Lab - System Restore and Hard Drive Backup (Instructor Version)

**Instructor Note**: Red font color or gray highlights indicate text that appears in the instructor copy only.

# Introduction

In this lab, you will create a restore point and use it to restore your computer. You will also configure a hard drive backup.

# Recommended Equipment

* A computer running Windows
* An external drive, such as a USB drive, or a network location

# Instructions

## System Restore

### Create a restore point.

* + - 1. Open **Control Panel** > select **System** > select **System Protection**.
      2. In the System Protection tab, click **Create**.
      3. Click the **System Protection** tab in the **System Properties** window and then click **Create**.
      4. In the Create a restore point window, enter **Application Installed** and click **Create**.
      5. You will be notified in the **Systems Protection** window when the restore point has been created successfully. Close the message window when done.
      6. Click **OK** to close the **System Properties** window.

### Work in the System Restore utility.

* + - 1. In the Control Panel, select **Recovery**. Click **Open System Restore**.
      2. The **System Restore** window opens, click **Next**.
      3. A list of restore points is displayed in the **System Restore** window. Search for the one named **Application Installed** if there is more than one in the list.

#### Question:

What type of restore point did you create in the previous step?

Type your answers here.

A manual restore point.

* + - 1. Click **Cancel** in the System Restore window. Close all open windows.

### Enable Windows web server.

In this step, you will enable the Windows web server, Internet Information Services.

* + - 1. Open the **Control Panel**. In the Small icon view, select **Programs and Features** Click **Turn Windows features on or off** in the left panel to access Windows Features.
      2. In the Windows Features window, select the **Internet Information Services**. Click **OK** to continue.
      3. When the message displays **Windows completed the requested changes**, click **Close**.
      4. Close all remaining open windows.
      5. Open a web browser. Navigate to <http://localhost>. The IIS default page will open.
      6. Close the browser.
      7. Verify that you successfully installed the IIS service. Click **Start** > search for **IIS Manager**, which stands for Internet Information Services (IIS) Manager.

### Save a new document in the Documents folder.

* + - 1. Create a text document with the following text: **This is a test for a Restore Point**.
      2. Save the document as **Restore Point Test file** in the Documents folder.

### Restore the computer back to the restore point you created in a previous step.

* + - 1. Click **Control Panel** > click **Recovery** > click **Open System Restore**.
      2. In the **System Restore** window, select the **Application Installed** restore point that was created in earlier step and click **Next**.
      3. The **Confirm your restore point window** opens. Click **Finish**.
      4. A warning message window opens telling you that the **System Restore** process should not be interrupted once it begins, and asks if you want to continue. Click **Yes** to start the system restore process.

**Note**:Windows will restart the computer to complete the System Restore process.

### Verify that the System Restore process completed successfully.

The operating system restores to the point before the IIS application was installed. This can take several minutes to complete.

* + - 1. Log on to the computer if required.
      2. Click **Close** when the **System Restore** window opens to inform you that the System Restore completed successfully.
      3. From the **Control Panel,** click **Administrative Tools**.

#### Question:

Is the IIS Manager application listed?

Type your answers here.

No, IIS Manager is no longer available.

* + - 1. Open a web browser and navigate to <http://localhost>.

#### Question:

Did the IIS Server page display?

Type your answers here.

No, the IIS server is no longer installed on the computer.

* + - 1. Close the web browser.
      2. Open **File Explorer**, and navigate to the **Documents** folder

#### Question:

Is the **Restore Point Test** File**.txt** in this folder? If so, are the contents the same in this document? Why?

Type your answers here.

Yes, the txt document should be in the Documents folder and it should still contain the sentence that was saved in the previous step. The system restore process does not affect user documents.

* + - 1. Close all open windows.

## Hard Drive Backup

In this lab, you will turn on the File History utility and allow it to back-up your data files to an external drive. You will then use the Restore personal files utility to restore some of your data files.

### Open the File History tool.

* + - 1. Log on to the computer as an administrator.
      2. Click **Start** > **Control Panel** > **File History**. Note the available locations to save copies of your files.

**Note**: If none are available, click **Select drive** to search for compatible external drives or network locations. Follow the wizard to add the desired locations.

* + - 1. In the File History window, click **Turn on** to turn on File History. File History is turned off by default.

#### Question:

Where will File History save files?

Type your answers here.

Answers will vary. The data files in this lab will be saved to an external drive.

* + - 1. File History will save your data files when you turn it on. It displays a timestamp of the save in the **File History is on** box. You can click **Run now**, at any time, to have File History save your files immediately.

### Create and save two text files on the desktop.

* + - 1. Save a text file with the text **This is the original text in file one** on the desktop named **File One**.
      2. Save a text file with the text **The text in this file will be changed** on the desktop named **File Two**.

### Run File History a second time.

* + - 1. Navigate to **File History**. (**Control Panel** > in Small icon view, click **File History**.)
      2. Click **Run now** to create a backup of the newly created files.

### Use the Restore personal files utility to view File History.

* + - 1. In the File History window, click **Restore personal files**.
      2. The Home – File History window displays the date and time of the last backup, along with file folder and library icons to navigate the backup locations. There is also file history navigation controls at the bottom of the window. Double-click on the **Desktop** folder.
      3. The Desktop – File History window displays the two text files that you saved to the desktop. Notice at the top of the window, to the right of the date and time of the backup, it displays 2 of 2. These numbers are telling you that this is the second backup of two backups. Click the left arrow icon on the bottom of the window.
      4. Notice the timestamp changes to an earlier date and time, and the numbers to the right of the timestamp change to 1 of 2. You are now looking at the first backup, made immediately after you turned on File History. File One and File Two are no longer showing.

#### Question:

Why are the two text files missing from the desktop folder of the first backup?

Type your answers here.

The text files had not been created yet. This view is showing what files were available at the timestamp listed.

* + - 1. Close the Desktop – File History window.

### Make changes to the text files on the Desktop and create another backup history.

* + - 1. Right-click File One and select **Delete**. To delete it permanently, empty the Recycle Bin.
      2. Edit File Two by adding the following text: **This was added in step 5 of the lab**. Save your changes.
      3. Navigate to the File History window and click **Run now** to create another save to the File History.

### Open the Restore personal files utility to review the File History.

* + - 1. In the File History window, click **Restore personal files**. Navigate to the Desktop folder.

#### Question:

What files are shown in the desktop folder for the most recent backup?

Type your answers here.

Just File Two, File One was deleted from the desktop prior to the last save.

* + - 1. Click the Previous version icon at the bottom of the screen to view the way the desktop looked before the last save.

### Restore user files.

* + - 1. Select **File One** from the 2 of 3 File History window, then click the green Restore icon at the bottom-center of the window.
      2. When the Desktop window opens, notice that File One is back on the Desktop. Close the Desktop window.
      3. Navigate back to the Desktop – File History window, select and restore **File Two**. In The Replace or Skip Files window, click **Replace the file in the destination**.
      4. The Desktop window opens with File Two highlighted. Close all open windows.
      5. You should be able to locate both File One and File Two on your Desktop. Open **File Two**.
      6. Notice that the second line that you added to File Two is now missing.

#### Question:

How would you use File History to restore the second line back into File Two?

Type your answers here.

Answers may vary. All that you would need to do is use the Restore personal files option in the File History utility, make sure the 3 of 3 save is selected, then select File Two and click Restore.

* + - 1. Close all open windows.

### Delete text files and turn off File History.

a. Delete **File One** and **File Two** from the Desktop.

b. Turn off **File History**. (**Control panel** > **File History**)

# Reflection Question

* 1. When would be a good time to create a manual restore point? Explain.

Type your answers here.

Answers will vary. A good time to create a restore point is before installing new software on the computer. If the software has an adverse effect on the computer, you can use System Restore to revert to the way it was before installing the software without losing any changes to documents made after the restore point was created.

* 1. When File History has been activated, how often does it automatically save your data files?

Type your answers here.

Hourly.

* 1. How would you change the default save settings in File History?

Type your answers here.

You can change the default save settings by clicking on Advanced settings in File History. The Advanced Settings window allows you to change how often save copies of files are made. You can also change how long files are kept as well.

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