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## Digital Literacy I: Fundamentals

### Unit 2 Computer Basics

#### LAB 1 System Recovery

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#### Objectives

- Resolve PC malfunctions with system restore points
- Reset your PC and re-install Windows
- Start and repair your PC from an external drive

#### Equipment Required

- Notebook computer
- USB thumb drive (min 8 GB)

#### Introduction

Many years ago, software problems required a Computer Technician to fix most issues. Today, nearly all software problems can be resolved with system repair and recovery tools. In this lab, you will demonstrate how to use Windows' built-in recovery tools to restore or repair a malfunctioning PC.

In order to perform the lab Procedure, you should know how to re-install Windows without losing personal files, reset and erase the entire computer, restore the system to an earlier point in time, and boot the computer from an external drive.

#### Procedure

1. Power-on and sign-in to your notebook computer
2. Create a system restore point
3. Change the desktop background
4. Restart the PC
5. Use the system restore point to return the original desktop background
6. Demonstrate steps to re-install Windows and retain personal files
7. Demonstrate steps to reset the PC and delete all personal files
8. Create a recovery drive
9. Power-off the PC, then reboot using the recovery drive





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