Task 4. Fill in the blanks choosing from the variants given.

1. A backup is usually …….. on a different storage medium from the original files. (*detected/stored*)
2. A workable alternative to a full system backup is a …… backup that contains only your most important data files. (*selective/overall*)
3. Storing your backups at a different locations is …….. idea. (*not a good/the best*)
4. The backup device you select depends on …… (*how much data you can afford to lose/the value of your data/your current equipment and your budget*).
5. A full-system backup …….. (*can be done in no time/takes a lot of time*).
6. Under normal use most people schedule …… (*an everyday backup/once-a-week backup*).

Task 5. Match the beginnings and the endings of the instructions/steps given and put them into correct order. /Write your answers as follows: 1-a, 2-b etc./

1. Your backup schedule depends on	a) that is tailored to your particular computing needs.
2. No single backup plan fits	b) most people schedule a once-a-week backup.
3. You can't always prevent data disasters	c) how much data you can afford to use.
4. You must devise your own backup plan	d) everyone's computing style or budget.
5. Under normal use	e) but at least store them in a room apart from your computer.
6. The best idea is storing your backups at a different location	f) so you need a backup plan that helps you recover data that's been wiped out.

Task 6. Fill in the gaps in the text.

A backup is a copy of one or more files that has been made in case the original files become damaged. For safety, a backup is usually stored on a different storage medium from the original files. A good backup plan allows you to _____ your computing environment to its pre-disaster state with a minimum of fuss.

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No single backup plan fits everyone's computing style or budget. Your personal backup plan depends on the files you need to back up, the hardware you have available to make backups, and your backup software. In any case, it is a good idea to back up the Windows _____ and make sure your files are free of_____. Backups should be stored in a safe place, away from the computer.

Backups can be recorded on floppy disks, writable CDs and DVDs, networks, Web sites, a second hard disk, or tapes. Many computer owners depend on writable CDs for backups, and use My Computer or Windows _____ to simply select files and copy files to the backup. _____ drives and backup software are typically used in business situations when a full-system backup is desirable. Backup software differs from most copy routines because it _____ all the files for a backup into one large file.

In addition to file backups, you should have a _____ disk containing the operating system files and settings needed to start your computer without accessing the hard disk.

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