

16.4.3 Lab: Data Backup and Recovery in Windows XP

Introduction

Print and complete this lab.

In this lab, you will back up data. You will also perform a recovery of the data.

Recommended Equipment

The following equipment is required for this exercise:

- A computer system running Windows XP is required for this exercise.

Step 1

Log on to the computer as an administrator.

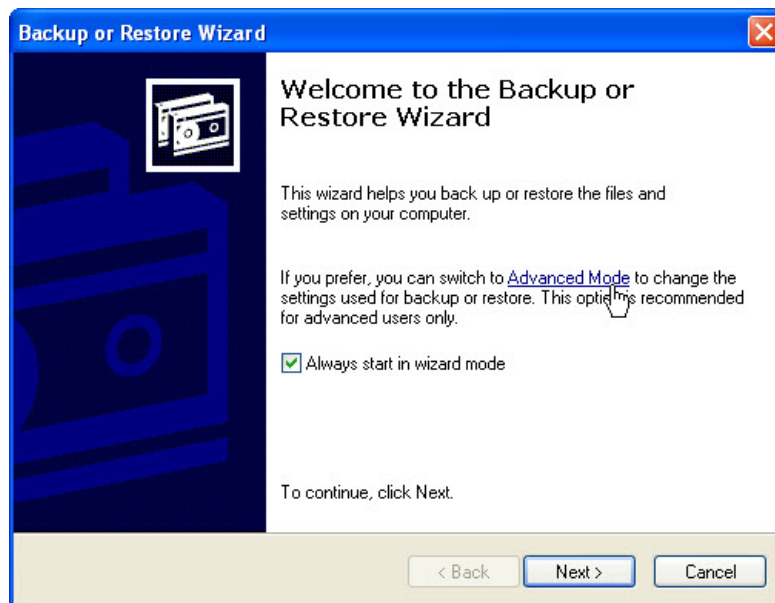
Navigate to the location where backed up files will be stored. For example, use the external hard drive H:\. Create a folder called **Backup Location**.

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."

Step 2

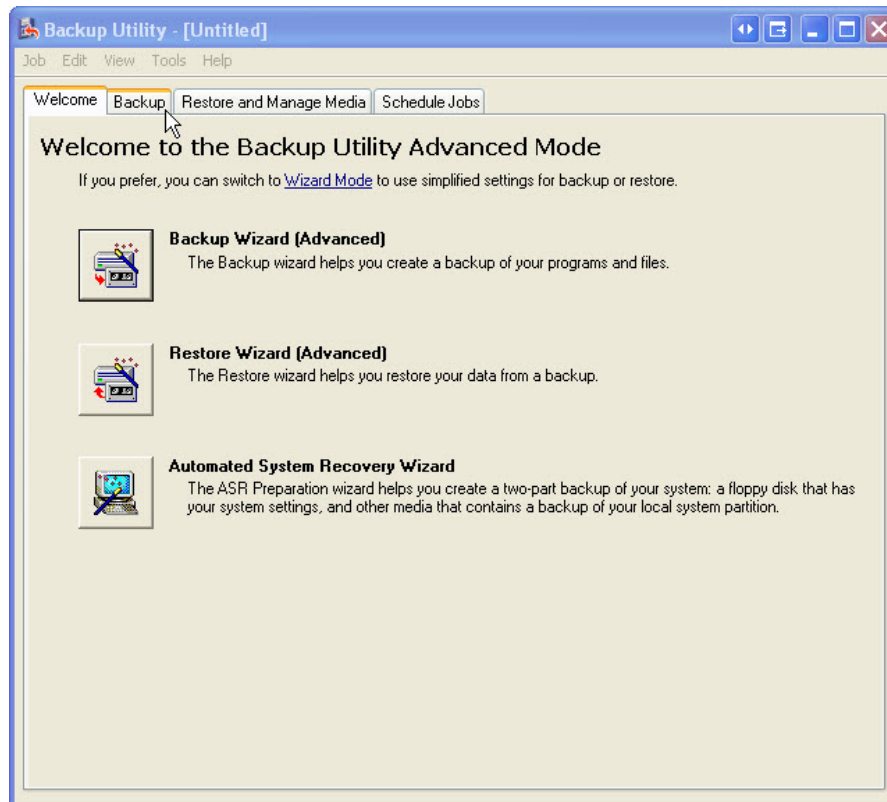
Click **Start > All Programs > Accessories > System Tools > Backup**. The **Backup or Restore Wizard** window appears.



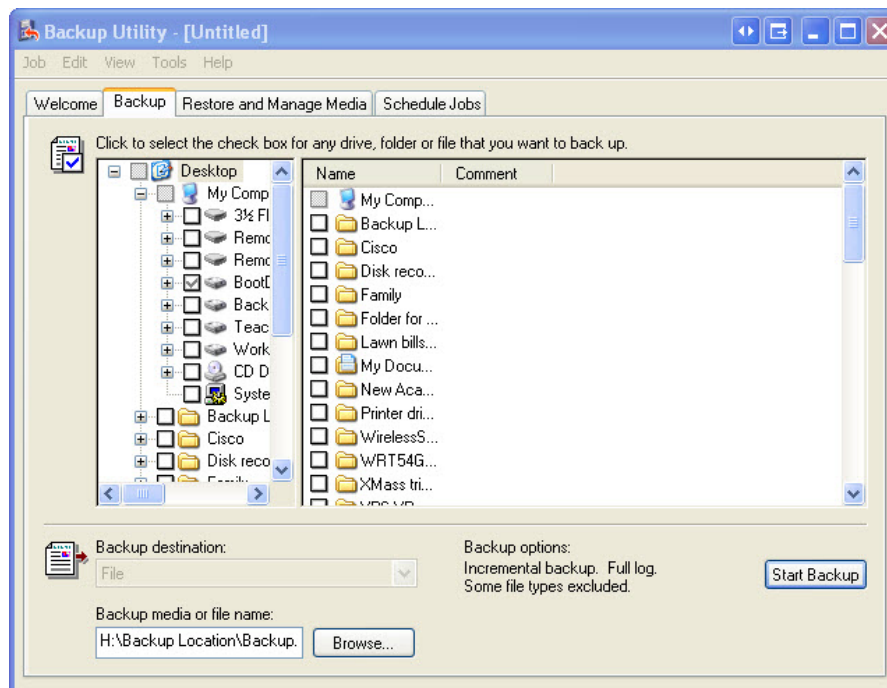
Click **Advanced Mode**.

Step 3

The Backup Utility window appears.

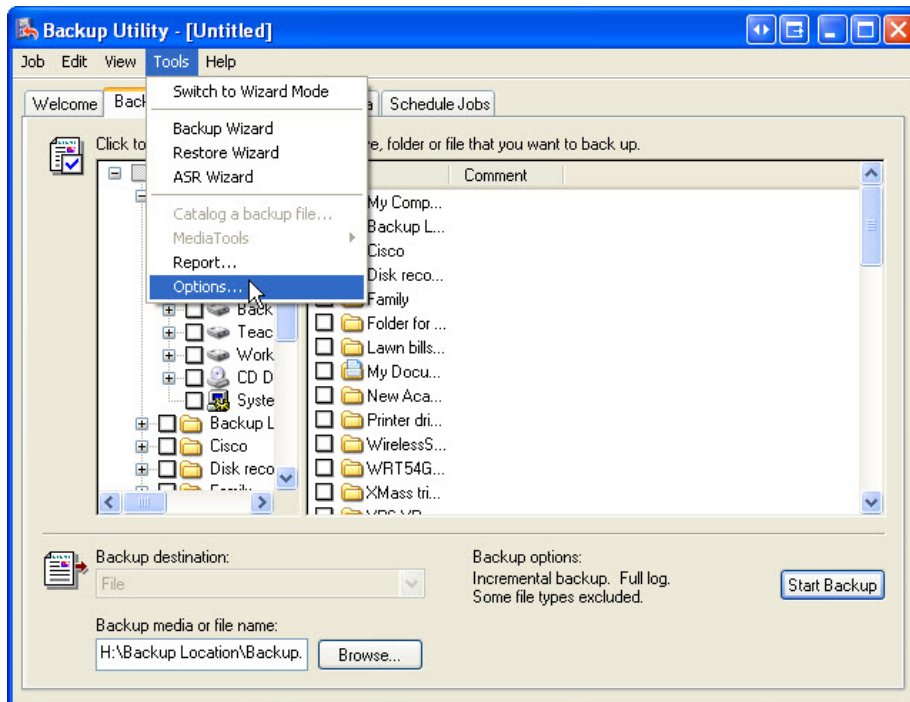


Click the **Backup** tab.

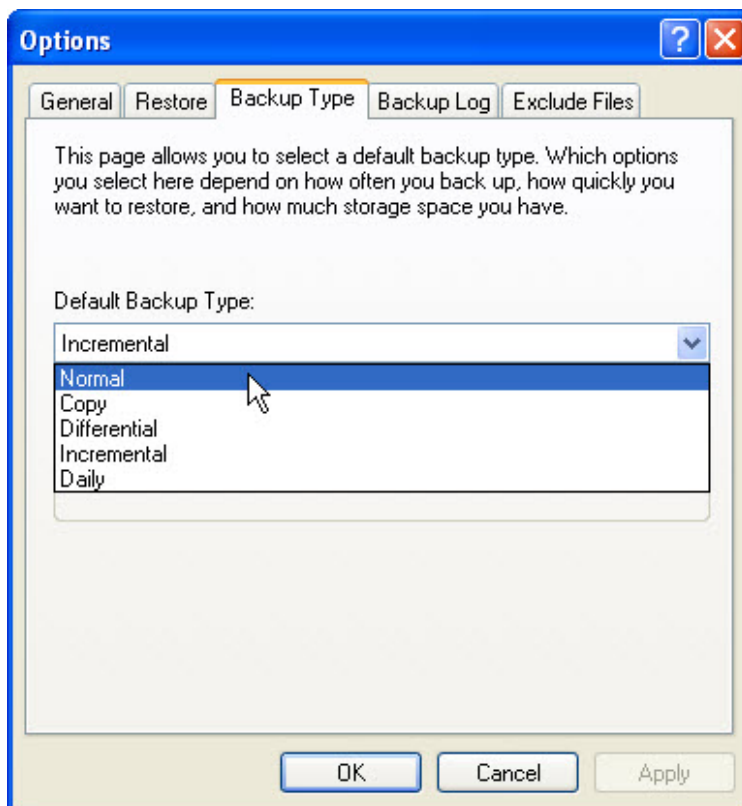


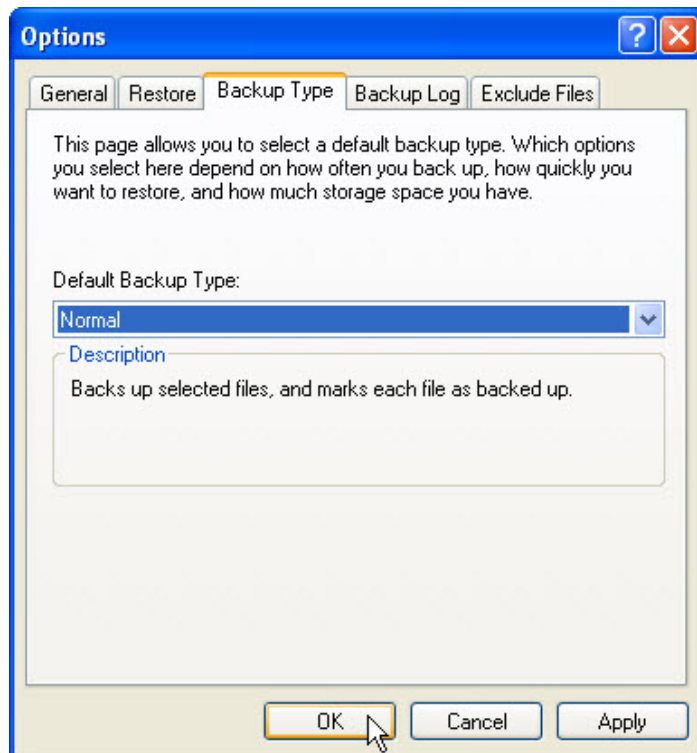
Step 4

From the menu select **Tools > Options**.



Select the default Backup Type to **Normal**.



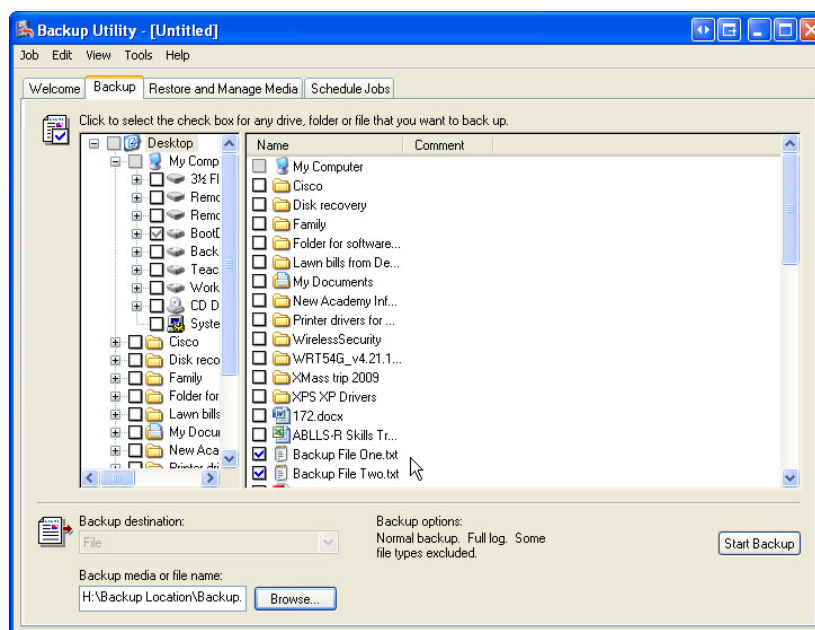


What is the description of a normal backup?

Click **Ok**.

Step 5

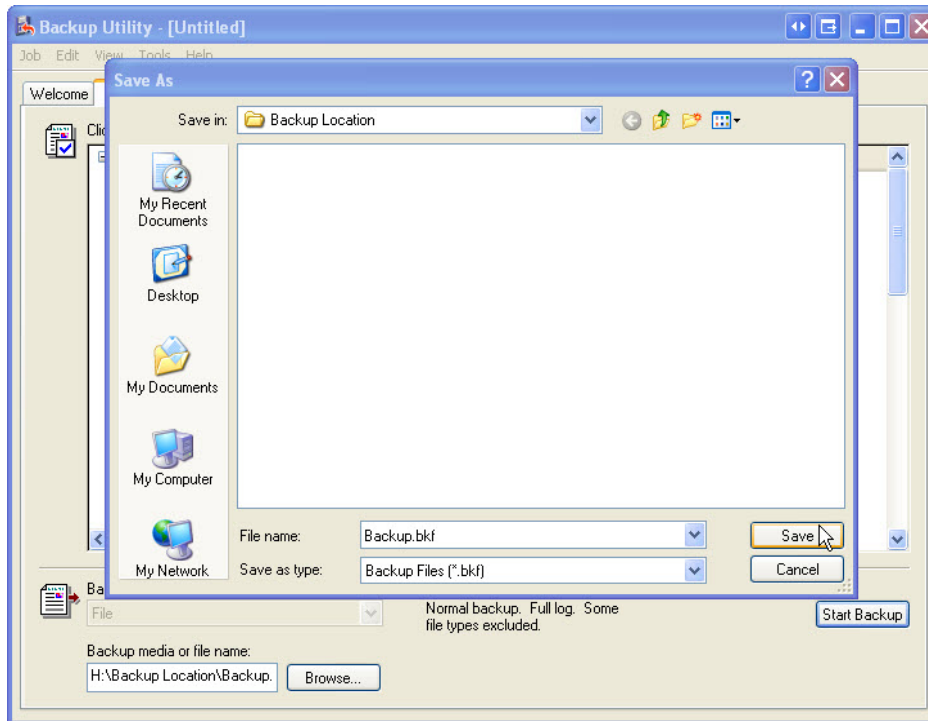
Click the **Desktop** icon in the left panel. Then locate in the right panel the files named **Backup File One** and **Backup File Two**, and place a check mark next to the files.



Step 6

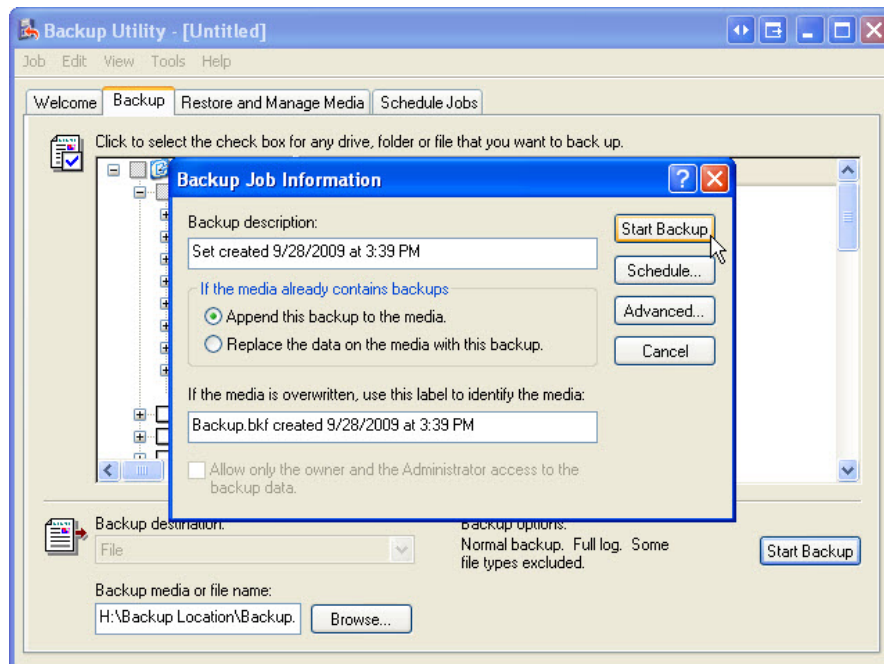
Click the **Browse** button. If asked to insert a disk into drive A, click **Cancel**.

Locate the **Drive H:** folder called **Backup Location**. Select the **Backup Location** folder and click **Open**. Click **Save**.

**Step 7**

Click **Start Backup** button.

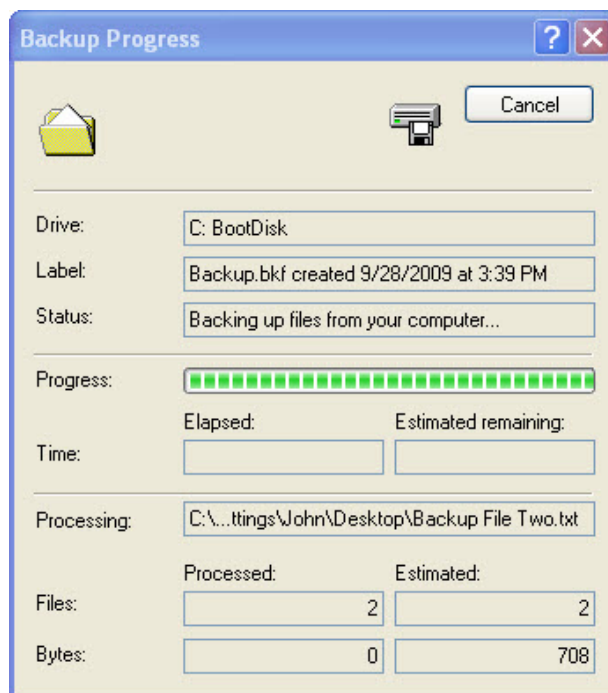
The Backup Job Information window appears. Keep the default settings.



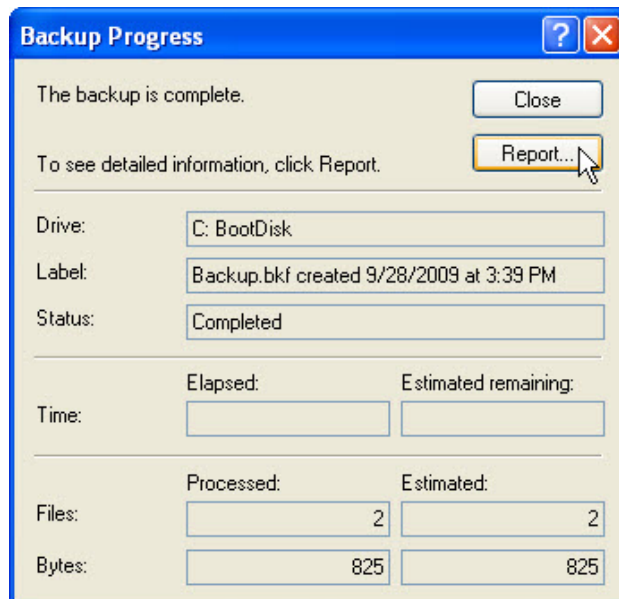
What is the default label for the backup file?

Click **Start Backup**.

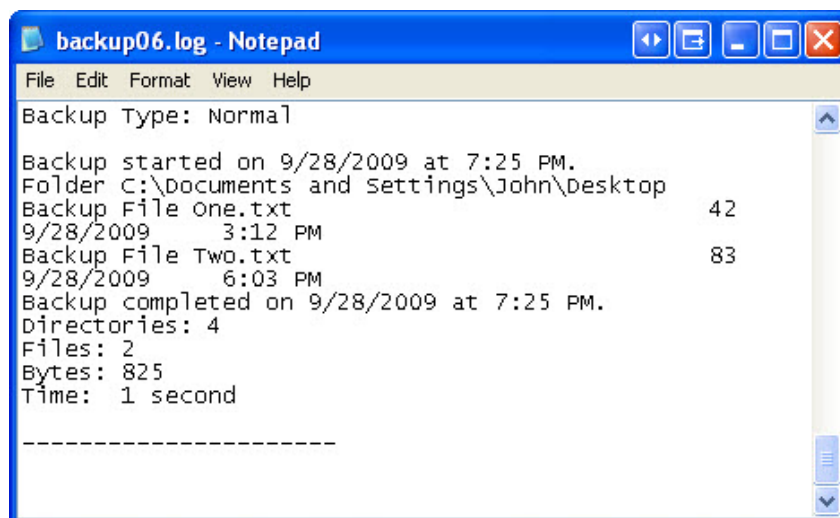
The Backup Progress window appears.



When the backup is finished, click **Report**.



A backup log file opens. Scroll to the bottom of the file.



What files were backed up?

Close the notepad document.

Click **Close** to exit Backup Progress.

Step 8

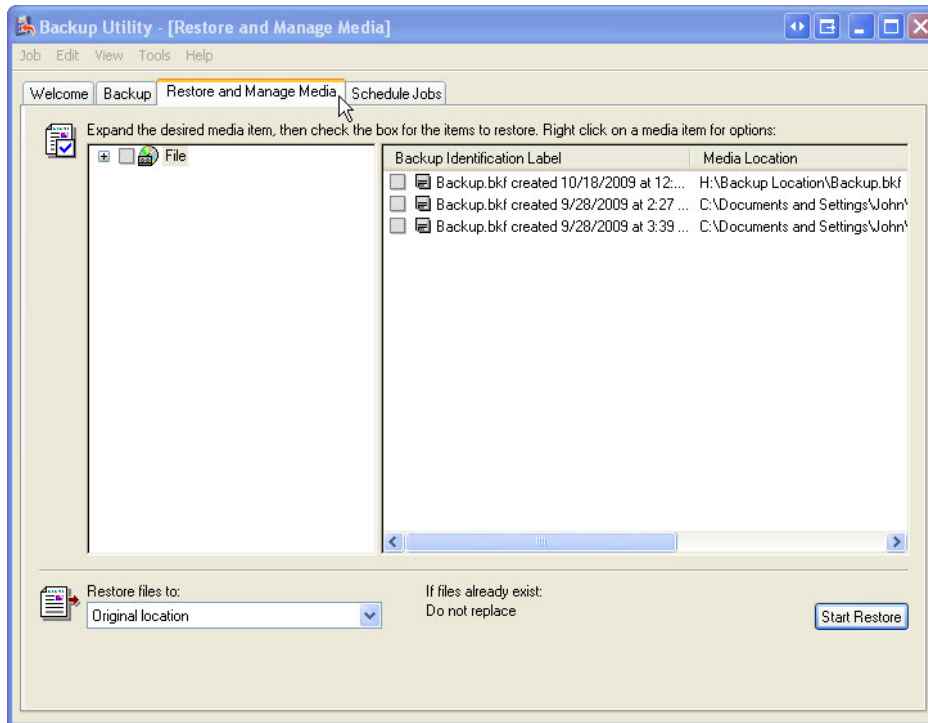
Navigate to the Desktop. Delete **Backup File One** and **Backup File Two**.

Empty the Recycle Bin.

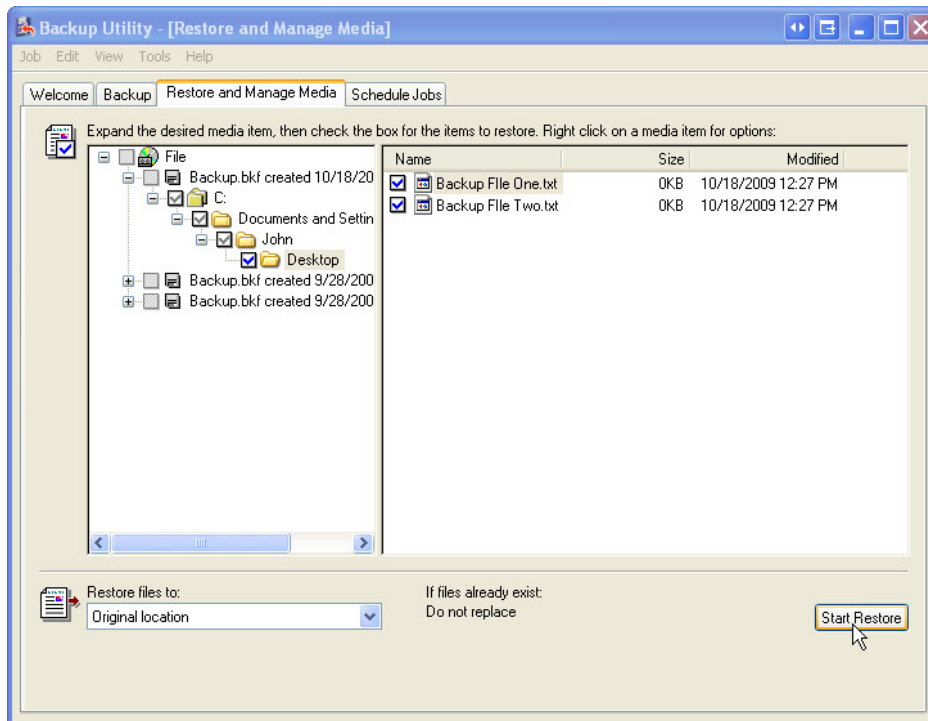
Step 9

Click on the **Backup Utility** window so it is activated.

Click the **Restore and Manage Media** tab.



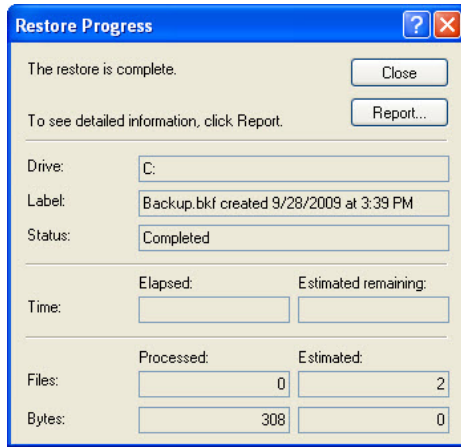
In the left panel expand the most recent backup file. Place a check mark in the checkbox.



Make sure the **Restore file to** is set to **Original location**.

Click **Start Restore > OK**.

When the restore is finished, click **Close**.



Navigate to the desktop.

Are the two files restored to the desktop?

Step 10

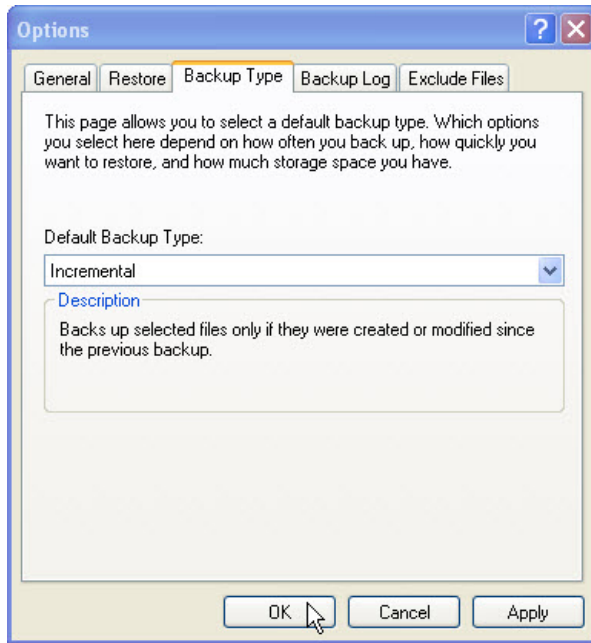
Open file **Backup File Two**. Add the following text "More text added." to the file. Save the file.

Step 11

Click the **Backup Utility** window.

In the main menu select **Tools > Options > Backup Type** tab.

Change the default Backup Type to **Incremental**.



What is the description of an incremental backup?

Click **Ok**.

Step 12

Click the **Backup Tab**. Click the **Desktop** icon in the left panel. Locate in the right panel the file named **Backup File One** and **Backup File Two**. Place a check mark next to the files.

Click **Start Backup** button.

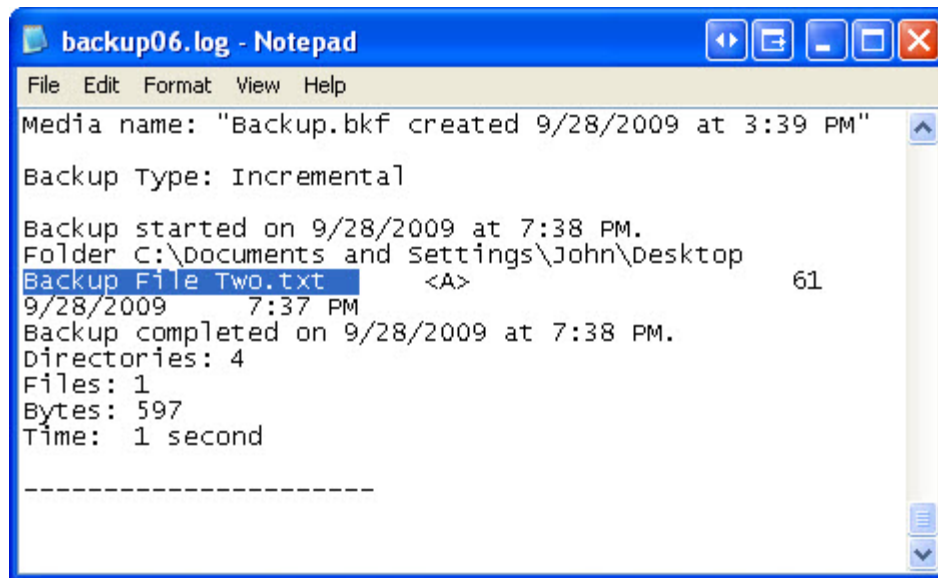
The Backup Job Information window appears. Keep the default settings.

What is the default label for the backup file?

Click **Start Backup**.

When the backup is finished, click **Report**.

Scroll to the bottom of the file.



What file(s) were backed up?

Close the notepad document.

Click **Close** to exit Backup Progress.

Step 13

Click the **Schedule Job** tab.



Click **Add Job > Next**.

Select **Back up selected files, drivers, or network data**.

Click **Next**.

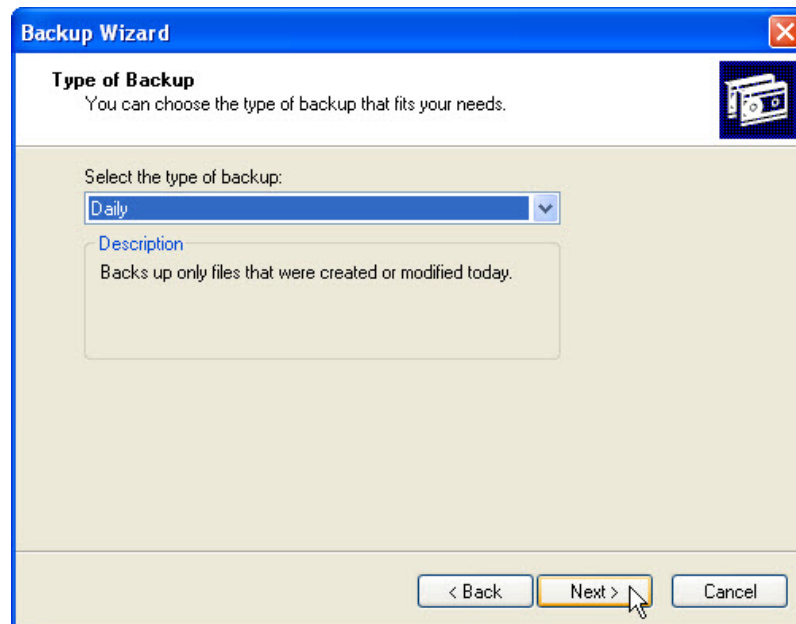
Locate and place a check mark next to files **Backup File One** and **Backup File Two**.

Click **Next**.

Click the **Browse** button, then locate and select the **Backup Location** folder. Click **Open** > **Save**.

Click **Next**.

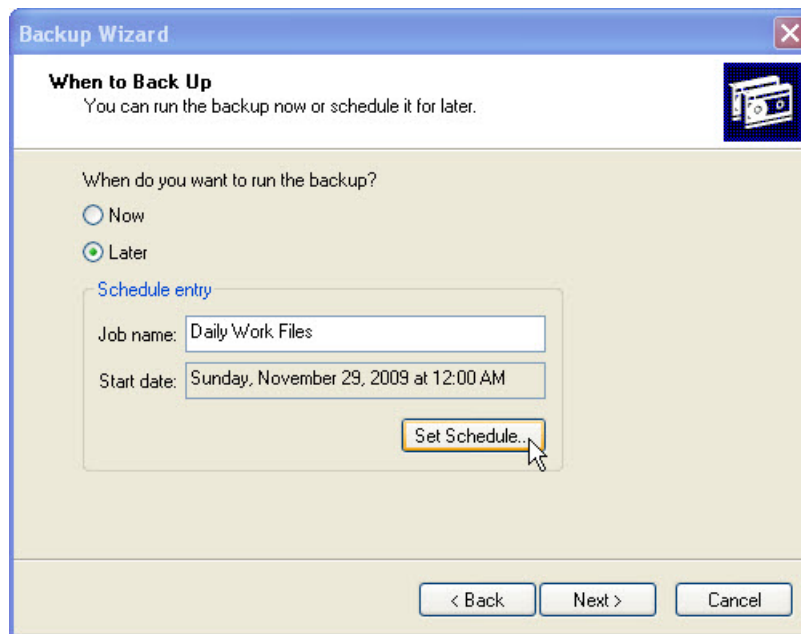
Set backup type to **Daily**.



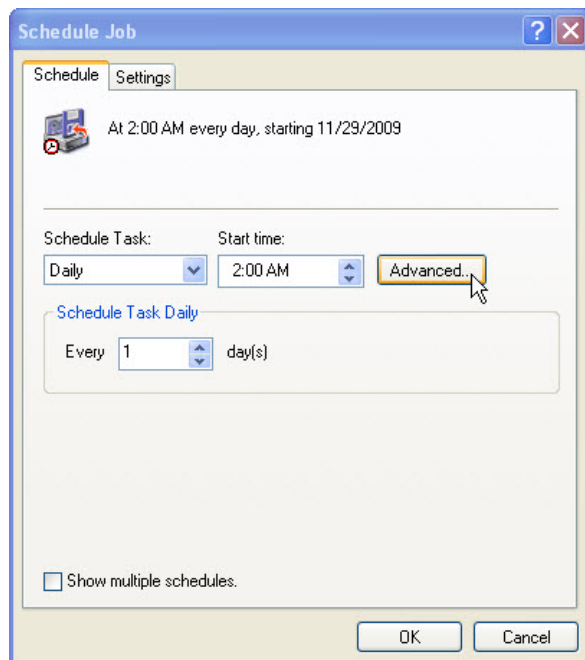
What is the description of a daily backup?

Click **Next > Next > Next**.

The When to Back Up window appears, select **Later**.

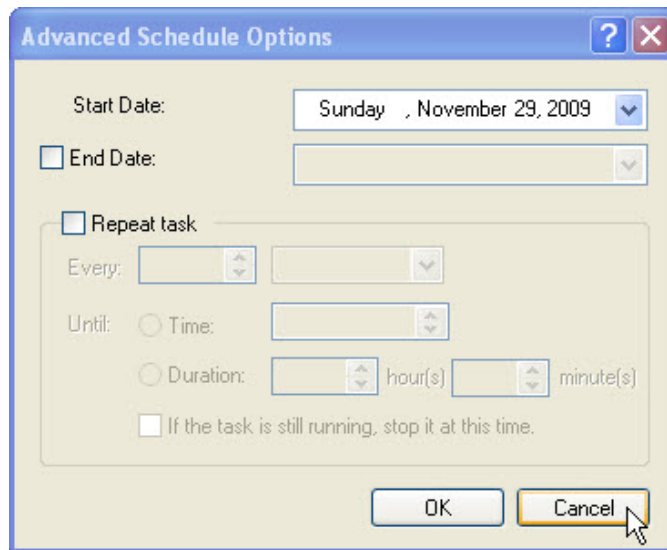


For Job name type **Daily Work Files**, then click **Set Schedule**.

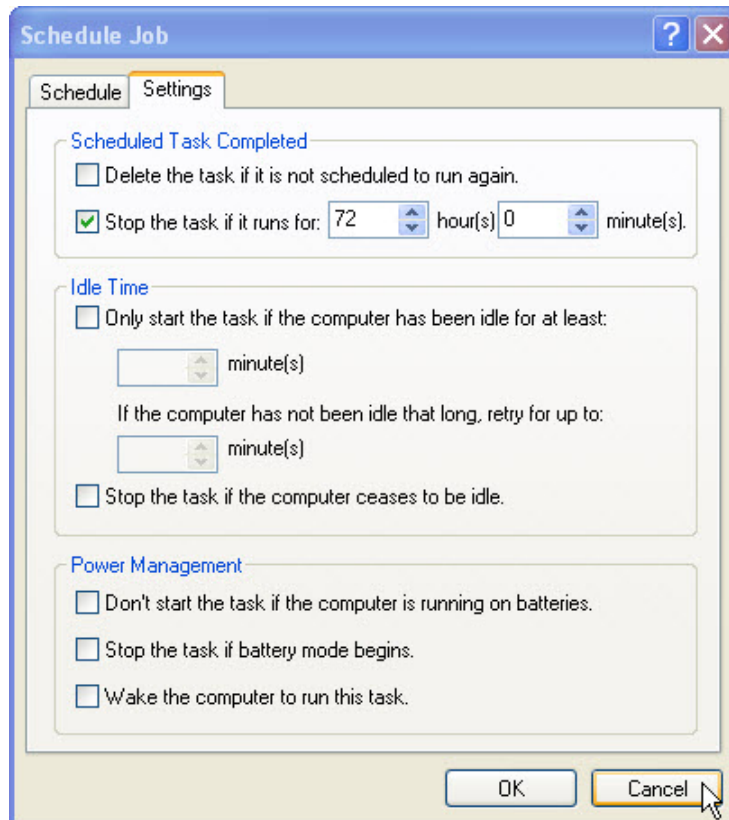


Set Schedule Task to **Daily**, Start time to **2:00 AM**, Schedule Task Daily Every **1** day(s), and then click the **Advanced** button.

The Advanced Schedule Options window appears, click **Cancel**.



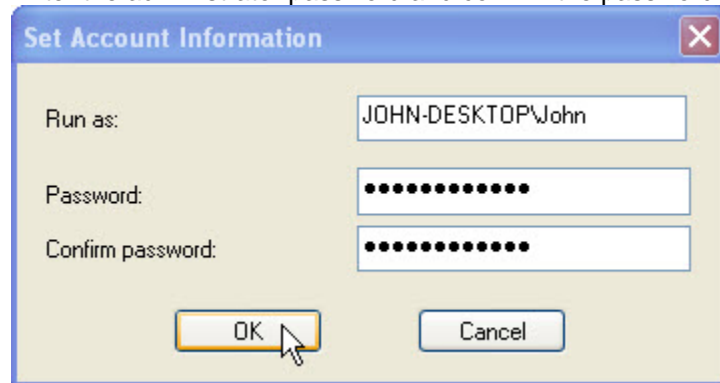
Click the **Settings** tab.



What is the default maximum time allowed to run a backup?

Click **OK**.

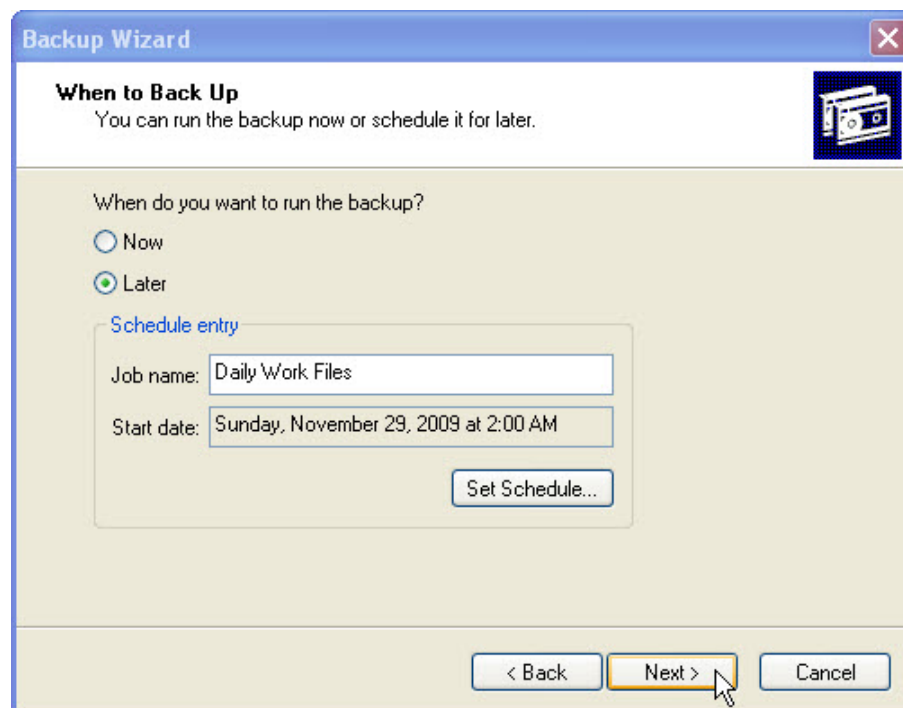
Enter the administrator password and confirm the password.



The 'Set Account Information' dialog box has a blue title bar with a close button. It contains three text input fields: 'Run as:' with the text 'JOHN-DESKTOP\John', 'Password:' with masked characters, and 'Confirm password:' with masked characters. At the bottom are 'OK' and 'Cancel' buttons. A mouse cursor is pointing at the 'OK' button.

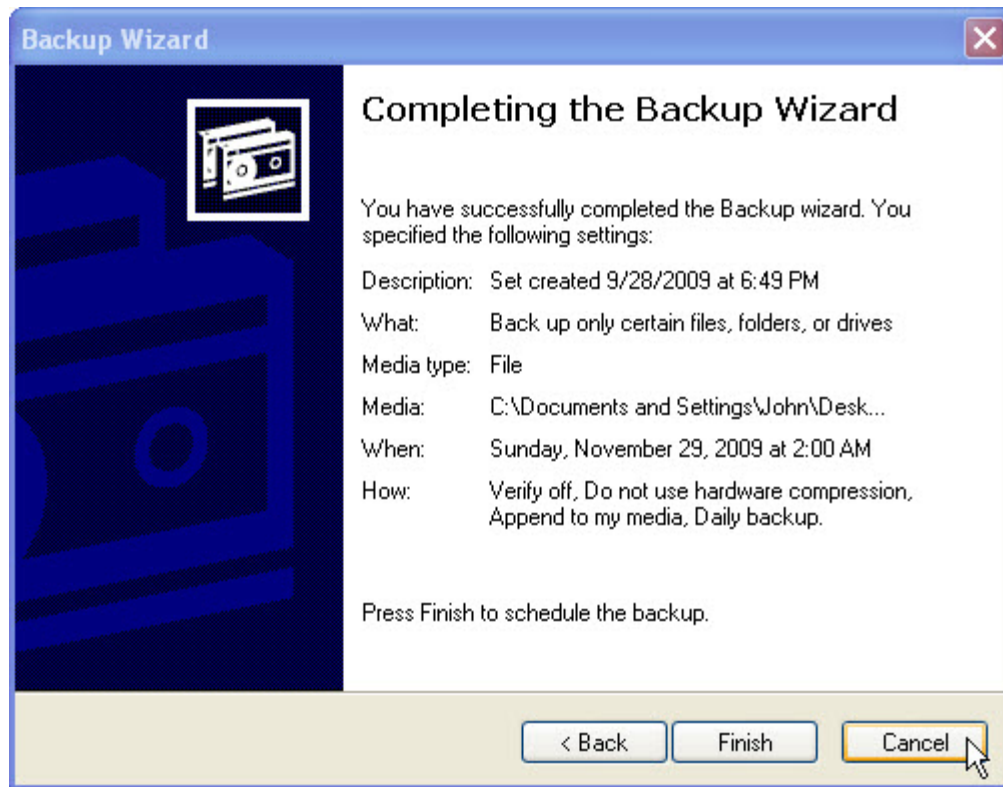
Click **OK**.

The **When to Back Up** screen appears with the new settings.



The 'Backup Wizard' window has a blue title bar with a close button. The main area is titled 'When to Back Up' with a sub-header 'You can run the backup now or schedule it for later.' and a tape drive icon. Below is a section 'When do you want to run the backup?' with two radio buttons: 'Now' and 'Later' (which is selected). A 'Schedule entry' box contains a 'Job name:' field with 'Daily Work Files' and a 'Start date:' field with 'Sunday, November 29, 2009 at 2:00 AM', followed by a 'Set Schedule...' button. At the bottom are '< Back', 'Next >' (highlighted with a mouse cursor), and 'Cancel' buttons.

Click **Next >** **OK**.



Click **Cancel**. Do not save the scheduled backup. Close the **Backup Utility [Schedule Jobs]** window.

Step 14

Delete the following from the Desktop: **Backup File One**, and **Backup File Two**.

Delete the **Backup Location** folder from Drive H:.

Empty the trash.