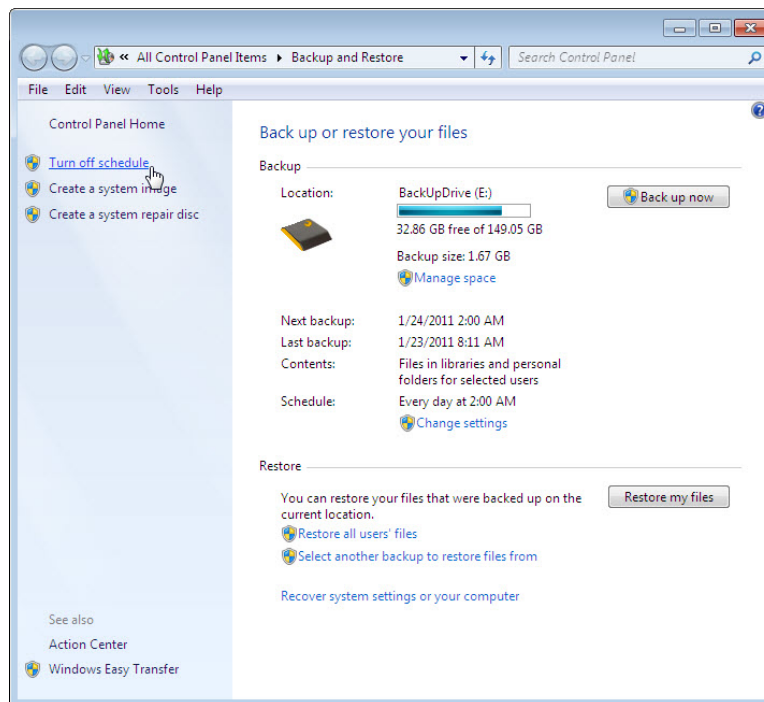
Control Panel > Backup and Restore

In Vista, use the following path:

Control Panel > Backup and Restore Center

b. If backup has never been configured, your window will look like the following:
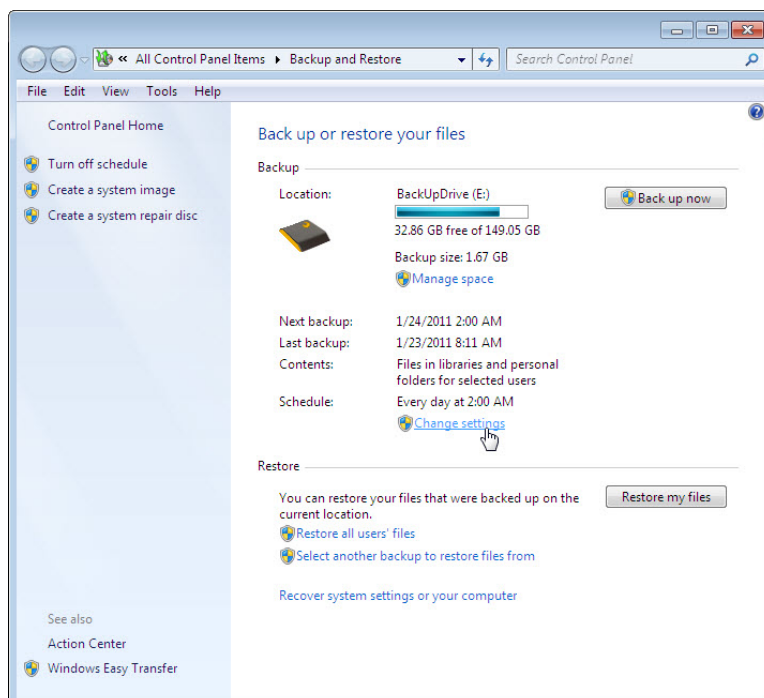
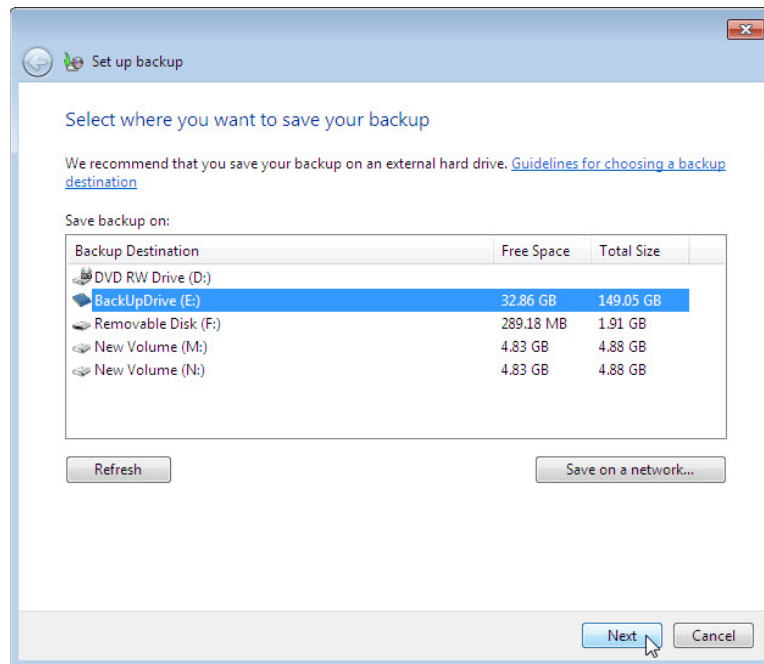c.   If a backup is scheduled to run, click **Turn off schedule**, as shown below.

Step 3: Complete the Set up backup wizard.

a.   If a backup method is already configured, click **Change settings**, as shown below, to start the **Set up backup** wizard. If a backup has never been configured, click **Set up backup** to start the wizard.
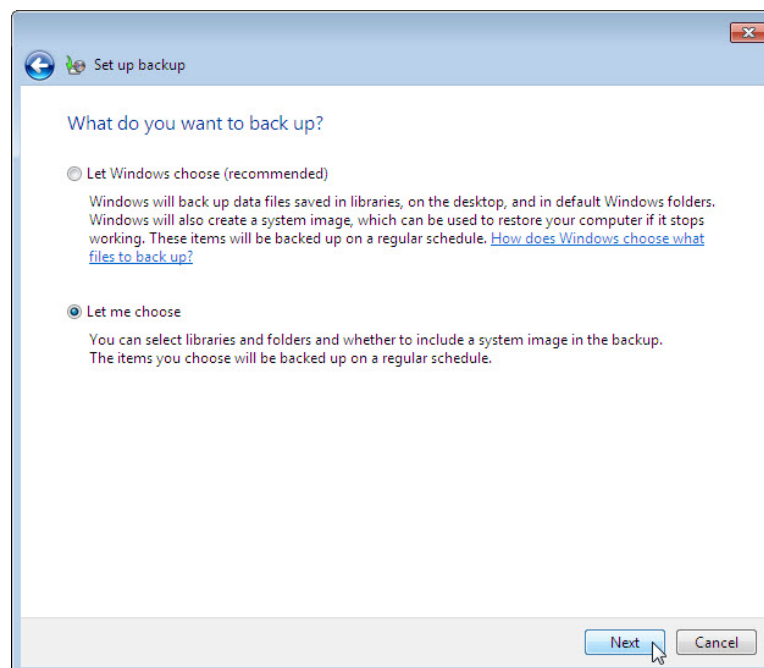
b. Select the location where the backup will be stored. In this example, an external hard drive is used. Click **Next**.
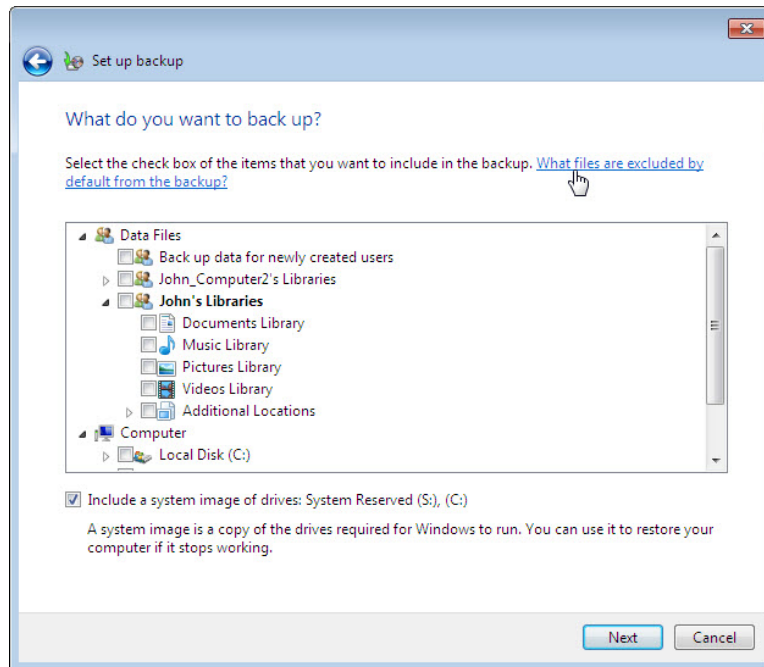

c. Select **Let me choose** on the **What do you want to back up?** screen. Click **Next**.

d. Expand the current user account so you can view the different libraries that you can bac kup. Click **What files are excluded by default from the backup?** and list the excluded files.

e. Close the **Windows Help and Support** window. Expand **Additional Locations** and make sure only **Desktop** is selected. Make sure no other location is selected. Remove the check mark from **Include a system image of drives:**. Click **Next**.
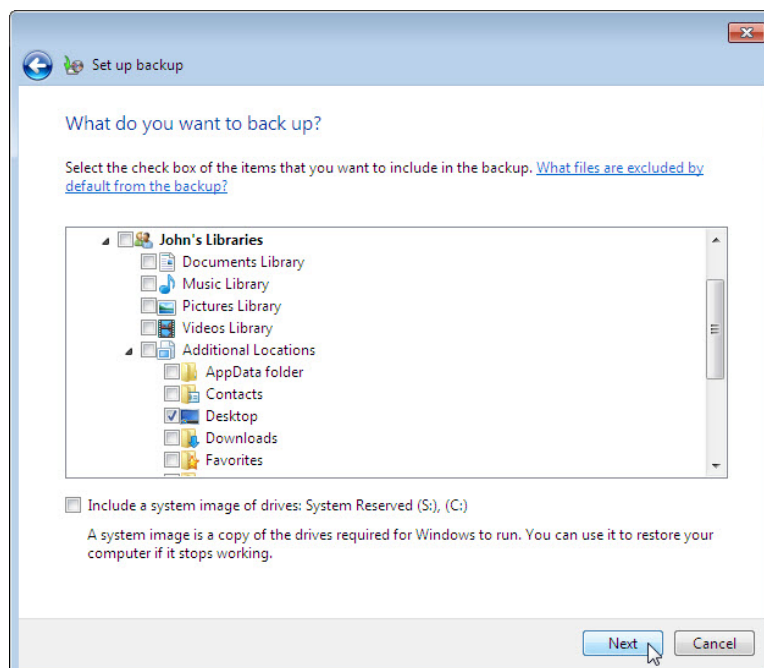
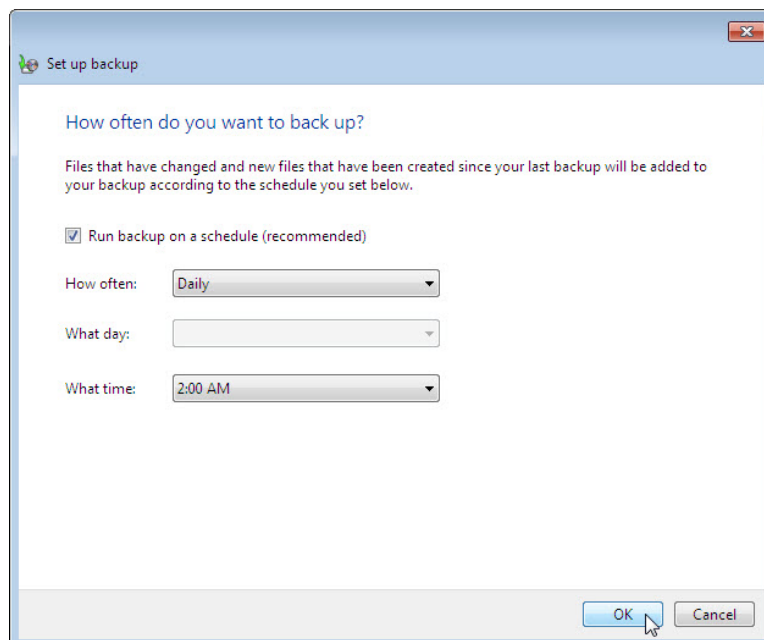f.   The **Review your backup settings** screen is displayed. Click **Change schedule**.
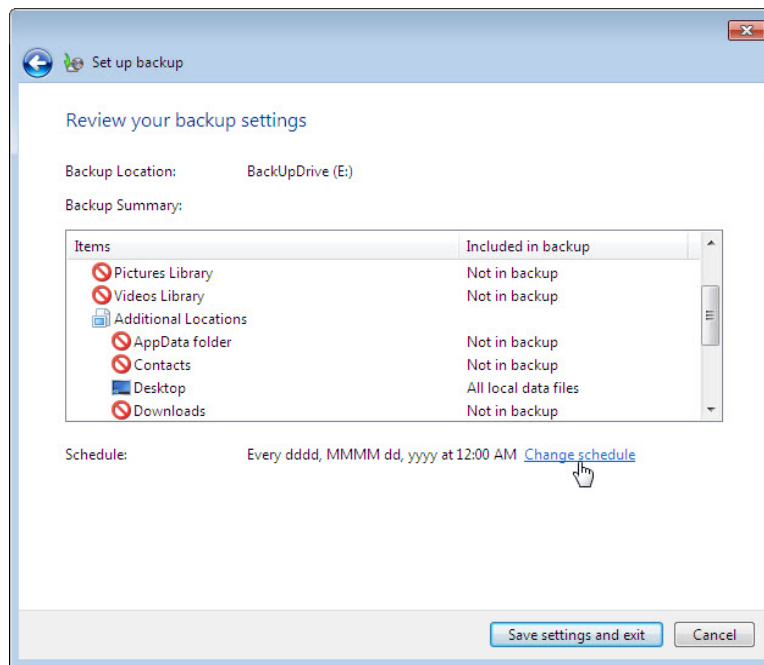
g.   The **How often do you want to back up?** screen is displayed. Place a check mark in the checkbox **Run backup on a schedule (recommended)**. Set the following conditions and then click **OK.**

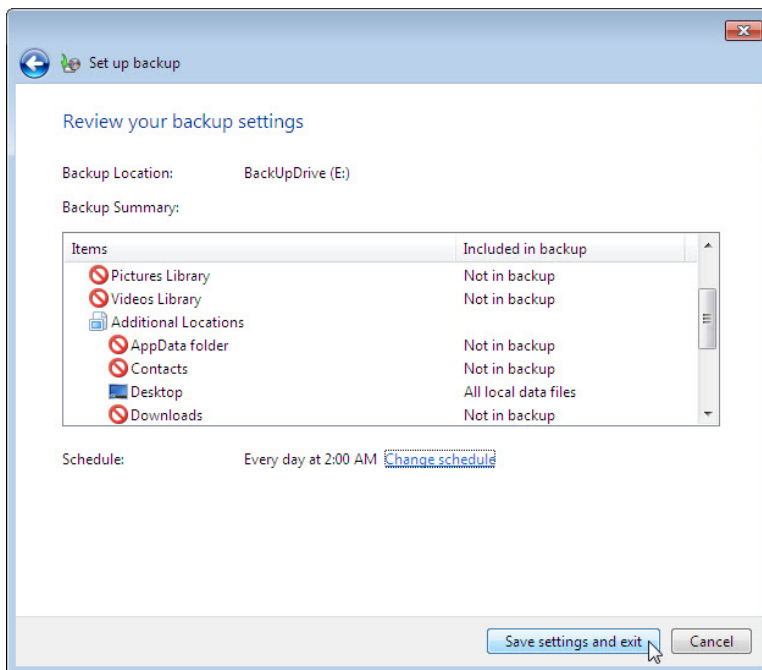How often: **Daily**

What day: **blank**

What time: **2:00 AM**

Which files will be backed up?

h. The **Review your backup settings** screen is displayed. Click **Save settings and exit**.

Note: If a backup schedule has never been created, then the button label is **Save settings and run backup**. Clicking the button will immediately start the backup process. If this is the case, move to Step 4b.
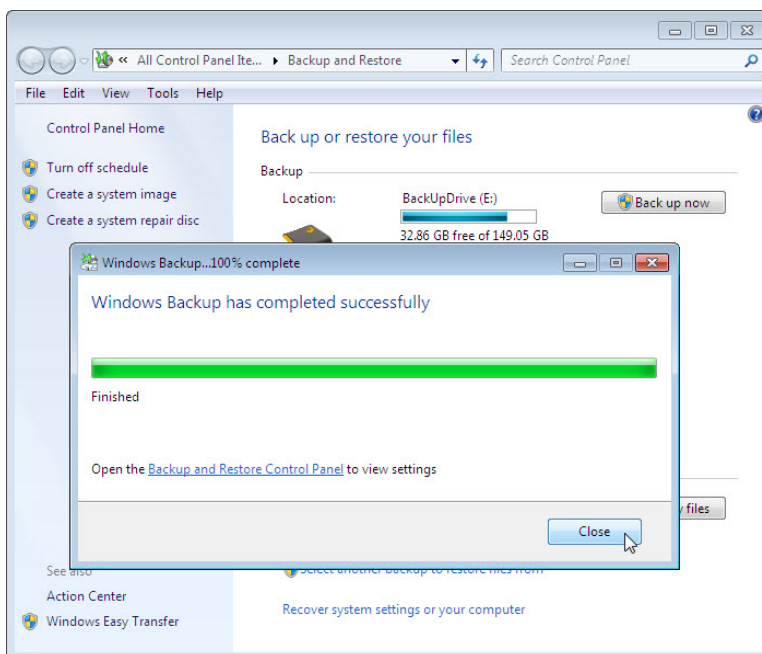

Step 4: Run the backup.

a. To test the backup configuration, click **Back up now**. To view the progress of the backup, click **View Details**. The **Windows Backup is currently in progress** screen is displayed.
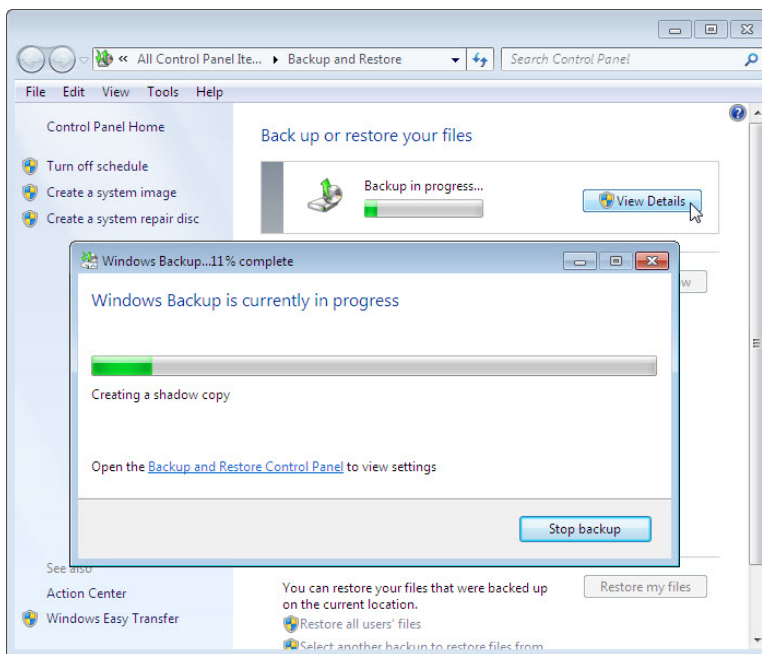
b. When the **Windows Backup has completed successfully** message appears, click **Close**.

c. Review the information beneath the **Backup** section of the **Backup and Restore** window. When will the next backup take place?


What is the state of the schedule, on or off?

Step 5: Delete and restore files.

a. Navigate to the Desktop and delete **Backup File One** and **Backup File Two**. Empty the Recycle Bin. In the **Backup and Restore** window, click **Select another backup to restore files from**.
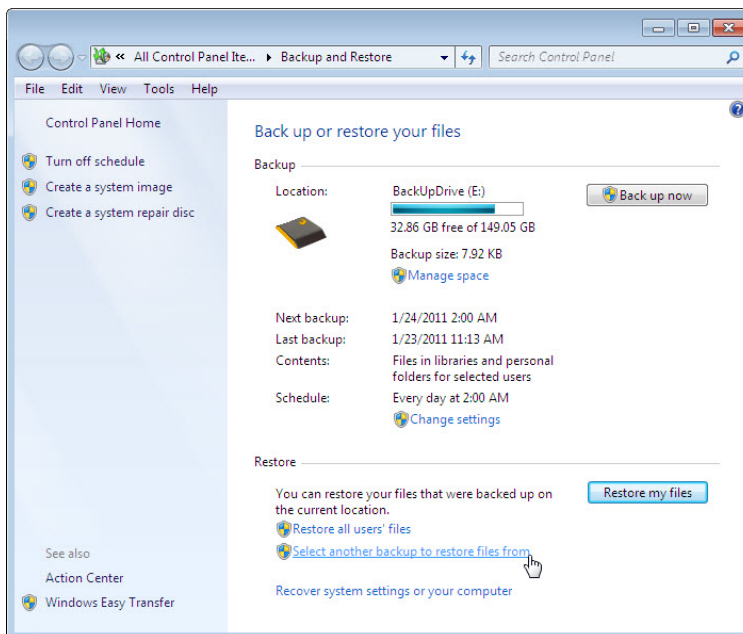
b. The **Select the backup that you want to restore files from** screen is displayed. Select the location where the files are stored. Click **Next**.
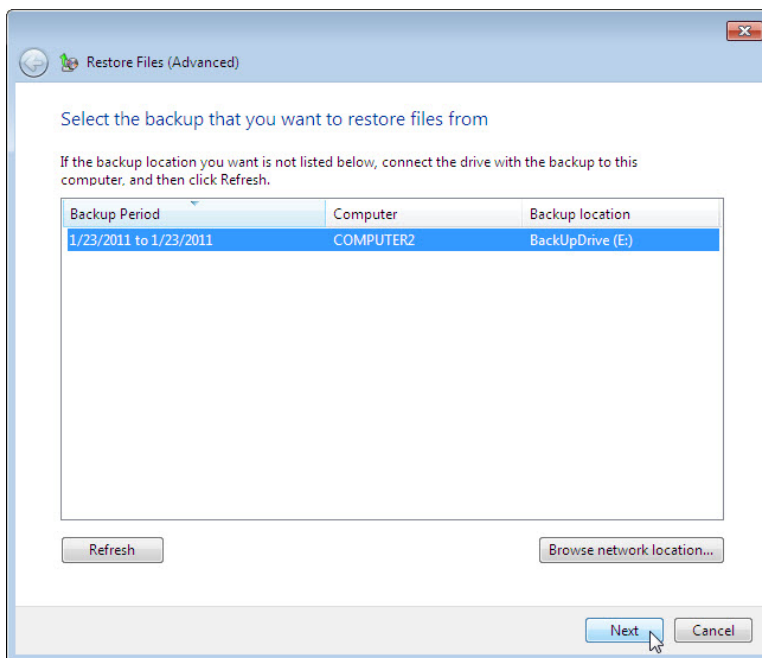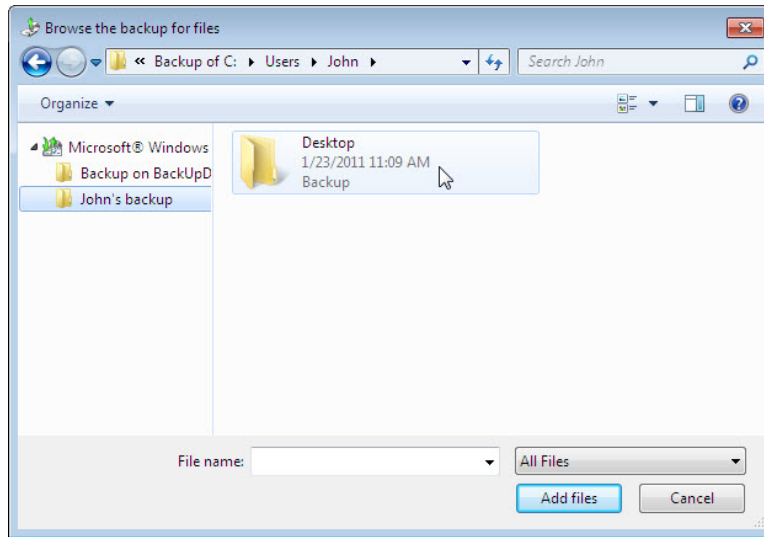

c. The **Browse or search your backup for files and folders to restore** screen is displayed. Click **Browse for files**.
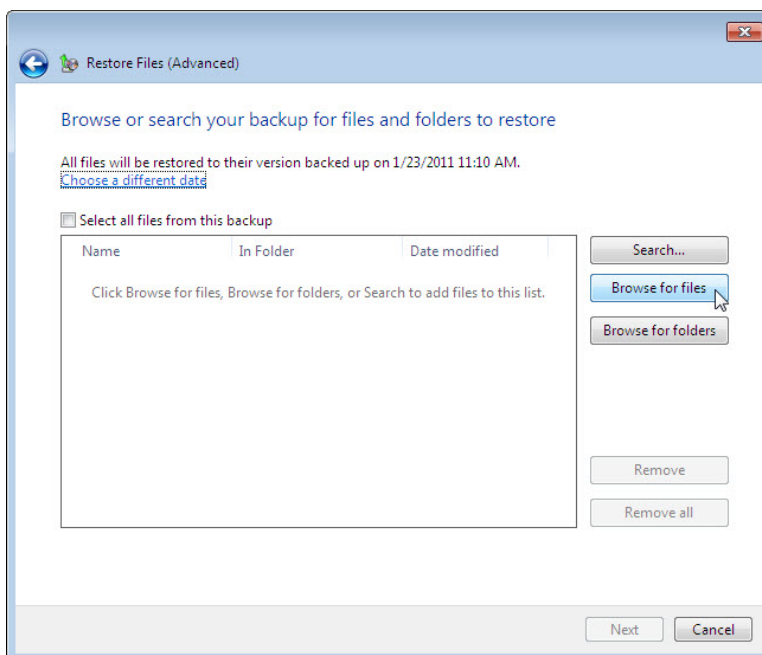

d. The **Browse the backup for files** window opens. Click the current user's backup. In the example, this user is **John.** Therefore, the folder is labeled **John's backup**. Double-click **Desktop** and locate files

Backup File One and **Backup File Two**. Select both files by clicking **Backup File One** and then holding down the Ctrl key while clicking **Backup File Two**. Click **Add files**.
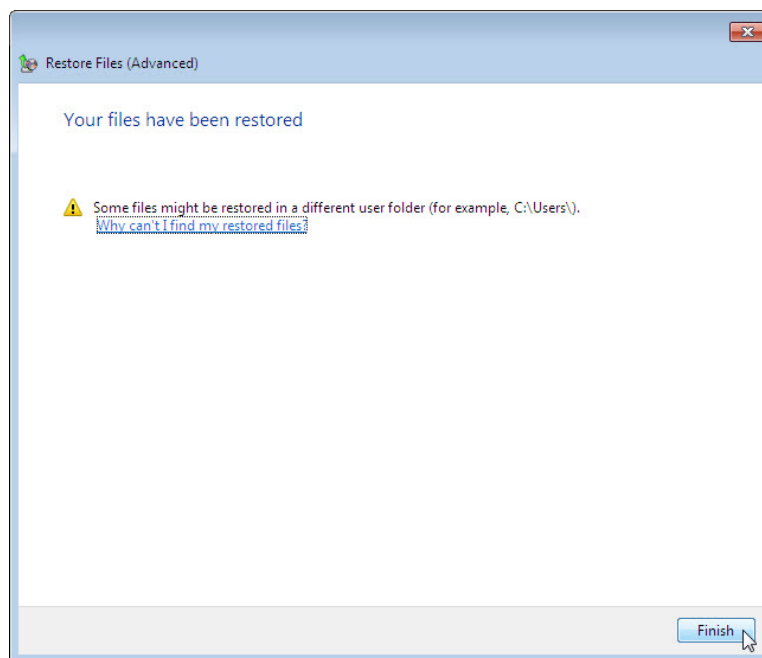

e.   The two files are listed in the **Browse or search your backup for files and folders to restore** screen. Click **Next**.
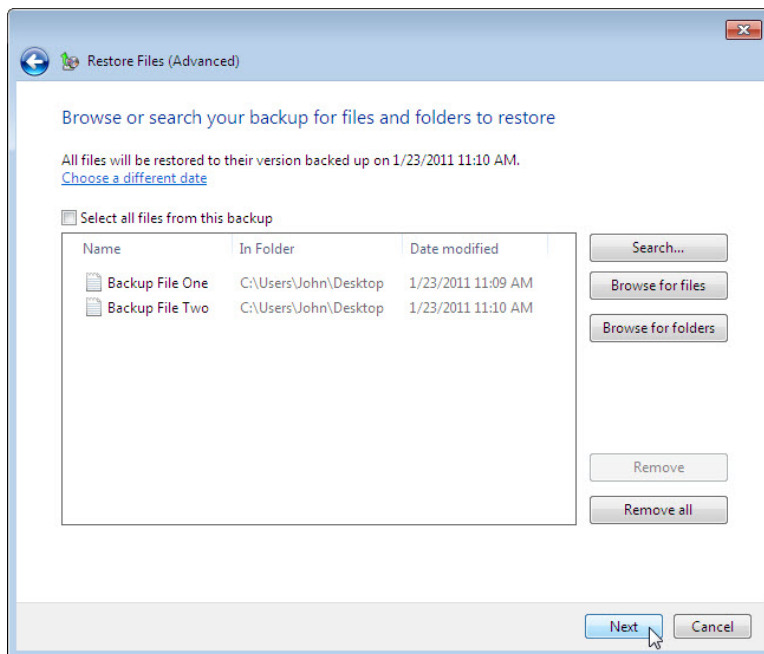
f. The **Where do you want to save the restored files?** screen is displayed. Select **In the original location**, and then click **Restore**.
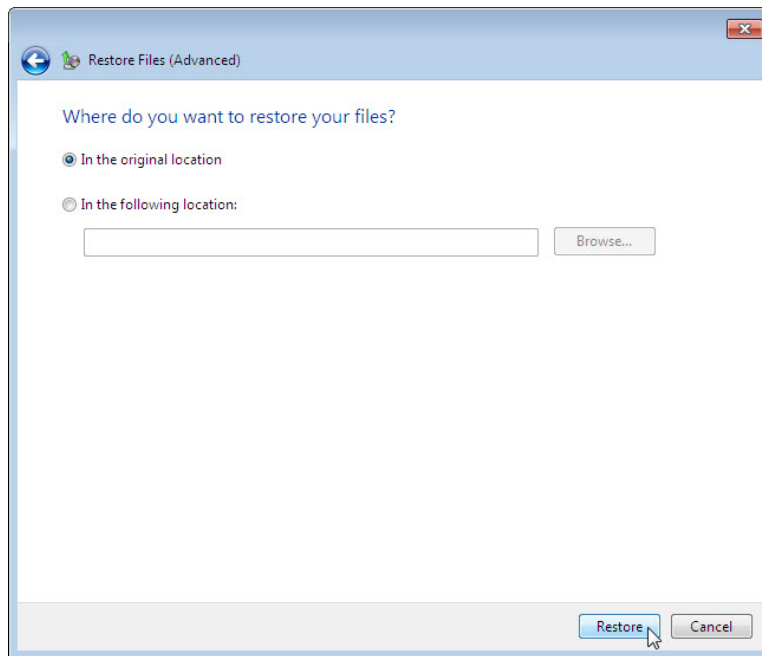
g. The **Your files have been restored** screen is displayed. Click **Finish**.

h. Navigate to the **Desktop**. Are the two files restored to the Desktop?

Step 6: Modify, back up, delete, and restore a file.

a. Open file **Backup File Two**. Add the following text "More text added." to the file. Save the file.

b. Click the **Backup and Restore** window so it is active. Click **Back up now**.

c. Navigate to the **Desktop**. Delete **Backup File Two**. Empty the Recycle Bin. Click on the **Backup and Restore** window so it is activated. Click **Select another backup to restore files from**.
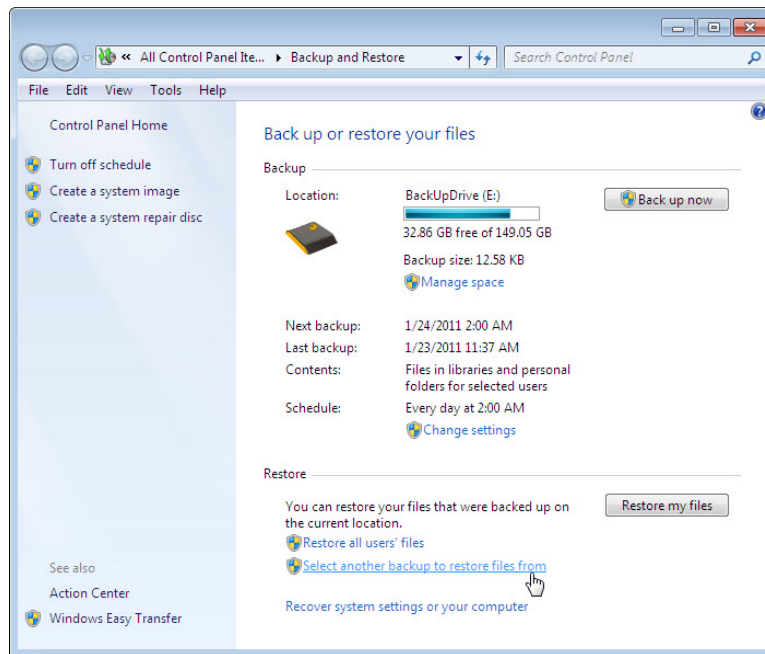
d. Select the location where the files are stored and then repeat **Step 5**:

    Next > Browse for files > User's backup > Desktop

e. Restore **Backup File Two**. Navigate to the **Desktop**. Open file **Backup File Two**. What text is in the file?

Part 2: Backup and Data Recovery in Windows Vista

Step 1: Create back up files.

a. Log on to the computer as an administrator.

b. Create a text file on the desktop called **Backup File One**. Open the file and type the text "**The text in this file will not be changed.**"

c. Create another text file on the desktop called **Backup File Two**. Open the file and type the text "**The text in this file will be changed.**"

    Note: Remove all extra folders and files from the computer's Desktop. This will help to reduce the length of time to complete the backup for this lab.
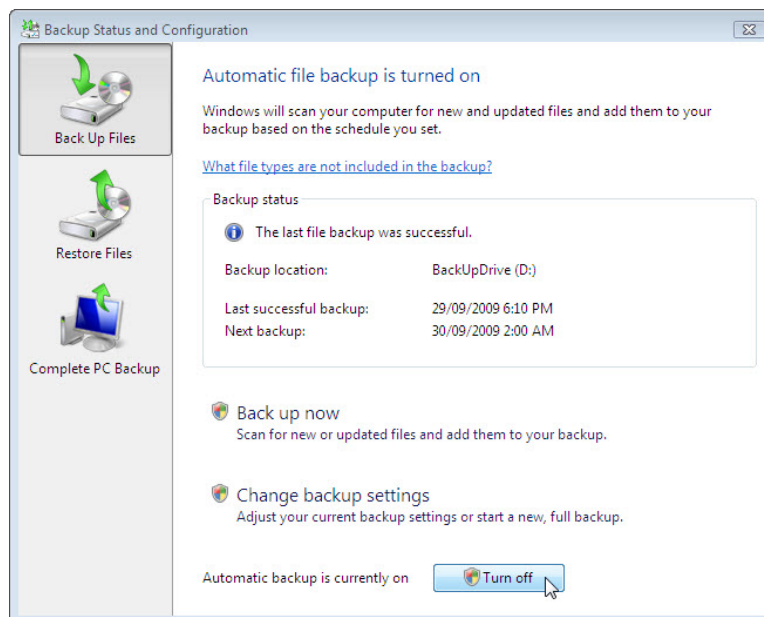
Step 2: Open the Backup Status and Configuration tool.

a. To open the **Backup Status and Configuration** tool in Windows Vista, use the following path:

    Start > All Programs > Accessories > System Tools > Backup Status and Configuration

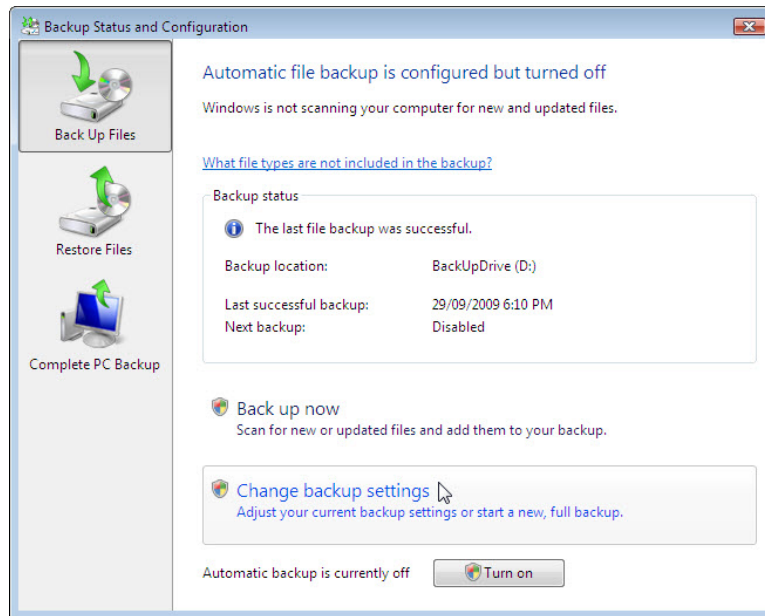b. If backup has never been configured, your window will look like the following:
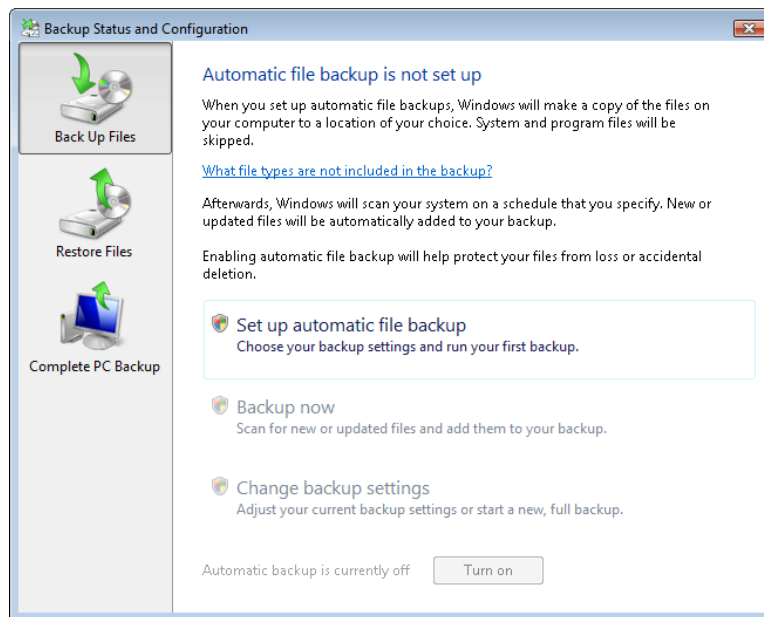
c. If a backup is scheduled to run, click **Turn off**, as shown below.

Step 3: Complete the Back Up Files wizard.

a.   If a backup is already configured, click **Change backup settings > Continue**. If a backup configuration does not exist, click **Setup automatic file backup > Continue**.

b.   The **Where do you want to save your backup?** screen is displayed. Select the location where the backup will be stored. In this example, an external hard drive is used. Click **Next**.
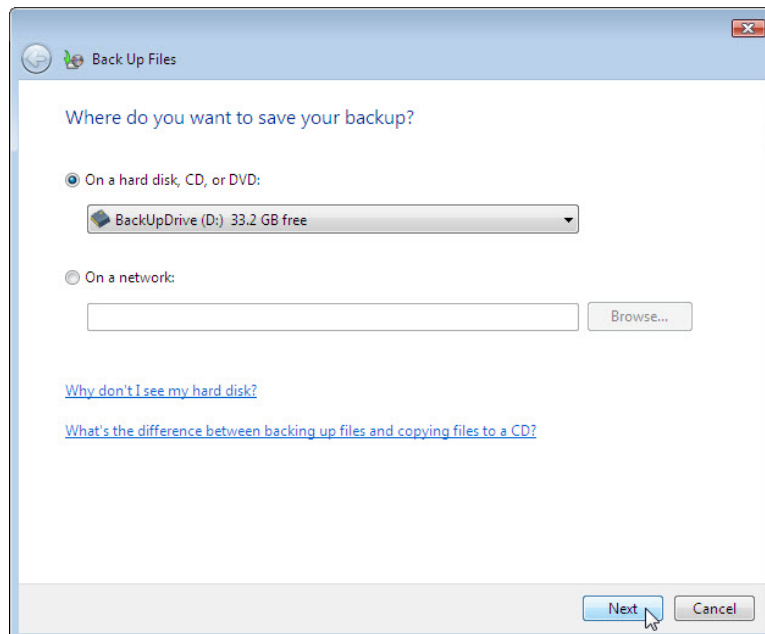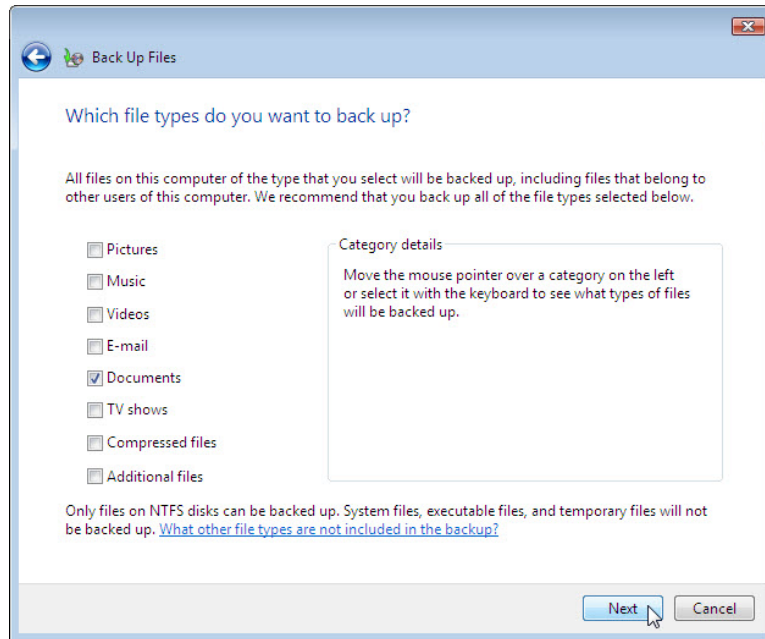

c.   The **Which file types do you want to back up?** screen is displayed. Answer the following questions:

What file type can be backed up?

What file types will not be backed up?

Only files on what type of disk can be backed up?

d. Select the file type **Documents**. Click **Next**.

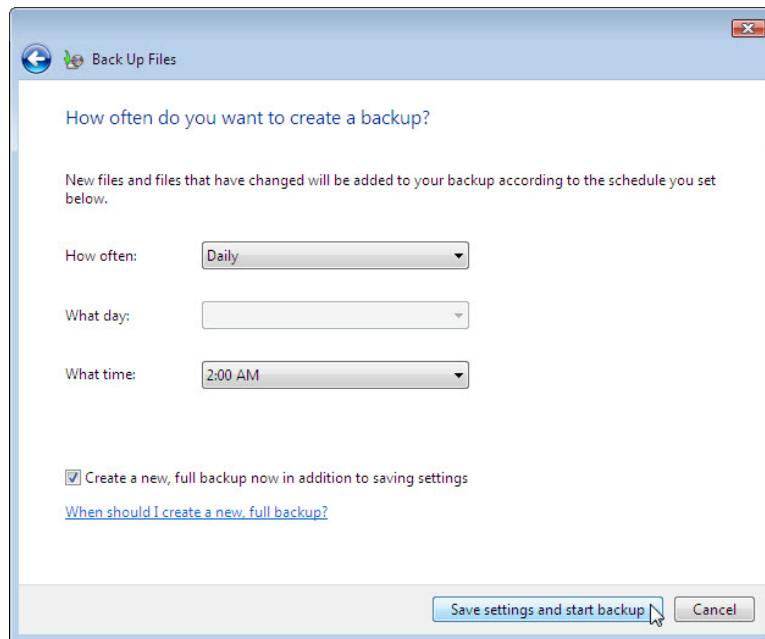e. The **How often do you want to create a backup?** screen is displayed. Set the following conditions:

How often: **Daily**

What day: **blank**

What time: **2:00 AM**

Which files will be backed up?

f. Place a check mark in the checkbox Create a new, full backup now in addition to saving settings. Click Save settings and start backup.
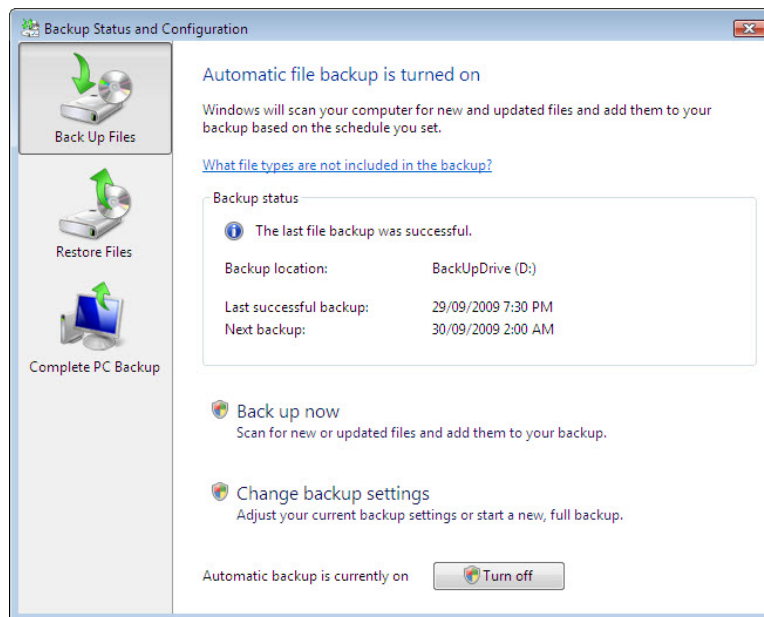

g. The **Creating a shadow copy** progress screen is displayed. When the backup is done, **The backup has finished successfully** screen is displayed. Click **Close** to finish the **Back Up Files** wizard.
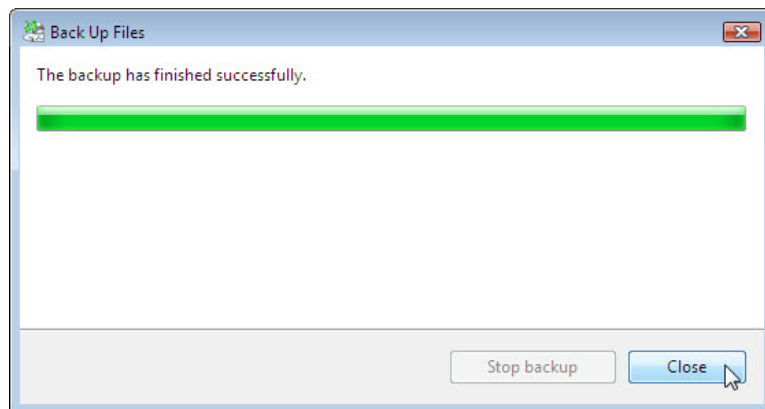

h. The **Backup Status and Configuration** window opens. Answer the following questions:

When will the next backup take place?

What is the state of automatic backup? On or Off?


Step 4: Delete and restore files.

a. Navigate to the **Desktop**. Delete **Backup File One** and **Backup File Two**. Empty the Recycle Bin.

b. In the **Backup Status and Configuration**, click **Restore Files** in the left panel. Click **Restore Files** in the main window, as shown below.
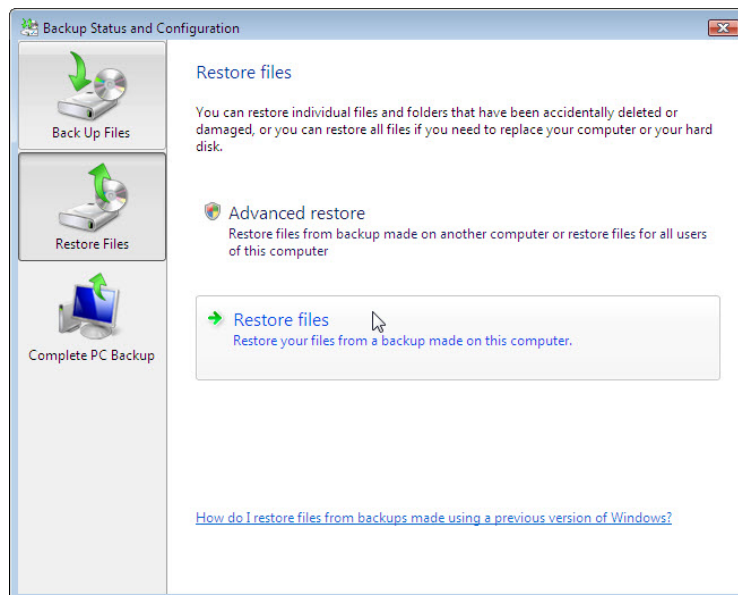
c.   The **Restore Files** wizard starts and the **What do you want to restore?** screen is displayed. Select **Files from the latest backup**. Click **Next**.
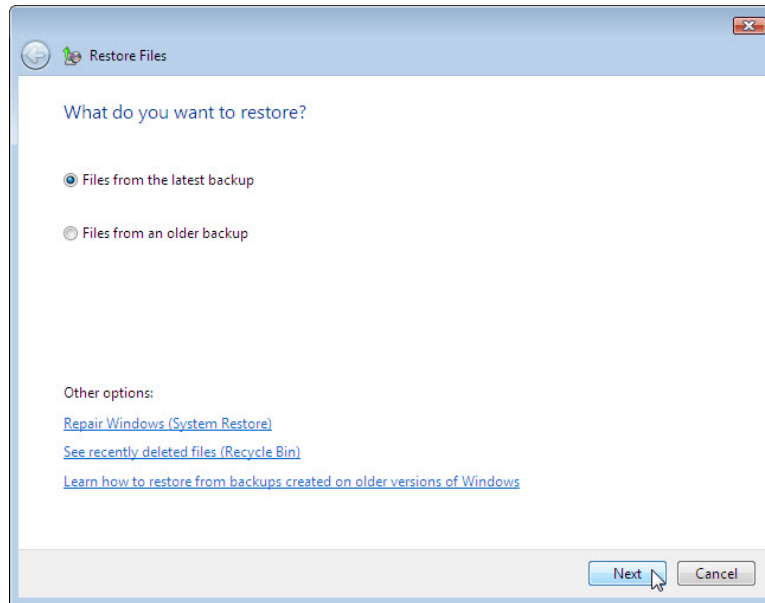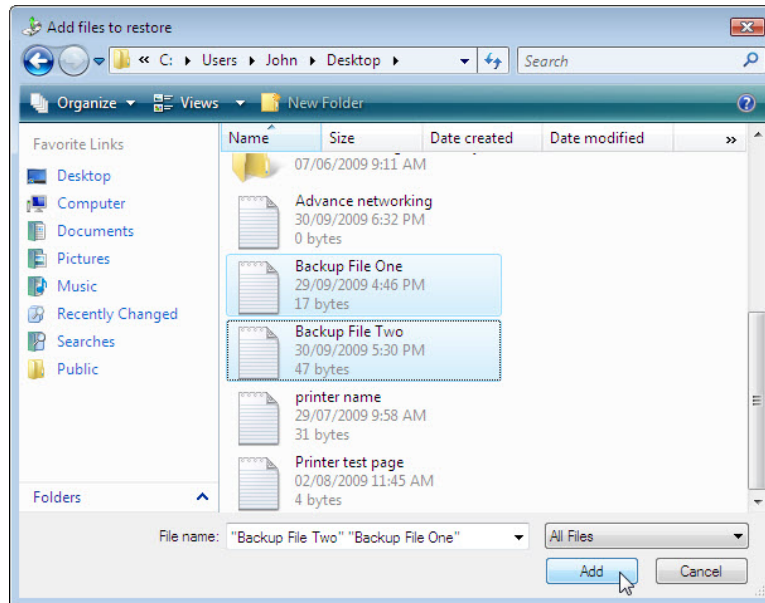

d.   The **Select the files and folders to restore** screen is displayed. Click **Add files...**, and then navigate to the Desktop to locate files **Backup File One** and **Backup File Two**.
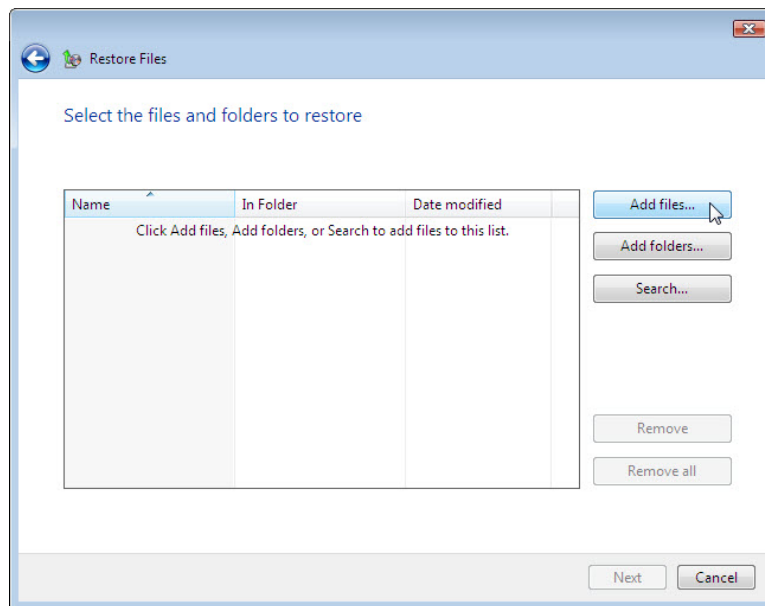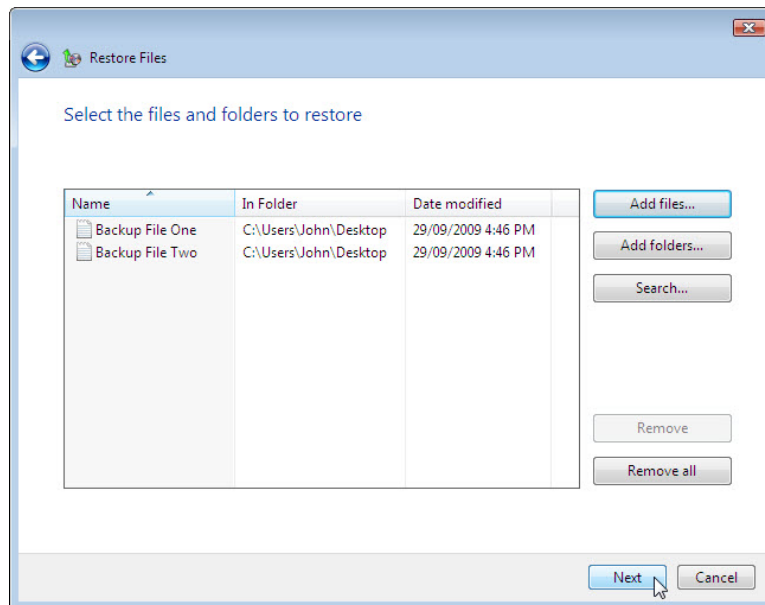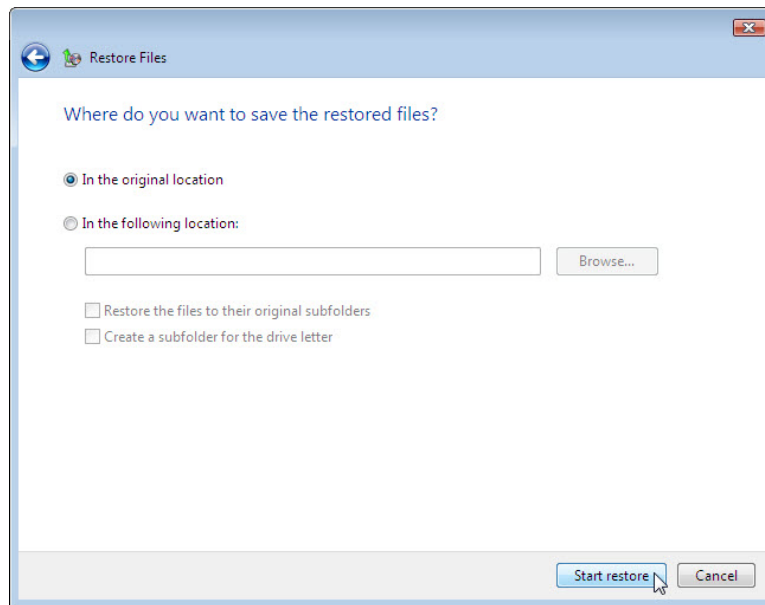
e. Select both files by clicking **Backup File One** and then holding down the Ctrl key while clicking **Backup File Two**. Click **Add**.
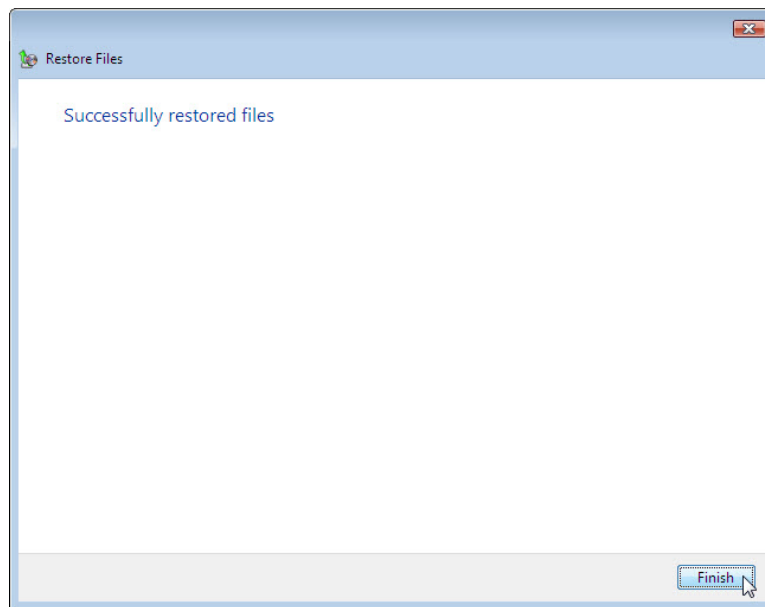
f. The two files should show up in the **Select the files and folders to restore** screen. Click **Next**.

g. The **Where do you want to save the restored files?** screen is displayed. Select **In the original location**. Click **Start restore**.

h. When the **Successfully restored files** screen is displayed, click **Finish**.

i. To verify that the files are restored, navigate to the Desktop. Are the two files restored to the Desktop?

Step 5: Modify, back up, delete, and restore a file.

a. Open file **Backup File Two**. Add the following text "**More text added.**" to the file. Save the file.

b. Click **Backup Status and Configuration**, and the click **Back Up Files**.
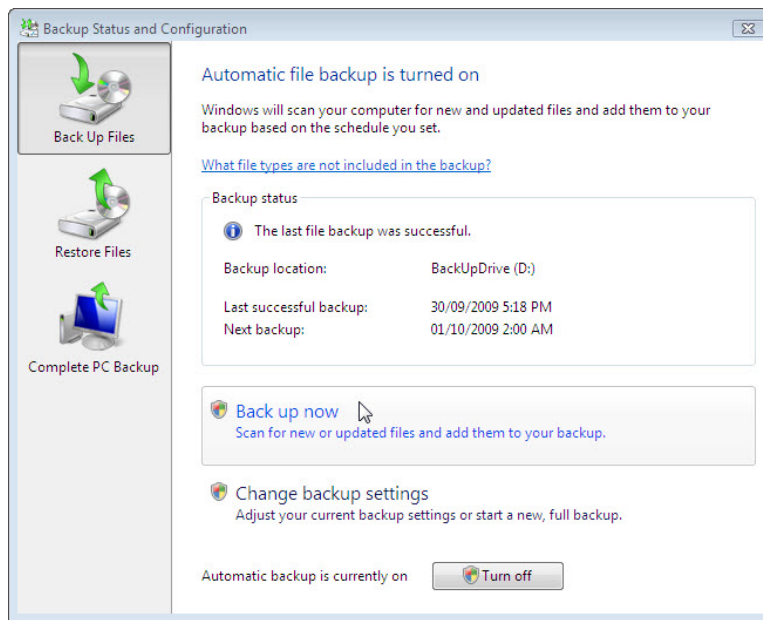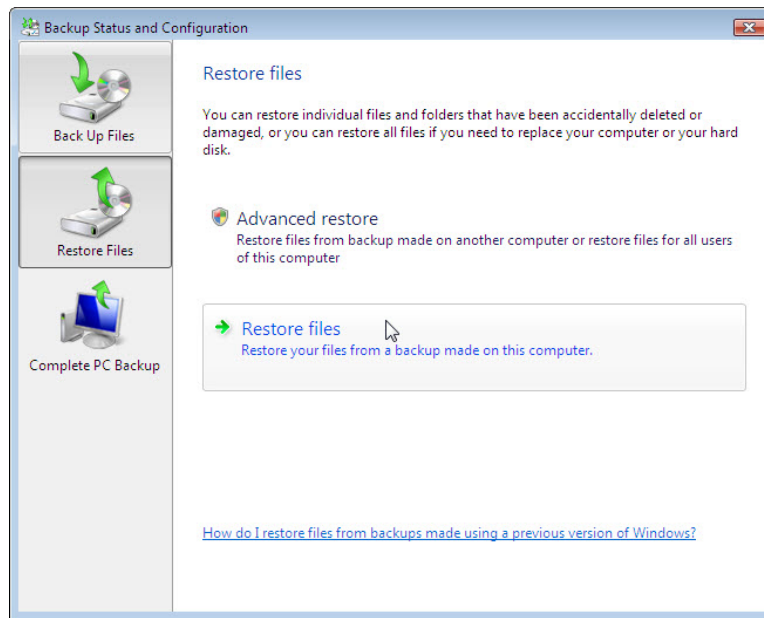

c. Click **Back up now > Continue**. The progress bar opens. When the backup is complete click **Close**.
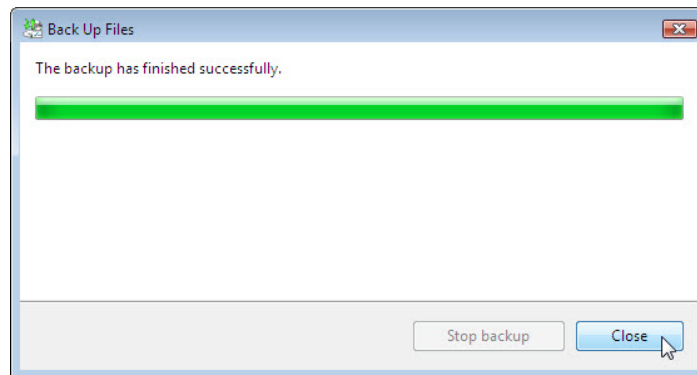
d. Navigate to the **Desktop**. Delete **Backup File Two**. Empty the Recycle Bin.

e. Click **Backup Status and Configuration**. Click **Restore Files** from the left panel. Click **Restore files** in the main window.

f. Restore **Backup File Two**. Navigate to the **Desktop**. Open file **Backup File Two**. What text is in the file?