# Week 11 Windows Server Activities - Data Storage

Activities

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**How to Create Screenshots:** Please use the Windows Snip and Sketch Tool or the Snipping Tool. Paste a screenshot of just the program you are working on. If you are snipping a virtual machine, make sure your focus is outside the virtual machine before you snip.

1. Press and hold down the **Windows key** & **Shift**, then type **S.** This brings up the on-screen snipping tool.
2. Click and Drag your mouse around whatever you want to snip.
3. Release the mouse button. This places the snip into the Windows Clipboard.
4. Go into Word or wherever you want to paste the snip. Hold down **CTRL**, then type **V** to paste the snip.

# Activity 11-1: Using the Disk Optimizer

Time Required: Approximately 10 minutes

Objective: Practice using the Disk Optimizer.

Description: One of the best ways to keep your server running quickly is to defragment its disk drives. This activity enables you to use the Windows Server Optimize tool to defragment a disk.

1. Start Server1, and log on as your administrator account.
2. If necessary, open the Disk Management tool.
3. Click a drive under Volume, such as C: Click the Properties icon under the menu bar. (Alternatively, you can right-click the drive and click Properties.)
4. Click the Tools tab in the Properties dialog box for the drive.
5. Click the Optimize button.
6. In the Optimize Dives window, click Change settings.
7. **What is the default optimization schedule?**

Click or tap here to enter text.

1. **What frequencies can you select?**

Click or tap here to enter text.

1. Click Cancel in the Optimize Drives box.

**NOTE:** The next steps can’t be completed on a virtual machine. You can do them on your physical machine.

1. In the Optimize Drives window, ensure a drive is selected, such as (C:), and click Analyze. After a disk is analyzed, you’ll see the amount of fragmentation under the Current status column for the drive.
2. Click the Optimize button (do this for practice, even if your disk does not need to be defragmented at this time). Observe the Current status column to watch the progress for the disk you have selected.
3. Close the Optimize Drives window. Leave open the Properties window for the drive to use in the next activity.

# Activity 11-2: Using Disk Check

Time Required: Depends on the size of the disk and number of files (10 minutes)

Objective: Learn how to use Disk Check.

Description: In this activity, you practice using the Disk Check utility to scan your disk. Also, if you have a large disk with many files, you might want to stop at Step 6 because the disk check can take a long time. When you do this activity, you really defer Disk Check to run the next time you boot the server.

1. Start Server1, and log on as your administrator account.
2. Ensure you are on the Tools tab of the main volume of the server.
3. Click the Check button.
4. If you see the **You don’t need to scan this drive** box, click **Scan drive anyway** for this activity.
5. **Insert a screenshot:**

Click or tap here to enter text.

1. Wait for the scan to complete. If the process finds errors, it lets you choose whether to fix them.

# Activity 11-3: Using chkdsk from PowerShell

Time Required: Depends on the size of the disk and number of files (10 minutes)

Objective: Learn how to use chkdsk from Windows PowerShell.

Description: You run the chkdsk command-line utility to examine a disk for errors.

1. Start Server1. Log on as your administrator account.
2. Right Click Start 🡪 Click **Windows Powershell (Admin)**.
3. Type chkdsk and press Enter.
4. **What happens when you run chkdsk without the /f option?**

Click or tap here to enter text.

1. Type **chkdsk c: /f** and press Enter.
2. **What are you instructed to do?**

Click or tap here to enter text.

1. Reboot the server to see **chkdsk** do its work.
2. **Insert a screenshot:**

Click or tap here to enter text.

1. Close the Windows PowerShell window.

## Assignment Submission

Attach this completed file to the assignment in Blackboard.