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

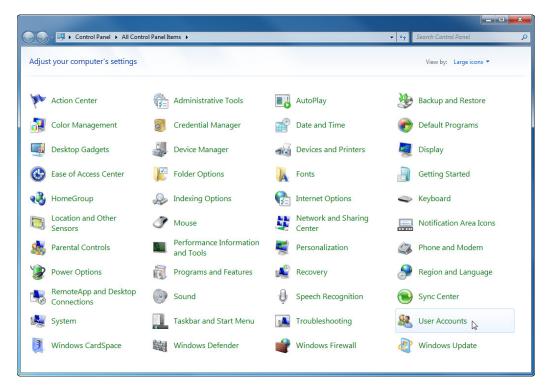
The following equipment is required for this exercise:

• 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 🕨 Use	er Accounts 🕨 Manage Accounts	✓ 4 Search Con
IT Administrator Password protected	Guest Guest account is off	
Create a new account What is Dser 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.

🔵 🗢 🥵 « User Acco	unts 🕨 Manage Accounts	s 🕨 Create New Acc	ount	✓ 49 Search
Name the accou	nt and choose an acc	ount type		
This name will appear	on the Welcome screen ar	nd on the Start menu.		
Devon				
Standard user				
0	isers can use most softwar computer.	e and change system	settings that do not	t affect other users or
Administrator				
notification setting	e complete access to the c s, administrators may be a at affect other users.			
We recommend th	at you protect every accou	int with a strong pass	word.	
Why is a standard acc	ount recommended?			
			Create Accour	nt Cancel

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.

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Devon Standard user	•
Guest Guest account is off	
Create a new account	E
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.

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🚱 🕞 🗢 🤽 « Change an Account 🔸 Create Password 🔹 😽 Search Con	٩
Create a password for Devon's account	•
Devon Standard user	
You are creating a password for Devon.	
If you do this, Devon will lose all EFS-encrypted files, personal certificates and stored passwords for Web sites or network resources.	
To avoid losing data in the future, ask Devon to make a password reset floppy disk.	
•••••	
••••••	
If the password contains capital letters, they must be typed the same way every time. How to create a strong password	
Type a password hint	
The password hint will be visible to everyone who uses this computer. What is a password hint?	
Create password Cancel	-

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

Step 5

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

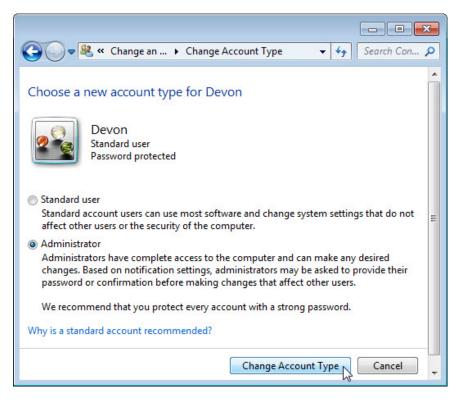


What information is listed for the new account?

Click Change the account type.

Step 6

The "Change Account Type" window appears.



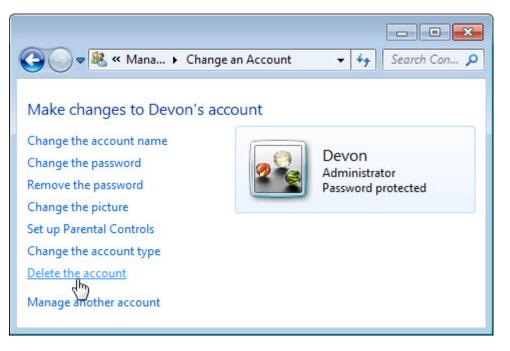
Select Administrator as the account type.

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.

Coo V & Manage A > Delete Account V Search Con >
Do you want to keep Devon's files? Before you delete Devon's account, Windows can automatically save the contents of Devon's desktop and Documents, Favorites, Music, Pictures and Videos folders to a new folder called 'Devon' on your desktop. However, Windows cannot save Devon's e-mail messages and other settings.
Delete Files Cancel

Click Delete files.

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

Confirm Deletion - 4 Search Con P
Are you sure you want to delete Devon's account? Windows will delete all of Devon's files, and then delete Devon's account.
Delete Account Cancel
45

Click Delete Account.

🚱 🔍 💐 « User Accounts 🕨 Manage Accounts	• 4 7	Search Con 🔎
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.