Course Name: O Level (2ⁿᵈ Sem)　　　　　　　　　　　　**Subject: ICT**
Topic: Disk management　　　　　　　　　　　　　　　　**Date: 20-04-20**

Disk manager: Disk manager is a powerful utility that provides different tools for different disk level tasks like- partitioning, formatting, changing drive letter, deleting partition etc.

Partitioning refers to breaking down a bigger disk space into many smaller usable parts whereas Formatting refers to making that partition ready for storage. Changing drive letter means to changing the alphabet that identifies the partition like c: , d: , e: etc. Deleting a partition simply refers to removing the existing partition.

Process for partitioning:

1. Open **Disk manager** from Start→Control Panel→Administrative Tools→Computer Management→Disk Manager.
2. Right click on the bigger partition and from the context menu, click on **Shrink Volume**.
3. In the dialog box, provide the space that you want to partition (see that the units are in MB) and click **Shrink**.
4. The dialog box disappears and the partition is created in the HDD.
5. Now right click on the newly created partition and from the context menu, click on **Create a simple volume**.
6. A wizard appears. Provide details like-
    a. Formatting type (normal/quick)
    b. File system type (FAT/NTFS)
    c. Drive letter.
7. Click Finish and in a short while, the partition is ready.

Process for formatting:

1. Open **Disk manager** from Start→Control Panel→Administrative Tools→Computer Management→Disk Manager.
2. Right click on the partition and from the context menu, click on **Format**.
3. A wizard appears. Provide details like-
    a. Formatting type (normal/quick)
    b. File system type (FAT/NTFS)
    c. Drive letter.
4. Click Finish and in a short while, the partition is ready.

Assignments:

1. What is the purpose of Disk manager utility?
2. Write clear cut steps to format a partition.