Answers: 6.1.2.3 Lab - Create User Accounts in Windows 8

Introduction

In this lab, you will create user accounts in Windows 8.

Recommended Equipment
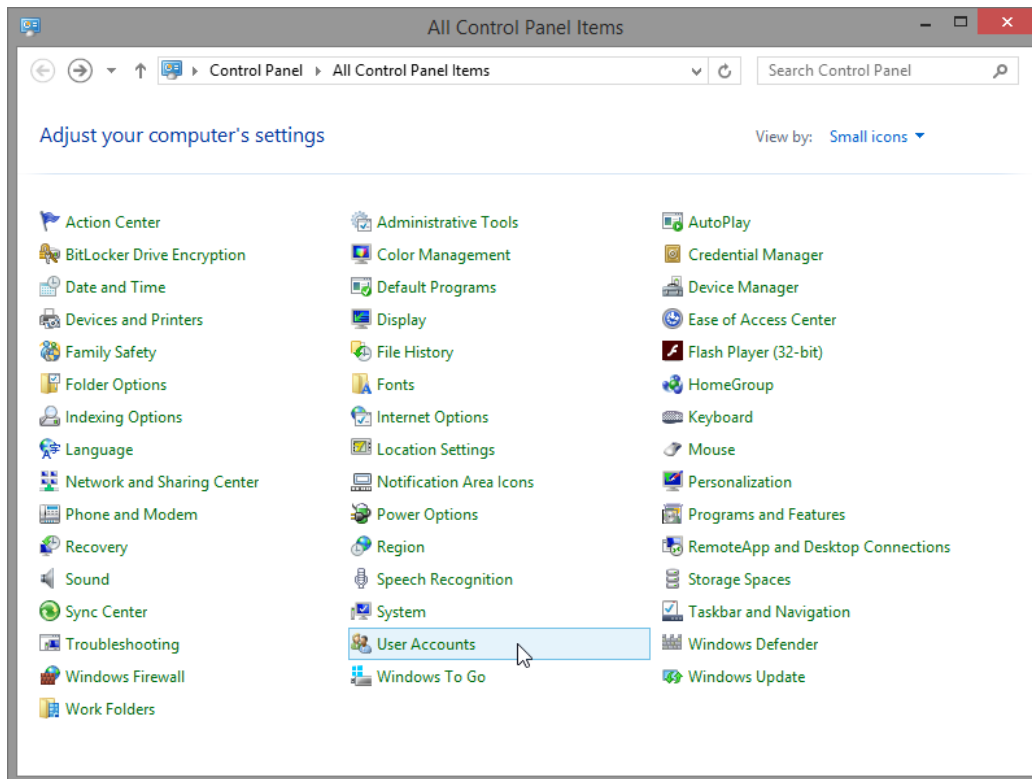
The following equipment is required for this exercise:

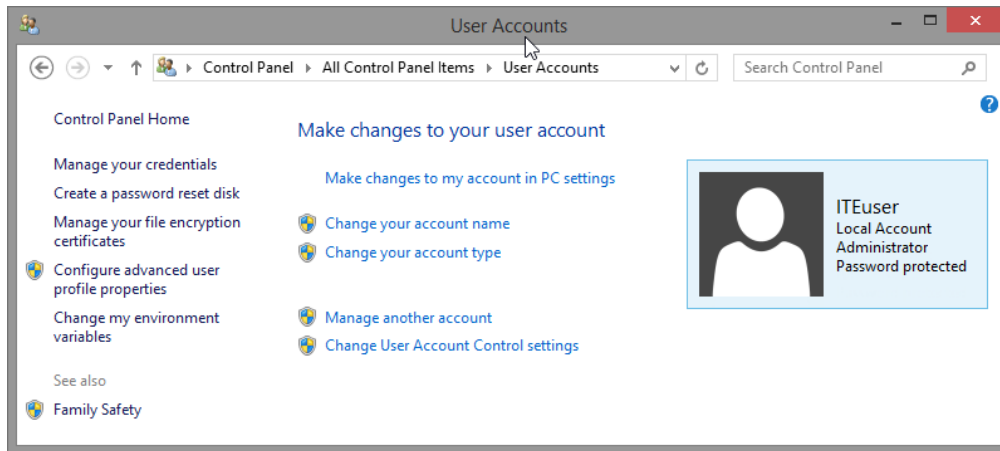- A computer with a new installation of Windows 8

Part 1: Windows 8.1

Step 1: Open the User Account Tool

a. Log on to the computer with an Administrator account.
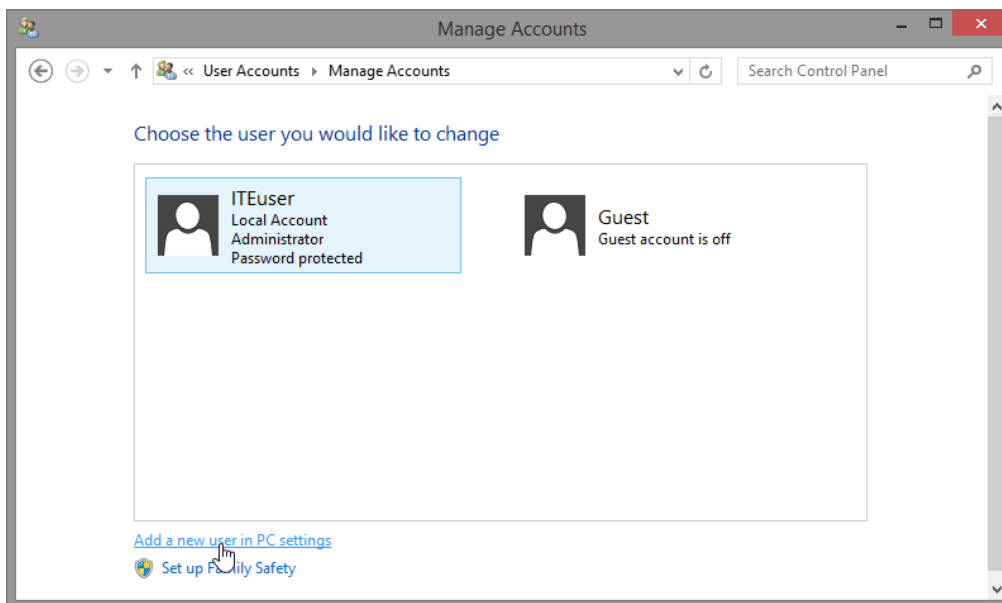
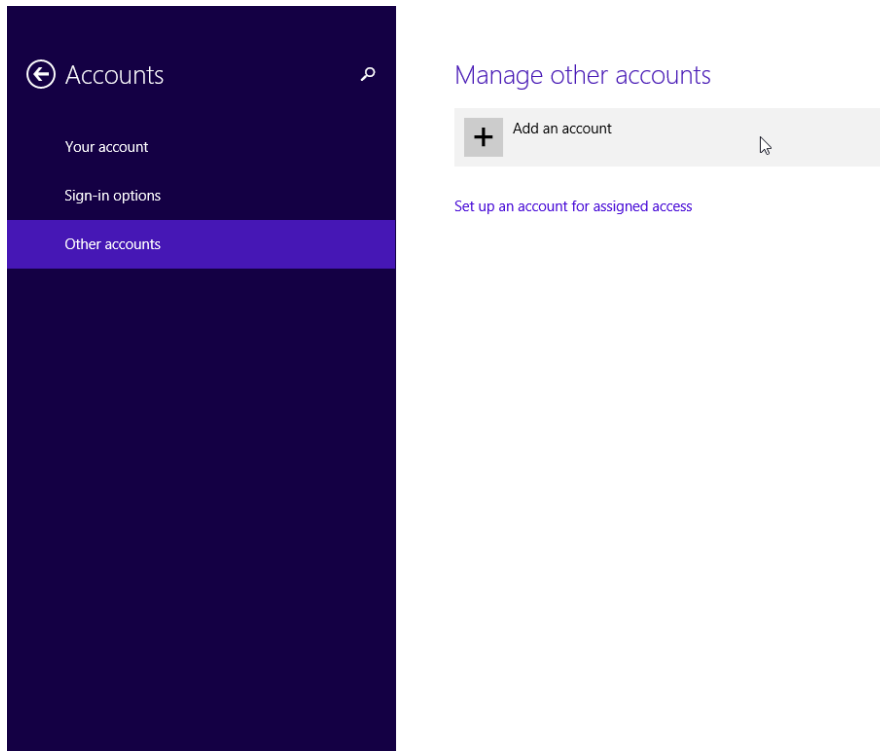b. Click **Control Panel > User Accounts**.

Step 2: Create an Account

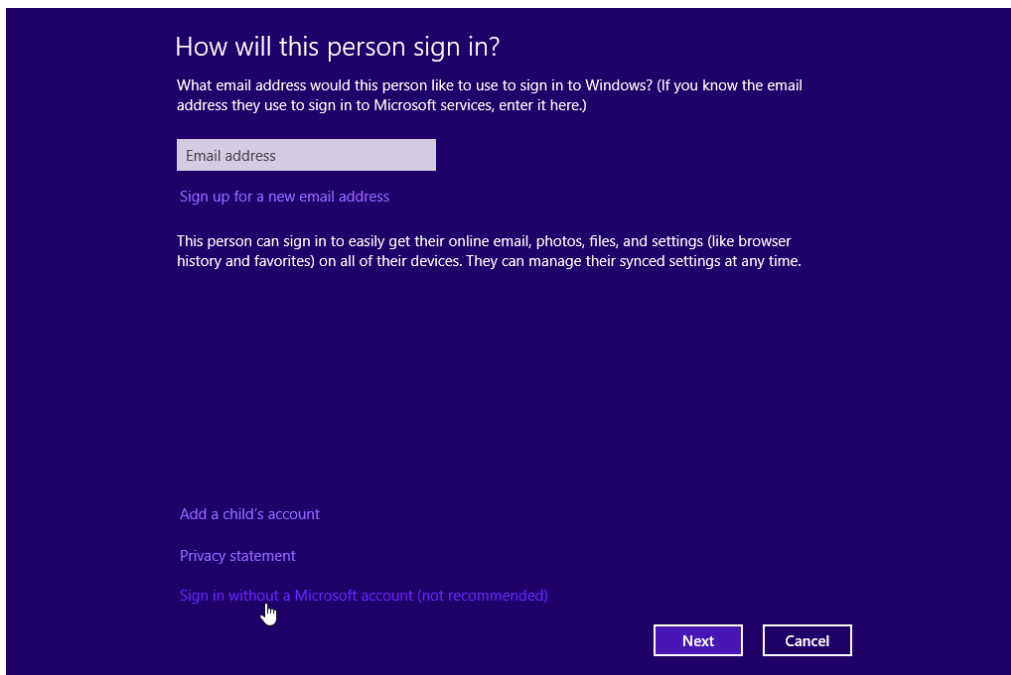a. The **User Accounts** window opens. Click **Manage another account**.

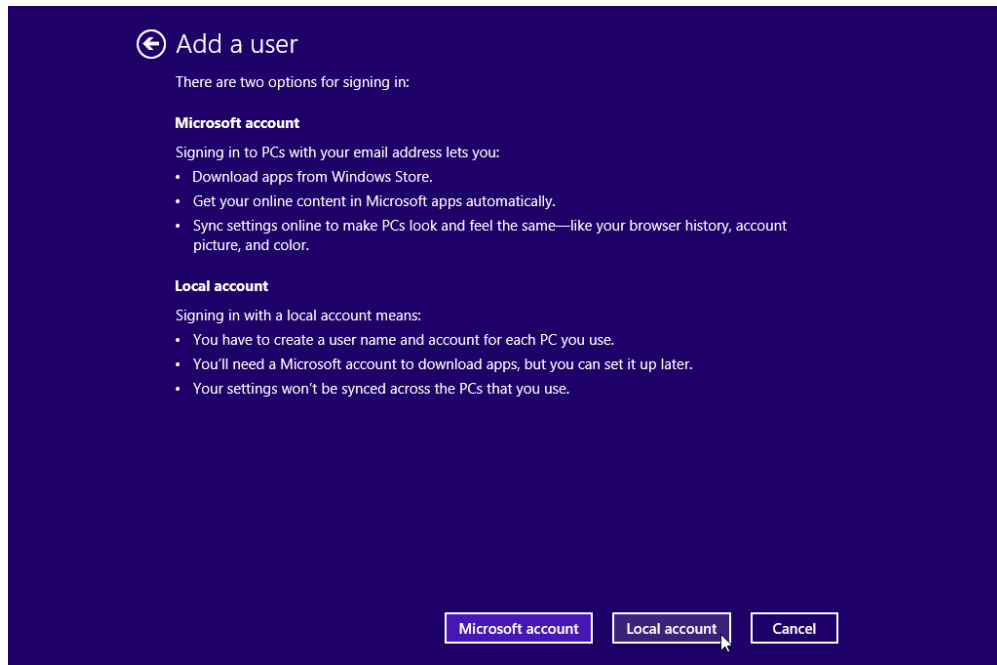b. The **Manage Accounts** window opens. Click **Add a new user in PC settings**.

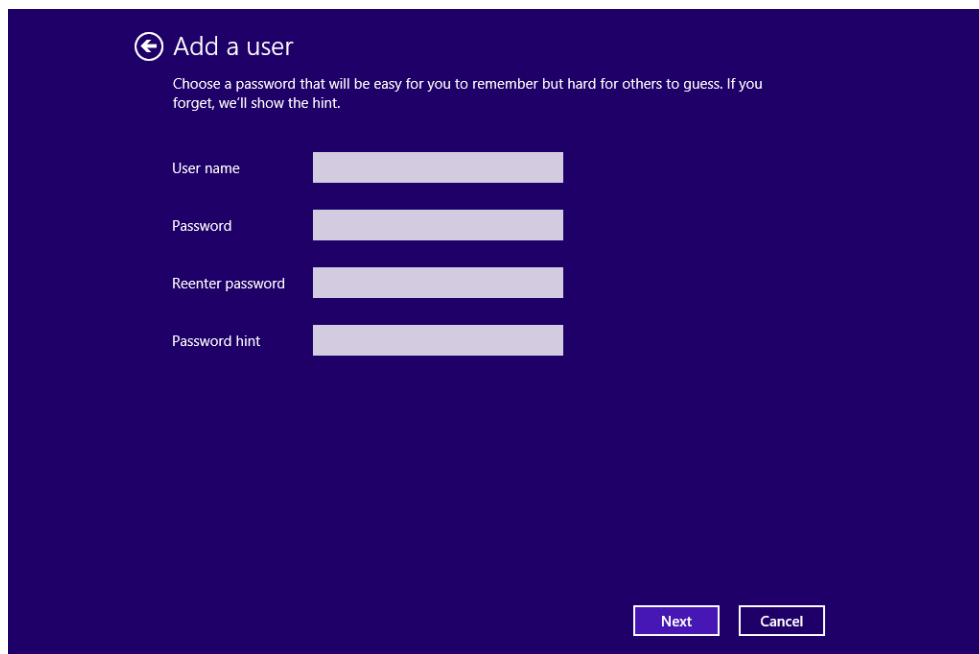c. The **Manage other accounts** window opens. Click **Add an account.**

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.

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

h.   Reenter the password in the **Reenter password** field.

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

j.   Click **Next**.

k.   The final **Add a user** window opens. Click **Finish**.
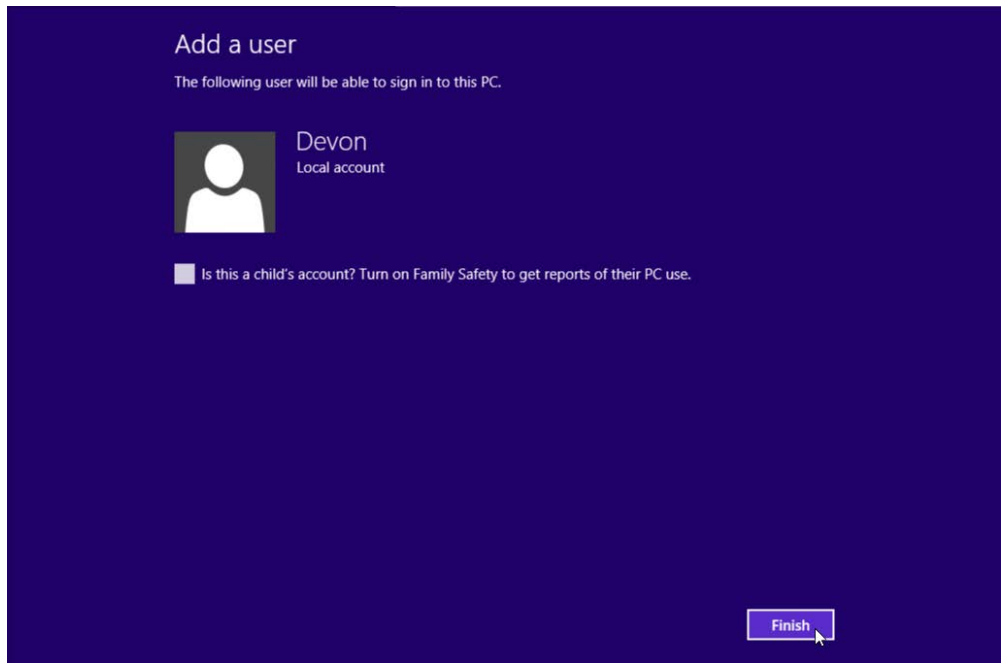
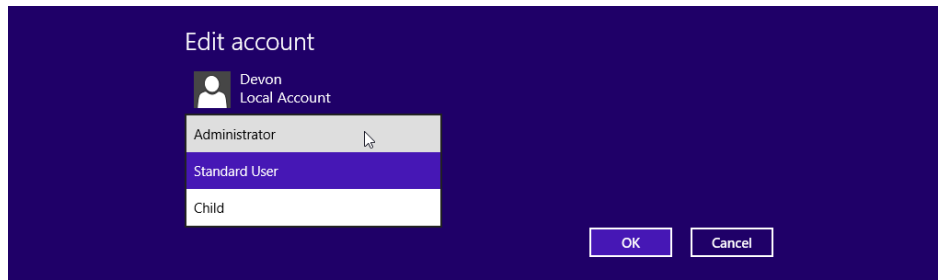## Step 3:   Change the Account Type

a.   The **Manage other accounts** window opens. Click on the user you just created, and then click **Edit**.
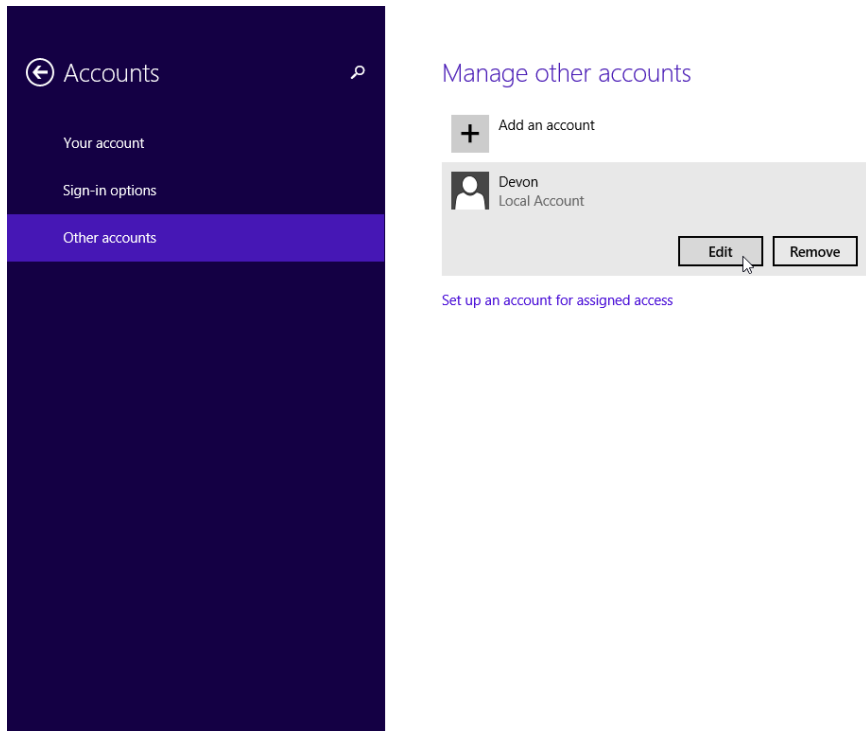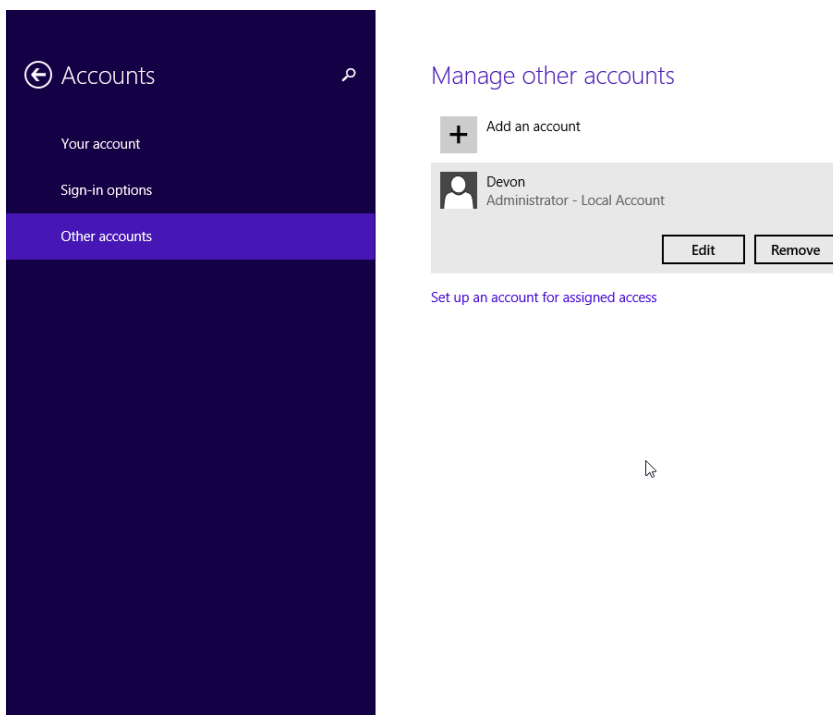

What information is listed for the new account?

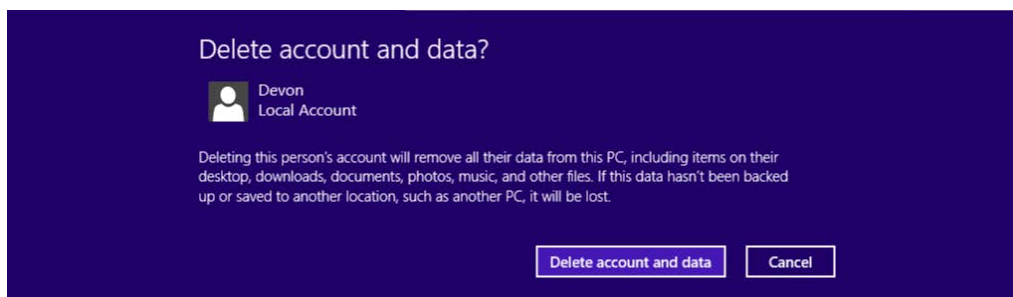b. The **Edit Account** window opens. Select **Administrator** as the account type. Click **OK**.
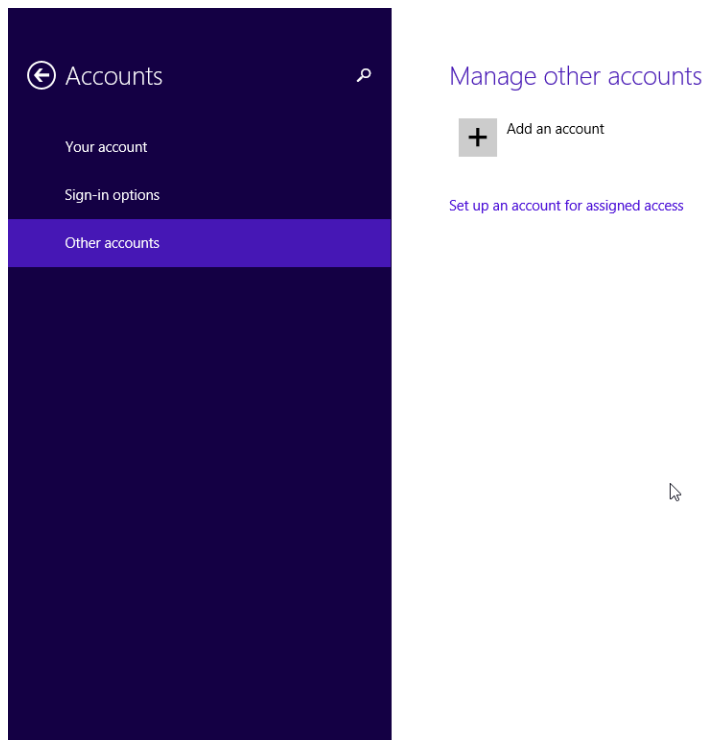

Step 4:   Delete the Account

a. The **Manage other accounts** window opens. Click **Remove**.

b. The **Delete account and data?** window opens. Click **Delete account and data**.

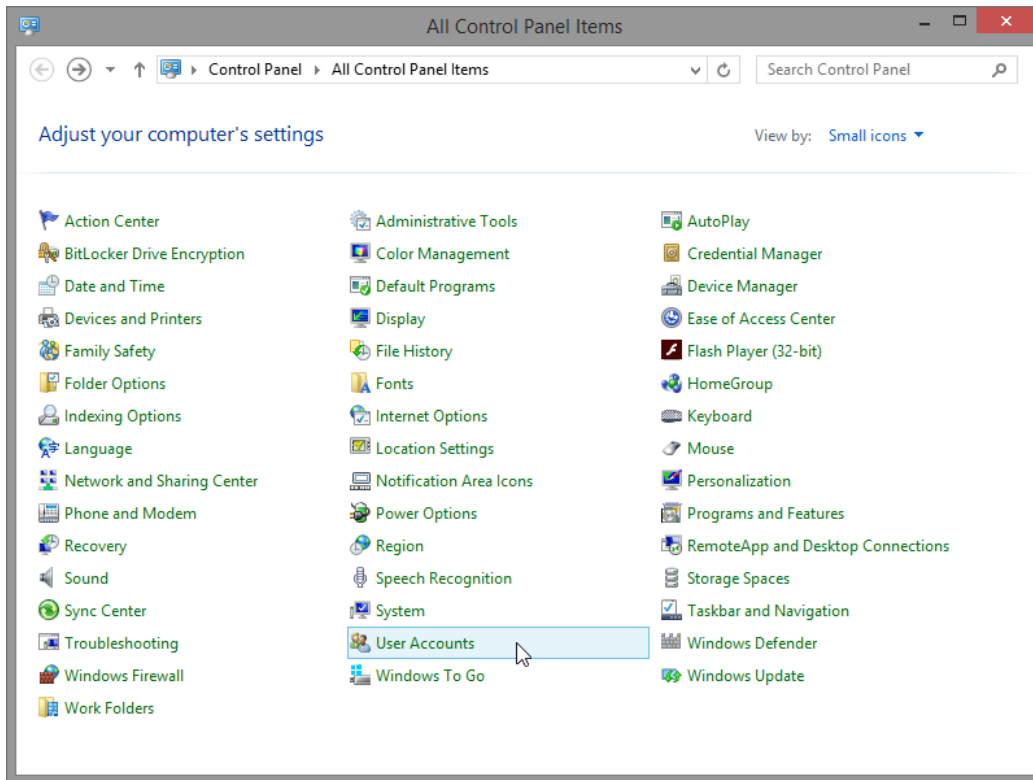c. Notice the account is no longer listed. Close all open windows.

Part 2: Windows 8.0

Step 1: Open the User Account Tool

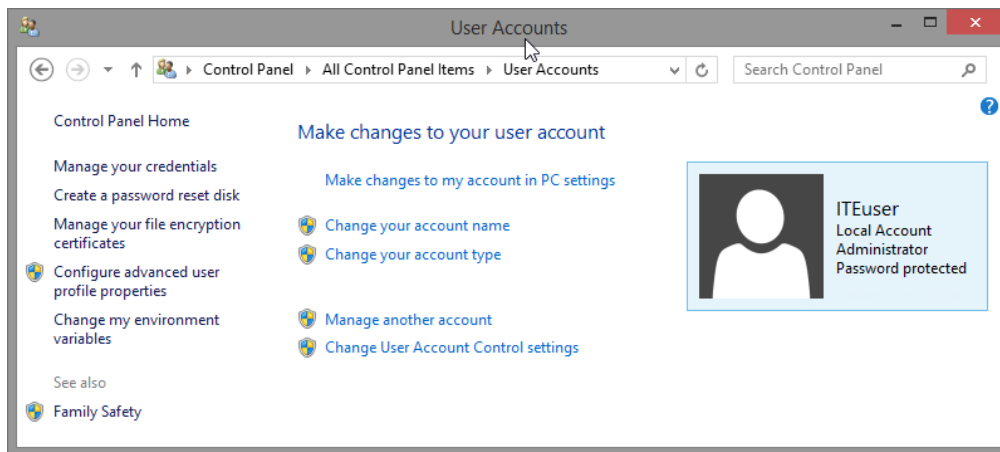a. Log on to the computer with an Administrator account.
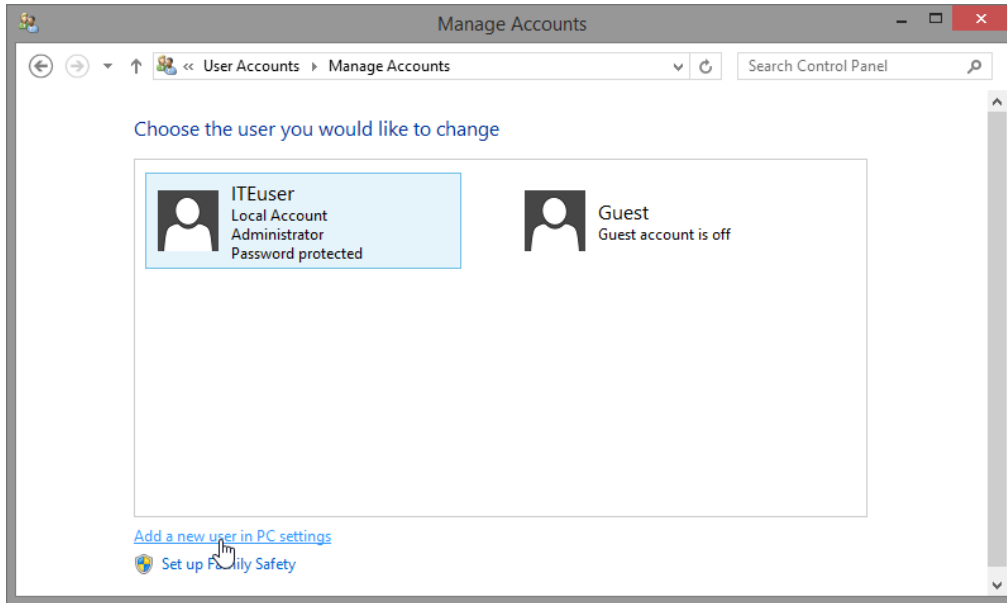
b. Click **Control Panel > User Accounts**.

Step 2: Create an Account

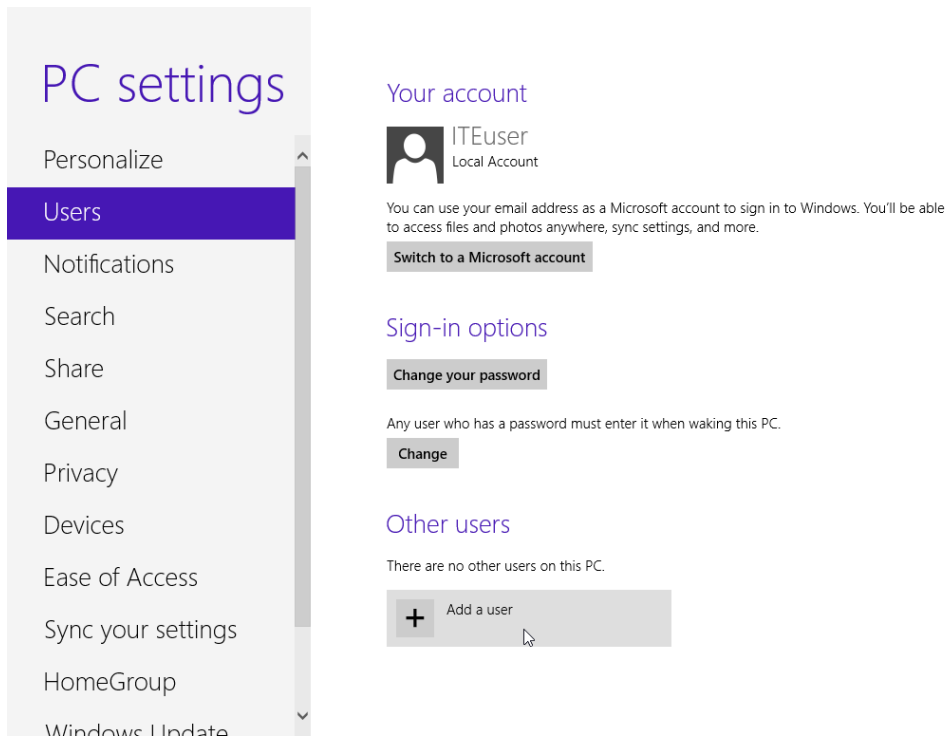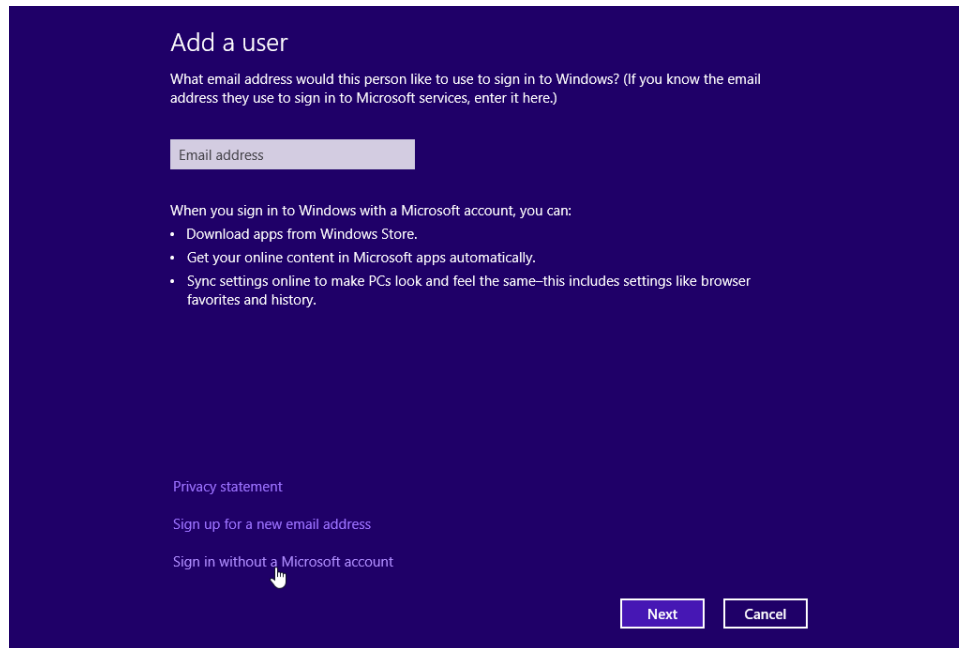a. The **User Accounts** window opens. Click **Manage another account**.

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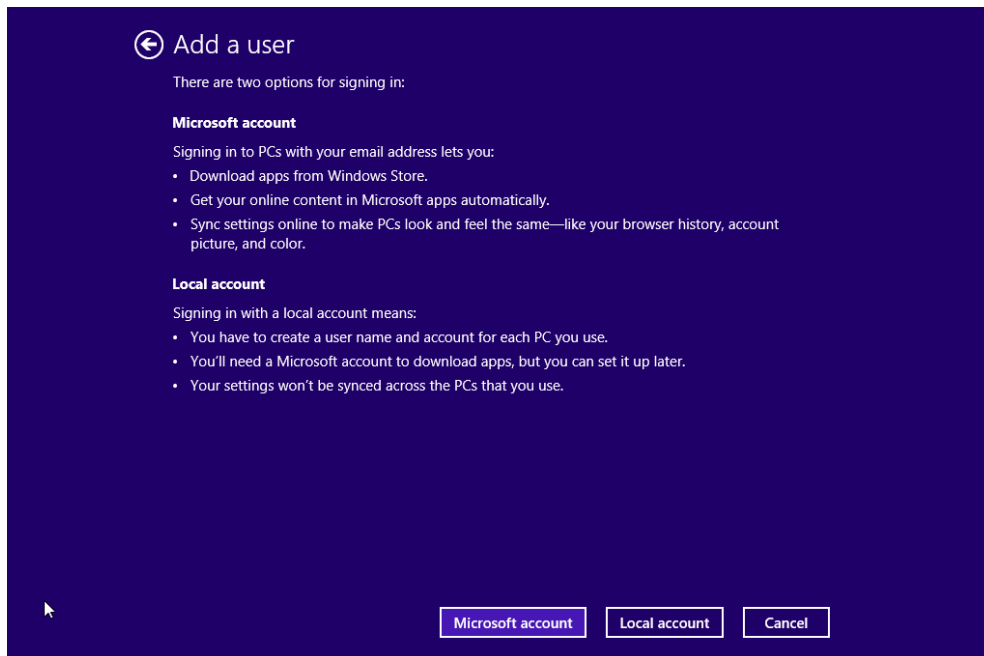

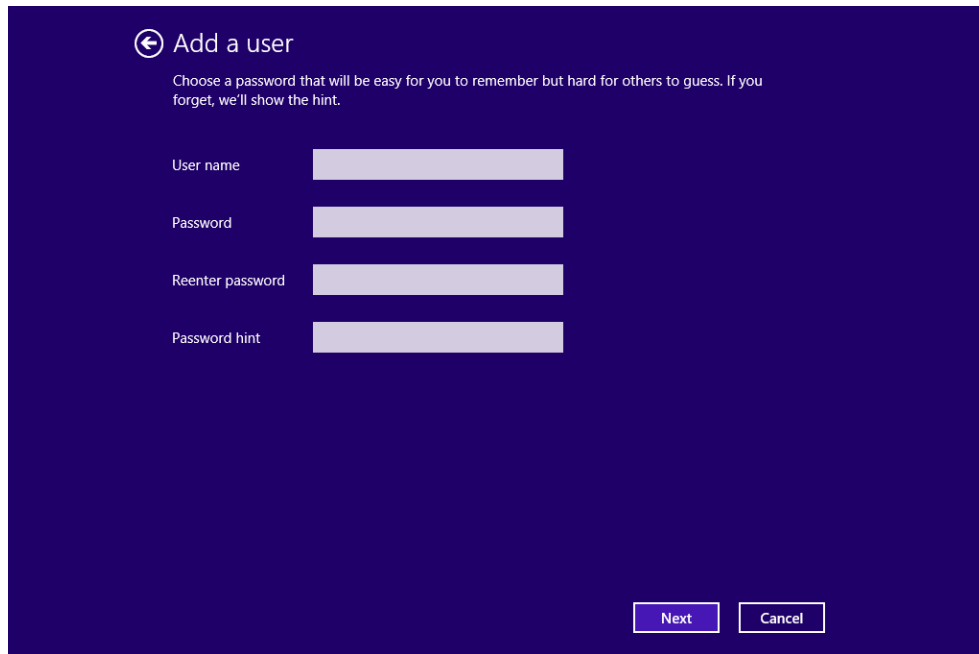c. The **Manage other accounts** window opens. Click **Add a user**.

d.   The **Add a user** window opens. Click **Sign in without a Microsoft account**.

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

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

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

h. Reenter the password in the **Reenter password** field.

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

j. Click **Next**.

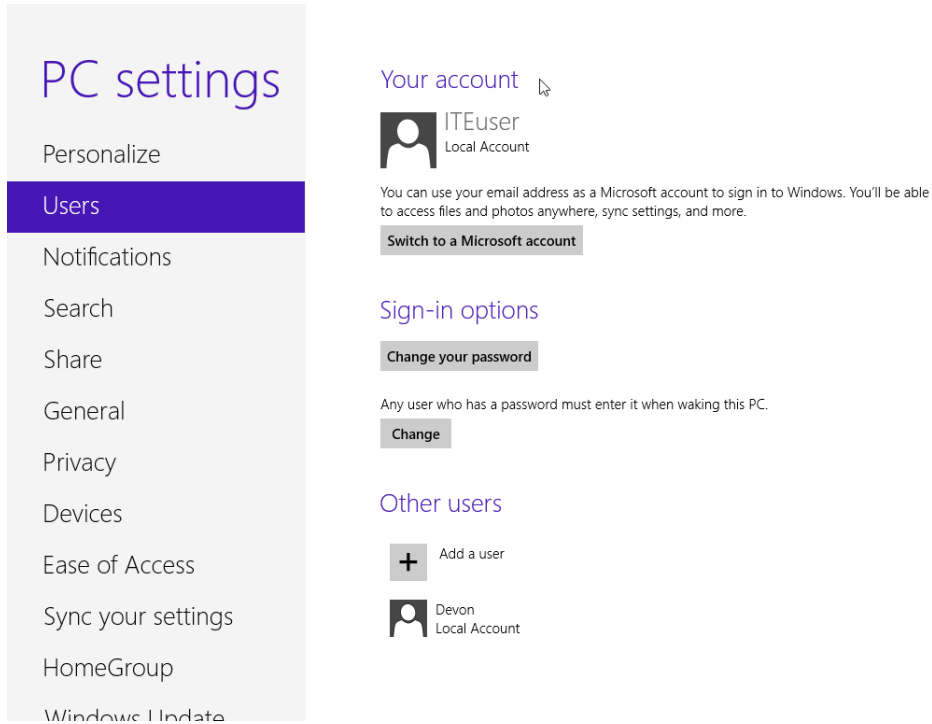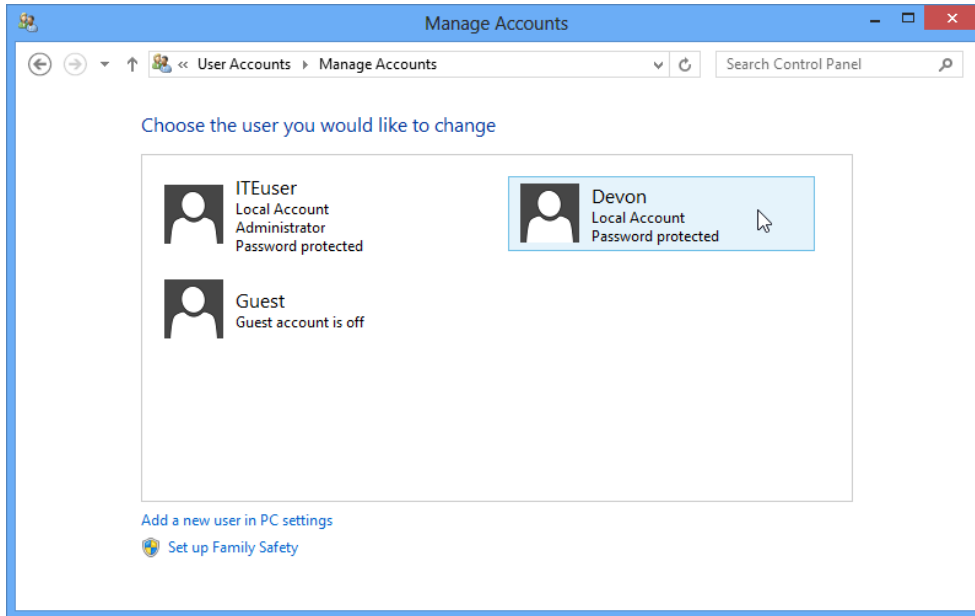k. The final **Add a user** window opens. Click **Finish**.

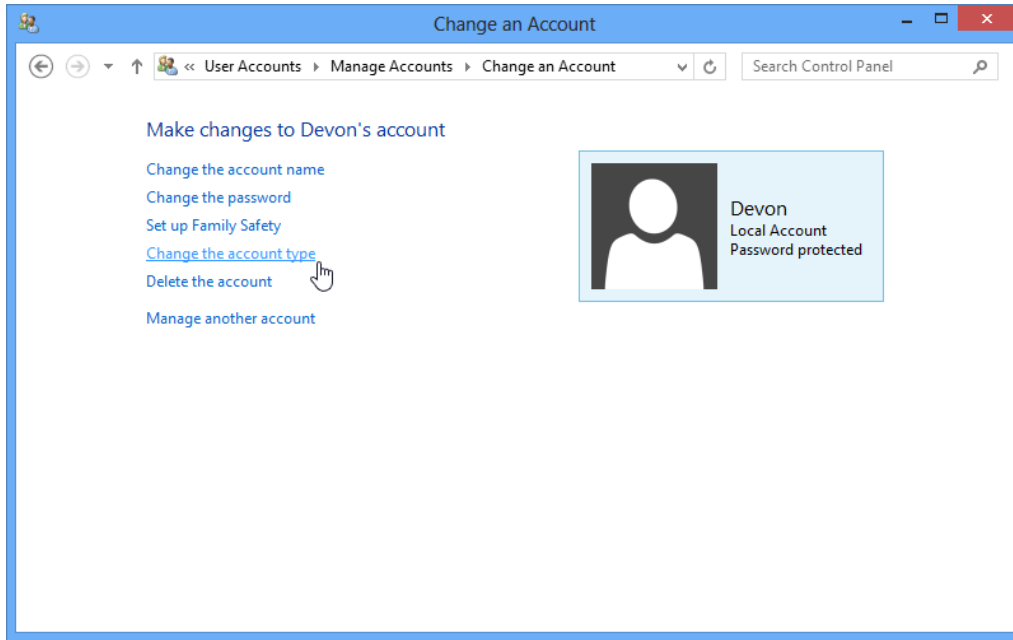l.   The **Your account** window opens. Close all open windows.
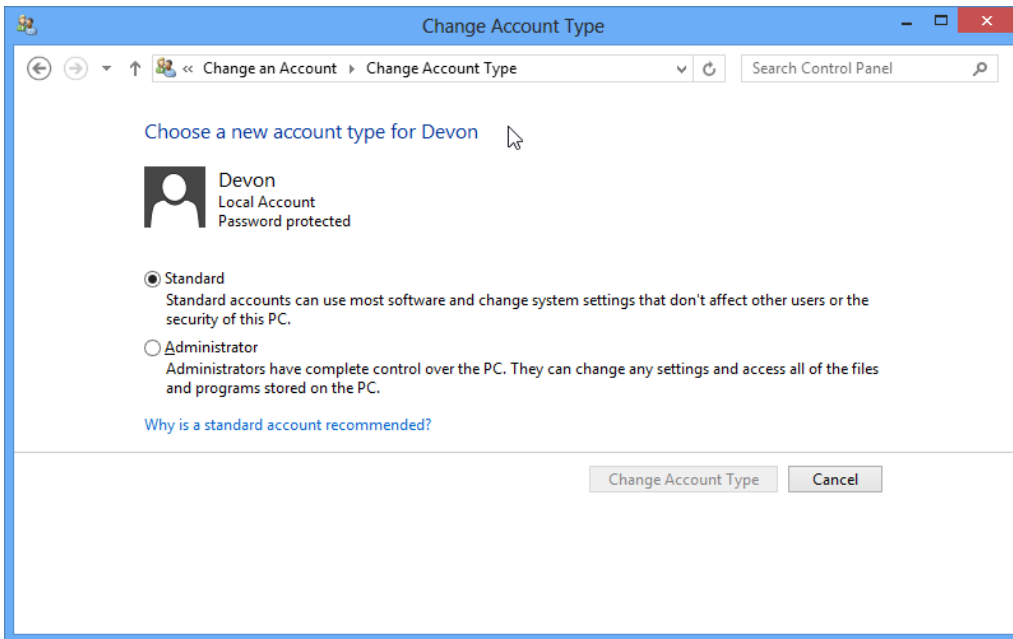

Step 3:   Change the Account Type

a.   Click **Control Panel > User accounts > Manage another account**.

b.   The **Manage Accounts** window opens. Click the new account.

c.   The **Change an Account** window opens. Click **Change the account type**.

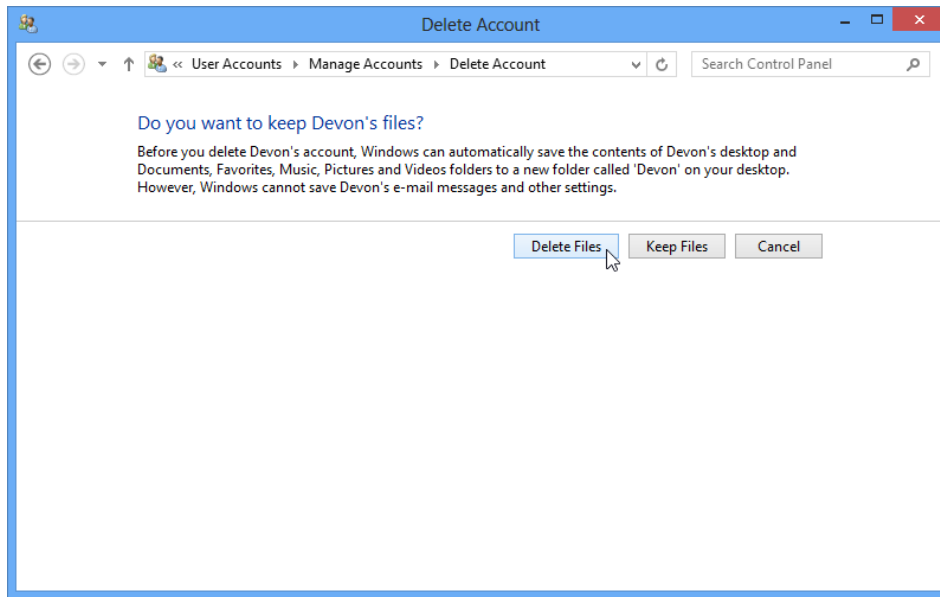d.   Select **Administrator** as the account type. Click **Change Account Type**.

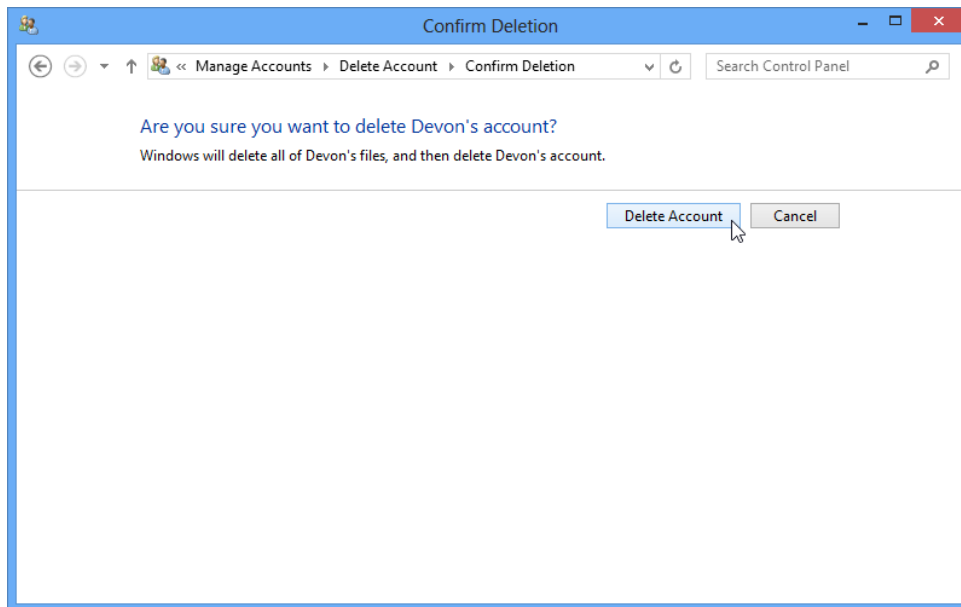What can a user do with an administrator account?

Step 4:   Delete the Account

a.   The **Change an Account** window opens. Click **Delete the Account**.

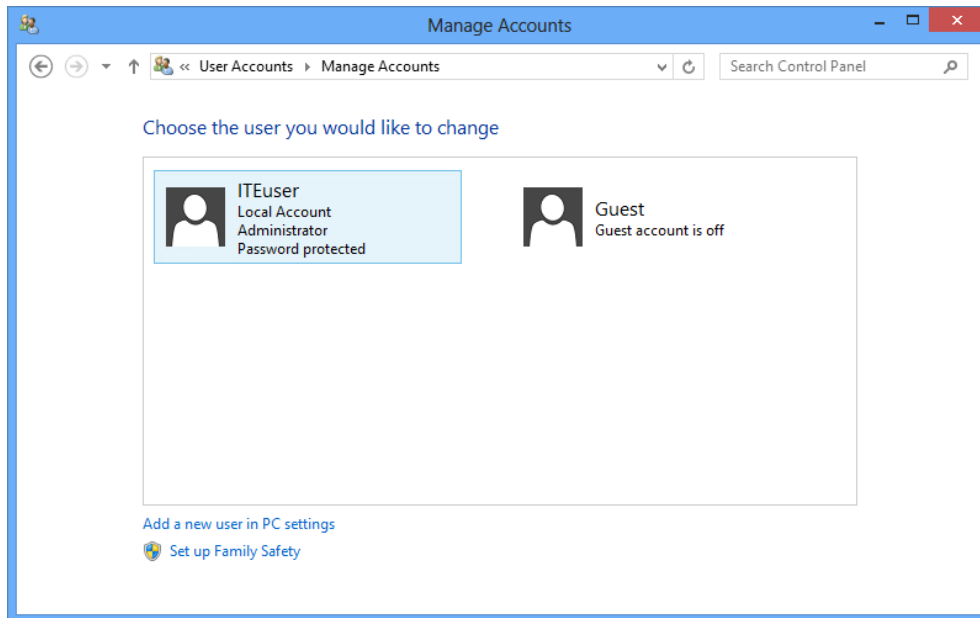b.   The **Delete Account** window opens. Click **Delete Files**.

c.   The **Confirm Deletion** window opens. Click **Delete Account**.

d. Notice the account is no longer listed. Close all opened windows.

Reflection

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

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