

## Tutorial 10

### True/False

*Indicate whether the statement is true or false.*

- 1. The potential for accidentally losing important files is far greater today because of the variety of risks posed by malicious software introduced to a computer via e-mail attachments.
- 2. If you do not back up your computer, the time required for restoring important personal or business documents is minimal, so backups are not required.
- 3. An example of a backup is when you copy important folders and files to a flash drive.
- 4. The first backup in a backup cycle is typically called a normal backup because it includes all your folders and files.
- 5. A differential backup includes only new and modified files since your last full or normal backup.
- 6. An incremental backup includes only those files that you create or change since your previous backup.
- 7. A daily backup backs up all the files you select without affecting other types of backups that you create during a backup cycle.
- 8. If you decide to record over backups from your previous backup cycle, you are taking an unnecessary risk.
- 9. Federal IRS rules mandate that publicly held companies and accounting firms maintain and properly store financial data for not less than ten years.
- 10. When you create or modify a folder or file, Windows 7 turns on the Archive attribute for that folder or file.
- 11. During a full or normal backup, a Backup utility backs up all the folders and files you've selected, except files where the Archive attribute is off.
- 12. Windows 7 offers a differential backup option.
- 13. If you are using Windows 7 Home Basic you cannot back up your files to a shared network folder.
- 14. You do not need to first unlock a drive that is locked with BitLocker Drive Encryption before you back up to it.
- 15. The "vhd" file contains a complete image of your entire hard disk so that you can restore your computer if you experience a major problem.
- 16. The Volume Shadow Copy service automatically makes a previous version of each file right after you make a change to a file.
- 17. If you choose to open a previous version of a folder, you can examine all the files previously contained in that folder and copy or open specific files that you need to another location.

- \_\_\_ 18. You can access previous versions of a folder from within the folder by right-clicking its background and then viewing its properties.
- \_\_\_ 19. By combining backups with restore points automatically created by System Protection, you increase the chance that you can recover an important file you need to meet an important deadline.

**Modified True/False**

*Indicate whether the statement is true or false. If false, change the identified word or phrase to make the statement true.*

- \_\_\_ 20. Malicious hardware is a common cause of loss of documents and data. \_\_\_\_\_
- \_\_\_ 21. If you work with a large number of files stored in many different folders on your hard disk, your best bet is to use a backup utility to back up those files. \_\_\_\_\_
- \_\_\_ 22. To better understand the concept of normal backups, you can think of each new backup after the first backup as a “cumulative backup.” \_\_\_\_\_
- \_\_\_ 23. An incremental backup includes only those files that you create or change since your previous backup. \_\_\_\_\_
- \_\_\_ 24. Because full or normal backups are faster and require fewer backup media, they are the most common types of backups that businesses and individuals make. \_\_\_\_\_
- \_\_\_ 25. A daily backup backs up all the files you select without affecting other types of backups that you create during a backup cycle. \_\_\_\_\_
- \_\_\_ 26. A daily backup is an automatic process performed by your backup utility. \_\_\_\_\_
- \_\_\_ 27. When considering how many copies to keep of previous backups, it is a good habit to keep at least the last two of your most recent backup sets. \_\_\_\_\_
- \_\_\_ 28. If the Archive attribute is turned on, you will not see a check mark in the “File is ready for archiving” check box. \_\_\_\_\_
- \_\_\_ 29. If you use a system image backup to restore your computer, you can pick and choose what you want to restore. \_\_\_\_\_
- \_\_\_ 30. One advantage of restoring to an alternate location is that you can verify that the backup contains the folders and files that you need without affecting your existing folder and files. \_\_\_\_\_
- \_\_\_ 31. You can use the VSSADMIN command in a command-line window to display the storage space reserved on disk for Shadow Copy Storage. \_\_\_\_\_
- \_\_\_ 32. You can continue to work on an open file while Windows Backup uses the shadow copy of the files for the current backup. \_\_\_\_\_
- \_\_\_ 33. Previous versions of a file are grouped by periods of time in the Previous Versions tab in the Properties sheet. \_\_\_\_\_

- \_\_\_ 34. If you delete a file in a folder, you can right-click the background of the folder window and choose the options for viewing properties of the folder. Then, from the Previous Versions property sheet, you can recover copies of deleted files. \_\_\_\_\_

### Multiple Choice

*Identify the choice that best completes the statement or answers the question.*

- \_\_\_ 35. A system \_\_\_ is a backup copy of the drives that Windows 7 requires in order to run properly.
- a. version
  - b. partition
  - c. image
  - d. clone
- \_\_\_ 36. Common causes of loss of documents and data include \_\_\_\_.
- a. power loss
  - b. natural disasters
  - c. vandalism
  - d. All of the above
- \_\_\_ 37. The potential for accidentally losing important files is far greater today because of the variety of risks posed by malicious software introduced to a computer via \_\_\_\_.
- a. power outages
  - b. sync conflicts
  - c. Internet downloads
  - d. recovery partitions
- \_\_\_ 38. You can use Windows tools and features, such as the \_\_\_\_, to check and repair the hard disk's file system.
- a. Check Disk utility
  - b. Disk Defragmenter
  - c. Disk Cleanup Wizard
  - d. Boot Manager
- \_\_\_ 39. Common causes of loss of documents and data include \_\_\_\_.
- a. user errors
  - b. software problems
  - c. power failures
  - d. All of the above
- \_\_\_ 40. When you perform a(n) \_\_\_ backup, you back up folders and files to a Web site that provides storage space for backups.
- a. online
  - b. Web
  - c. hypertext
  - d. HTTP
- \_\_\_ 41. One approach to backing up important files is to copy files from a hard disk to some type of removable storage. What does this accomplish?
- a. Ensures that the Briefcase contains the most current versions
  - b. Provides guarantees through a two-way partnership
  - c. Provides a guarantee similar to a differential backup
  - d. Guarantees that you have at least two copies of important folders and files in two different locations
- \_\_\_ 42. One approach to backing up important files is to use shadow copies. What does this accomplish?
- a. Copies of files are automatically stored to an external disk
  - b. Copies all files, but at risk because they are stored on your hard disk along with the original files
  - c. Differential backup copies of all files created since the last normal backup
  - d. Incremental backup copies of all files created that day
- \_\_\_ 43. If you do not organize your files into folders and do not organize folders into \_\_\_ as subfolders under one main folder, you must perform the time-consuming task of locating all the folders and files that you want to back up.

- a. copies
  - b. physical groups
  - c. logical groups
  - d. attributes
- \_\_\_ 44. A full-system backup requires a(n) \_\_\_ that has enough storage space to store the full system backup.
- a. external hard disk
  - b. system partition
  - c. floppy disk
  - d. folder
- \_\_\_ 45. Another name for a full backup is a(n) \_\_\_ backup.
- a. normal
  - b. differential
  - c. incremental
  - d. copy
- \_\_\_ 46. If you stop and perform a(n) \_\_\_ backup between normal backups, this backup includes only those folders and files that you've modified or created since your last full backup.
- a. incremental
  - b. full
  - c. copy
  - d. differential
- \_\_\_ 47. One disadvantage of using a differential backup strategy is that these types of backups \_\_\_ you need for backups.
- a. take about the same time as incremental backups
  - b. increase the amount of time and media
  - c. decrease the amount of time and media
  - d. take much less than the time for incremental backups
- \_\_\_ 48. After performing your first backup the next backup would not include folders and files that you created or modified and backed up during the first backup. This is an example of a(n) \_\_\_ backup.
- a. differential
  - b. ASR
  - c. incremental
  - d. daily
- \_\_\_ 49. Incremental backups are faster than \_\_\_ backups because each new incremental backup includes fewer files than a corresponding \_\_\_ backup.
- a. daily
  - b. differential
  - c. copy
  - d. integral
- \_\_\_ 50. \_\_\_ backups take longer to restore than \_\_\_ backups.
- a. Incremental, differential
  - b. Full, copy
  - c. Copy, full
  - d. Differential, incremental
- \_\_\_ 51. If you work on a document every day during a backup cycle, but want to be sure you can restore each day's version of the document, you should select the \_\_\_ backup option.
- a. Briefcase
  - b. differential
  - c. one-way partnership
  - d. incremental
- \_\_\_ 52. You might do a full or normal backup at the beginning of the month and perform \_\_\_ backups on a daily basis, except for the end of each week when you perform an incremental backup.
- a. differential
  - b. full
  - c. normal
  - d. copy
- \_\_\_ 53. Which type of backup turns off the archive bit?
- a. differential
  - b. copy
  - c. incremental
  - d. daily
- \_\_\_ 54. The only time Archive attributes are turned off with a backup strategy that combines a normal backup with \_\_\_ backups is when you do the normal backup.
- a. incremental
  - c. daily

- b. differential  
d. copy
- \_\_\_ 55. Windows 7 also turns on the Archive bit if you \_\_\_ after the last full backup.  
a. create and save a new folder  
b. delete a file  
c. open and close an existing document  
d. delete a folder
- \_\_\_ 56. If you want to create a backup but do not want to interfere with your backup cycle, which type of backup should be performed?  
a. copy  
b. incremental  
c. Either A or B  
d. Neither A nor B
- \_\_\_ 57. If you want to create a backup of files and folders created today and you do not want to interfere with your backup cycle, which type of backup should be performed?  
a. normal  
b. daily  
c. full  
d. incremental
- \_\_\_ 58. How does the backup utility know which files to select for a differential or incremental backup?  
a. Sync attribute  
b. Incremental attribute  
c. Differential attribute  
d. Archive attribute
- \_\_\_ 59. With a file backup, you can back up to a writeable DVD or CD formatted for the \_\_\_ File System.  
a. UDF Live  
b. FAT64  
c. FAT32  
d. UTFS
- \_\_\_ 60. If you set up a(n) \_\_\_ type of backup using the Backup and Restore Center, it does not backup programs or encrypted files.  
a. daily  
b. folders and files  
c. Complete PC Backup  
d. None of the above
- \_\_\_ 61. The \_\_\_ backup feature requires that you perform a full backup of your entire computer system the first time you back up your folders and files.  
a. daily  
b. folders and files  
c. differential  
d. incremental
- \_\_\_ 62. You cannot back up disks that use the \_\_\_ file system.  
a. NTFS  
b. FAT  
c. DOS  
d. UDF
- \_\_\_ 63. Windows Help and Support points out that saving to an external hard drive is safer than saving to another \_\_\_ on the same drive.  
a. compression  
b. partition  
c. unit  
d. sync center
- \_\_\_ 64. Which of the following is NOT excluded by default from a backup?  
a. word-processing files  
b. temporary files on drives with less than 1 GB of storage space  
c. Recycle Bin files  
d. program files
- \_\_\_ 65. A \_\_\_ image backup is stored on the backup media in a virtual hard disk file with the .vhd file extension.  
a. baseline  
b. differential  
c. system  
d. copy
- \_\_\_ 66. During a \_\_\_ image backup, Windows Backup reads block by block on the hard disk, not file by file.

- a. baseline
  - b. differential
  - c. system
  - d. copy
- \_\_\_ 67. Because a system image can easily exceed the \_\_\_ file size limit for FAT volumes, you cannot create a system image on a FAT volume.
- a. 4 GB
  - b. 6 GB
  - c. 10 GB
  - d. 11 GB
- \_\_\_ 68. After you have performed a full backup of your files, if you open the Catalogs folder on your storage media, you will discover that it contains a Windows Backup Catalog File named \_\_\_\_, which contains an index of all the files that are included in this backup.
- a. GlobalCatalog.wbcats
  - b. Bootmgr
  - c. MediaID.bin
  - d. Catalog.vhd
- \_\_\_ 69. Compressed Folders typically take up about \_\_\_ the storage space of the original files.
- a. one-eighth
  - b. one-quarter
  - c. half
  - d. three-quarters
- \_\_\_ 70. If you want to select more than one file to restore, hold down the \_\_\_ key while you point to each file.
- a. Alt
  - b. F4
  - c. Ctrl
  - d. Esc
- \_\_\_ 71. If you want to select all the files in a folder to restore, use the \_\_\_ keyboard shortcut.
- a. Ctrl+S
  - b. Alt+S
  - c. Alt+A
  - d. Ctrl+A
- \_\_\_ 72. You can open each folder within a backup \_\_\_ and pick the individual files you want to restore.
- a. aggregate
  - b. cluster
  - c. set
  - d. unit
- \_\_\_ 73. A \_\_\_ file can be a file whose contents have been altered as the result of a problem with the file system itself.
- a. system
  - b. binary
  - c. backed up
  - d. corrupted
- \_\_\_ 74. If the Restore Files Wizard discovers one or more filenames that match the folders and files you want to restore, \_\_\_.
- a. you choose which folder or file should be replaced
  - b. the existing folder or file is replaced
  - c. the folder or file is restored with a new folder or file name
  - d. you are prompted to select an alternate restore location
- \_\_\_ 75. After you have backed up your files, it is always a good idea to perform a \_\_\_ to ensure that your files were properly backed up.
- a. sync restore
  - b. test restore
  - c. system restore
  - d. differential restore
- \_\_\_ 76. To open the Backup and Restore window, open the Control Panel, and then click the \_\_\_ link under System and Security.
- a. Safeguard your data
  - b. Create a system image
  - c. Back up your computer
  - d. Repair and preserve
- \_\_\_ 77. The volume(s) you back up and the backup drive must use \_\_\_.
- a. DOS
  - c. NTFS

- b. FAT32
- d. FAT64

- \_\_\_ 78. When you create a system image, the first backup is a(n) \_\_\_ backup.
- a. full
  - b. differential
  - c. incremental
  - d. daily
- \_\_\_ 79. After you create a \_\_\_ image, you can use it to restore your computer if you encounter a serious problem that calls for rebuilding your computer.
- a. system
  - b. backup
  - c. shadow
  - d. restoration
- \_\_\_ 80. A system \_\_\_ disc is a boot disk that you can use to start up your Windows 7 computer.
- a. restoration
  - b. backup
  - c. reserve
  - d. repair
- \_\_\_ 81. A system \_\_\_ disc contains Windows 7 system recovery tools that can help you recover from a serious error.
- a. restoration
  - b. backup
  - c. reserve
  - d. repair
- \_\_\_ 82. If you have Virtual PC installed on your computer, you can mount the \_\_\_ as a secondary hard disk drive.
- a. virtual hard disk image
  - b. XTL file
  - c. copy backup
  - d. None of the above
- \_\_\_ 83. A software environment for running up to four additional operating systems under an existing operating system is called (a) \_\_\_.
- a. multi-boot system
  - b. Virtual PC
  - c. server
  - d. vaporware
- \_\_\_ 84. You attempt to complete the process for restoring your computer from a system image backup. However, when you try to boot from your Windows 7 DVD your computer does not boot from the DVD. What can you do to resolve this problem?
- a. As your computer boots, press F6 to boot from the DVD.
  - b. Log in to Windows 7 and then boot from the DVD.
  - c. You should only attempt a restore to a virtual environment.
  - d. Open the BIOS Setup utility and change the boot sequence so that your computer boots from the drive with your Windows 7 DVD.
- \_\_\_ 85. Which of the following is NOT an option in the first Install Windows dialog box when you boot from the Windows 7 DVD?
- a. Language to install
  - b. Keyboard or input method
  - c. Time and currency format
  - d. Re-image your computer
- \_\_\_ 86. Windows 7 uses its \_\_\_ to take a snapshot of a file that you have open so that Windows Backup can back up the file (rather than skipping the open file and excluding it from the backup).
- a. Volume Shadow Copy service
  - b. system restore functionality
  - c. virtual environment service
  - d. boot manager utilities
- \_\_\_ 87. To view and work with Previous Versions of folders and files, the Windows 7 \_\_\_ must first make shadow copies of the folders and files.
- a. Kernel Manager
  - b. Backup Wizard
  - c. Virtual PC
  - d. Volume Shadow Copy
- \_\_\_ 88. If you choose to open a previous version of a folder, you can examine \_\_\_ in that folder and copy or open specific files that you need to another location.

- a. files deleted within the past 30 days
  - b. all the files previously contained
  - c. existing files
  - d. files deleted within the past year
- \_\_\_ 89. If you want to restore a previous version of a drive, your first step is to open a \_\_\_ window.
- a. Drive
  - b. Property
  - c. Computer
  - d. Files and Folder
- \_\_\_ 90. The use of Previous Versions can be a lifesaver when you \_\_\_ an important file.
- a. backup
  - b. accidentally delete or overwrite
  - c. copy
  - d. print

**Case-Based Critical Thinking Questions**

**Case 10-1**

Greta asks you to help her decide on a backup plan for her small horticulture business. She keeps track of revenue on a spreadsheet that she turns over to her accountant at the end of each month.

Likewise, Greta maintains spreadsheets and a Microsoft Access database with inventory purchases and sales, which are also submitted to her accountant monthly.

Based on the following questions, select backup strategies and cycles that would help Greta avoid potential loss of these and other important digital files.

- \_\_\_ 91. Instead of randomly copying files, it would be better to plan and implement a \_\_\_\_.
- a. flash drive rotation
  - b. backup cycle
  - c. purchase of another computer
  - d. Both A and B
- \_\_\_ 92. The first backup Greta should perform as part of her backup cycle is a \_\_\_\_ backup to be sure everything is backed up.
- a. differential
  - b. copy
  - c. daily
  - d. normal
- \_\_\_ 93. What backup plan should Greta implement if using less backup media and quick backups are her determining factors?
- a. differential
  - b. daily
  - c. copy
  - d. incremental
- \_\_\_ 94. What backup plan should Greta implement if her primary concern is that restoring from backups is fast and easy?
- a. differential
  - b. daily
  - c. copy
  - d. incremental
- \_\_\_ 95. Greta has decided to implement the Grandfather-Father-Son rotation scheme. As a result, how many days of the week should she do the incremental backup?
- a. four
  - b. five
  - c. six
  - d. seven

**Case-Based Critical Thinking Questions**

**Case 10-2**

Kristen and Jim have recently started their own sports marketing business, and they want to develop an effective system for backing up the files on their business computer. They want to include either differential or incremental backups in addition to full backups, but they are unsure of how the backup utility will know which files should be backed up. They have come to you for more information.

- \_\_\_ 96. You tell Kristen and Jim that each file or folder has an archive attribute that can be turned on (enabled) or turned off (disabled). This attribute allows a backup utility to determine whether a file or folder should be included in a backup. When is the archive attribute enabled?
- a. when a file or folder is created
  - b. when a file or folder is modified
  - c. either A or B
  - d. neither A nor B
- \_\_\_ 97. Kristen and Jim are interested in understanding how the different types of backups make use of the archive attribute. Which type of backup backs up files and folders regardless of whether the archive attribute is enabled or disabled?
- a. full
  - b. differential
  - c. incremental
  - d. none of the above
- \_\_\_ 98. What impact does a full backup have on the archive attributes of the files that are backed up?
- a. It disables the archive attribute of any file that previously had it enabled.
  - b. It enables the archive attribute of any file that previously had it disabled.
  - c. both A and B
  - d. neither A nor B
- \_\_\_ 99. Which of the following describes how a differential backup uses the archive attribute?
- a. It only backs up files and folders with disabled archive attributes, and it enables the archive attributes of those files and folders.
  - b. It only backs up files and folders with enabled archive attributes, and it disables the archive attributes of those files and folders.
  - c. It only backs up files and folders with enabled archive attributes, and it does not change the archive attributes of those files and folders.
  - d. It backs up all files and folders regardless of the archive attribute, and it disables the archive attributes of those files and folders.
- \_\_\_ 100. Which of the following describes how an incremental backup uses the archive attribute?
- a. It only backs up files and folders with disabled archive attributes, and it enables the archive attributes of those files and folders.
  - b. It only backs up files and folders with enabled archive attributes, and it disables the archive attributes of those files and folders.
  - c. It only backs up files and folders with enabled archive attributes, and it does not change the archive attributes of those files and folders.
  - d. It backs up all files and folders regardless of the archive attribute, and it disables the archive attributes of those files and folders.