IT Essentials 5.0 5.3.2.3 Lab - Create User Accounts in Windows 7

Introduction

Print and complete this lab.

In this lab, you will create user accounts in Windows 7.

Recommended Equipment

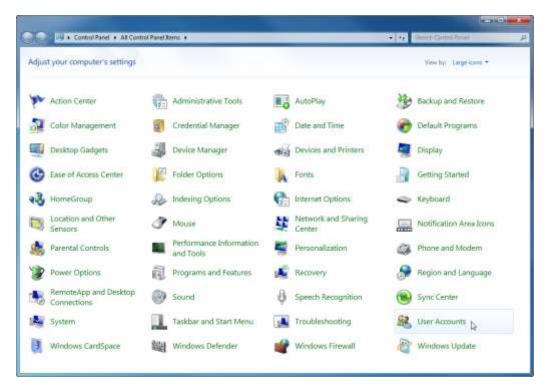
The following equipment is required for this exercise:

· A computer with a new installation of Windows 7

Step 1

Log on to the computer with the Administrator account.

Navigate to the "Control Panel" window by clicking Start > Control Panel.



Double-click the User Accounts icon.

Step 2

The "User Accounts" window appears.



Click Manage another account.

The "Manage Accounts" window appears.

😮 🖉 🖉 « All Control Panel Items 🕨 User Accounts 🕨 Manage Accounts 🔹 👻 🍫 🛛 Se	arch Con 🔎
IT Administrator Password protected Guest account is off	^
Create a new account What is Diser account?	E
Additional things you can do	
🛞 Set up Parental Controls	
Go to the main User Accounts page	

Click Create a new account.

Step 3

The "Create New Account" window appears.

	ounts 🕨 Manage Accounts 🕨 Create New Account	← ← Search (
Name the accou	int and choose an account type	
	or on the Welcome screen and on the Start menu.	
Devon	a of the welcome screen and of the start menu.	
Standard user		
· · · · · · · · · · · · · · · · · · ·	users can use most software and change system settings e computer.	that do n <mark>o</mark> t affect other users or
notification settin	ive complete access to the computer and can make any de gs, administrators may be asked to provide their password that affect other users.	
We recommend t	hat you protect every account with a strong password.	
Why is a standard ac	count recommended?	

What can a user do with a limited account?

What limitations does this type of an account have?

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.

Click Create Account.

Step 4

Click the user account you just created.

🔍 🗣 📽 « All Control Panel Items 🔸 User Acco		1 Con
Devon Standard user	IT Administrator Password protected	
Guest Guest account is off		
Create a new account		
What is a user account?		
Additional things you can do		
😵 Set up Parental Controls		
Go to the main User Accounts page		

The "Make changes to Devon's account?" screen appears.



What information is listed for the new account?

Click Create a password.

🚱 🔵 🗢 🧟 « Char	nge an Account 🕨 Create Password 👻 🍫	Search Con 🔎
Create a password	for Devon's account	^
Devon Standard	user	
You are creating a passv	vord for Devon.	
Web sites or network	vill lose all EFS-encrypted files, personal certificates and stored pa resources. the future, ask Devon to make a password reset floppy disk.	sswords for
17.0	menuture, ask bevon to make a password reset hoppy disk.	E

	s capital letters, they must be typed the same way every time. password	
Type a password hint		
The password hint will b What is a password hint	e visible to everyone who uses this computer. ?	
	Create password	Cancel
	10	

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

Step 5

The "Make changes to Devon's account?" screen appears.



What information is listed for the new account?

Click Change the account type.

Step 6

The "Change Account Type" window appears.



Select Administrator as the account type.

What can a user do with an administrator account?

Click Change Account Type.

Step 7

The "Make changes to Devon's account?" screen appears.



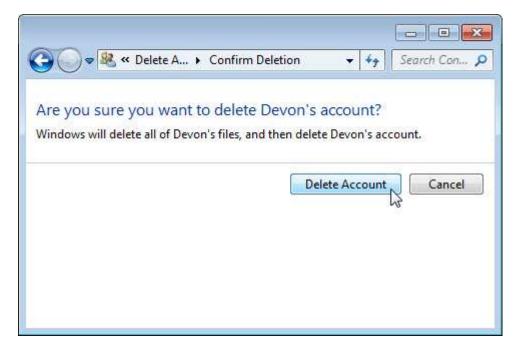
Click Delete the account.

The "Do you want to keep Devon's files?" screen appears.

😋 🔵 🗢 🗟 « Manage A	A • Delete Account	▼ 4 ₇	Search Con 🔎
Do you want to keep [Devon's files?		
Before you delete Devon's acc Devon's desktop and Docume new folder called 'Devon' on y e-mail messages and other se	ents, Favorites, Music, I your desktop. However	Pictures and Vid	leos folders to a
	Delete Files	Keep Files	Cancel

Click **Delete files**.

The "Are you sure you want to delete Devon's account?" screen appears.



Click Delete Account.

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IT Administrator Password protected	Guest Guest account is off	E
Create a new account		
What is a user account?		÷

Notice the account is no longer listed.

Close all opened windows.