

## **Answers: 12.3.1.3 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.**

- 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**

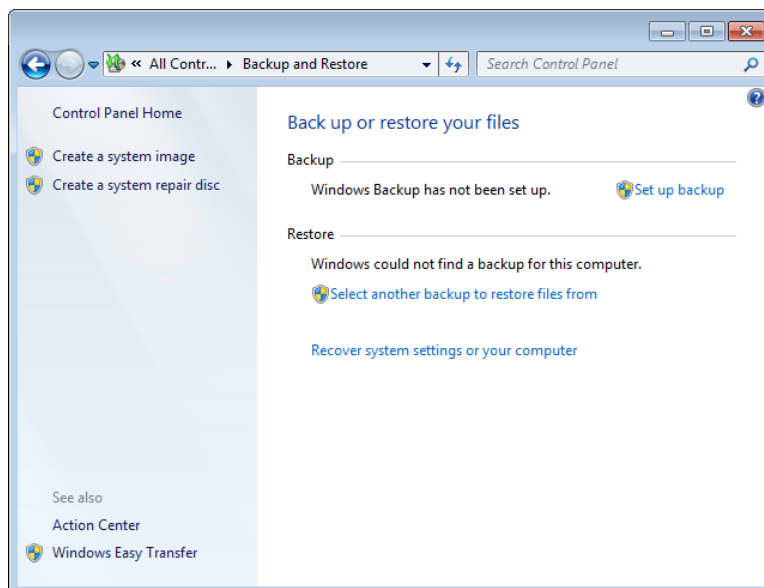
- To open Backup and Restore in Windows 7, use the following path:

**Control Panel > Backup and Restore**

In Vista, use the following path:

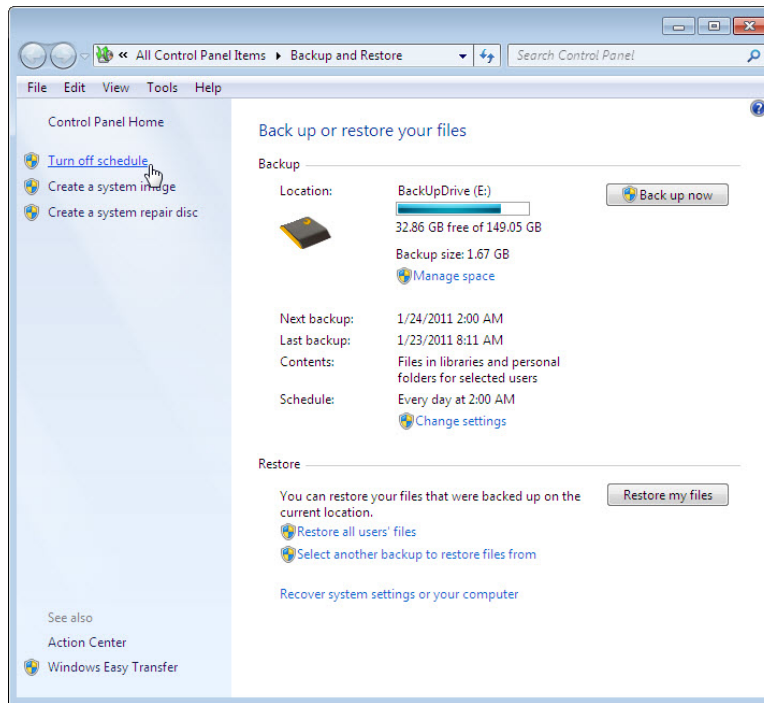
**Control Panel > Backup and Restore Center**

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



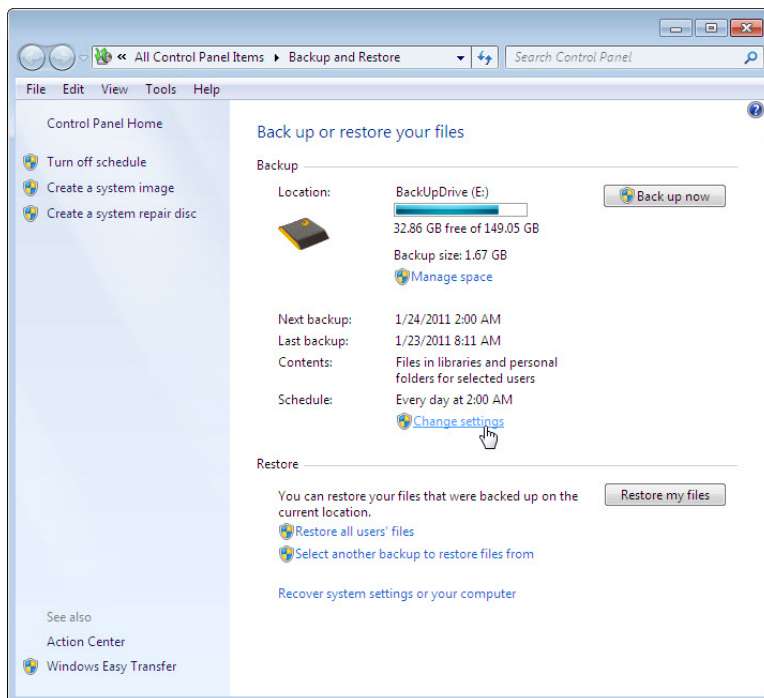
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- c. If a backup is scheduled to run, click **Turn off schedule**, as shown below.



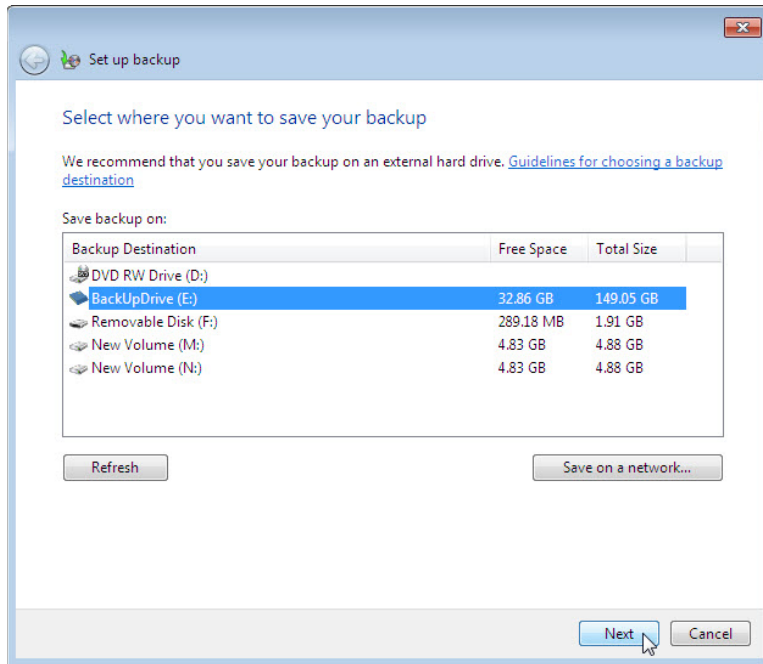
### Step 3: Complete the Set up backup wizard.

- 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.

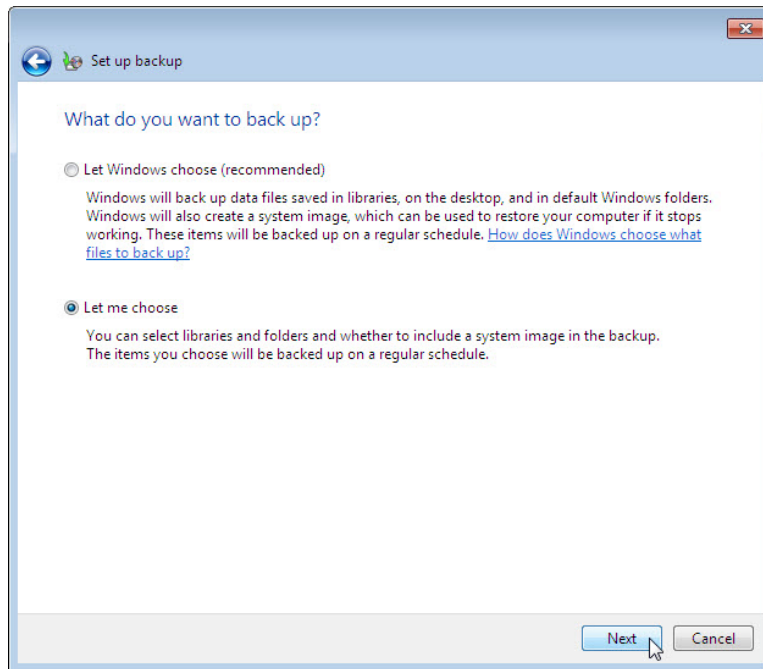


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- b. Select the location where the backup will be stored. In this example, an external hard drive is used. Click **Next**.

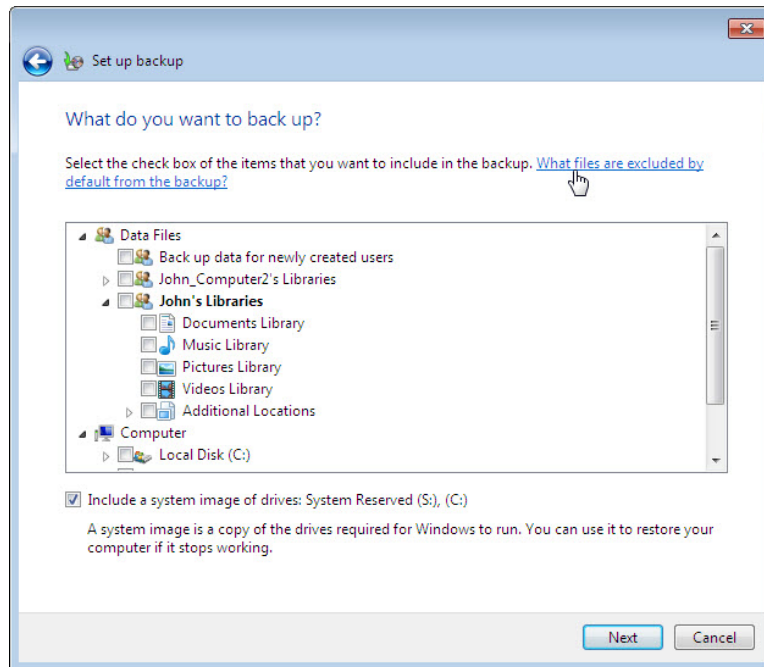


- c. Select **Let me choose** on the **What do you want to back up?** screen. Click **Next**.

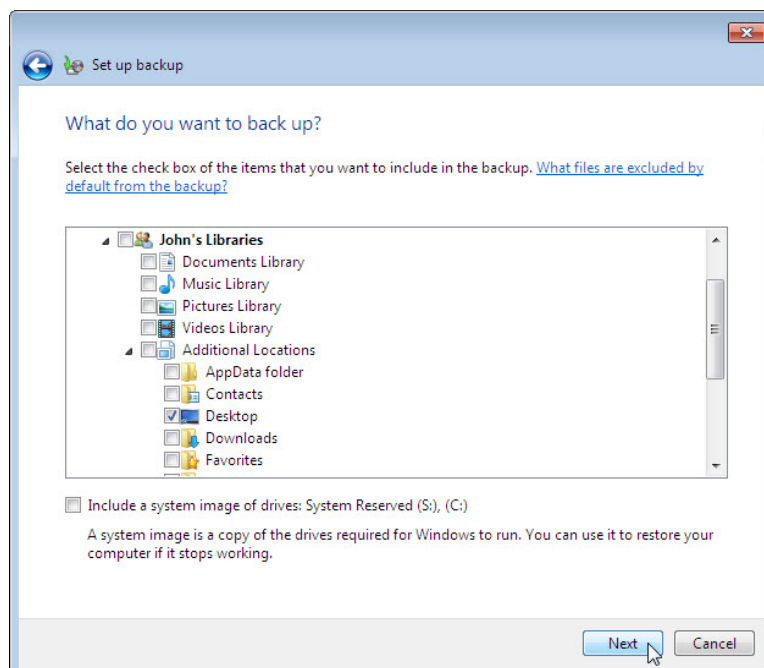


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- d. Expand the current user account so you can view the different libraries that you can back up. Click **What files are excluded by default from the backup?** and list the excluded files.

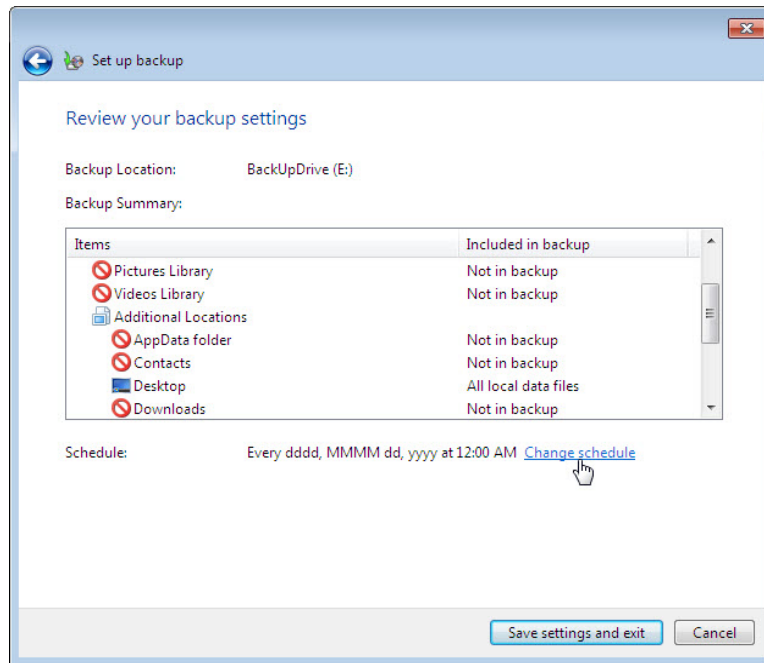


- e. Close the **Windows Help and Support** window. Expand **Additional Locations** and make sure only **Desktop** is selected. Make sure no other location is selected. Remove the check mark from **Include a system image of drives:**. Click **Next**.



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- f. The **Review your backup settings** screen is displayed. Click **Change schedule**.



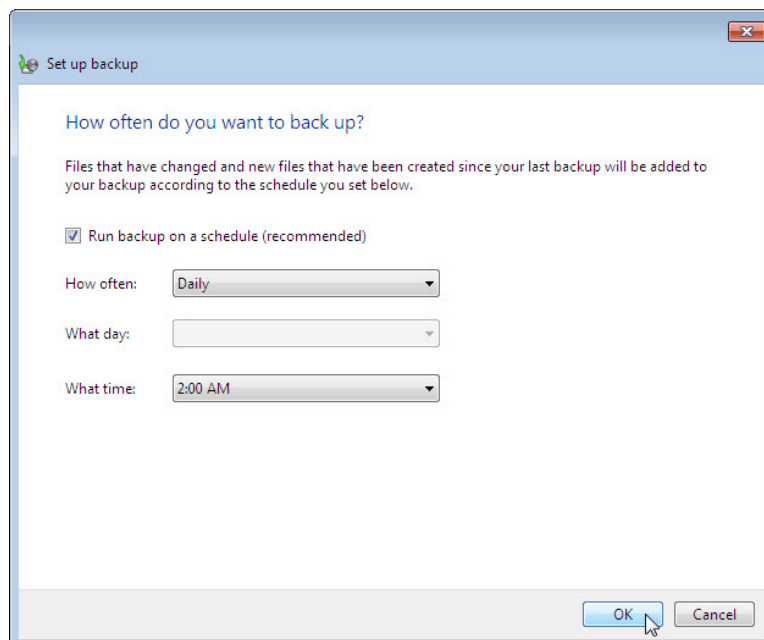
- g. The **How often do you want to back up?** screen is displayed. Place a check mark in the checkbox **Run backup on a schedule (recommended)**. Set the following conditions and then click **OK**.

How often: **Daily**

What day: **blank**

What time: **2:00 AM**

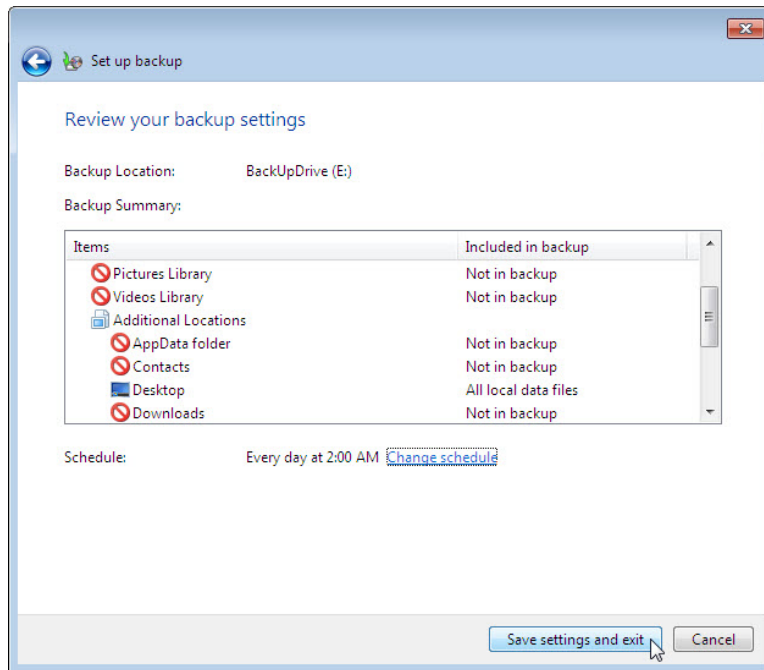
Which files will be backed up?



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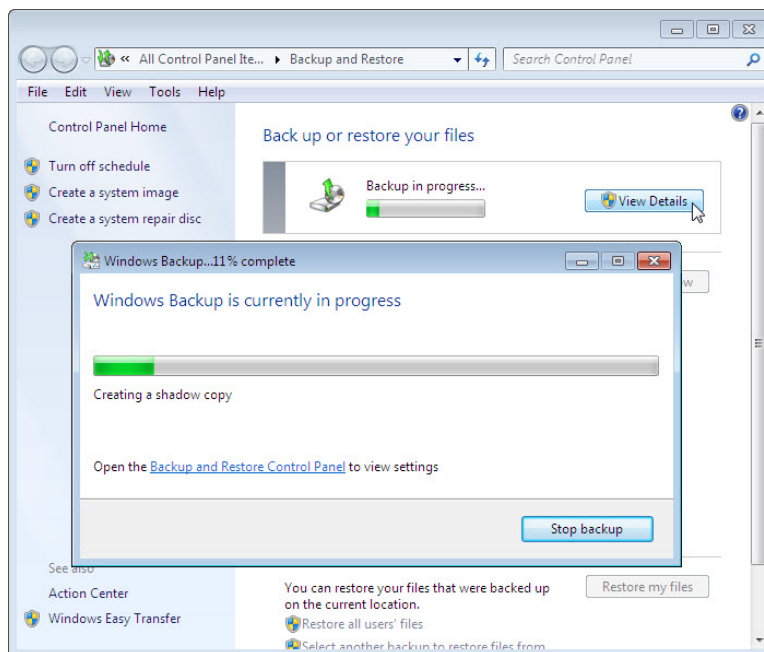
- h. The **Review your backup settings** screen is displayed. Click **Save settings and exit**.

**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.



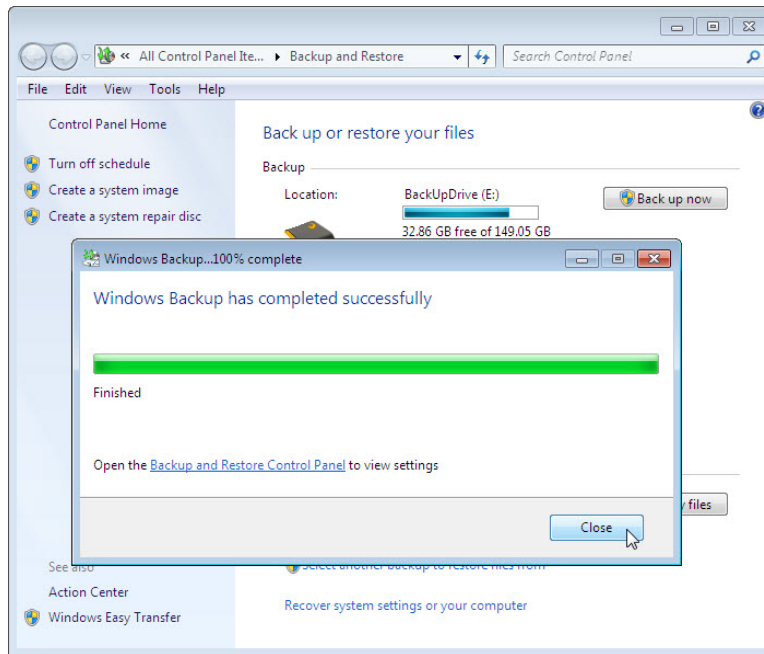
### Step 4: Run the backup.

- 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.



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- b. When the **Windows Backup has completed successfully** message appears, click **Close**.

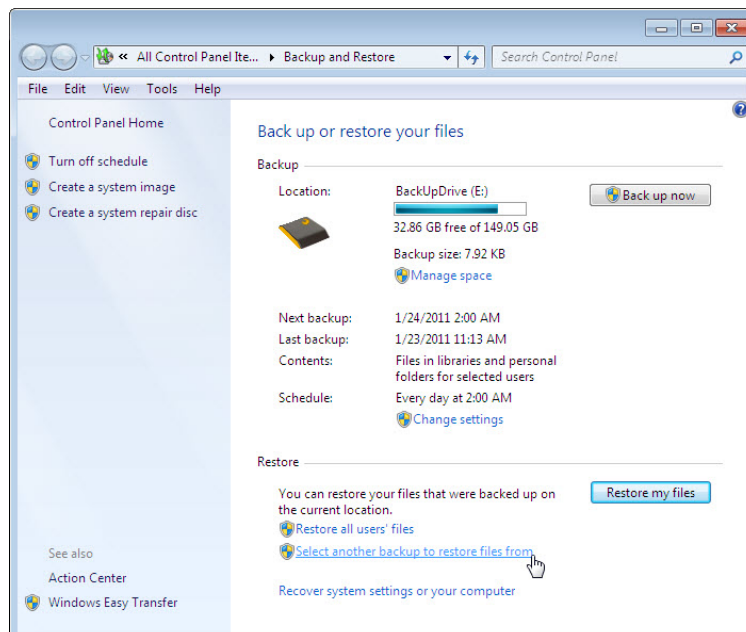


- c. Review the information beneath the **Backup** section of the **Backup and Restore** window. When will the next backup take place?

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

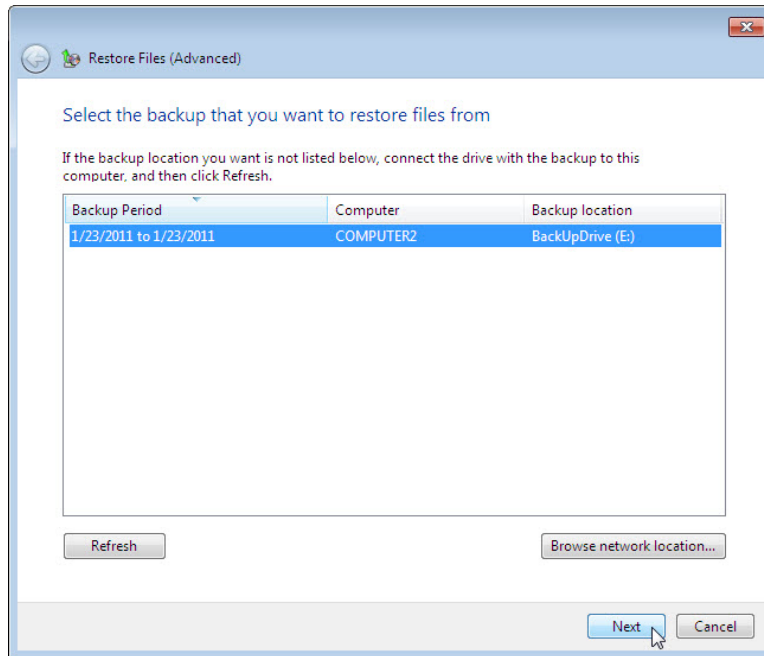
### Step 5: Delete and restore files.

- 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**.

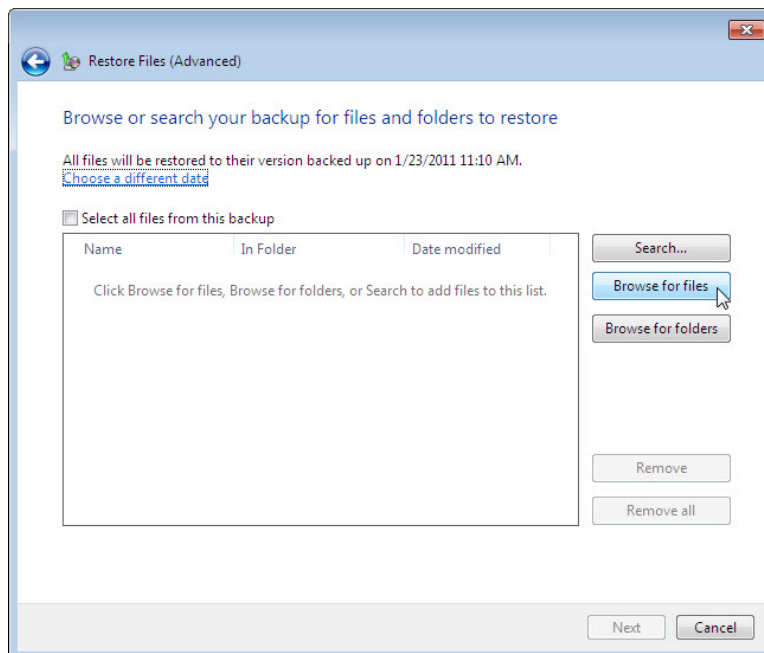


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- b. The **Select the backup that you want to restore files from** screen is displayed. Select the location where the files are stored. Click **Next**.



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

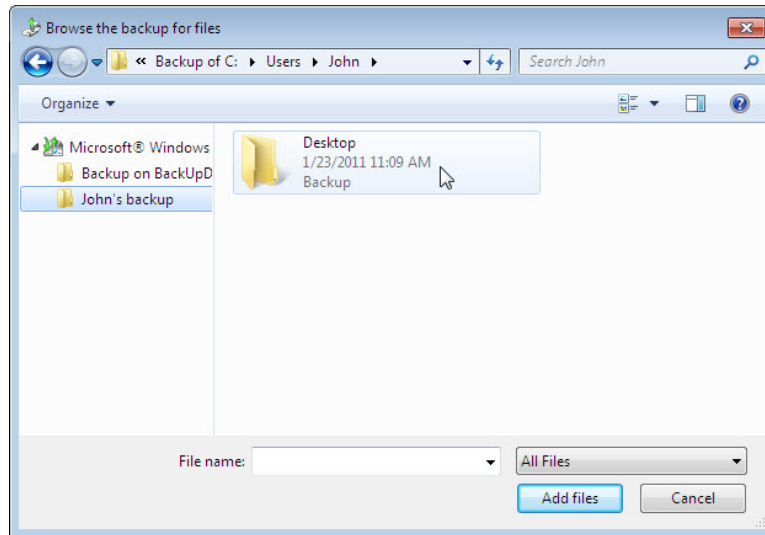


- d. The **Browse the backup for files** window opens. Click the current user's backup. In the example, this user is **John**. Therefore, the folder is labeled **John's backup**. Double-click **Desktop** and locate files

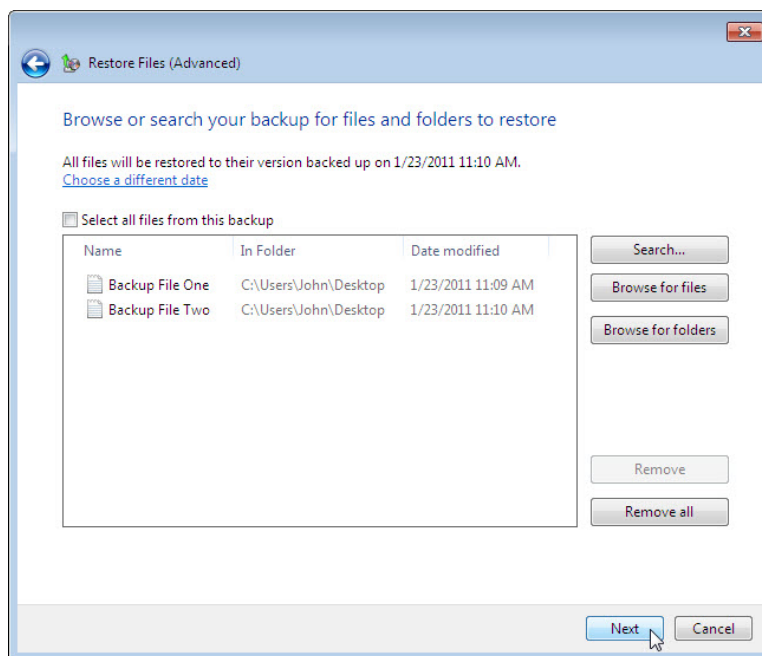


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**Backup File One** and **Backup File Two**. Select both files by clicking **Backup File One** and then holding down the Ctrl key while clicking **Backup File Two**. Click **Add files**.

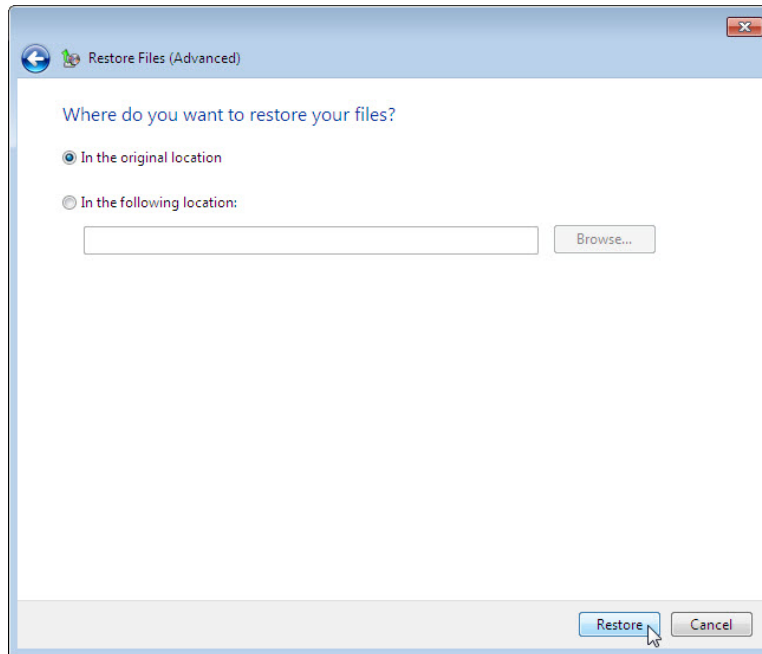


- e. The two files are listed in the **Browse or search your backup for files and folders to restore** screen. Click **Next**.

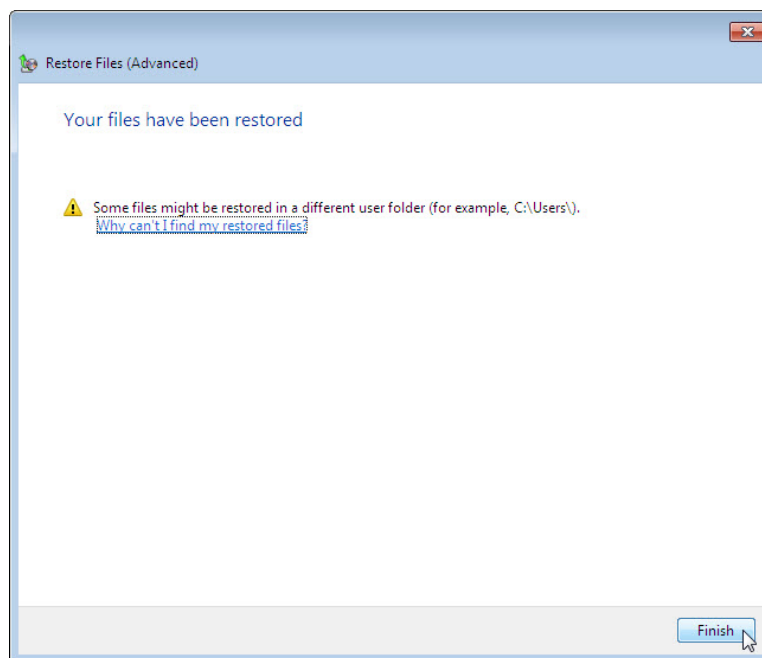


## Lab - Configure Data Backup and Recovery in Windows 7 and Vista

- 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**.



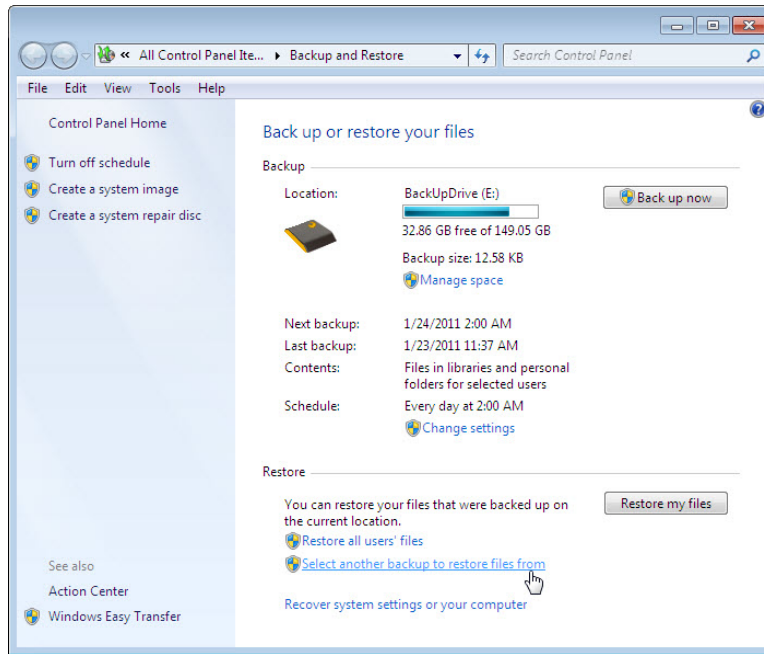
- h. Navigate to the **Desktop**. Are the two files restored to the Desktop?

### 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.

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- 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.**"

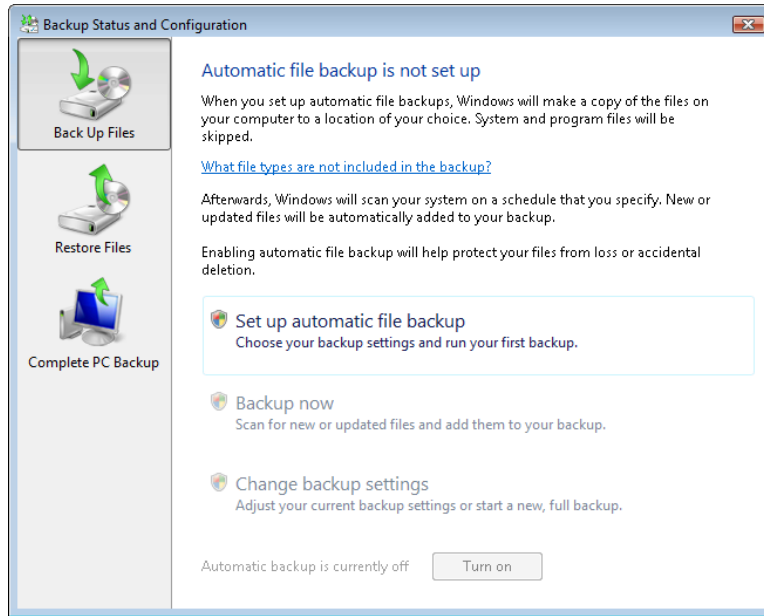
**Note:** Remove all extra folders and files from the computer's Desktop. This will help to reduce the length of time to complete the backup for this lab.

### Step 2: Open the Backup Status and Configuration tool.

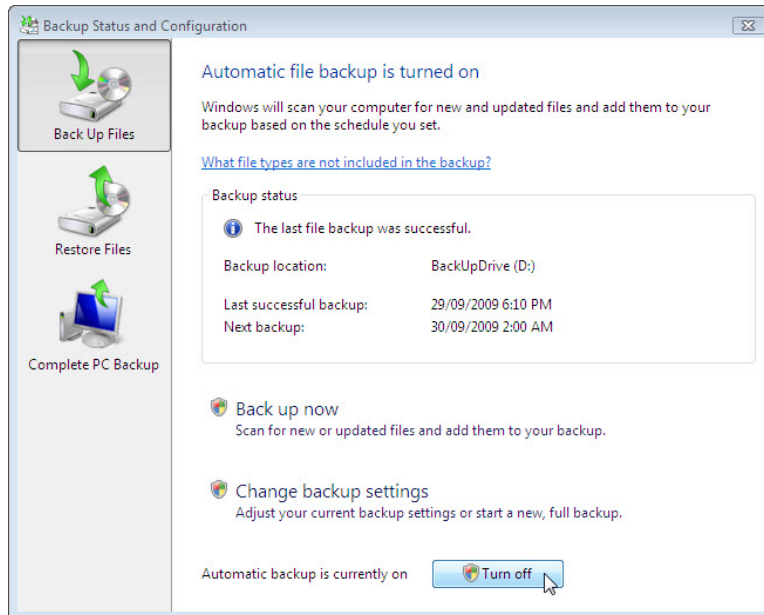
- a. To open the **Backup Status and Configuration** tool in Windows Vista, use the following path:  
**Start > All Programs > Accessories > System Tools > Backup Status and Configuration**

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

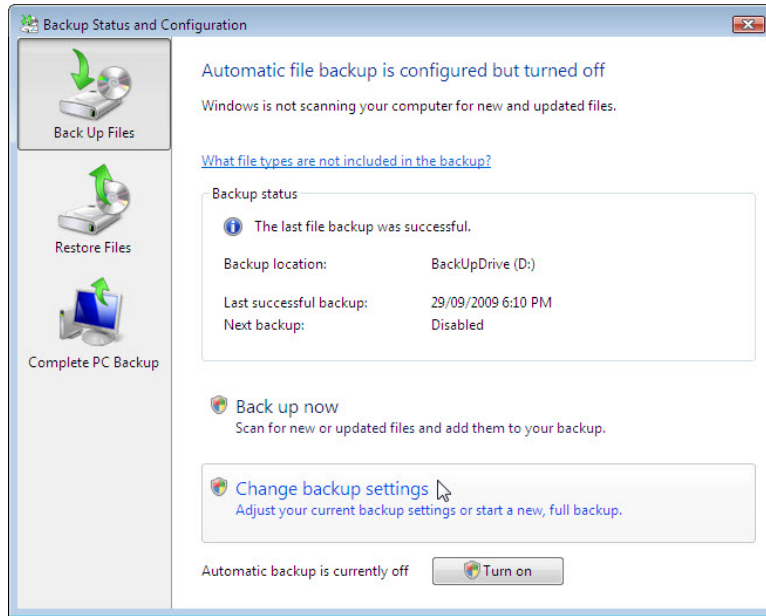


c. If a backup is scheduled to run, click **Turn off**, as shown below.

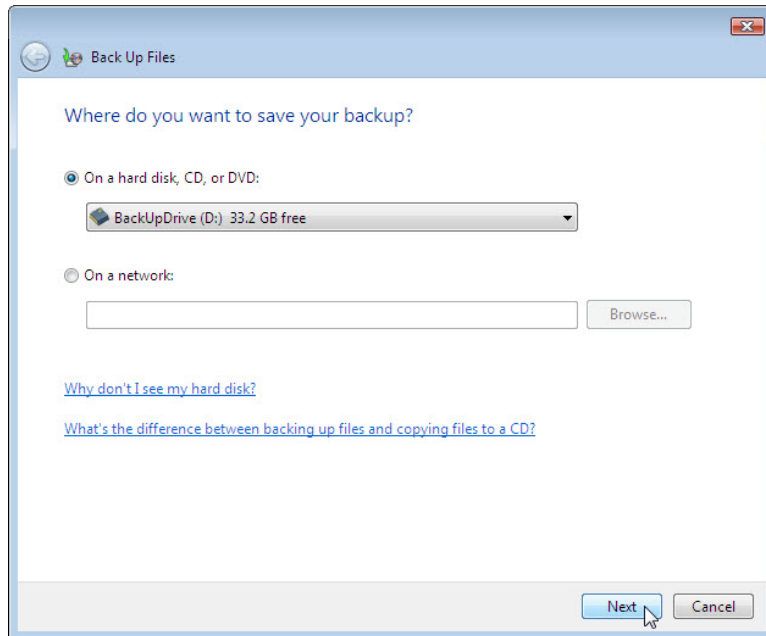


**Step 3: Complete the Back Up Files wizard.**

- 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?

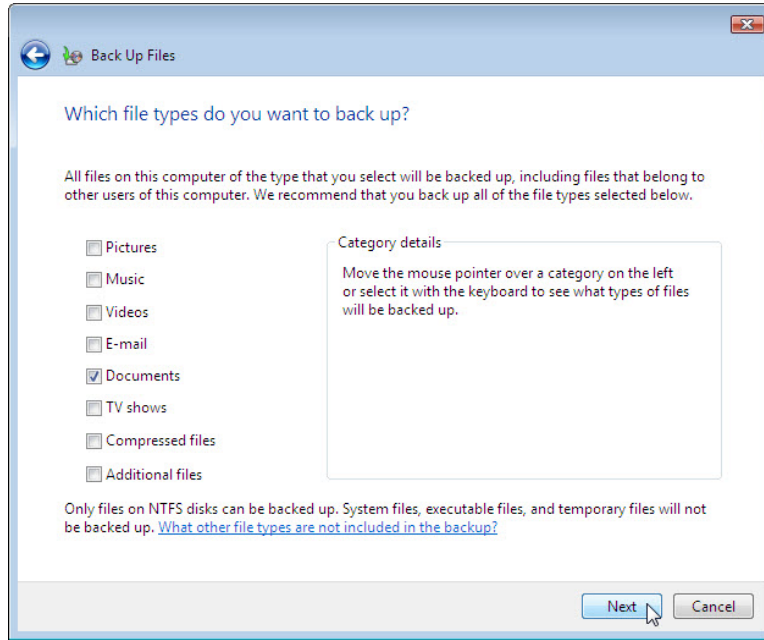
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What file types will not be backed up?

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**

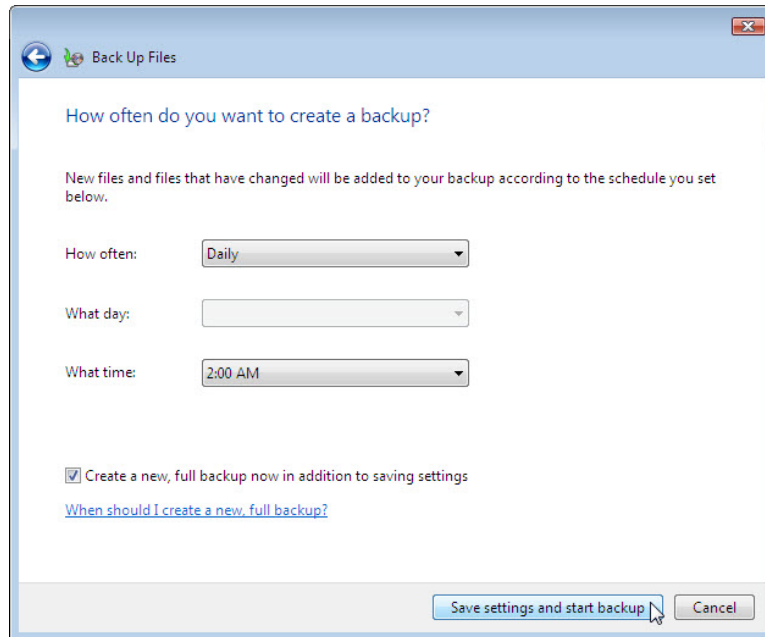
What day: **blank**

What time: **2:00 AM**

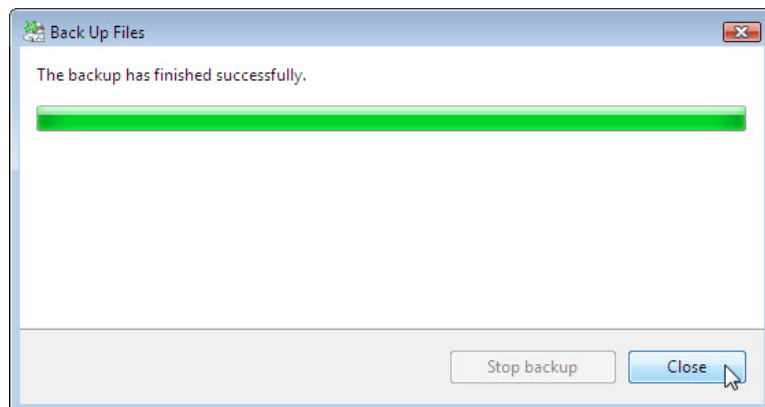
Which files will be backed up?

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- 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.

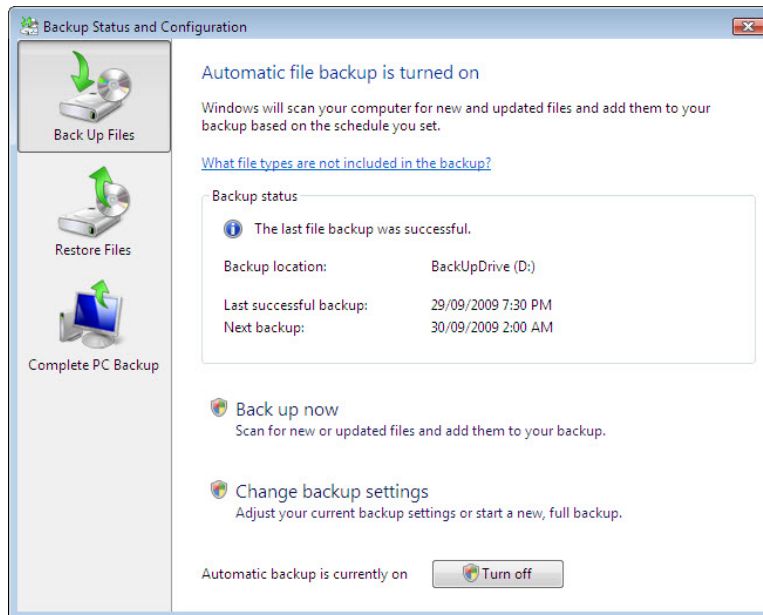


- g. The **Creating a shadow copy** progress screen is displayed. When the backup is done, **The backup has finished successfully** screen is displayed. Click **Close** to finish the **Back Up Files** wizard.



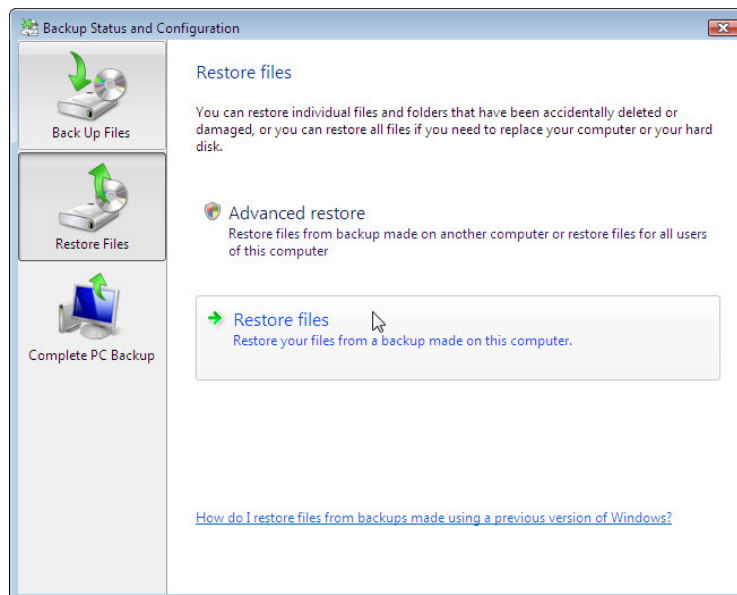
- h. The **Backup Status and Configuration** window opens. Answer the following questions:  
When will the next backup take place?

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



### Step 4: Delete and restore files.

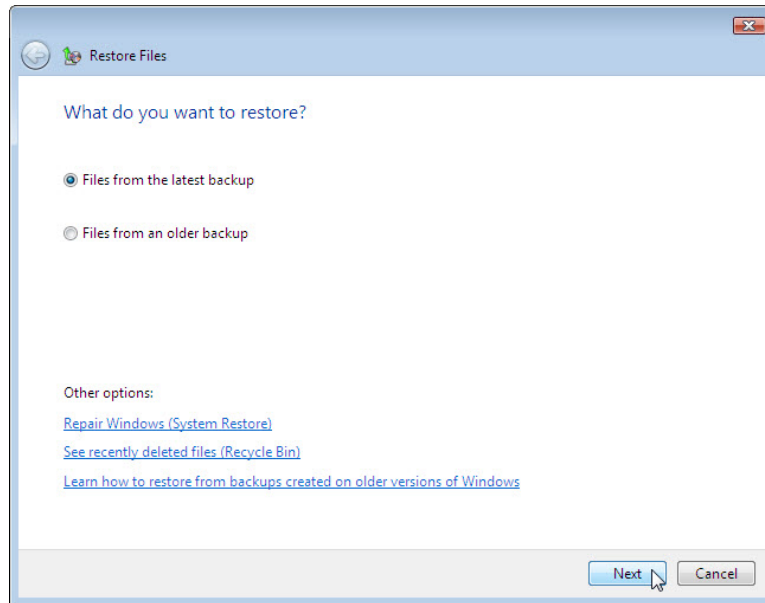
- Navigate to the **Desktop**. Delete **Backup File One** and **Backup File Two**. Empty the Recycle Bin.
- In the **Backup Status and Configuration**, click **Restore Files** in the left panel. Click **Restore Files** in the main window, as shown below.



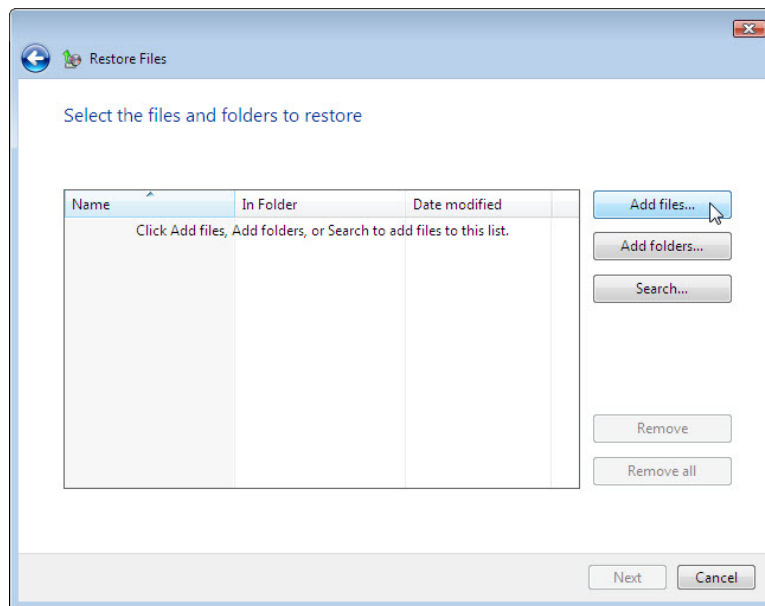


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- c. The **Restore Files** wizard starts and the **What do you want to restore?** screen is displayed. Select **Files from the latest backup**. Click **Next**.

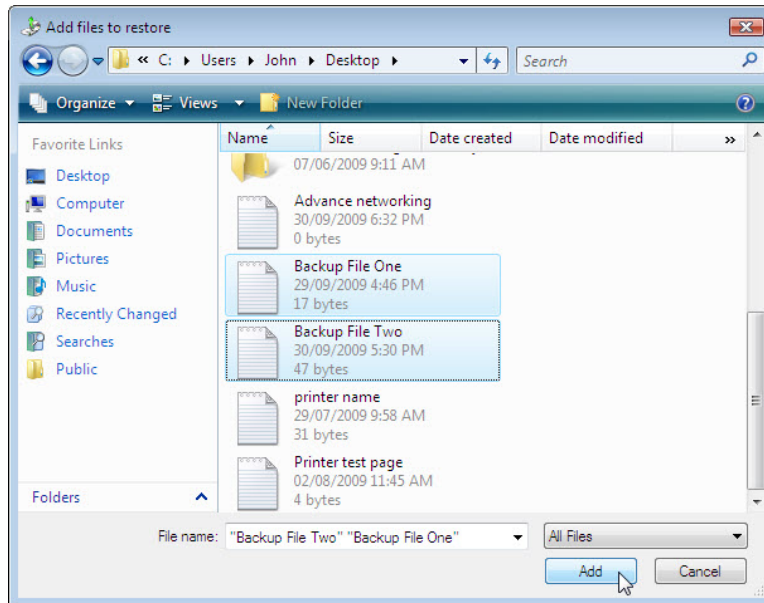


- d. The **Select the files and folders to restore** screen is displayed. Click **Add files...**, and then navigate to the Desktop to locate files **Backup File One** and **Backup File Two**.

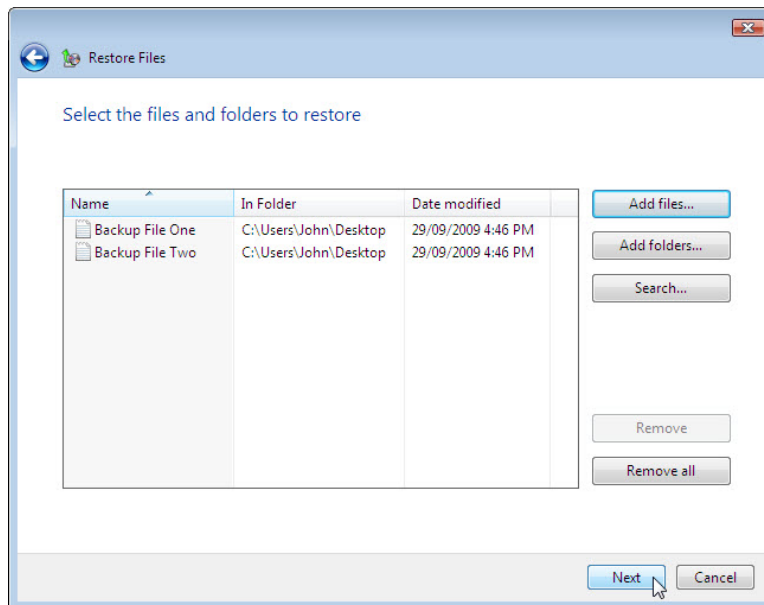


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- e. Select both files by clicking **Backup File One** and then holding down the Ctrl key while clicking **Backup File Two**. Click **Add**.

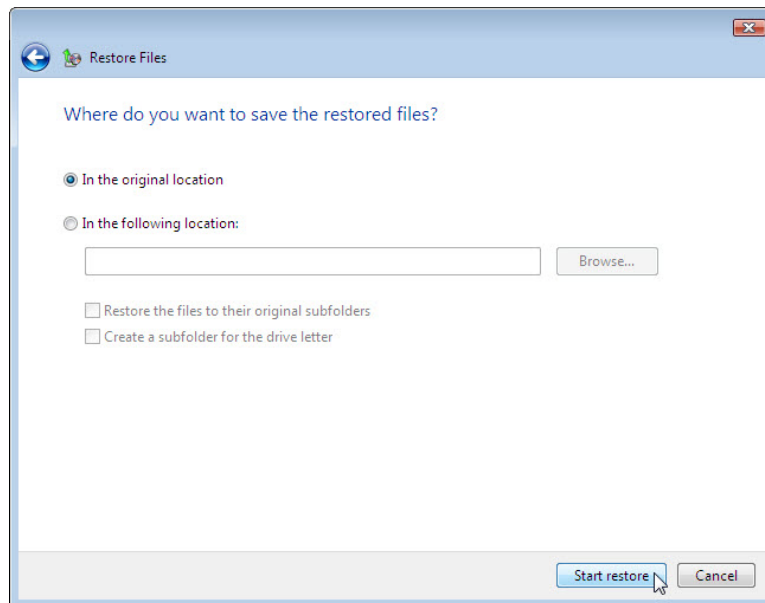


- f. The two files should show up in the **Select the files and folders to restore** screen. Click **Next**.

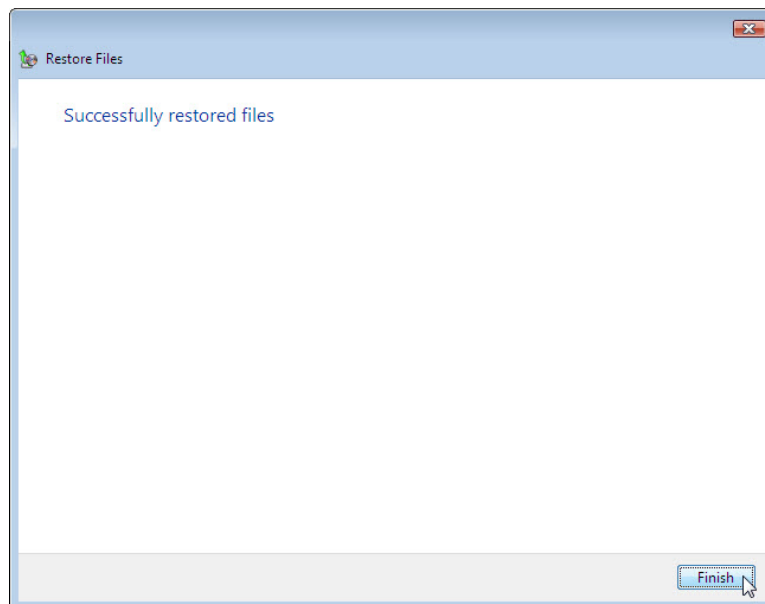


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- g. The **Where do you want to save the restored files?** screen is displayed. Select **In the original location**. Click **Start restore**.



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



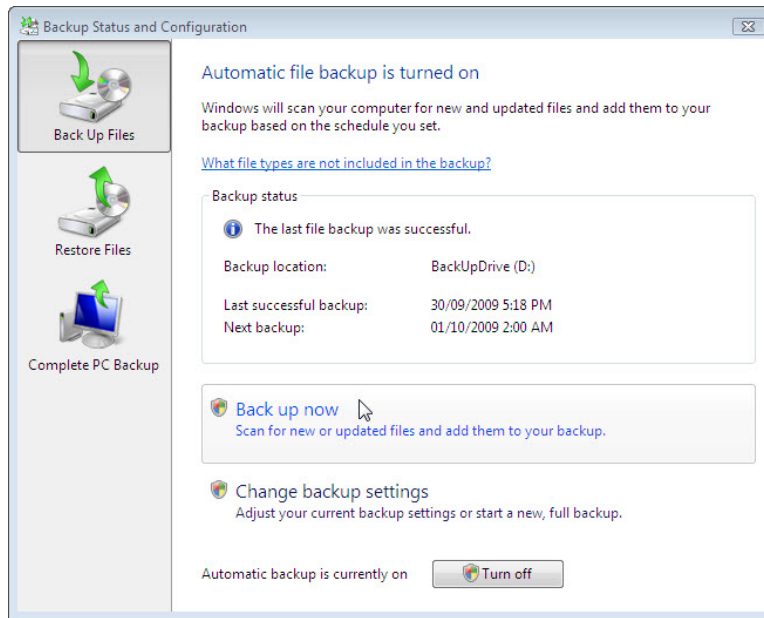
- i. To verify that the files are restored, navigate to the Desktop. Are the two files restored to the Desktop?

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

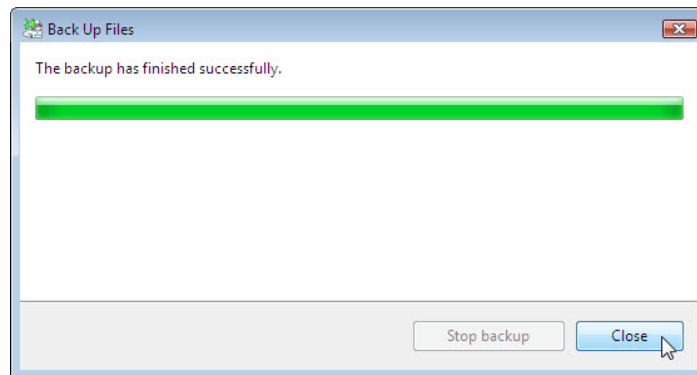
- a. Open file **Backup File Two**. Add the following text **"More text added."** to the file. Save the file.

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



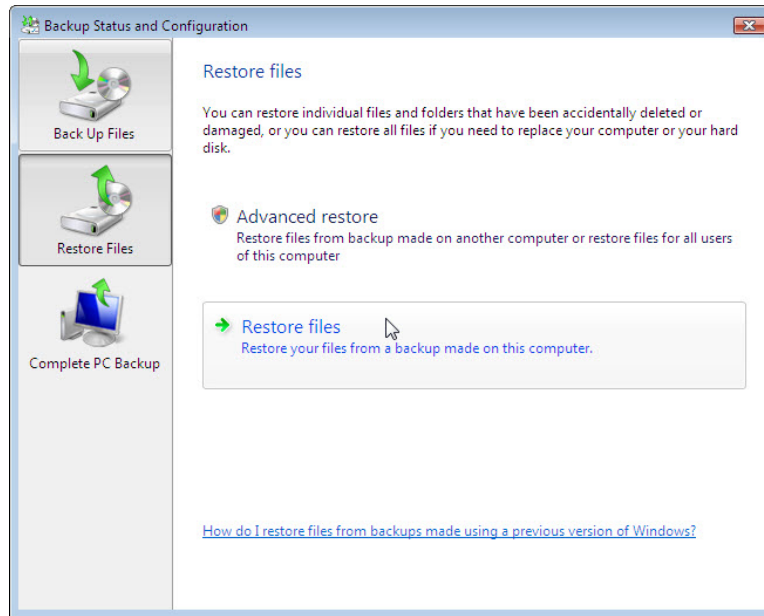
- c. Click **Back up now > Continue**. The progress bar opens. When the backup is complete click **Close**.



- d. Navigate to the **Desktop**. Delete **Backup File Two**. Empty the Recycle Bin.

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- 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?