

Lab - Configure Data Backup and Recovery in Windows 7 and Vista (Instructor Version)

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.

Instructor Note: You will need to provide students with a means to backup data. Backing up files can be done at the following locations: any internal or external hard drive, USB flash drive, writeable DVDs and CDs, and network locations.

Part 1: Data Backup and Recovery in Windows 7

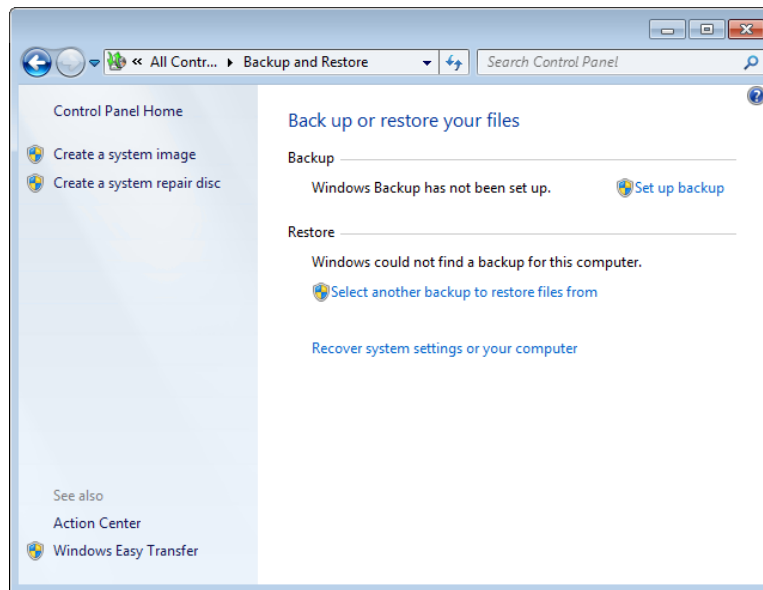
Step 1: Create back up files.

- Log on to the computer as an administrator.
- 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.**”
- 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.**”

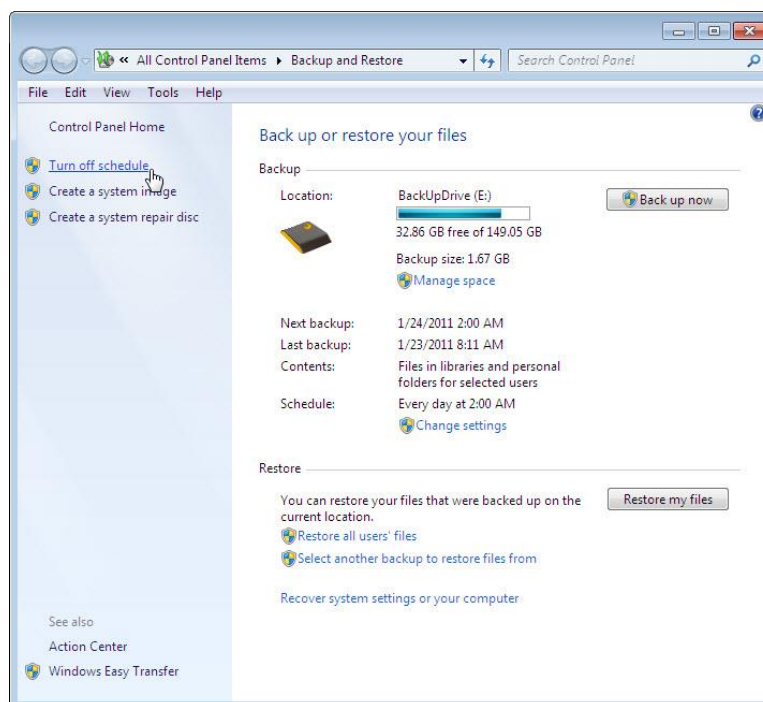
Note: Remove all extra folders and files from the computers Desktop. This will help to reduce the length of time to complete the backup for this lab.

Step 2: Open the Backup and Restore tool

- 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
- If backup has never been configured, your window will look like the following:



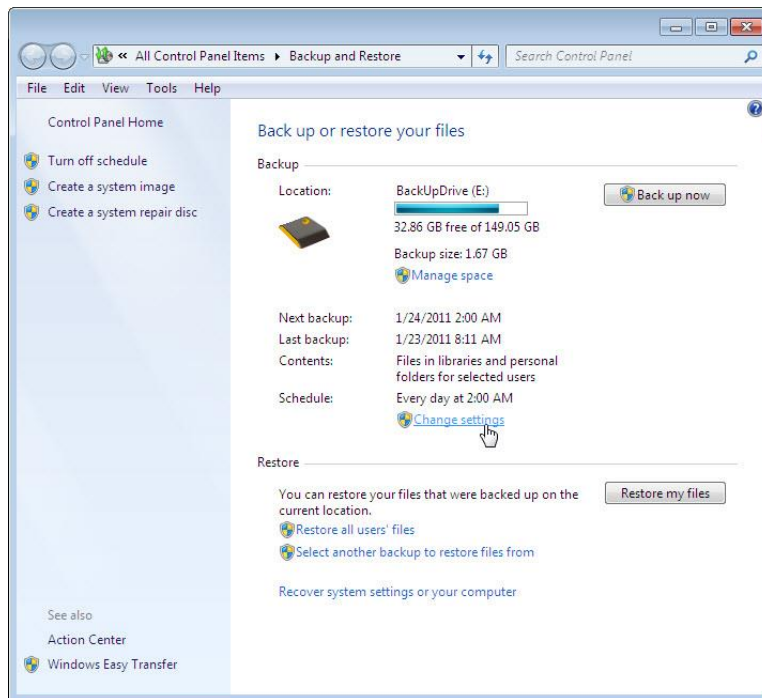
- c. If a backup is scheduled to run, click **Turn off schedule**, as shown below.



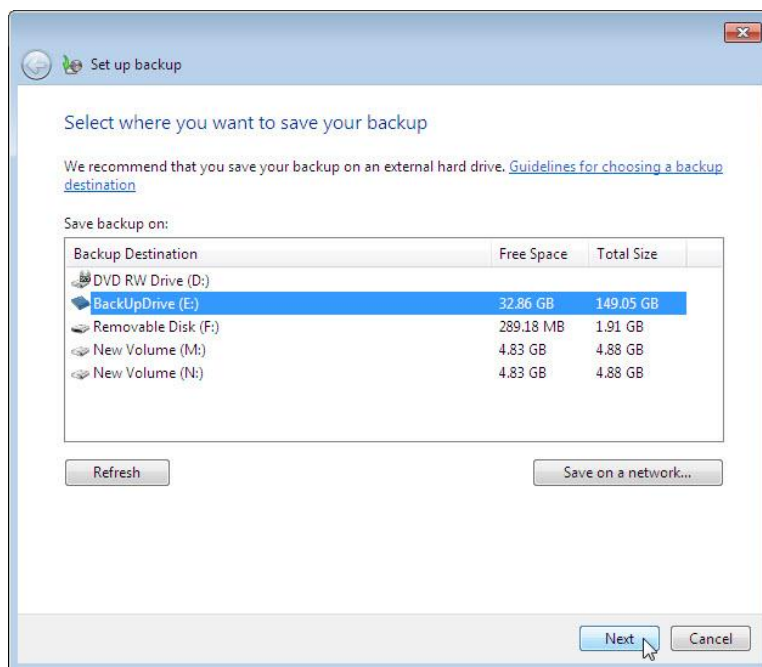
Step 3: Complete the Set up backup wizard.

- 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.

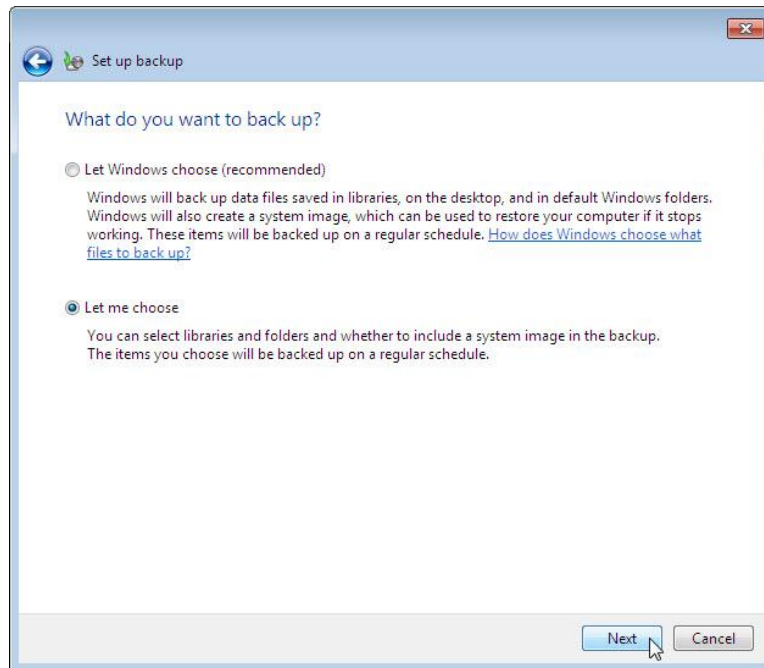
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- b. Select the location where the backup will be stored. In this example, an external hard drive is used. Click **Next**.

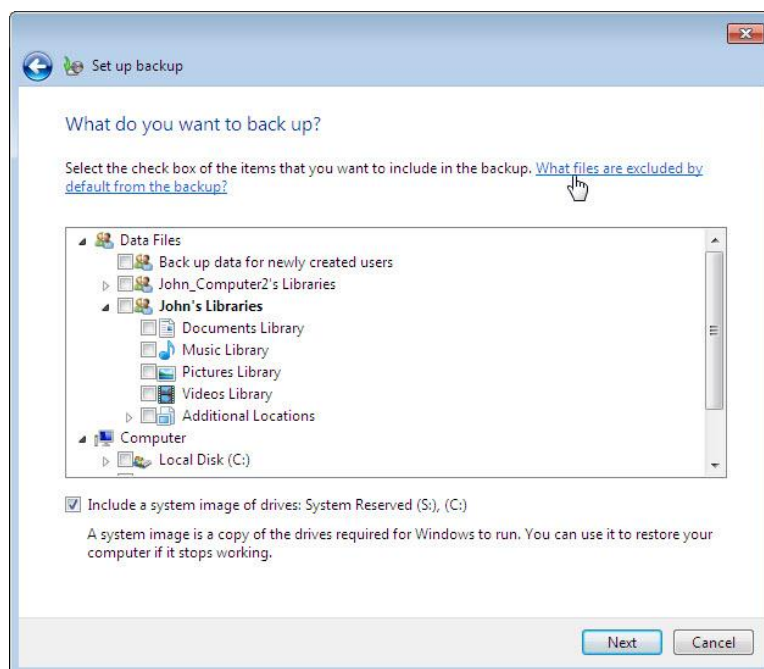


- c. Select **Let me choose** on the **What do you want to back up?** screen. Click **Next**.



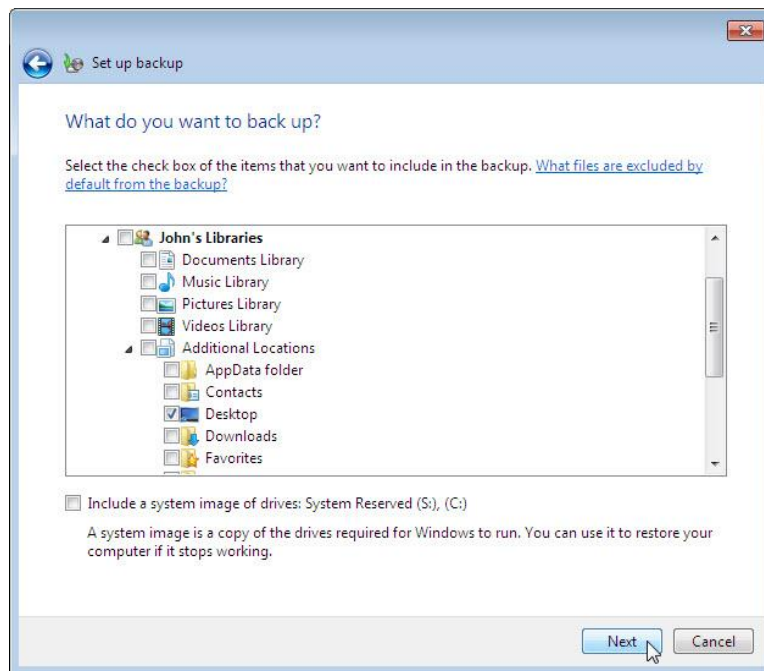
- d. Expand the current user account so you can view the different libraries that you can back up. Click **What files are excluded by default from the backup?** and list the excluded files.

Program files, files stored on a FAT file system, Files in the Recycle Bin, and Temporary files on a drive smaller than 1GB.

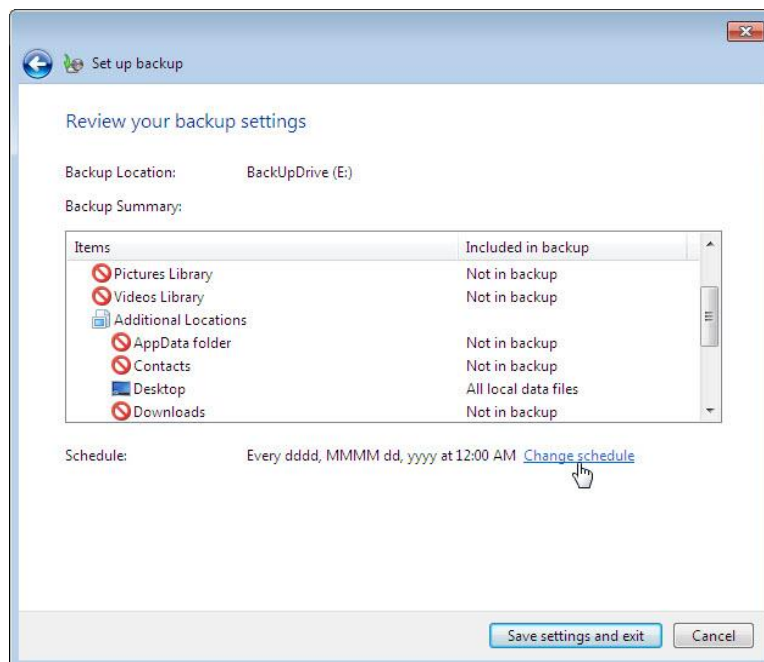


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- e. Close the **Windows Help and Support** window. Expand **Additional Locations** and make sure only **Desktop** is selected. Make sure no other location is selected. Remove the check mark from **Include a system image of drives:**. Click **Next**.



- 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**.

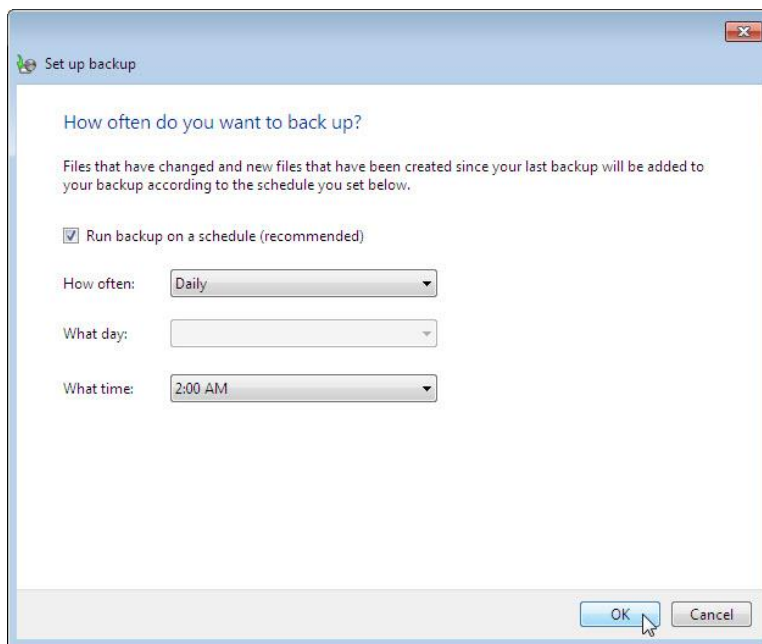
How often: **Daily**

What day: **blank**

What time: **2:00 AM**

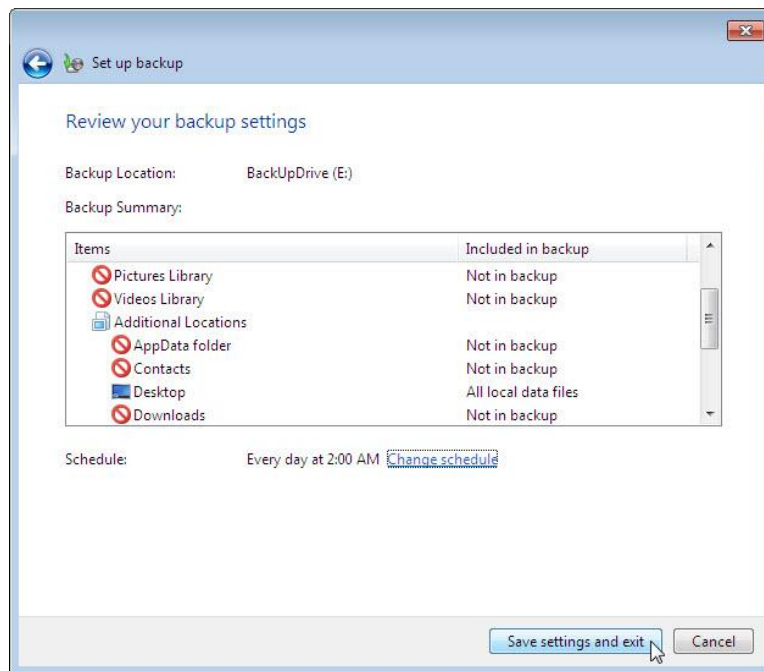
Which files will be backed up?

New files that have been added to the Desktop and existing Desktop files that have been changed.



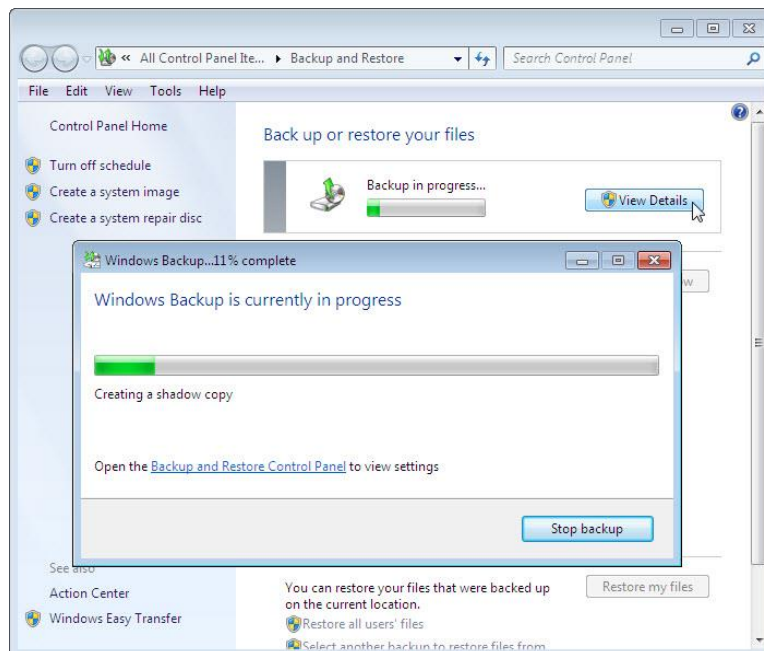
- h. The **Review your backup settings** screen is displayed. Click **Save settings and exit**.

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.

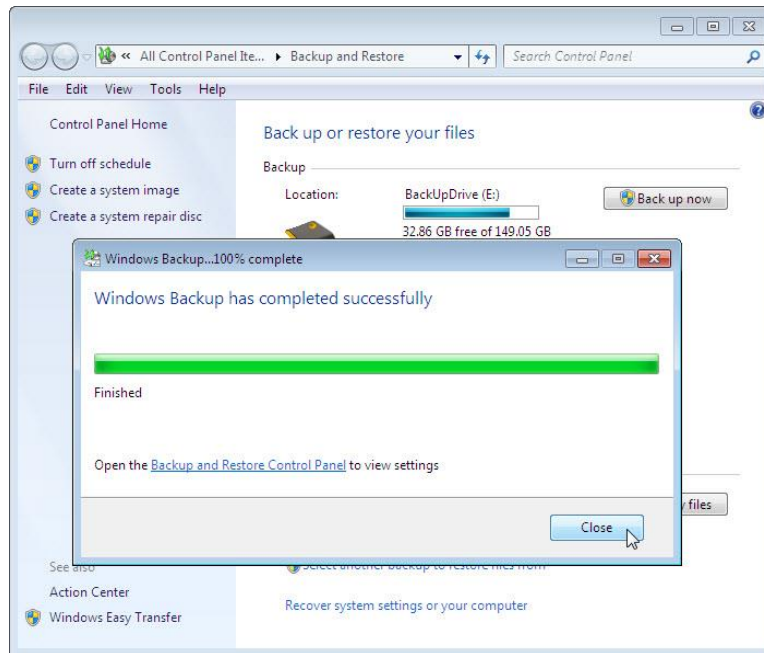


Step 4: Run the backup.

- 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.



- 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?

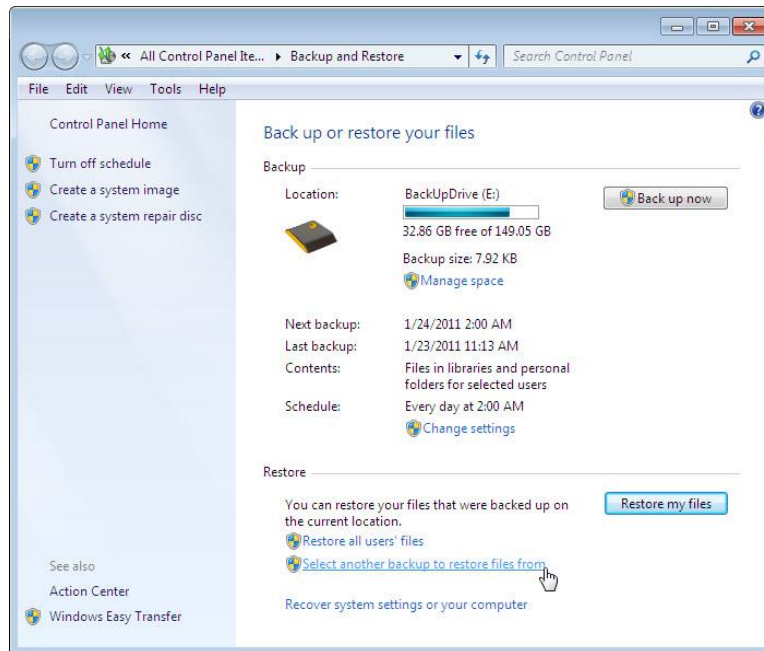
Answers will vary; 1/24/2011 2:00 AM

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

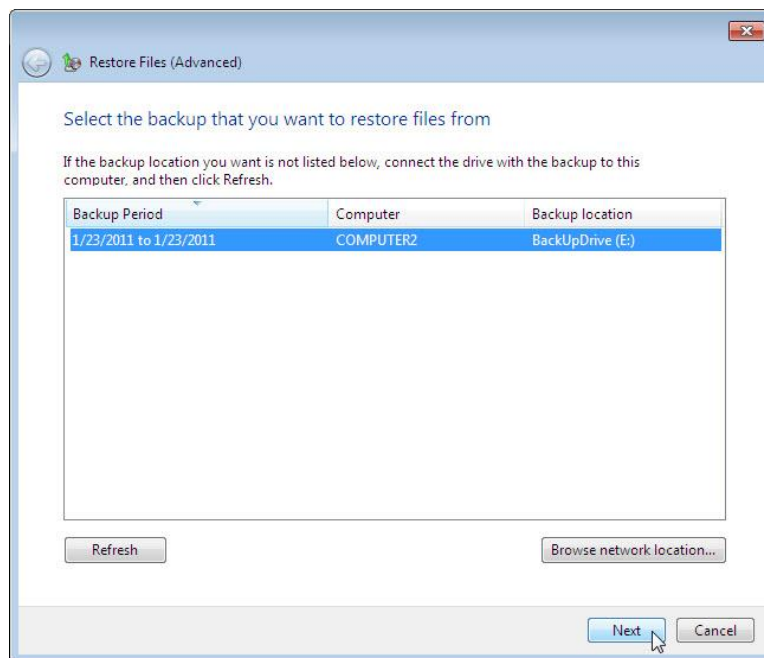
On

Step 5: Delete and restore files.

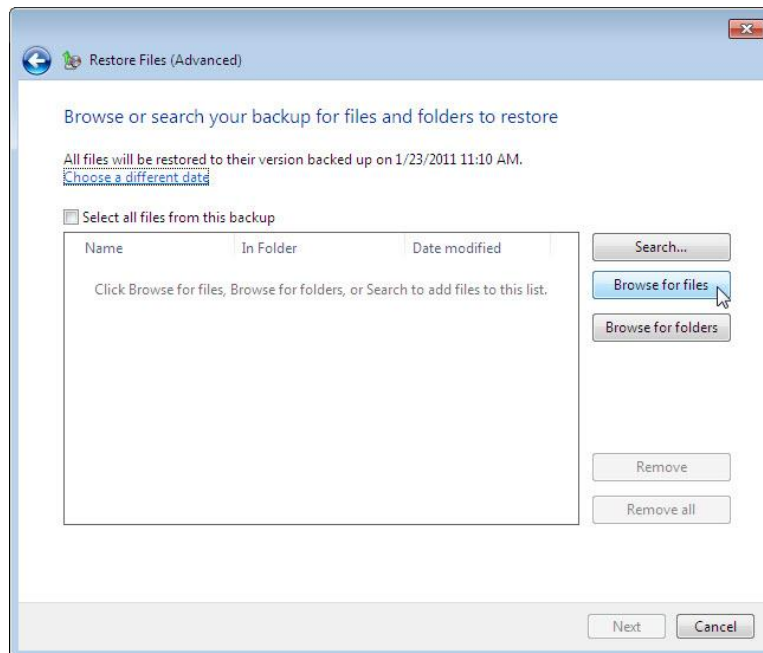
- a. Navigate to the Desktop and delete **Backup File One** and **Backup File Two**. Empty the Recycle Bin. In the **Backup and Restore** window, click **Select another backup to restore files from**.



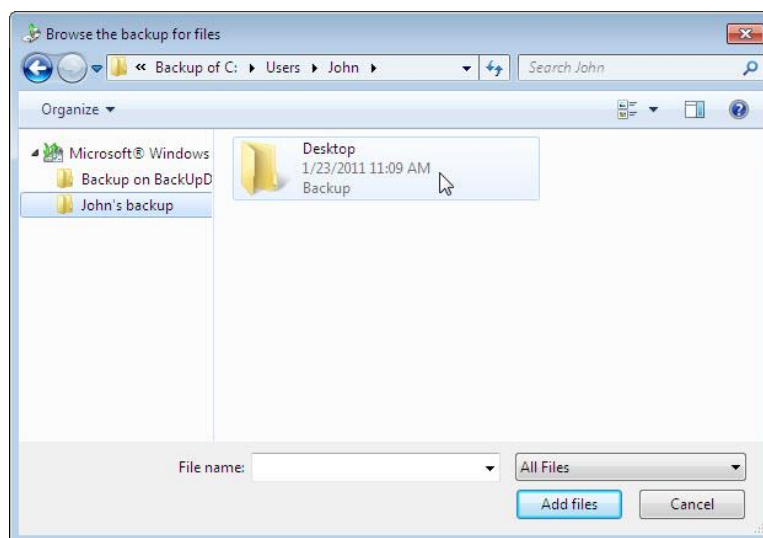
- b. The **Select the backup that you want to restore files from** screen is displayed. Select the location where the files are stored. Click **Next**.



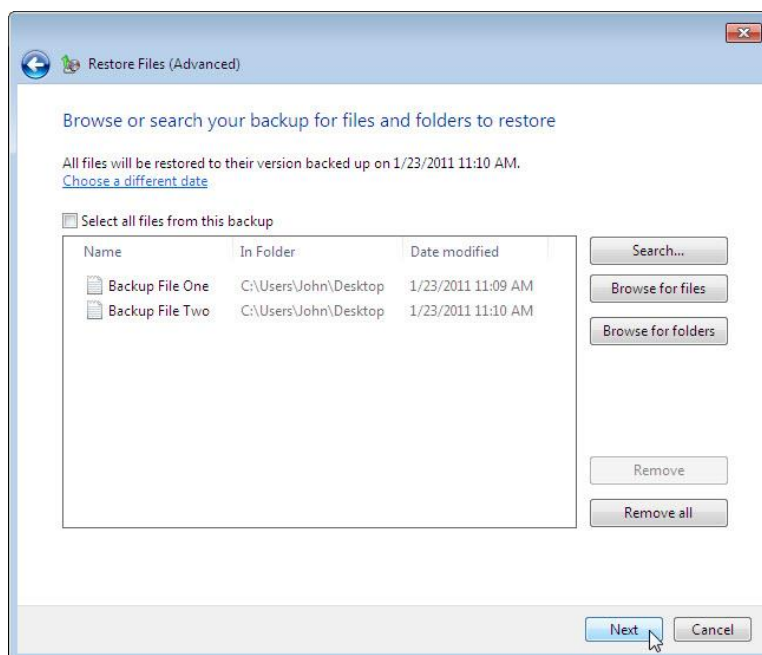
- c. The **Browse or search your backup for files and folders to restore** screen is displayed. Click **Browse for files**.



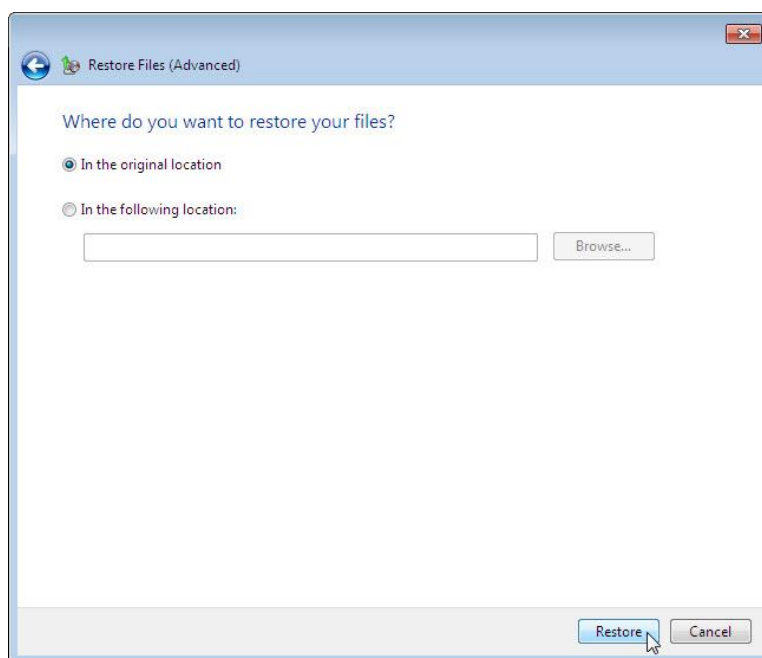
- d. The **Browse the backup for files** window opens. Click the current user's backup. In the example, this user is **John**. Therefore, the folder is labeled **John's backup**. Double-click **Desktop** and locate files **Backup File One** and **Backup File Two**. Select both files by clicking **Backup File One** and then holding down the Ctrl key while clicking **Backup File Two**. Click **Add files**.



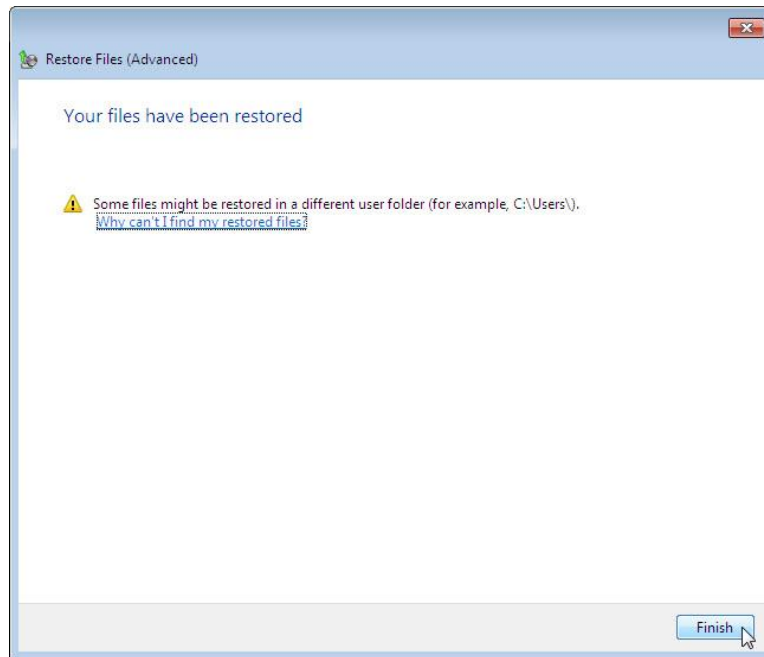
- e. The two files are listed in the **Browse or search your backup for files and folders to restore** screen. Click **Next**.



- 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**.

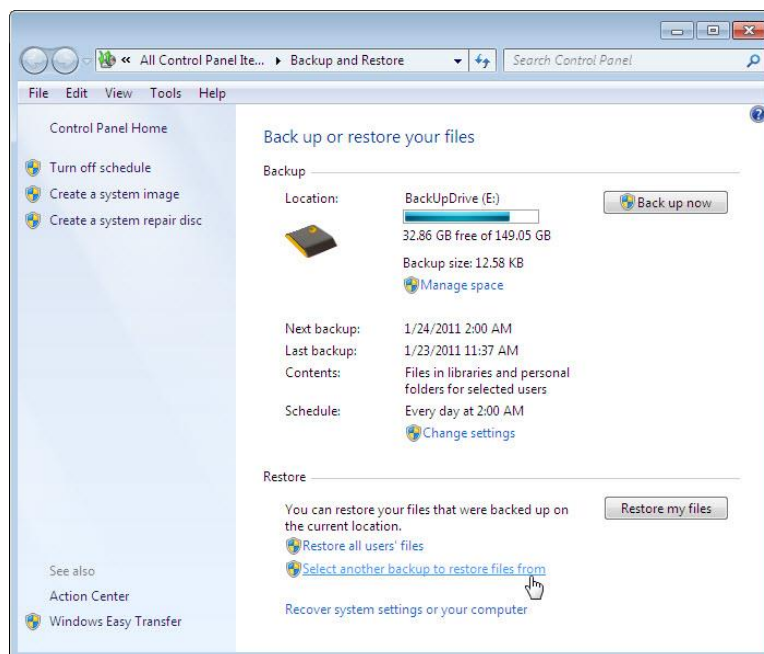


- h. Navigate to the **Desktop**. Are the two files restored to the Desktop? _____

Yes

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

- Open file **Backup File Two**. Add the following text "More text added." to the file. Save the file.
- Click the **Backup and Restore** window so it is active. Click **Back up now**.
- 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?

The text in this file will be changed. More text added.