Answers: 5.2.4.7 Lab - Create a Partition in Windows 7 and Vista

Introduction

In this lab, you will create a FAT32 formatted partition on a disk. You will convert the partition to NTFS. You will then identify the differences between the FAT32 format and the NTFS format.
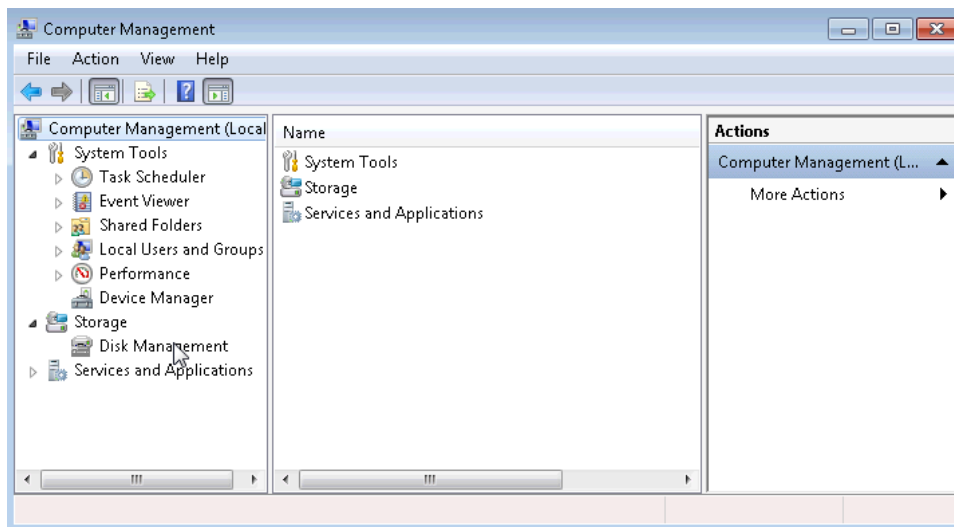
Recommended Equipment

- Computer running Windows 7 or Vista
- Un-partitioned space of at least 1 GB on the hard disk drive

Step 1:   Start the Computer Management Utility.

Note: You must have administrative rights to work with the Computer Management Utility.
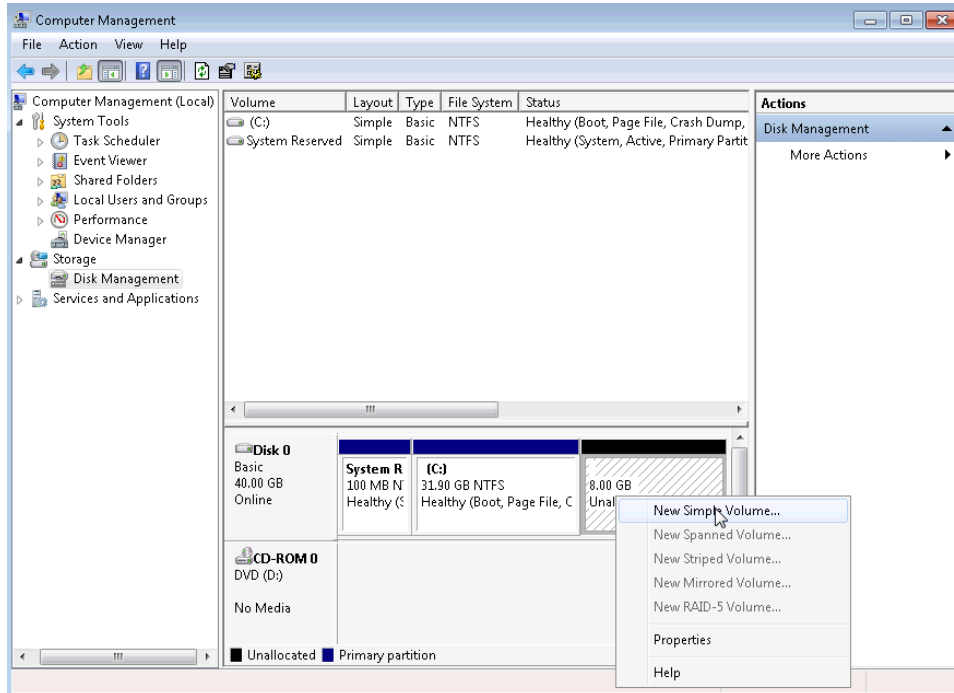
a. Click **Start**.

b. Click **Control Panel > Administrative Tools > Computer Management**.

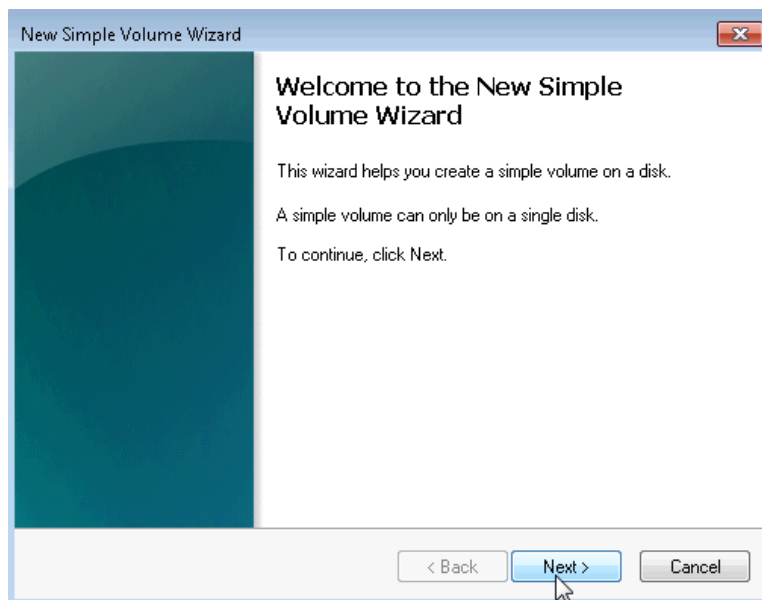c. In the **Computer Management** window, click **Disk Management**.

Step 2:   Create a new disk volume in the free space

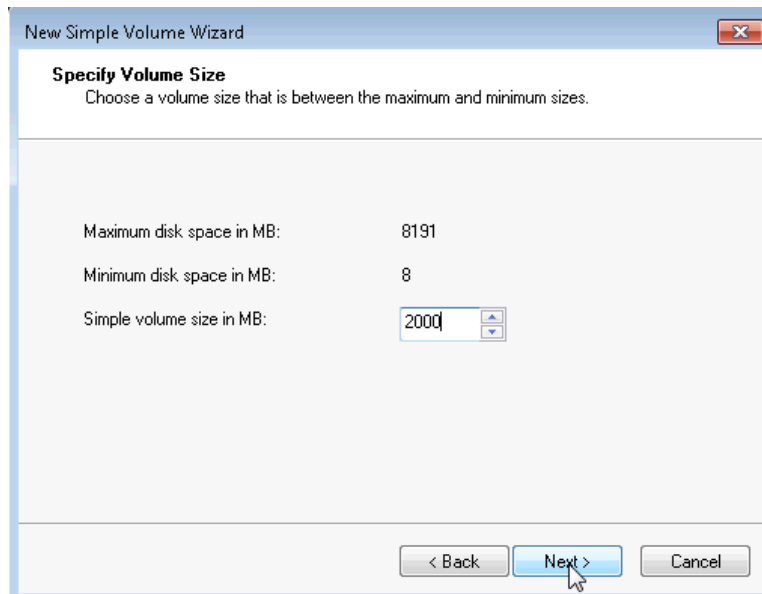a. Right-click on the block of **Free Space** or **Unallocated** space, then click **New Simple Volume**.

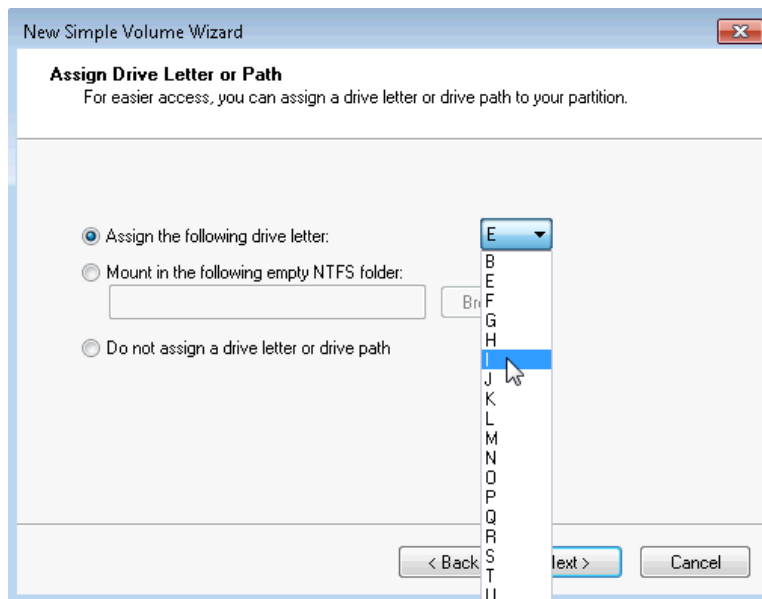b. The **New Simple Volume Wizard** window opens. Click **Next**.

c.   The **Specify Volume Size** window opens. Type **2000** in the **Simple volume size in MB** field, and then click **Next**.

New Simple Volume Wizard

Specify Volume Size
Choose a volume size that is between the maximum and minimum sizes.

Maximum disk space in MB: 8191

Minimum disk space in MB: 8

Simple volume size in MB: 2000

< Back   Next >   Cancel

d.   Click the **Assign the following drive letter:** radio button. Select **I** from the drop-down menu, and then click **Next**.

New Simple Volume Wizard

Assign Drive Letter or Path
For easier access, you can assign a drive letter or drive path to your partition.

◉ Assign the following drive letter: E   ▾

○ Mount in the following empty NTFS folder: Br

○ Do not assign a drive letter or drive path

B
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U

< Back   Next >   Cancel

Note: You may need to substitute different drive letters for the letters shown in this lab.

e. Click the **Format this volume with the following settings:** radio button. Select **FAT32** from the File system drop-down menu, and then click **Next**.
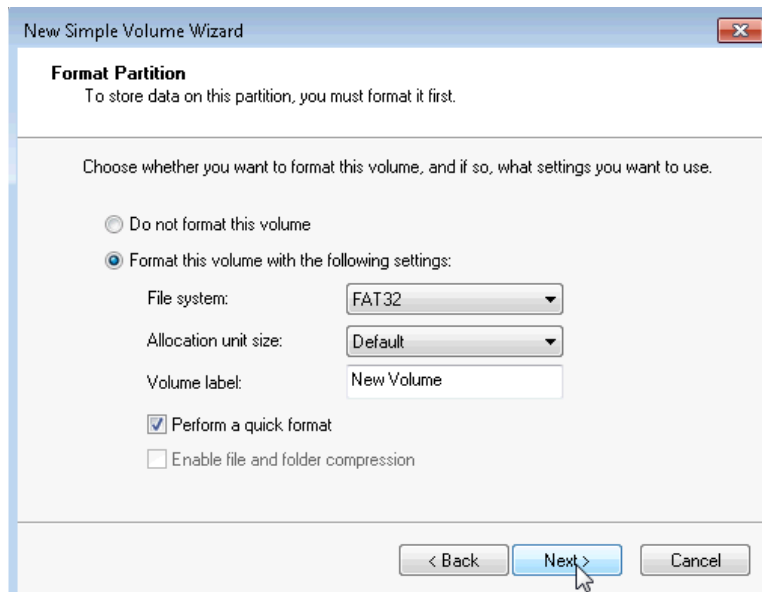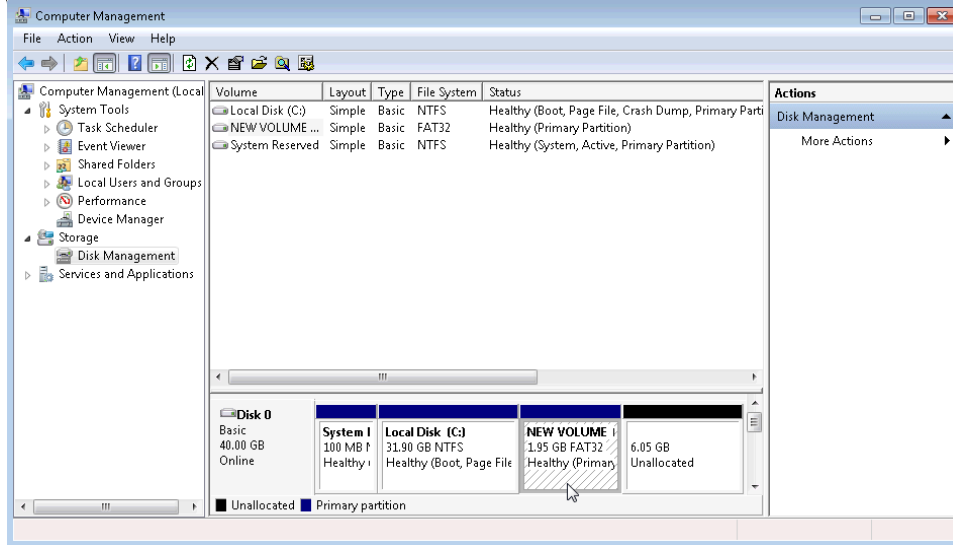

f. The **Completing the New Simple Volume Wizard** window opens. Click **Finish**.
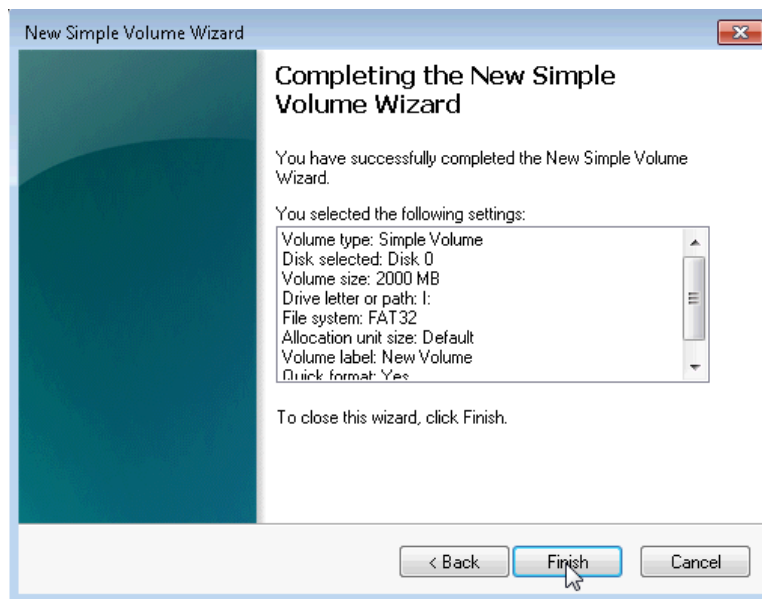
g. The **Computer Management** window displays the status of the **NEW VOLUME**. Close the **Computer Management** window.

Step 3:   Open the Computer window to review information about the new disk partition.

a. Click **Start > Computer** to open the **Computer** window.

b. Click to highlight the **NEW VOLUME (I:)** drive and basic information about the drive will appear at the bottom of the **Computer** window.
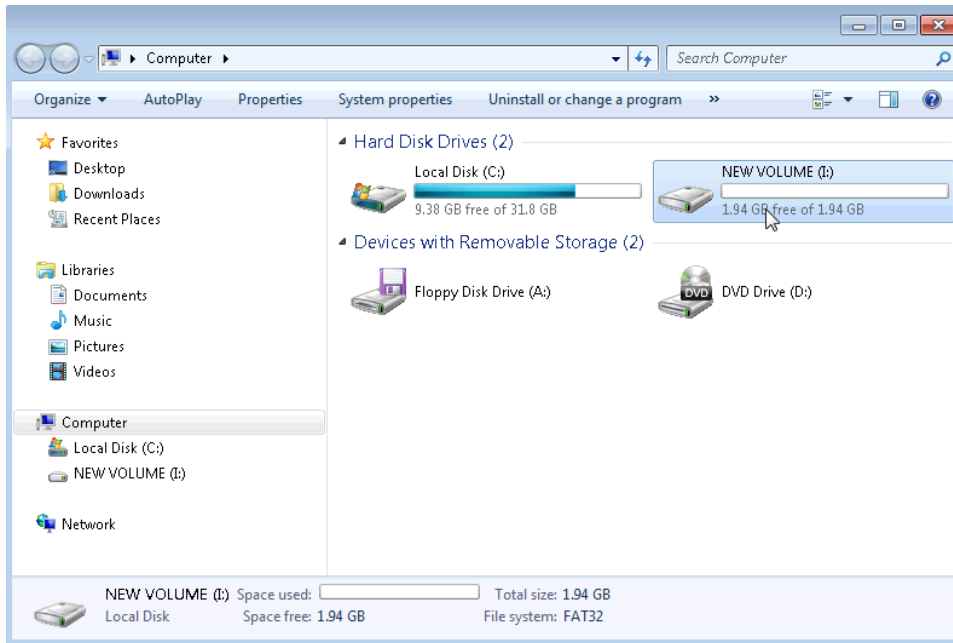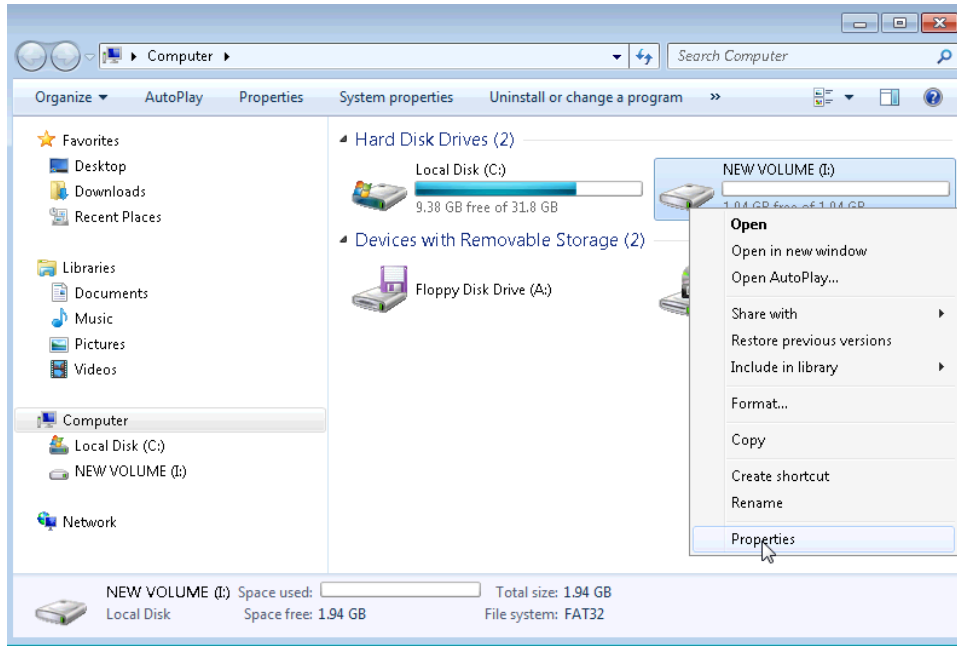

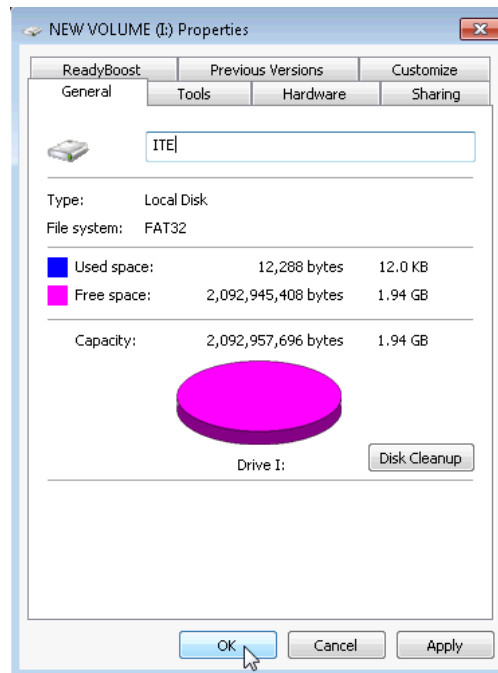What type file system is used on the NEW VOLUME (I:)?

How much Free Space is shown?

c. Right-click the **NEW VOLUME (I:)** drive, then select **Properties**.


d. The **NEW VOLUME (I:) Properties** window opens.

List the tabs found in the **NEW VOLUME (I:) Properties** window.

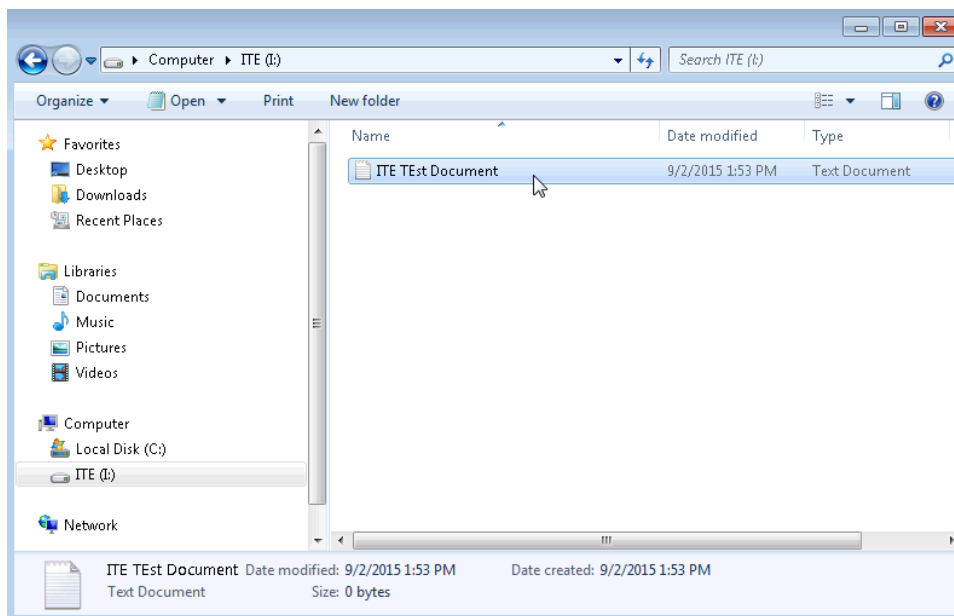e. On the **General** Tab, rename the volume from **NEW VOLUME** to **ITE**, and then click **OK**.

Step 4:   Create a text document and save it to the ITE drive.

a. Click **ITE (I:)** in the left panel of the **Computer** window, then right-click anywhere in the white space of the right panel.
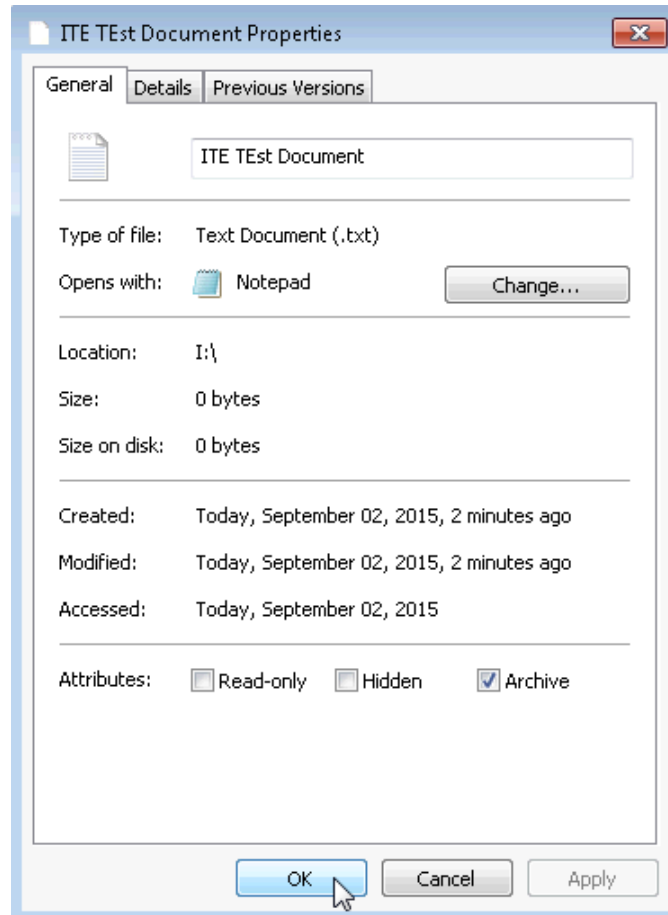
b. Click **New > Text Document**.
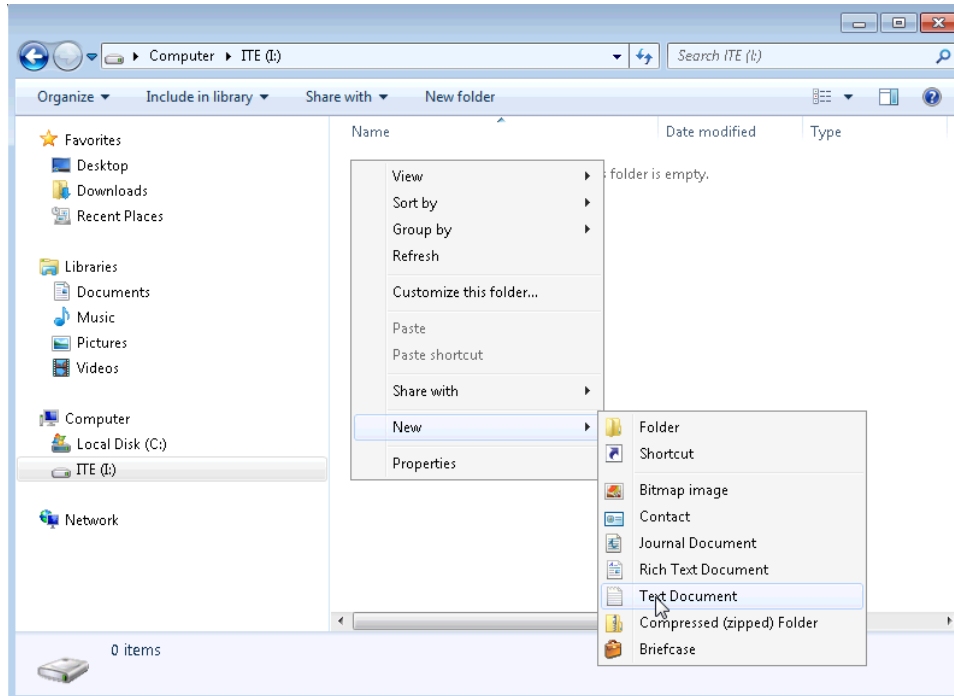
c. Rename the **New Text Document** to **ITE Test Document** and press **Enter**.

d. Right-click on the **ITE Test Document** and choose **Properties**. This opens the **ITE Test Document Properties** window.


What tabs are listed in the ITE Test Document Properties window?

e. Click **OK** to close the **ITE Test Document Properties** window. Close the **Computer** window.

Step 5:   Convert the ITE Volume from FAT32 to NTFS without losing data.

a. Click **Start**, then type **cmd** in the search field just above the start button. Right-click on the **command** program that appears, and click **Run as administrator**.
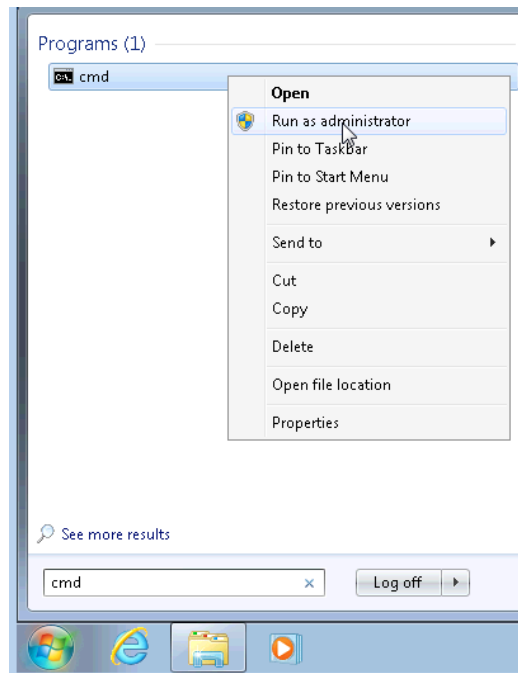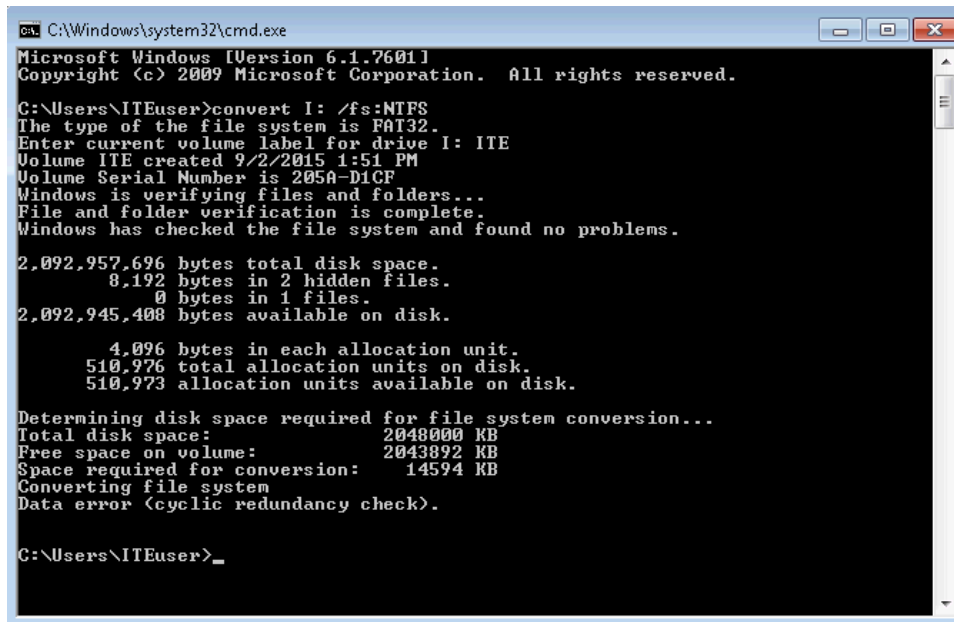

b. The **Administrator: C:\Windows\System32\cmd.exe** window opens. At the command prompt, type **convert I: /fs:NTFS** and then press **Enter**.
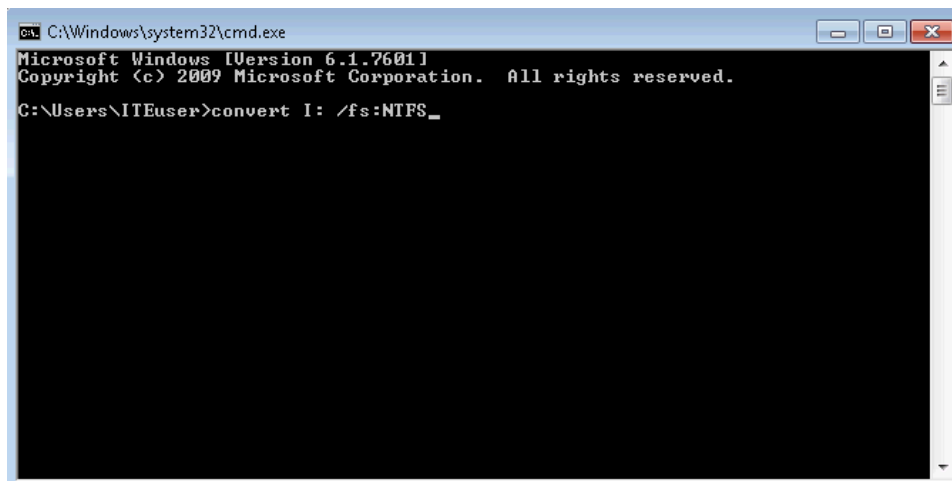
c. You will be prompted to enter the current volume label for drive **I:**. Type **ITE** and press the **Enter** key.

d. Review the information displayed by the convert command. To close the **Administrator: C:\Windows\System32\cmd.exe** window, type **exit** at the command prompt and then press **Enter**.

Step 6:   Open the Computer window to work with the ITE volume.

a. Click **Start > Computer** to open the **Computer** window.

b. Right-click on the **ITE (I:)** volume, and select **Properties** from the drop down menu.
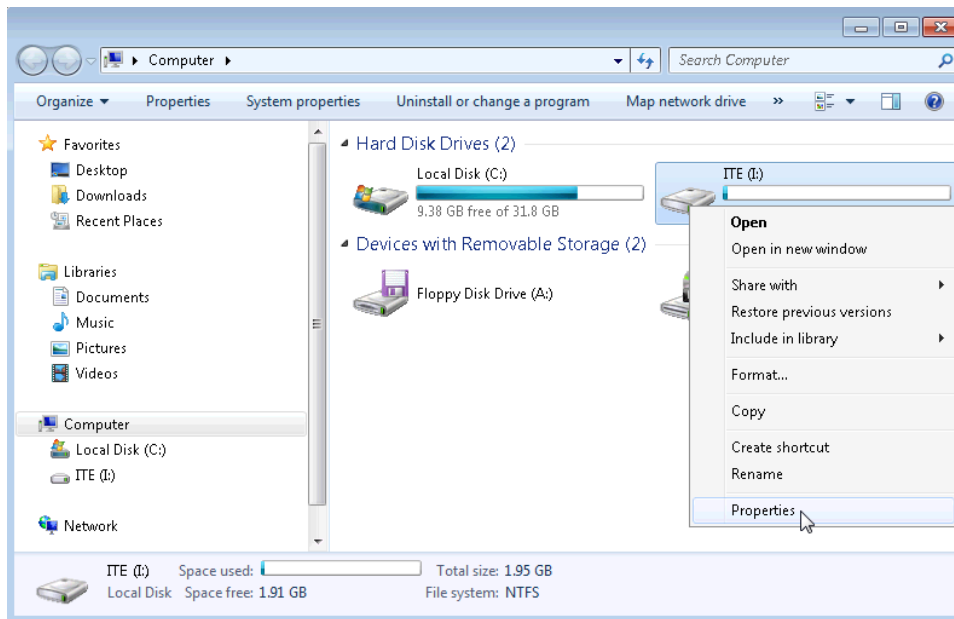

What type of File System is used for the ITE (I:) drive?

What are the tabs in the ITE (I:) Properties window?

When the volume was FAT32, there were seven tabs. What are the names of the new tabs that were added after the volume was converted to NTFS?
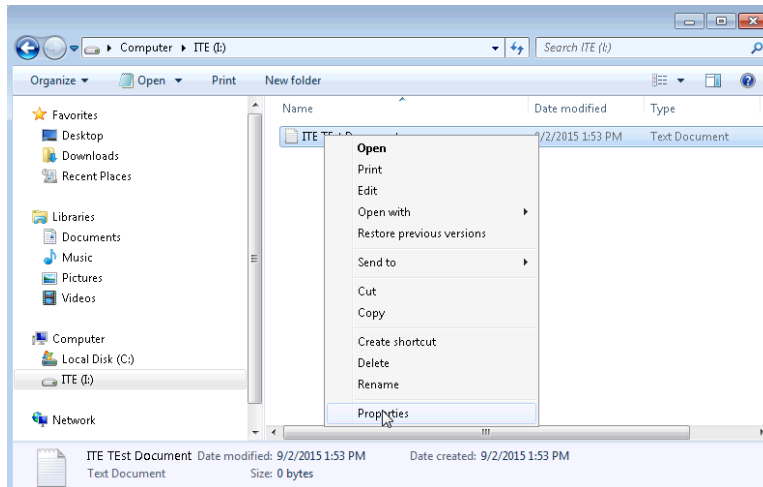
c.   Click **Cancel** to close the **ITE (I:) Properties** window.

Step 7:   Display the properties of the ITE Test Document.

a.   In the left pane of the **Computer** window, click **ITE (I:)**.
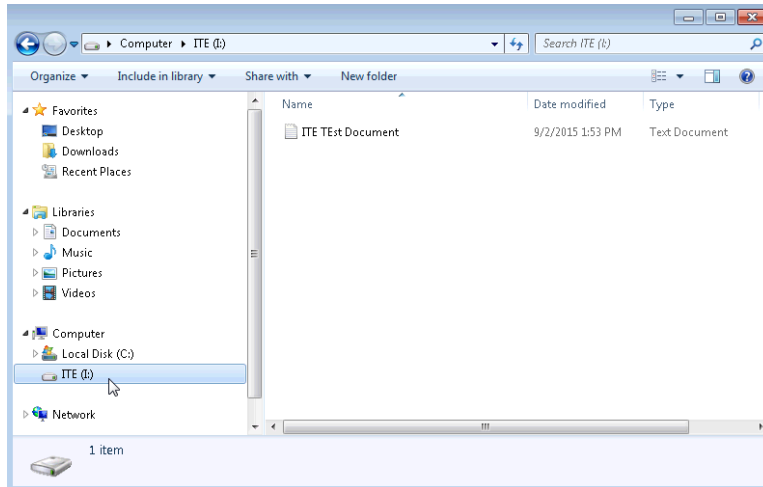
b.   Right-click on the **ITE Test Document**, then select **Properties** from the drop down menu.

What are the tabs in the **ITE Test Document Properties** window?

When the volume was FAT32, there were three tabs. What is the name of the new tab that was added after the volume was converted to NTFS?

c. Close all open windows.

Reflection

Why is there an additional Security tab in the properties windows for documents stored on an NTFS volume?