Answers: 11.2.2.3 Lab - User Accounts

Introduction

In this lab, you will create user accounts in Windows.

Recommended Equipment

- PC with Windows installed

Instructions

Part 1: Account Creation

In this part, you will create a new local user account. Windows does allow local account creation using online Microsoft accounts, but this will not be done in this lab. After you have created the accounts using a version of Windows, go to Parts 2 and 3.

Step 1: Open the User Account Tool.

a. Log on to the computer with an Administrator account.

b. Click **Control Panel**. Change to the small icons view in the Control Panel. Click **User Accounts**.

Step 2: Create a local user account in Windows 10

a. The User Accounts window opens. Click Manage another account.

b. The **Manage Accounts** window opens. Click **Add a new user in PC settings**.

c. In Family & other users window, click Add someone else to this PC.

d. In the How will this person sign in? window, click I don't have this person's sign-in information.

e. Click Add a user without a Microsoft account.

f. In the **Create an account for this PC** window, enter a username and password provided by your instructor in the field. Choose your security questions and provide the answer to the selected questions. Click **Next** to continue.

Step 3: Create an Account in Windows 8.x

Note: These steps are very similar for both Windows 8 and Windows 8.1. The words "user" and "account" are sometimes used interchangeably.

a. The User Accounts window opens. Click Manage another account.

b. The Manage Accounts window opens. Click Add a new user in PC settings.

c. The Manage other accounts window opens. Click Add an account.

d. The How will this person sign in? window opens. Click Sign in without a Microsoft account (not recommended).

e. The Add a user window opens. Click **Local account**.

f. The second **Add a user** window opens. Type the name provided by your instructor in the **User name** field.

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g.   Type in the password provided by the instructor in the **Password** field.

h.   Re-enter the password in the **Reenter password** field.

i.   Type a hint to help you remember the password in the **Password hint** field. Click **Next**.

j.   The final **Add a user** window opens. Click **Finish**.

Step 4: Create an Account in Windows 7

a.   The User Accounts window opens. Click **Manage another account**.

b.   The Manage Accounts window opens. Click Create a new account.

c.   The **Create New Account** window opens. Type the name provided by your instructor in the **Name the account and choose an account type** field and select **Standard user** as the account type.

Questions:

What can a user do with a limited account?

Type your answers here.

What limitations does this type of an account have?

Type your answers here.

d.   Click **Create Account** to continue.

e.   Click the user account you just created.

f.   The Make changes to *Username*'s account? window opens. Click Create a password.

What information is listed for the new account?

Type your answers here.

g.   Type in the password and password hint provided by the instructor and then click **Create password**.

Part 2: Change the Account Type

a.   Navigate to the **Control Panel**. In the small icons view, click **User Accounts** > Click **Manage another account**.

b.   Select the newly created account.

c.   Click Change the account type.

d.   Select **Administrator** as the account type and click **Change Account Type**.

Question:

What is the advantage of having most users work within a Standard user account?

Type your answers here.

Part 3: Delete the Account

a.   Navigate to the **Control Panel**. Change back to the **Category** view, click **User Accounts** in Windows 10 or **User Accounts and Family Safety** in Windows 8.1 and 7.

b.   Click Remove user accounts in Windows 10 and 8.1 or Add or remove user accounts in Windows 7.

c.   Select the account to be deleted. Click **Delete the account**.

Question:

For this lab, select **Delete Files**. What are the other options? When would you choose the other options?

Type your answers here.

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    d.   Click **Delete Account** to confirm the account deletion.

    e.   Notice the account is no longer listed. Close all open windows.

Reflection Questions

1. Why is it important to protect all accounts with strong passwords?

Type your answers here.

2. Why would you create a user with Standard privileges?

Type your answers here.

3. In what type of situation would an IT administrator delete a user account and choose to keep the files of that user account instead of deleting them?

Type your answers here.