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**Course – IT Essentials**

**How to create disk partition in Windows 7**

Graphical user interface, application

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Click the Start menu and right click on Computer option and select ‘Manage’.

Graphical user interface, application, Word

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‘Computer Management’ window will appear, and it contains options to perform following functionalities.

Graphical user interface, application

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Select the ‘Disk Management’ tab and follow the instruction ahead to create a partition.

Graphical user interface, application

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Now, right click the drive you want to divide and select ‘Shrink Volume’.

Graphical user interface, text, application, email

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After some time, this window will open, and it allows you to select the storage capacity of the new unallocated volume. Type in the storage capacity, which is in megabytes, and click ‘Shrink’.

Graphical user interface, text, application

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The partition will be created as ‘Unallocated’ space.

Now, we will create a drive using this unallocated space.

Graphical user interface, text, application

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Click the right mouse button over the unallocated space and select ‘New Simple Volume’.

Graphical user interface, application

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‘New Simple Volume Wizard’ box will open. Now follow the instructions along with it for successful creation of the drive.

Graphical user interface, text, application

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In the next step you have to choose the size of the volume being created.

Graphical user interface, text

Description automatically generatedAfter clicking next it will ask you to assign the letter to the drive or you can just select the 3rd option if you do not want to assign any letter to the drive.

Graphical user interface, text, application

Description automatically generatedAfter assigning the letter to the drive it will ask to format and create the drive using the different file systems. Select ‘NTFS’ as it is highly recommended.

Graphical user interface, application

Description automatically generatedIn the last step you have to review the properties selected in the previous steps. After reviewing press ‘Finish’ to complete the process.

Graphical user interface, application

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**New volume will be created.**