**BACKUP & DATA RECOVERY: PRACTICAL**

**1. How to create a system image backup on windows 10?**

Ans: Steps to create a backup system image

(a) Open the Control Panel

(b) Click System and Security.

(c) Click Backup and Restore (Windows 7)

(d) Click Create a system image in the left panel.

(e) You have options for where you want to save the backup image: external hard drive or DVDs.

**2. System restore point in windows 7?**

Ans: (a) Start→ControlPanel→System and Security.

(b) Click the System Protection link in the left panel.

(c) In the System Properties dialog box that appears, click the System Protection tab and then click the Create button.

(d) Name the restore point, and click Create.

(e) Windows alerts you when the restore point is created.

**3. How to create or change a backup schedule?**

Ans: (a) Open the Control Panel.

(b) Click on System and Security and then choose Backup and Restore.

(c) Under Backup, click on Change Settings.

(d) Select the backup media and then click on Next button.

(e) Select Let me choose and then click on Next button.

**4. How to convert dynamic disk to basic disk?**

Ans (a) Log into your Windows system with administration privileges.

(b) Go to start menu -> run and type “diskmgmt.msc”

(c) When disk management opens, delete all the volumes on the dynamic disk.

(d) Now, if you right-click on your disk, you can see the option “convert to basic disk.”

**5. How to fix a raw hard drive to NTFS without losing data?**

Ans: (a) Locate the RAW hard drive.

(b) Scan the data on the RAW hard drive.

(c) Check files under the "Extra Files" result.

(d) Open "This PC" (Windows 10), righ-click the RAW disk/partition, and choose "Format".

(e) Select the NTFS file system and set up other necessary options.

(f) Click "Start" then "OK".

**6. How to recover permanently deleted folder / files?**

Ans: (a) Right-click on the folder that contained the permanently deleted file(s) or folder(s)

(b) Choose 'Restore previous versions.'

(c) From the available versions, choose the one dated when files were there.

(d) Click 'Restore' or drag & drop the desired version at any location on the system.

**7. How to backup in HRMS 2.0?**

Ans: Login as Super user. Then u can take back fully back up.

**8. How to backup in WASP 3.5.0?**

Ans: Login as admin. Then go to wksp admin. U can take full backup & custom backup.

**9. How to restore backup in WASP?**

Ans: Login as admin. Then go to wksp admin.then restore the backup.

**10. How to restore backup in HRMS?**

Ans: Login as Super user. Then u can restore the backup.