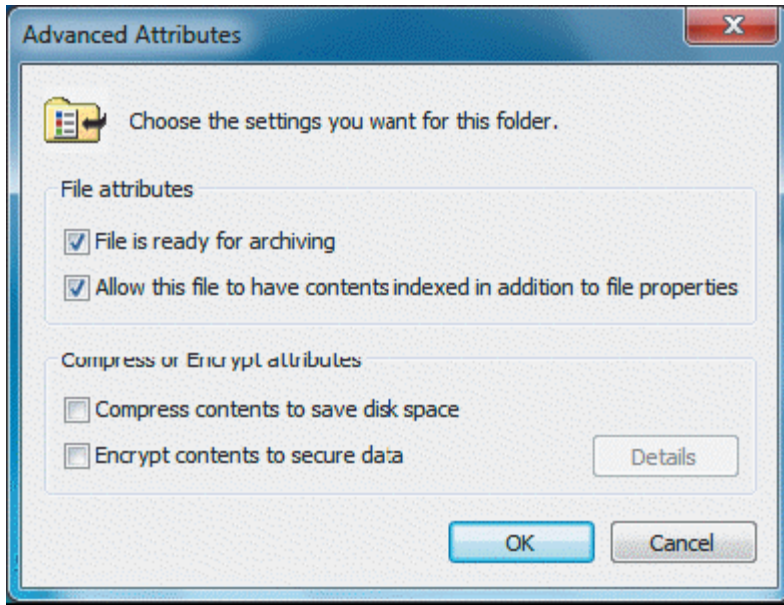


Tutorial 10 - Backup

True/False

Indicate whether the statement is true or false.

- T 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.
- F 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.
- T 3. An example of a backup is when you copy important folders and files to a flash drive.
- T 4. The first backup in a backup cycle is typically called a normal backup because it includes all your folders and files.
- T 5. A differential backup includes only new and modified files since your last full or normal backup.
- T 6. An incremental backup includes only those files that you create or change since your previous backup.
- F 7. A daily backup backs up all the files you select without affecting other types of backups that you create during a backup cycle. (copy backup)
- T 8. If you decide to record over backups from your previous backup cycle, you are taking an unnecessary risk.
- F 9. Federal IRS rules mandate that publicly held companies and accounting firms maintain and properly store financial data for not less than ten years. (less than 7 years)
- T 10. When you create or modify a folder or file, Windows 7 turns on the Archive attribute for that folder or file.
- F 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.



- F 12. As shown in the accompanying figure, the archive bit is off. (On)
- F 13. Windows 7 offers a differential backup option.
- T 14. If you are using Windows 7 Home Basic you cannot back up your files to a shared network folder.
- F 15. You do not need to first unlock a drive that is locked with BitLocker Drive Encryption before you back up to it.
- T 16. 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.
- F 17. The Volume Shadow Copy service automatically makes a previous version of each file right after you make a change to a file.
- T 18. 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.
- T 19. You can access previous versions of a folder from within the folder by right-clicking its background and then viewing its properties.
- T 20. 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

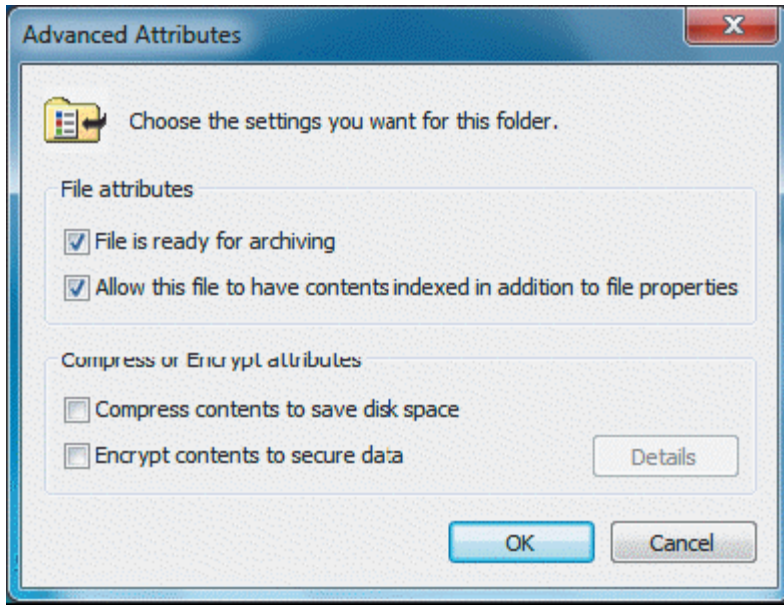
Indicate whether the statement is true or false. If false, change the identified word or phrase to make the statement true.

- T 21. Malicious hardware is a common cause of loss of documents and data. _____

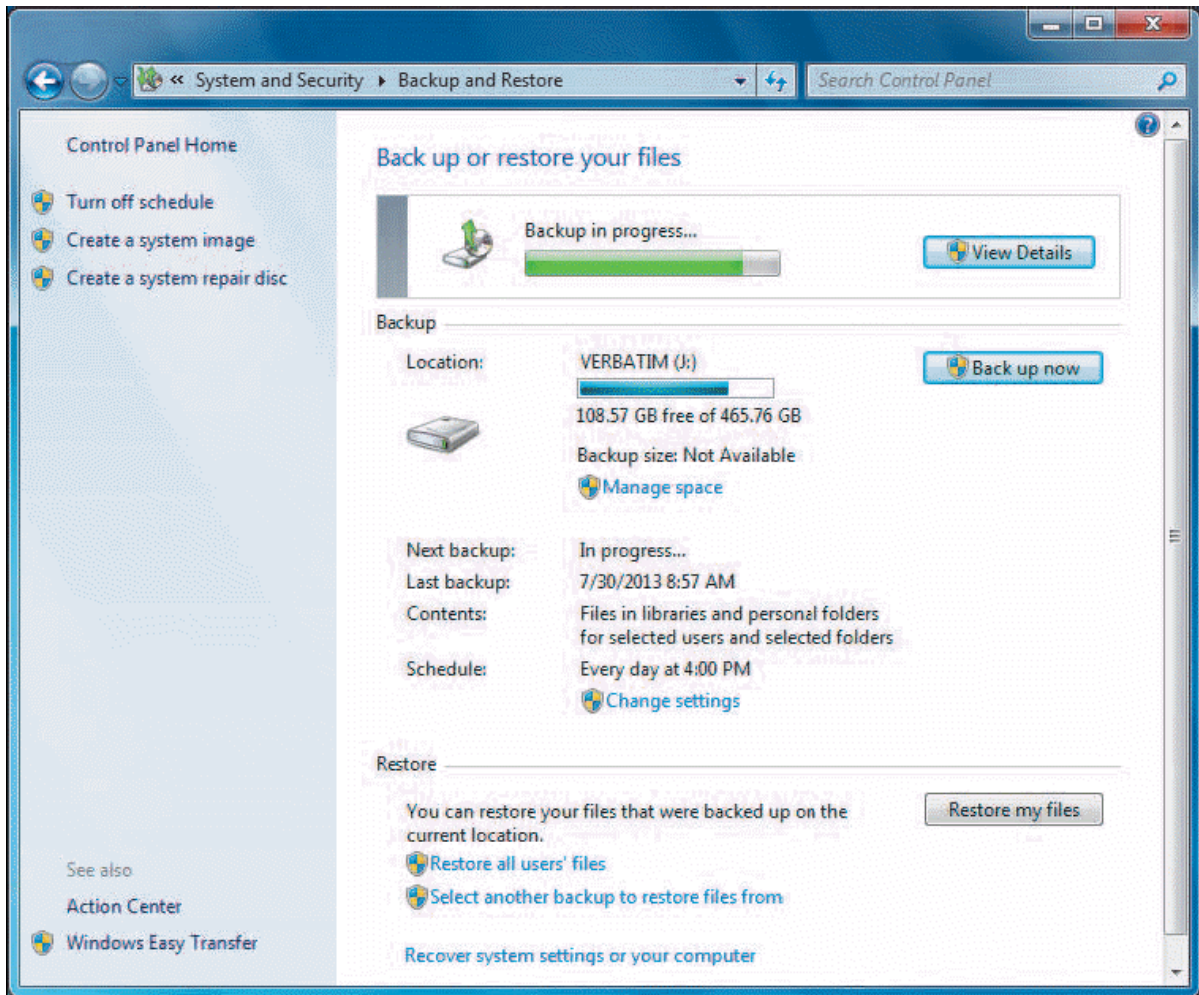
- T 22. If you work with a large number of files stored in many different folders on your hard disk, your best bet is to use a backup utility to back up those files. _____
- F 23. To better understand the concept of normal backups, you can think of each new backup after the first backup as a “cumulative backup.” differential _____
- T 24. An incremental backup includes only those files that you create or change since your previous backup. _____
- F 25. 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. incremental _____
- F 26. A daily backup backs up all the files you select without affecting other types of backups that you create during a backup cycle. copy _____
- F 27. A daily backup is an automatic process performed by your backup utility. is not _____
- F 28. 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. four _____
- F 29. If the Archive attribute is turned on, you will not see a check mark in the “File is ready for archiving” check box. see _____
- F 30. If you use a system image backup to restore your computer, you can pick and choose what you want to restore. cannot _____
- T 31. 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. _____
- T 32. You can use the VSSADMIN command in a command-line window to display the storage space reserved on disk for Shadow Copy Storage. _____
- T 33. You can continue to work on an open file while Windows Backup uses the shadow copy of the files for the current backup. _____
- T 34. Previous versions of a file are grouped by periods of time in the Previous Versions tab in the Properties sheet. _____
- T 35. 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.



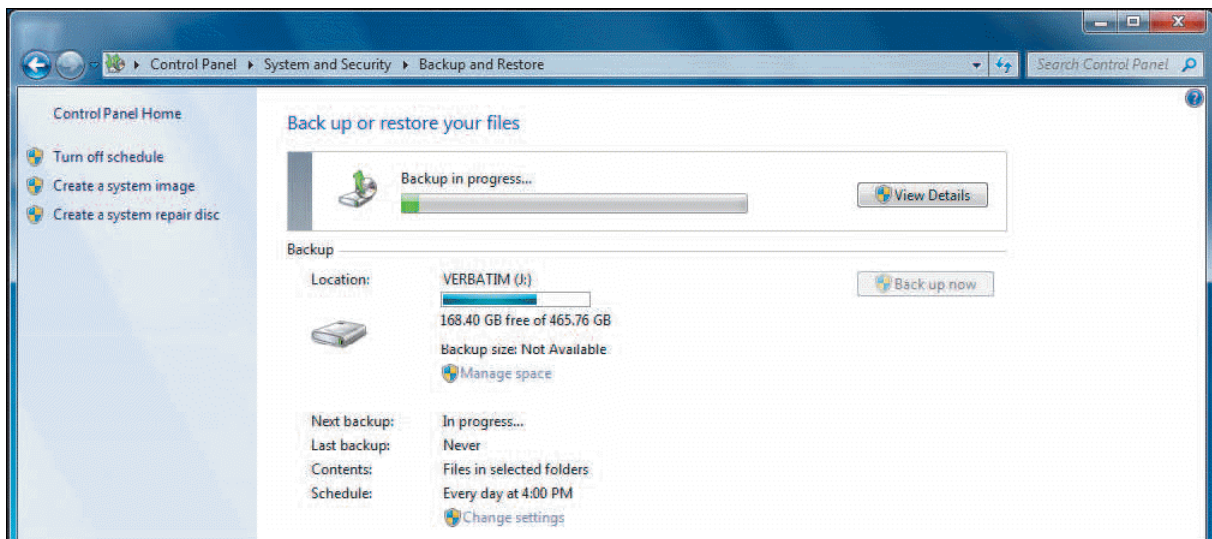
- ___ 36. Each backup created using the feature in the accompanying figure is stored in a backup ___ that contains daily, weekly, or many backups of the same files using the same backup settings.
- a. cluster
 - b. aggregate
 - c. unit
 - d. **set**
- ___ 37. The Archive attribute in the accompanying figure is actually a ___.
- a. file or folder attribute
 - b. bit that can be turned on or off
 - c. law regulating proper storage of backups
 - d. **Either A or B**
- ___ 38. If you open a file and change it after a full or normal backup, when you save the file, Windows 7 ___ the Archive attribute shown in the accompanying figure.
- a. backs up
 - b. turns off
 - c. **turns on**
 - d. deletes
- ___ 39. 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



- ___ 40. You can use the Back up now button in the accompanying figure to initiate a(n) ___ backup.
- incremental
 - differential
 - manual
 - any of the above
- ___ 41. After providing ___ credentials, you can use the Change settings link in the accompanying figure to change your backup settings.
- Standard
 - Administrator
 - Basic
 - Advanced
- ___ 42. With the appropriate credentials, you can use the ___ button in the accompanying figure to view a summary of how storage space is used on your backup media.
- View Details
 - Manage space
 - Change settings
 - Restore my files
- ___ 43. Common causes of loss of documents and data include ___.
- power loss
 - natural disasters
 - vandalism
 - All of the above
- ___ 44. 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 ___.
- power outages
 - Internet downloads

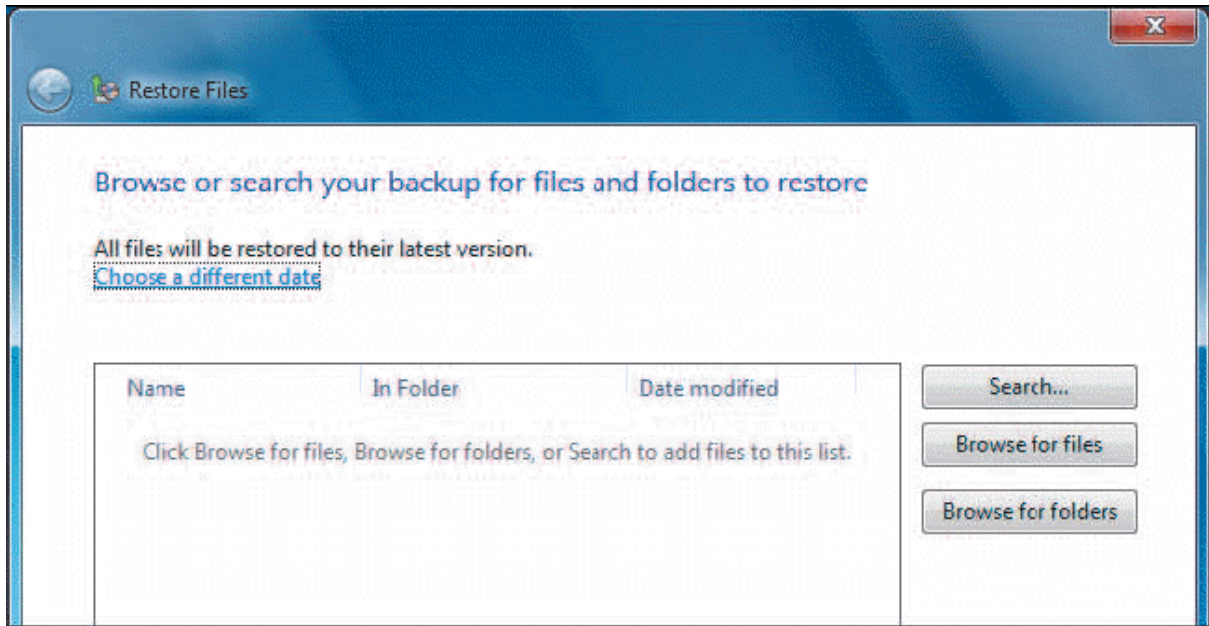
- c. decrease the amount of time and media
 - d. take much less than the time for incremental backups
- ___ 55. After performing your first backup the next backup would not include folders and files that you created or modified and backed up during the first backup. This is an example of a(n) ___ backup.
- a. differential
 - b. ASR
 - c. **incremental**
 - d. daily
- ___ 56. 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
- ___ 57. ___ backups take longer to restore than ___ backups.
- a. Incremental, differential
 - b. **Full, copy**
 - c. Copy, full
 - d. Differential, incremental
- ___ 58. 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**
- ___ 59. 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
- ___ 60. Which type of backup turns off the archive bit?
- a. differential
 - b. copy
 - c. **incremental**
 - d. daily
- ___ 61. 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
 - b. **differential**
 - c. daily
 - d. copy
- ___ 62. 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
- ___ 63. 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
- ___ 64. 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
- ___ 65. 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**

- ___ 66. With a file backup, you can back up to a writeable DVD or CD formatted for the ___ File System.
- UDF Live
 - FAT64
 - FAT32
 - UTFS
- ___ 67. If you set up a(n) ___ type of backup using the Backup and Restore Center, it does not backup programs or encrypted files.
- daily
 - folders and files
 - Complete PC Backup
 - None of the above
- ___ 68. 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.
- daily
 - folders and files
 - differential
 - incremental
- ___ 69. You cannot back up disks that use the ___ file system.
- NTFS
 - FAT
 - DOS
 - UDF
- ___ 70. Windows Help and Support points out that saving to an external hard drive is safer than saving to another ___ on the same drive.
- compression
 - partition
 - unit
 - sync center
- ___ 71. Which of the following is NOT excluded by default from a backup?
- word-processing files
 - temporary files on drives with less than 1 GB of storage space
 - Recycle Bin files
 - program files



- ___ 72. The utility shown in the accompanying figure identifies ___.
- the amount of available storage space on the backup drive
 - the backup schedule
 - the contents included in the backup
 - all of the above

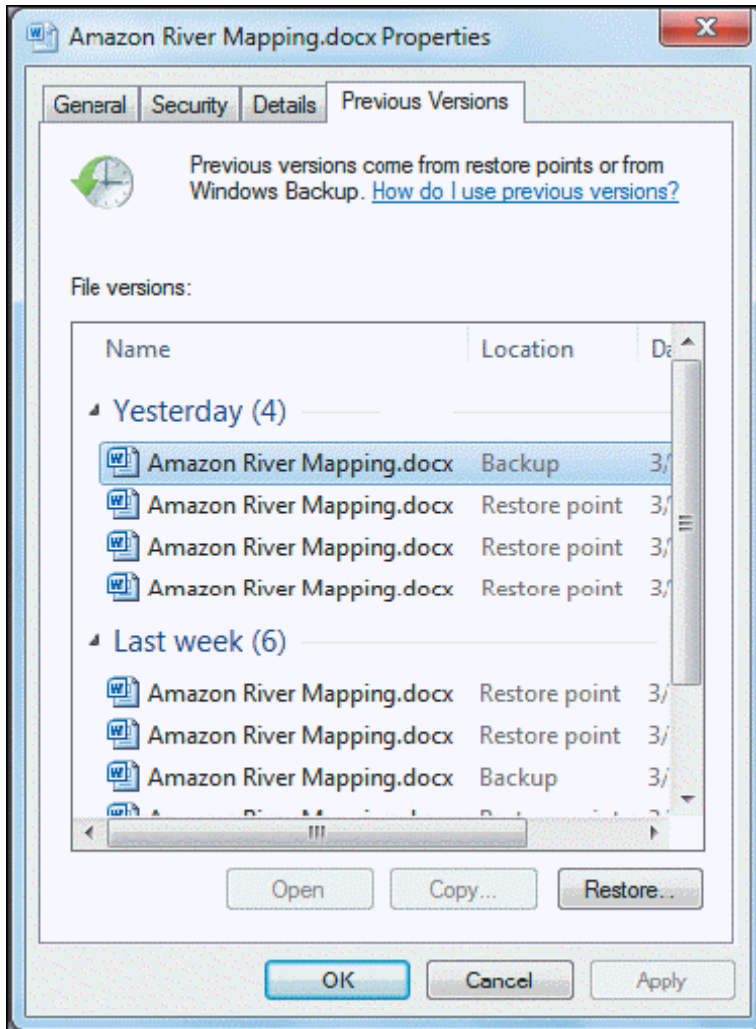
- ___ 73. The Backup and Restore Center, as shown in the accompanying figure, is ____.
- a. creating a restore point
 - b. restoring files to the computer
 - c. **in the midst of a backup**
 - d. transferring files to another computer
- ___ 74. A ____ image backup is stored on the backup media in a virtual hard disk file with the .vhd file extension.
- a. baseline
 - b. differential
 - c. **system**
 - d. copy
- ___ 75. 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
- ___ 76. 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
- ___ 77. 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.wbcatalog**
 - b. Bootmgr
 - c. MediaID.bin
 - d. Catalog.vhd
- ___ 78. Compressed Folders typically take up about ____ the storage space of the original files.
- a. one-eighth
 - b. one-quarter
 - c. **half**
 - d. three-quarters
- ___ 79. 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
- ___ 80. 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**
- ___ 81. 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
- ___ 82. 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**



- ___ 83. Which of the following is NOT an option for use with the feature in the accompanying figure?
- Restore my files
 - Restore all users' files
 - Restore selected files**
 - Select another backup to restore files from
- ___ 84. Which option do you use with the feature in the accompanying figure to restore files from a backup created on another computer with Windows 7 or Windows Vista?
- Select another backup to restore files from**
 - Restore all users' files
 - Restore my files
 - all of the above
- ___ 85. Which button do you click in the Backup and Restore window in order to display the dialog box in the accompanying figure?
- File restoration
 - Volume Shadow Copy
 - Restore my files**
 - Restoration settings
- ___ 86. If the Restore Files Wizard discovers one or more filenames that match the folders and files you want to restore, ___.
- you choose which folder or file should be replaced**
 - the existing folder or file is replaced
 - the folder or file is restored with a new folder or file name
 - you are prompted to select an alternate restore location
- ___ 87. 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.
- sync restore
 - test restore**
 - system restore
 - differential restore
- ___ 88. To open the Backup and Restore window, open the Control Panel, and then click the ___ link under System and Security.
- Safeguard your data
 - Back up your computer**

b. Backup Wizard

d. **Volume Shadow Copy**



___ 100. If the previous version of a file is stored in a backup, then you can use the ___ button in the dialog box in the accompanying figure to restore the file.

- a. Copy
- b. Open
- c. **Restore**
- d. None of the above

___ 101. If the previous version of a file was created via a restore point, then you can choose the option to ___ the file using the dialog box in the accompanying figure.

- a. restore
- b. open
- c. copy
- d. **any of the above**

___ 102. If you choose the copy option in the accompanying figure, then you are prompted in a ___ dialog box to select the location for the copy of the previous version of a file.

- a. Select Location
- b. **Copy Items**
- c. Place File
- d. Restore File to Location

___ 103. 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. files deleted within the past 60 days
- c. existing files
- d. files deleted within the past 90 days

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.

- ___ 111. 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
- ___ 112. 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
- ___ 113. 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
- ___ 114. 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.
- ___ 115. 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.

Q4-T10
Answer Section

TRUE/FALSE

| | | |
|-----|------|---------|
| 1. | REF: | WIN 645 |
| 2. | REF: | WIN 645 |
| 3. | REF: | WIN 646 |
| 4. | REF: | WIN 648 |
| 5. | REF: | WIN 648 |
| 6. | REF: | WIN 650 |
| 7. | REF: | WIN 652 |
| 8. | REF: | WIN 653 |
| 9. | REF: | WIN 653 |
| 10. | REF: | WIN 654 |
| 11. | REF: | WIN 654 |
| 12. | REF: | WIN 654 |
| 13. | REF: | WIN 657 |
| 14. | REF: | WIN 657 |
| 15. | REF: | WIN 657 |
| 16. | REF: | WIN 658 |
| 17. | REF: | WIN 687 |
| 18. | REF: | WIN 690 |
| 19. | REF: | WIN 689 |
| 20. | REF: | WIN 692 |
| | | |

MODIFIED TRUE/FALSE

| | | |
|-----|------|---------|
| 21. | REF: | WIN 645 |
| 22. | REF: | WIN 646 |
| 23. | REF: | WIN 649 |
| 24. | REF: | WIN 650 |
| 25. | REF: | WIN 652 |
| 26. | REF: | WIN 652 |
| 27. | REF: | WIN 652 |
| 28. | REF: | WIN 653 |
| 29. | REF: | WIN 654 |
| 30. | REF: | WIN 658 |
| 31. | REF: | WIN 676 |
| 32. | REF: | WIN 686 |
| 33. | REF: | WIN 686 |
| 34. | REF: | WIN 688 |
| 35. | REF: | WIN 693 |

MULTIPLE CHOICE

| | | |
|-----|------|-------------------|
| 36. | REF: | WIN 642 |
| 37. | REF: | WIN 654 |
| 38. | REF: | WIN 655 |
| 39. | REF: | WIN 642 |
| 40. | REF: | WIN 643 |
| 41. | REF: | WIN 643 |
| 42. | REF: | WIN 643 |
| 43. | REF: | WIN 645 |
| 44. | REF: | WIN 645 |
| 45. | REF: | WIN 645 |
| 46. | REF: | WIN 645 |
| 47. | REF: | WIN 646 |
| 48. | REF: | WIN 646 |
| 49. | REF: | WIN 646 WIN 647 |
| 50. | REF: | WIN 647 |
| 51. | REF: | WIN 647 |
| 52. | REF: | WIN 648 |
| 53. | REF: | WIN 648 |
| 54. | REF: | WIN 649 |
| 55. | REF: | WIN 650 |
| 56. | REF: | WIN 651 |
| 57. | REF: | WIN 651 |
| 58. | REF: | WIN 652 |
| 59. | REF: | WIN 652 |
| 60. | REF: | WIN 656 |
| 61. | REF: | WIN 656 |
| 62. | REF: | WIN 656 |
| 63. | REF: | WIN 657 |
| 64. | REF: | WIN 657 |
| 65. | REF: | WIN 657 |
| 66. | REF: | WIN 657 |
| 67. | REF: | WIN 657 |
| 68. | REF: | WIN 657 |
| 69. | REF: | WIN 657 |
| 70. | REF: | WIN 660 |
| 71. | REF: | WIN 661 |
| 72. | REF: | WIN 664 |
| 73. | REF: | WIN 664 |
| 74. | REF: | WIN 658 |
| 75. | REF: | WIN 658 |

| | | |
|------|------|---------|
| 76. | REF: | WIN 658 |
| 77. | REF: | WIN 667 |
| 78. | REF: | WIN 669 |
| 79. | REF: | WIN 670 |
| 80. | REF: | WIN 670 |
| 81. | REF: | WIN 670 |
| 82. | REF: | WIN 672 |
| 83. | REF: | WIN 672 |
| 84. | REF: | WIN 672 |
| 85. | REF: | WIN 672 |
| 86. | REF: | WIN 677 |
| 87. | REF: | WIN 677 |
| 88. | REF: | WIN 678 |
| 89. | REF: | WIN 678 |
| 90. | REF: | WIN 678 |
| 91. | REF: | WIN 678 |
| 92. | REF: | WIN 678 |
| 93. | REF: | WIN 678 |
| 94. | REF: | WIN 684 |
| 95. | REF: | WIN 684 |
| 96. | REF: | WIN 684 |
| 97. | REF: | WIN 685 |
| 98. | REF: | WIN 686 |
| 99. | REF: | WIN 687 |
| 100. | REF: | WIN 689 |
| 101. | REF: | WIN 689 |
| 102. | REF: | WIN 689 |
| 103. | REF: | WIN 690 |
| 104. | REF: | WIN 692 |
| 105. | REF: | WIN 693 |
| 106. | REF: | WIN 647 |
| 107. | REF: | WIN 648 |
| 108. | REF: | WIN 651 |
| 109. | REF: | WIN 651 |
| 110. | REF: | WIN 653 |
| 111. | REF: | WIN 654 |
| 112. | REF: | WIN 654 |
| 113. | REF: | WIN 654 |
| 114. | REF: | WIN 655 |
| 115. | REF: | WIN 656 |