IT Essentials 5.0

10.2.1.7 Lab - Securing Accounts, Data, and the Computer in Windows 7

Print and complete this lab.

In this lab, you will explore how to secure accounts, data, and the computer in Windows 7.

Recommended Equipment

The following equipment is required for this exercise:

- A computer system running Windows 7 is required for this exercise

Step 1

Boot the computer and enter the key(s) required to enter the "BIOS Setup Utility" window.

Note: Since there are several arrangements and features in different BIOSs, you may need to search for the features talked about in the lab. Also, if your BIOS does not support the feature talked about in the lab, move to the next feature.
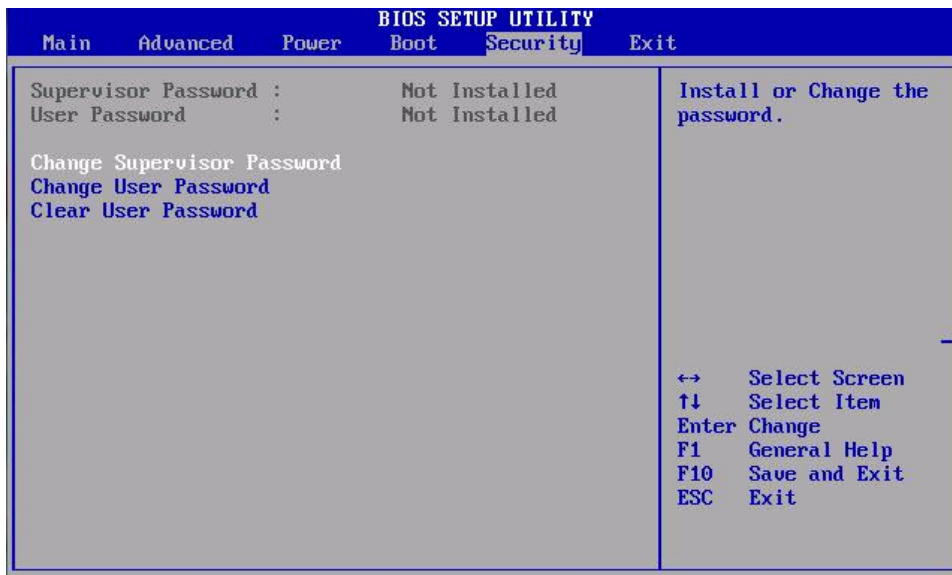
Click the **Security** tab.

To set the User password:

Select **Change User Password** then press **Enter**.

Type the password **us3rIT** then press **Enter**.

To confirm the new password type **us3rIT** then press **Enter > OK**.

To set the Supervisor password:

Select **Change Supervisor Password** then press **Enter**.

Type the password **sup3IT** then press Enter.

To confirm the new password type **sup3IT** then press **Enter > OK**.
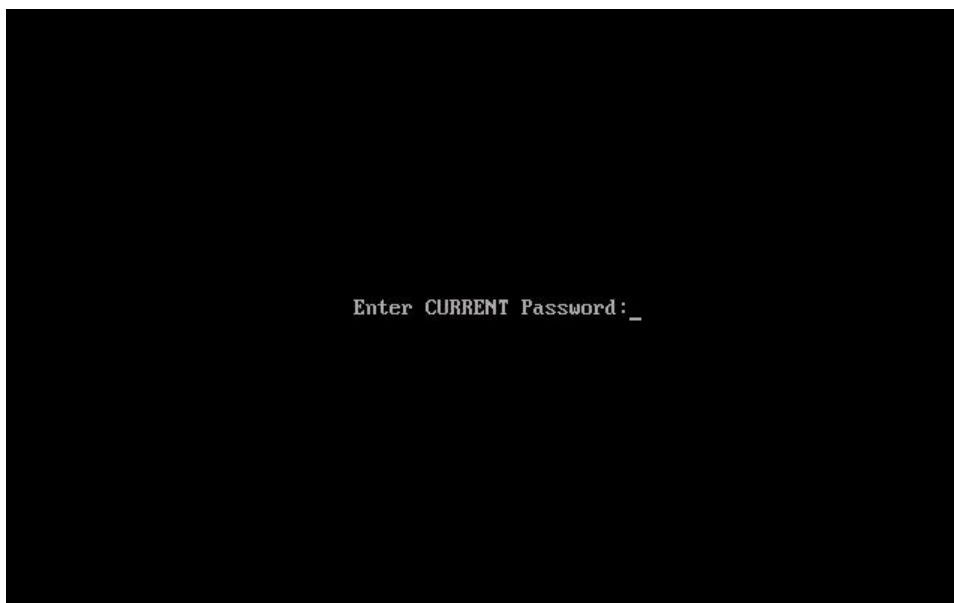
To set the User access level:

Select **User Access Level** then press **Enter**.

Select **No Access** then press **Enter**.

Select **Exit > Exit Saving Changes > OK**.

Step 2

When the computer restarts enter the key(s) required to enter the "BIOS Setup Utility" window.
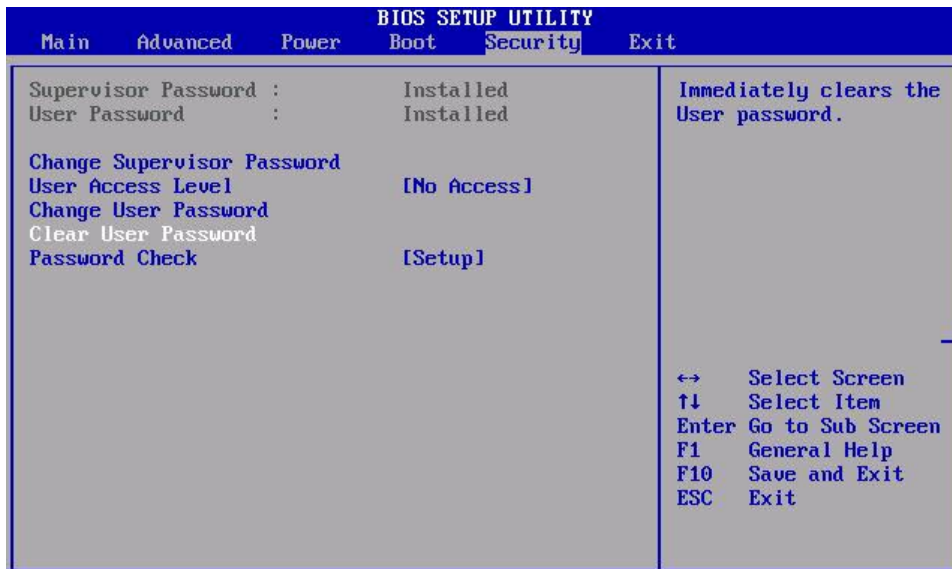

Enter the User password **us3rIT**.

Did you gain access to the BIOS?

Restarts the computer if needed, enter the key(s) required to enter the "BIOS Setup Utility" window.

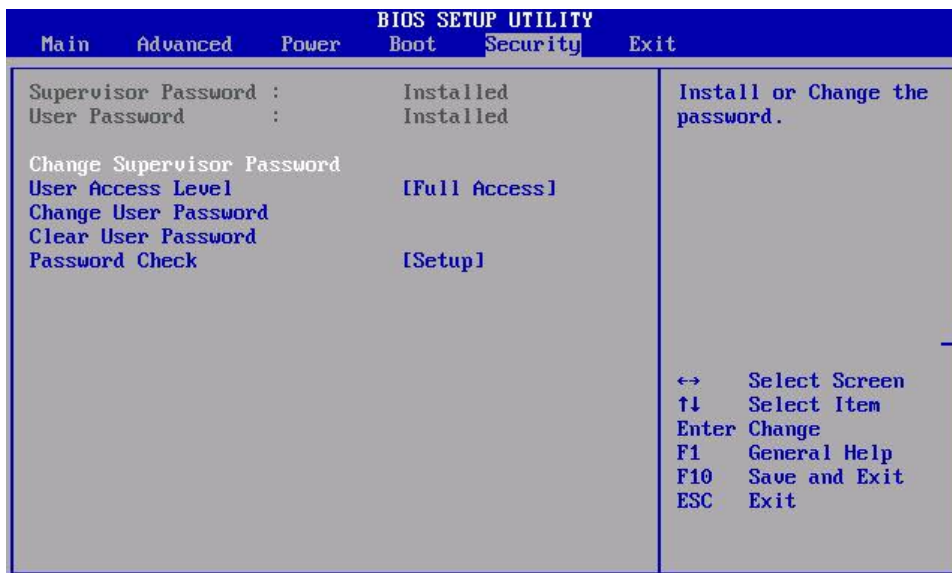Enter the Supervisor password **sup3IT**.

Did you gain access to the BIOS?

```
                          BIOS SETUP UTILITY
     Main    Advanced    Power    Boot    Security    Exit

   Supervisor Password :        Installed          Immediately clears the
   User Password      :         Installed          User password.

   Change Supervisor Password
   User Access Level            [No Access]
   Change User Password
   Clear User Password
   Password Check               [Setup]


                                                    ─
                                              ↔      Select Screen
                                              ↑↓     Select Item
                                              Enter Go to Sub Screen
                                              F1    General Help
                                              F10   Save and Exit
                                              ESC   Exit
```

Click the **Security** tab.

To clear the User password:

Select **Clear User Password** then press **Enter > OK**.

```
                          BIOS SETUP UTILITY
     Main    Advanced    Power    Boot    Security    Exit

   Supervisor Password :        Installed          Install or Change the
   User Password      :         Installed          password.

   Change Supervisor Password
   User Access Level            [Full Access]
   Change User Password
   Clear User Password
   Password Check               [Setup]


                                                    ─
                                              ↔      Select Screen
                                              ↑↓     Select Item
                                              Enter Change
                                              F1    General Help
                                              F10   Save and Exit
                                              ESC   Exit
```
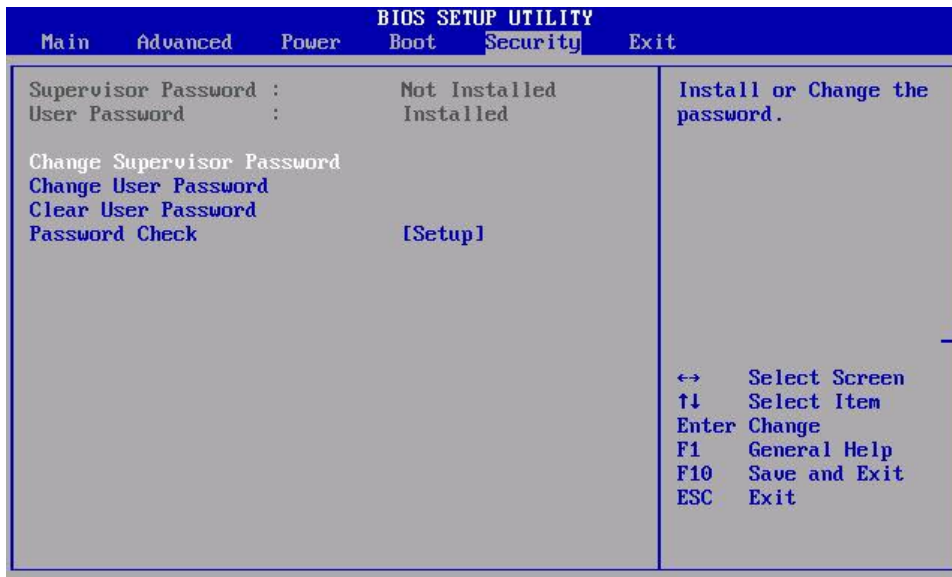
To remove the Supervisor password:

Select **Change Supervisor Password** then press **Enter >** type **sup3IT > Enter**.

For the new password press **Enter**.

What message appeared?

Press Enter for **OK**.

All passwords should now be removed.
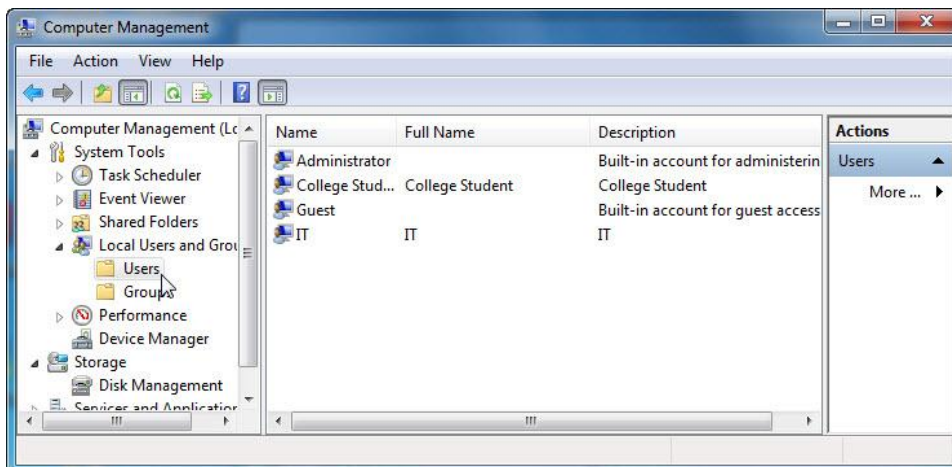
Select **Exit > Exit Saving Changes > OK**.

Step 3

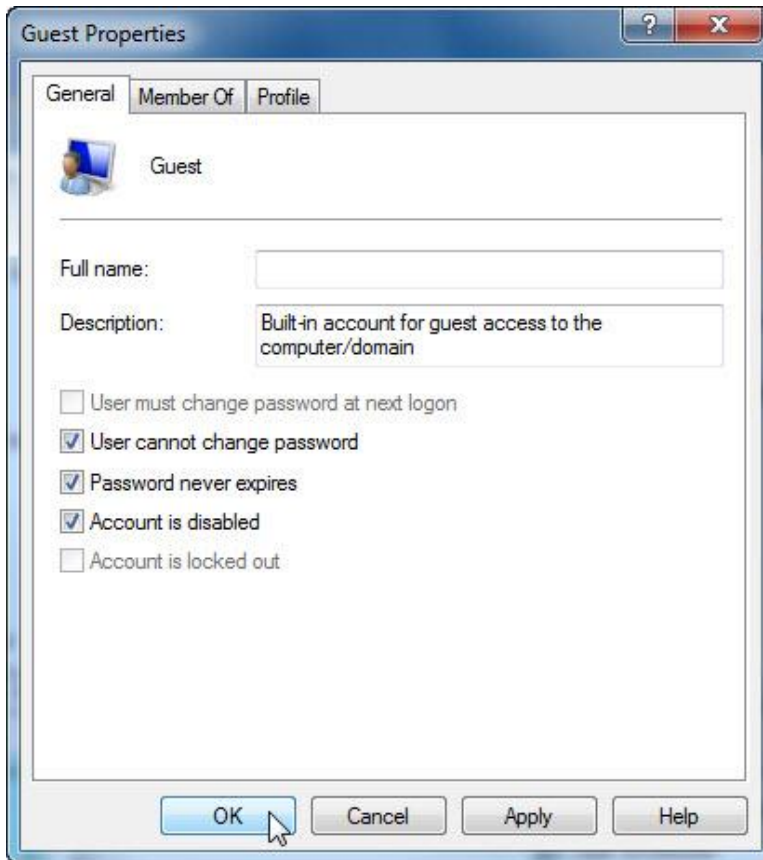Log on to the computer with the Administrator account.

Click **Start > Computer > Local Disk (C:)**. Select **New folder >** name the folder **No Access**.

Click **Start > Control Panel > Administrative Tools > Computer Management**.
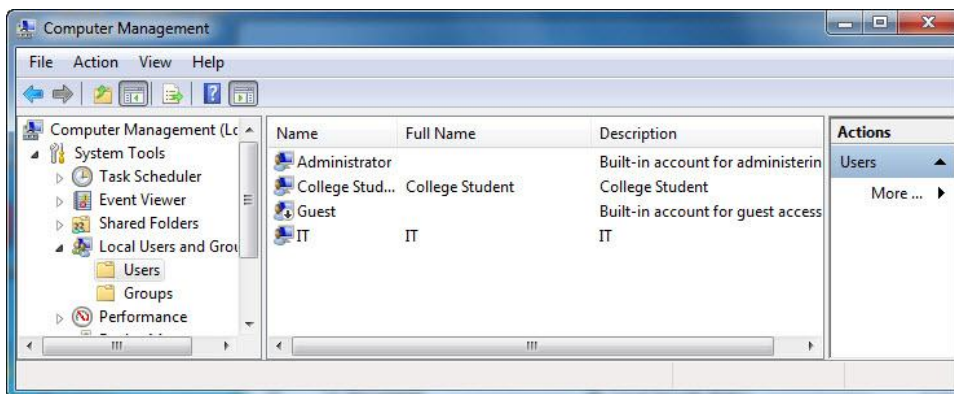
The "Computer Management" Window opens.

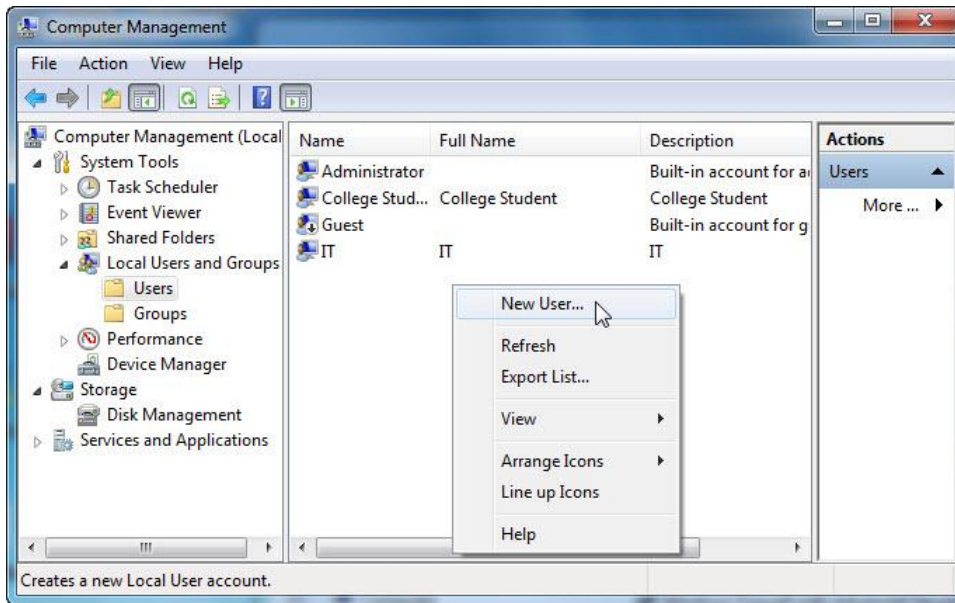Expand the arrow next to **Local Users and Groups >** select **Users**.

Right-click **Guest > Properties >** place a check mark next to **Account is disabled > OK**.

What do you notice about the Guest account icon?

Step 4

Right-click in an open area in the middle panel of the "Computer Management" window.

Select **New User**.

The "New User" window opens.
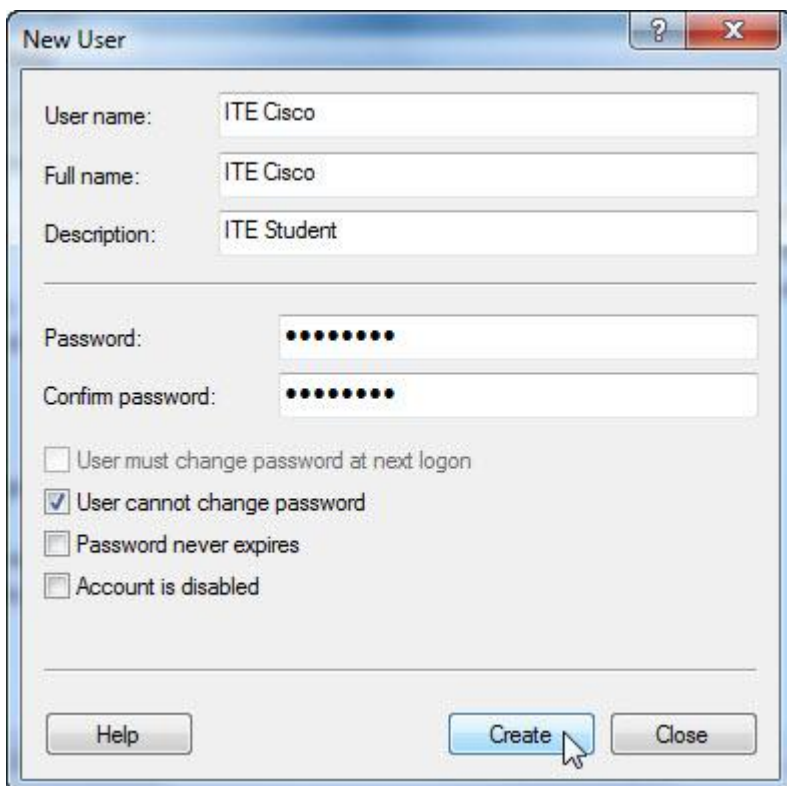
Enter the following account information:
User name: **ITE Cisco**
Full name: **ITE Cisco**
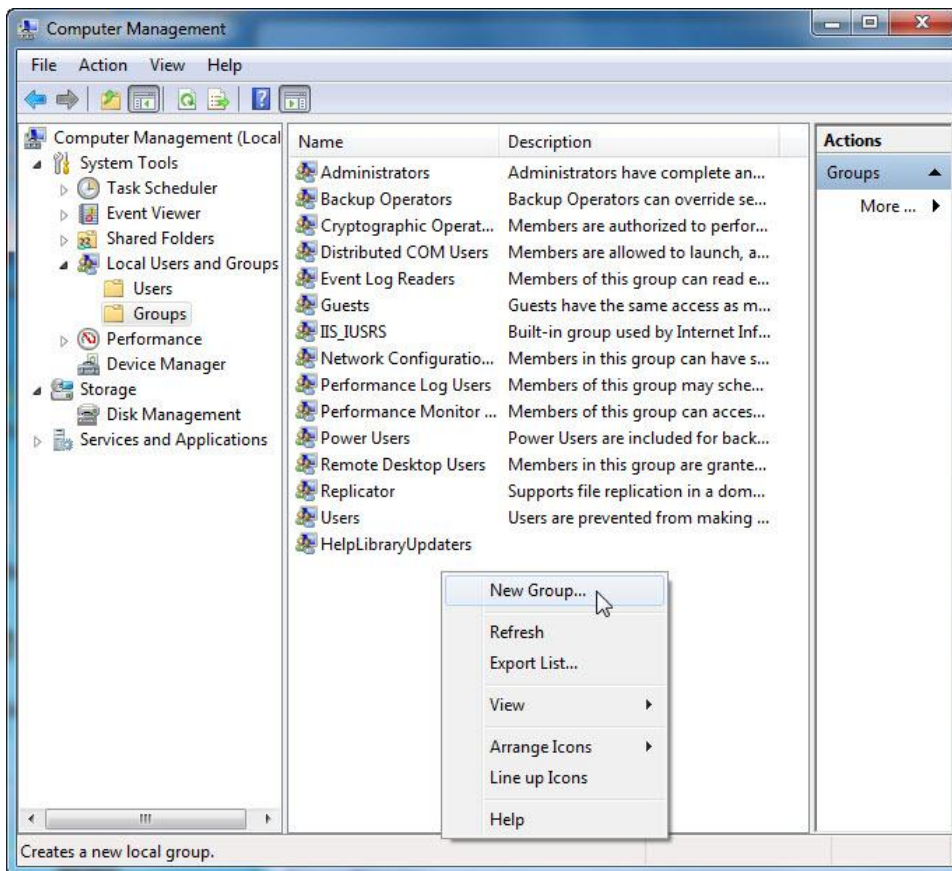Description: **ITE Student**
Password and Conform password: **Tc!15Kwz**

Remove the check mark next to **User must change password at the next logon**.

Place a check mark next to **User cannot change password**.

Click **Create > Close**.

Step 5

The "Computer Management" Window opens.

Expand the arrow next to **Local Users and Groups** > select **Groups**.

Right-click in an open area in the middle panel and select **New Group**.

The "New Group" window opens.
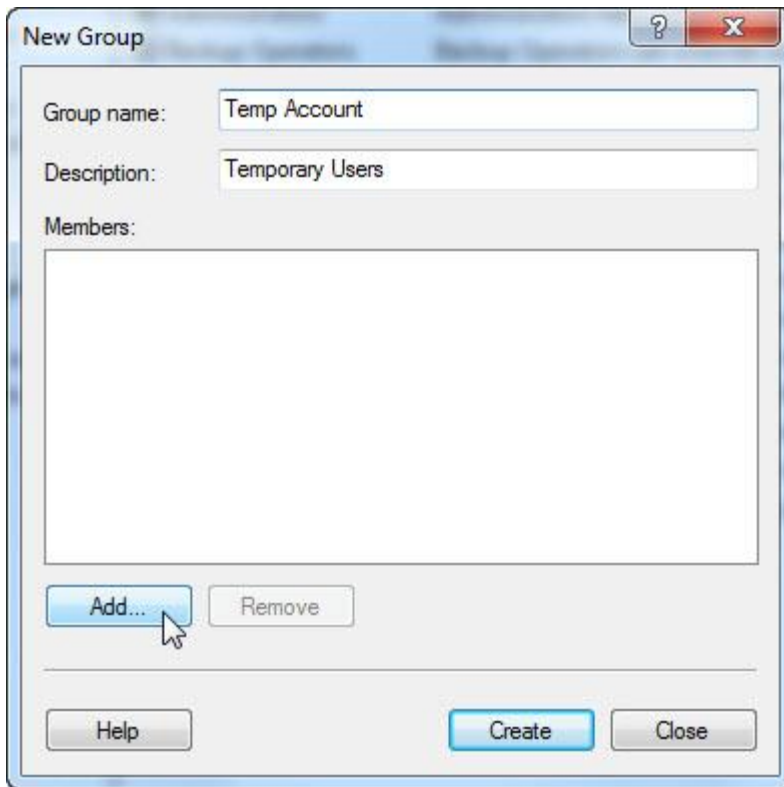
Enter the following information:
Group name: **Temp Account**
Description: **Temporary Users**

Click **Add**.

The "Select Users" window opens.
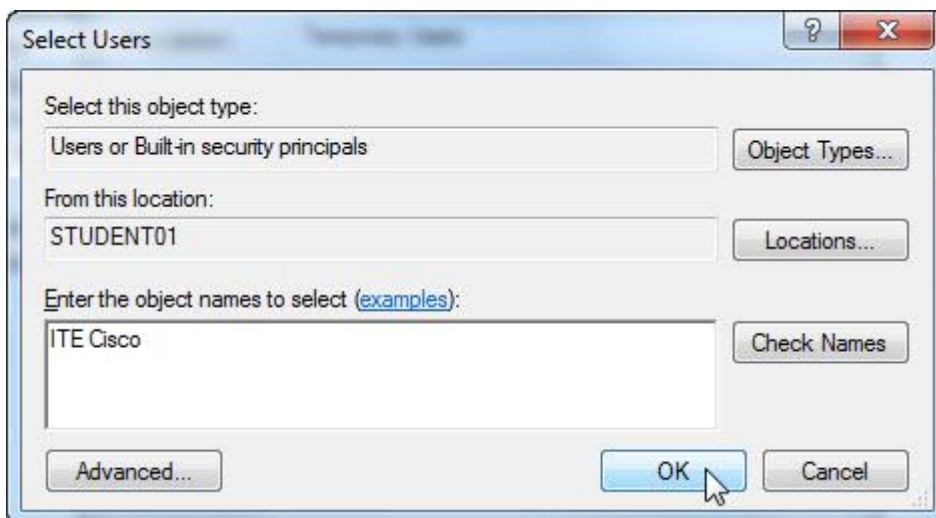
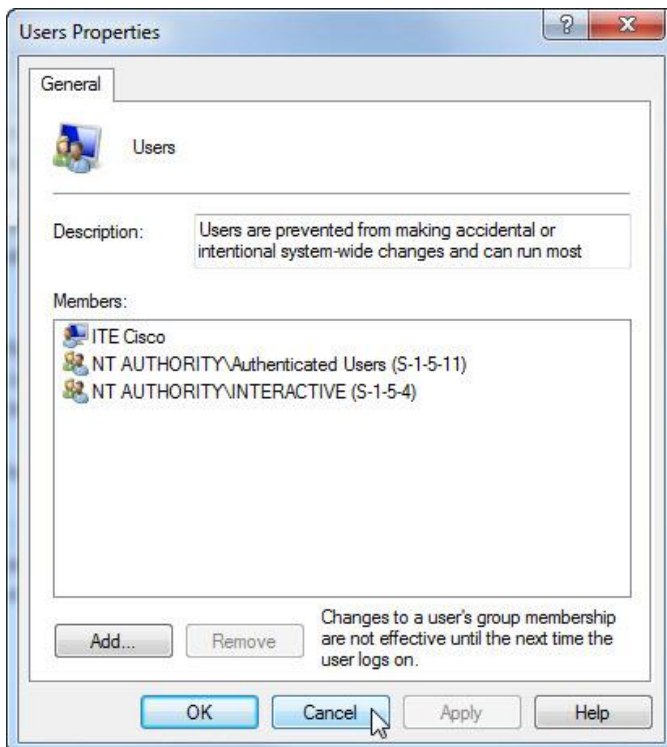In the **Enter the object names to select** field type **ITE Cisco > OK**.

The "New Group" window opens.
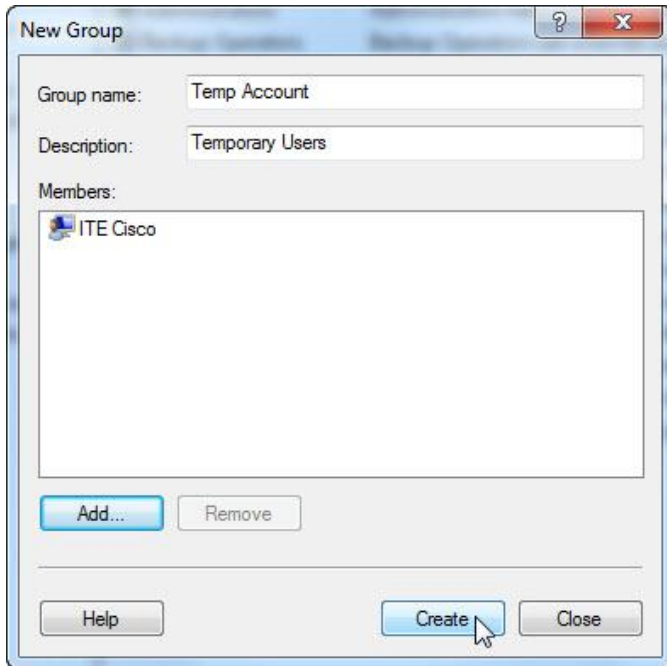
Where has the ITE Cisco account been added to?

Click **Create > Close**.

Double-click the **Users** group.
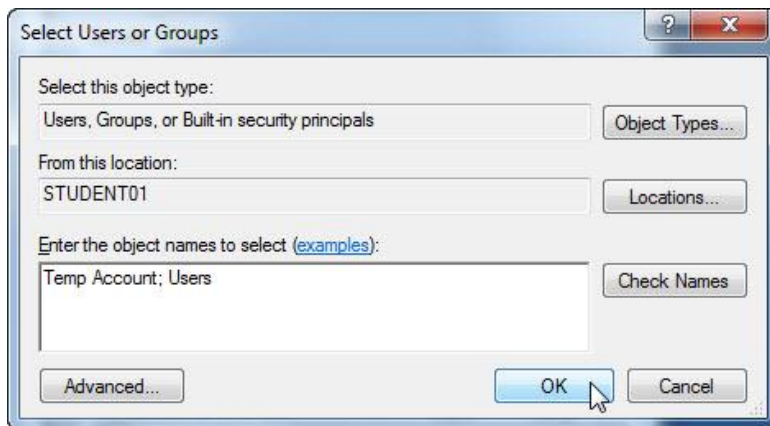
Notice ITE Cisco was added by default to this group.

Click **Cancel** to close the window.
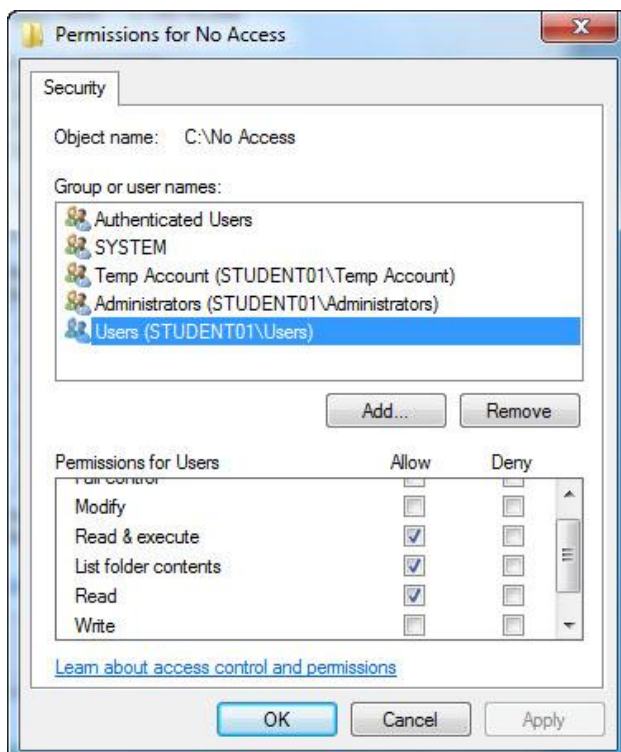
Close all open windows.

Step 6

Navigat to and right-click the **No Access** folder **> Properties > Security** tab **> Edit > Add**.
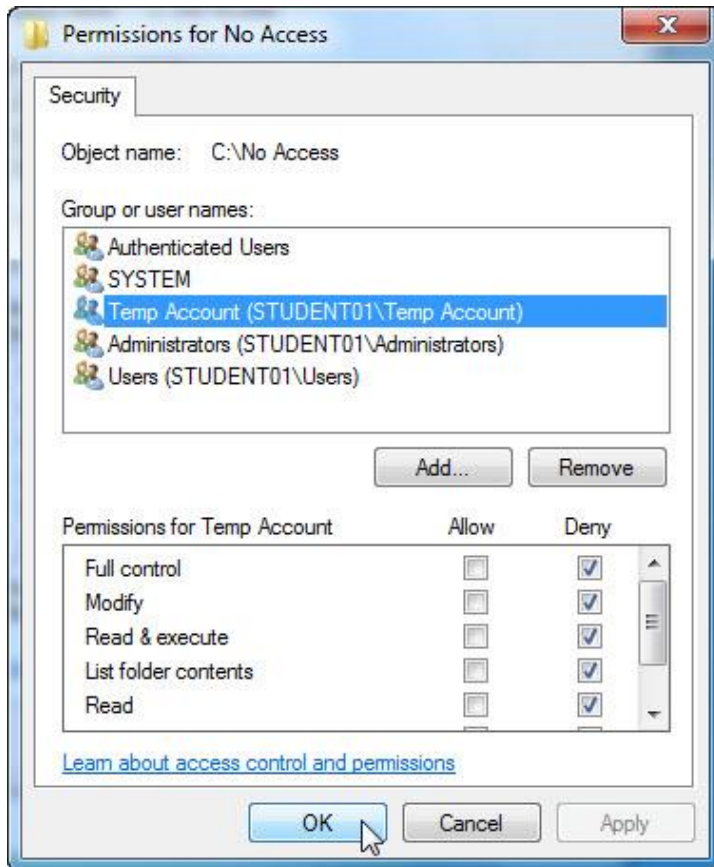
The "Select Users or Groups" window opens.

Type **Temp Account; Users > OK**.

The "Permissions for No Access" window opens.

What Permissions for Temp Account Group and Users Group are activated by default?

Select the **Temp Account** group.

Select **Deny** for Full control.

What happens?

Click **OK**.

The "Windows Security" window opens.

What would happen if a member of the Temp Account group belonged to another group that was allowed access to the No Access folder?

Click **Yes**.

Click **OK** to close the "No Access Properties" window.

Close all open windows.
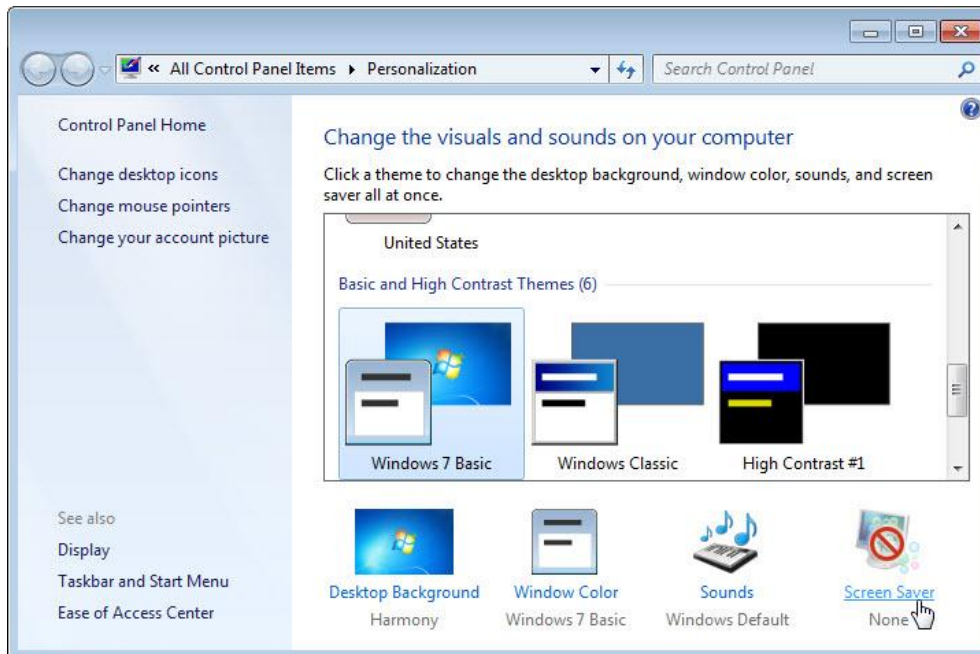
Step 7

Logoff the computer and logon as ITE Cisco

Click **Start > Computer > Local Disk (C:) >** double-click **No Access** folder.

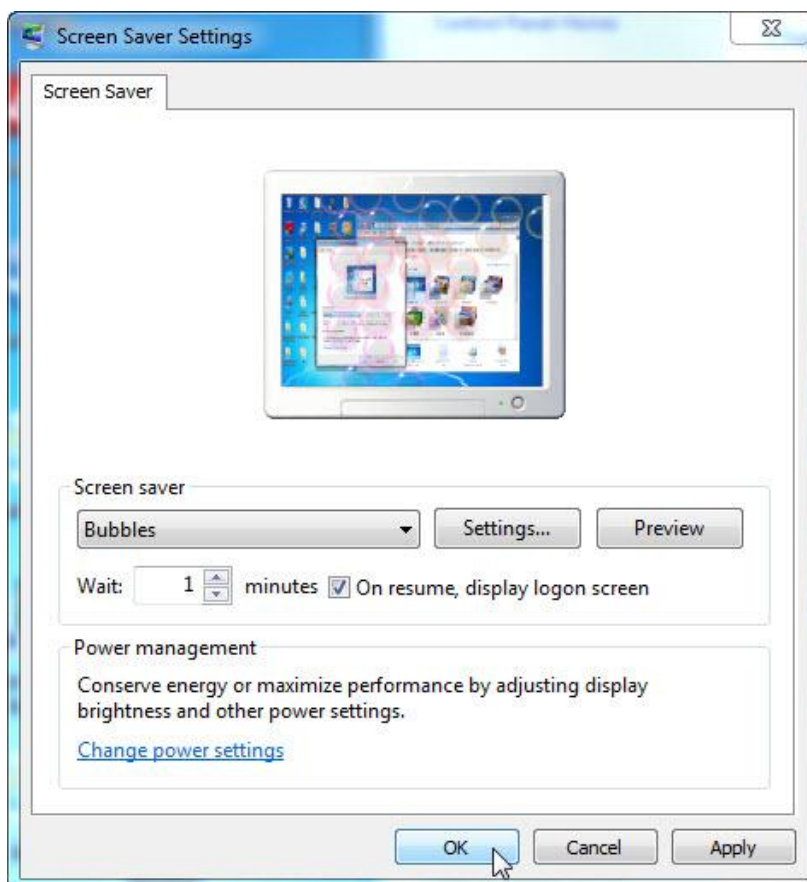Can you access the folder with the ITE Cisco account?

Close any open windows.

Step 8

Right-click on the **Desktop > Personalize > Screen saver**.

The "Screen Saver Settings" window opens.

Select a Screen saver from the drop-down list and place a check mark in the box for **On resume, display logon screen**.

Make sure Wait is set to 1 minute.

Click **OK**.

Wait one minute.

What happens?

Step 9

Navigate back to the "Screen Saver Settings" window.

Set the Screen saver to **(None)** and remove the check mark from **On resume, display logon screen > OK**.

Logoff the computer.

Logon to the computer as an Administrator.

Click **Start > Computer > Local Disk (C:)**. Right-click **No Access** folder **> Delete > Yes**.

Click **Start > Control Panel > Administrative Tools > Computer Management** > expand the arrow next to **Local Users and Groups**.

Select **Users** > right-click **ITE Cisco > Delete > Yes**.

Right-click **Guest** account **> Properties >** remove check mark from **Account is disabled > OK**.

Select **Groups** > right-click **Temp Account > Delete > Yes**.