IT Essentials 5.0

5.3.2.3 Lab - Create User Accounts in Windows 7

Introduction

Print and complete this lab.

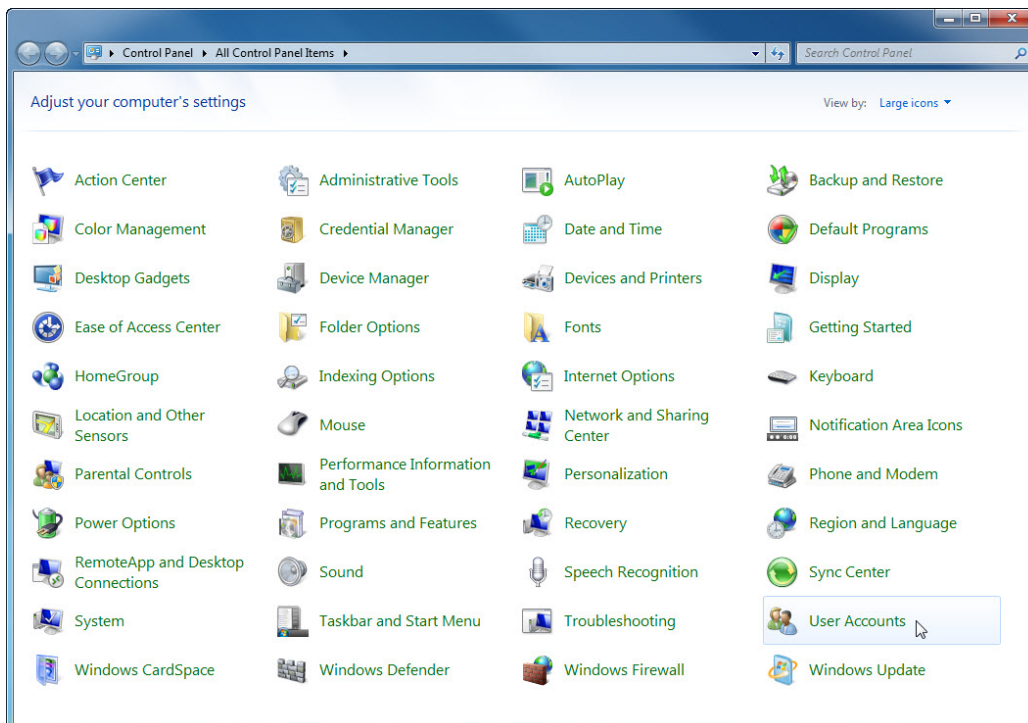In this lab, you will create user accounts in Windows 7.

Recommended Equipment
The following equipment is required for this exercise:

- A computer with a new installation of Windows 7

Step 1
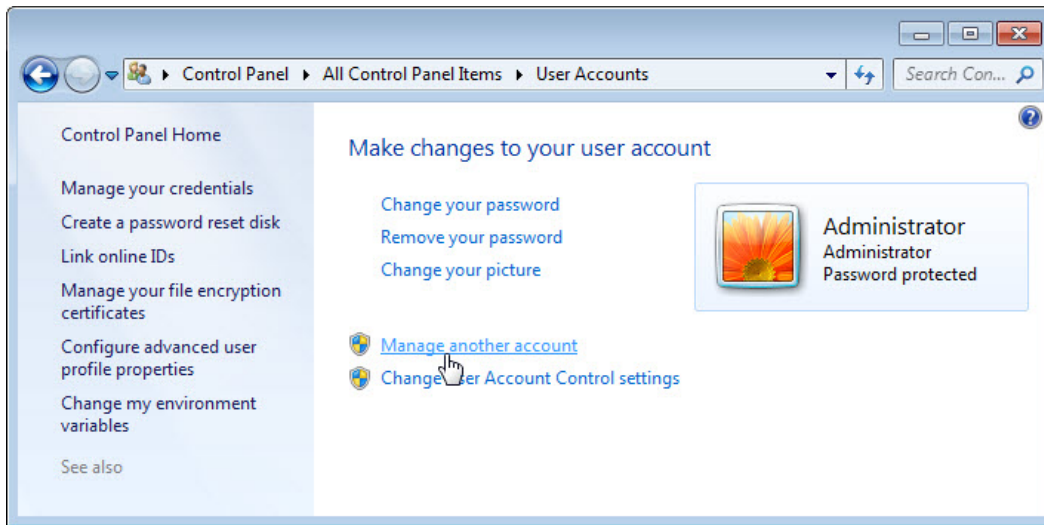
Log on to the computer with the Administrator account.

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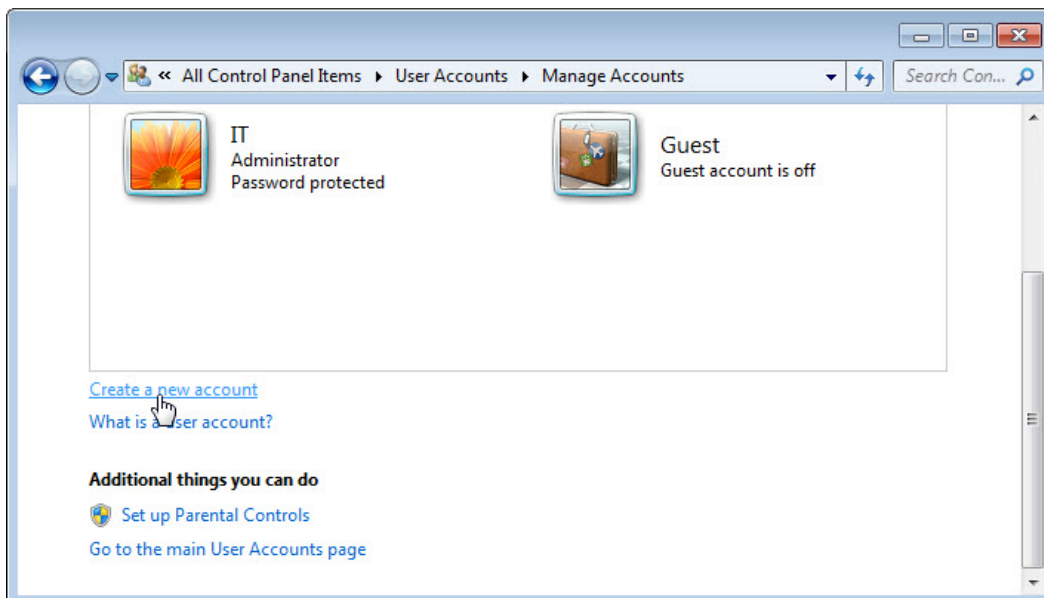

Double-click the **User Accounts** icon.

Step 2

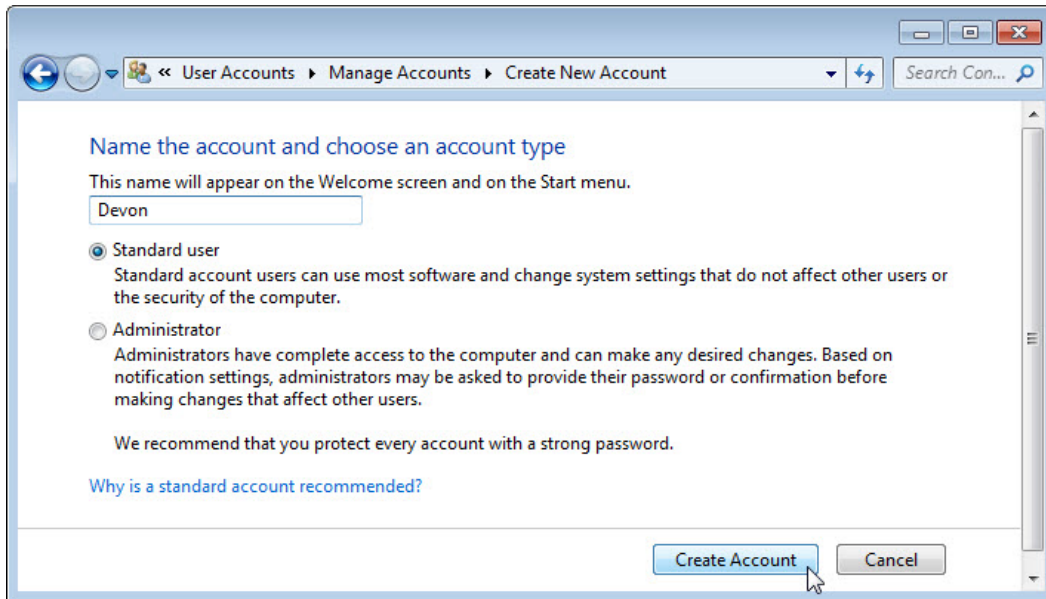The "User Accounts" window appears.

Click **Manage another account**.

The "Manage Accounts" window appears.

Click **Create a new account**.

Step 3

The "Create New Account" window appears.
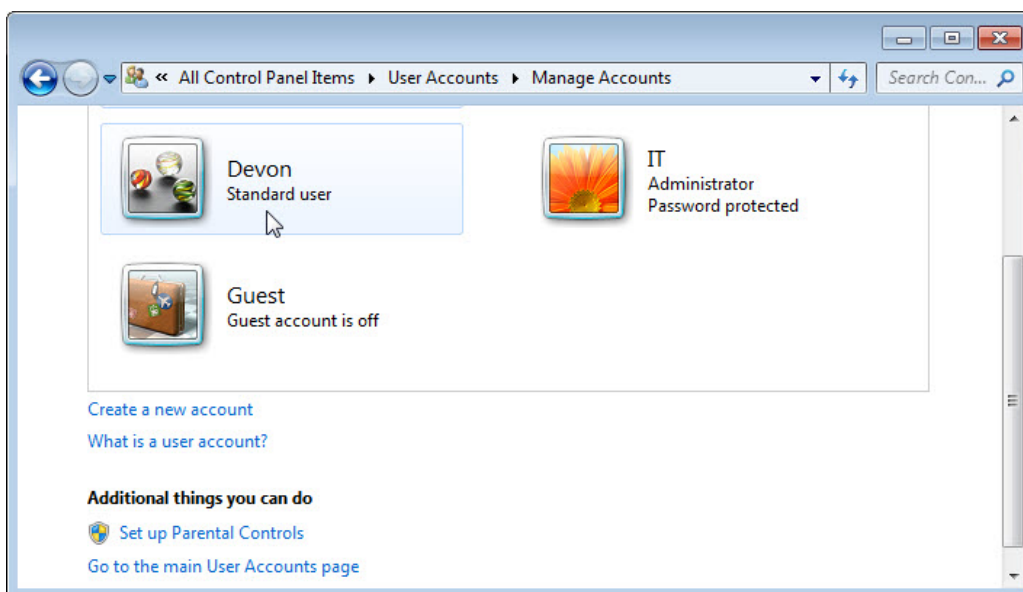
What can a user do with a limited account?

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.
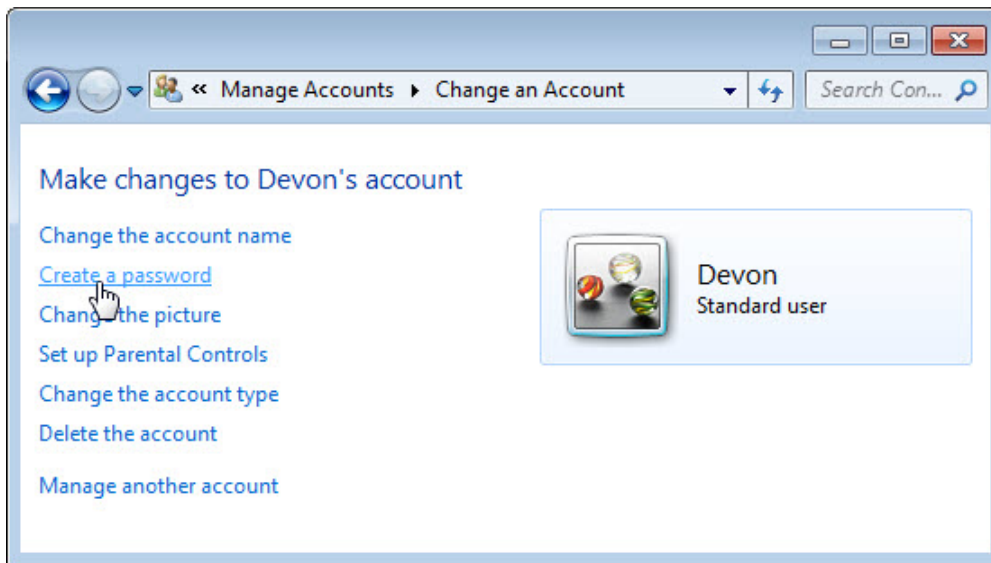
 Click **Create Account**.

Step 4

Click the user account you just created.

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

What information is listed for the new account?

Click **Create a password**.

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

Step 5

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

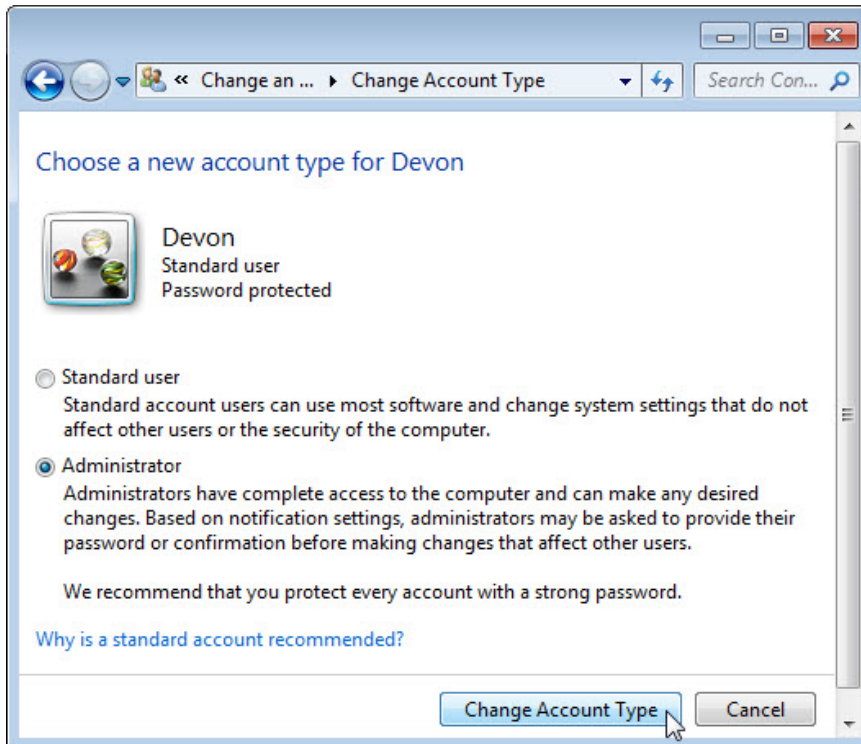

What information is listed for the new account?

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?
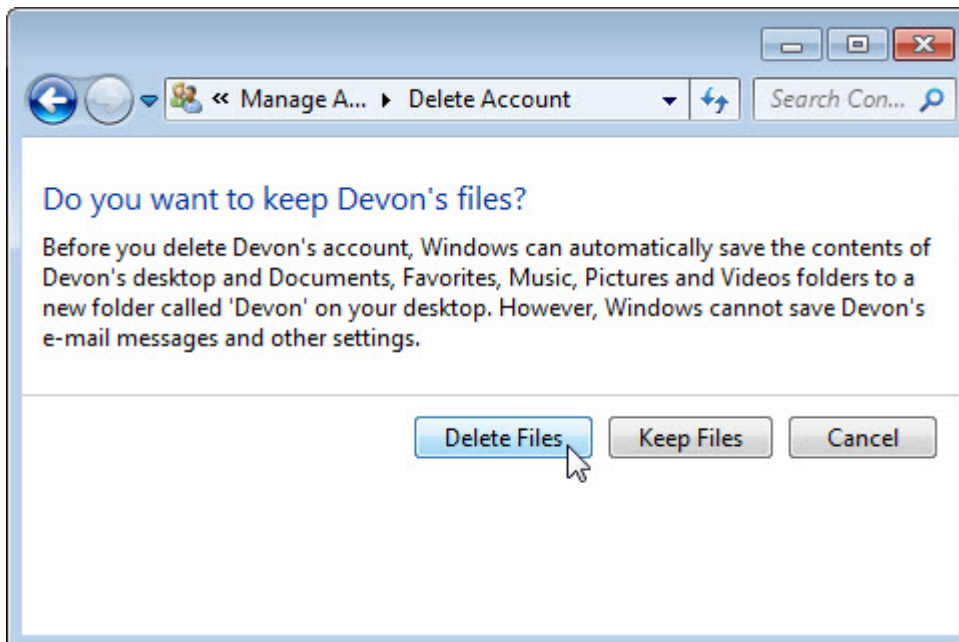
Click **Change Account Type**.

Step 7
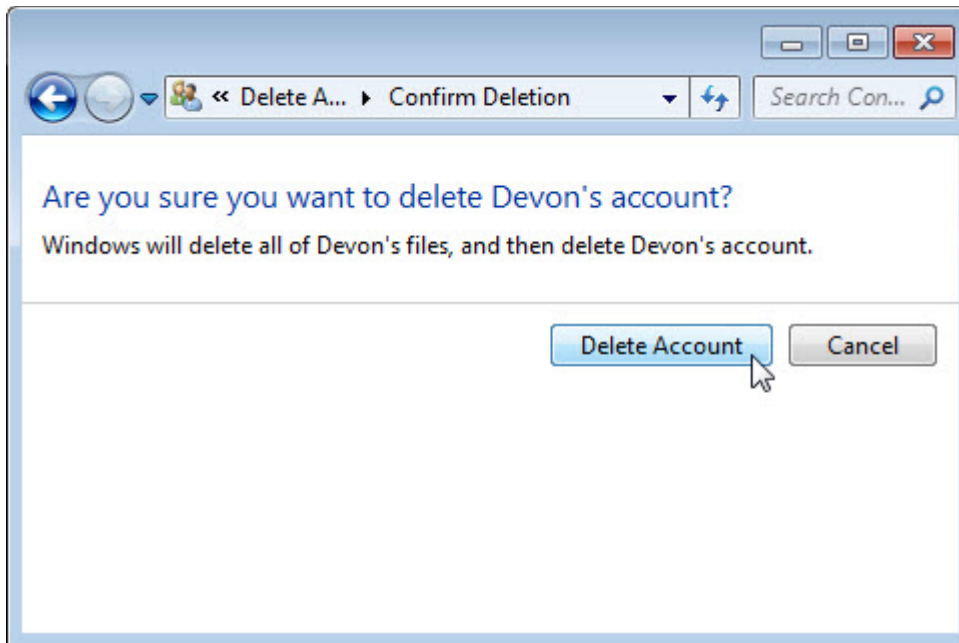
The "Make changes to Devon's account?" screen appears.

Click **Delete the account**.

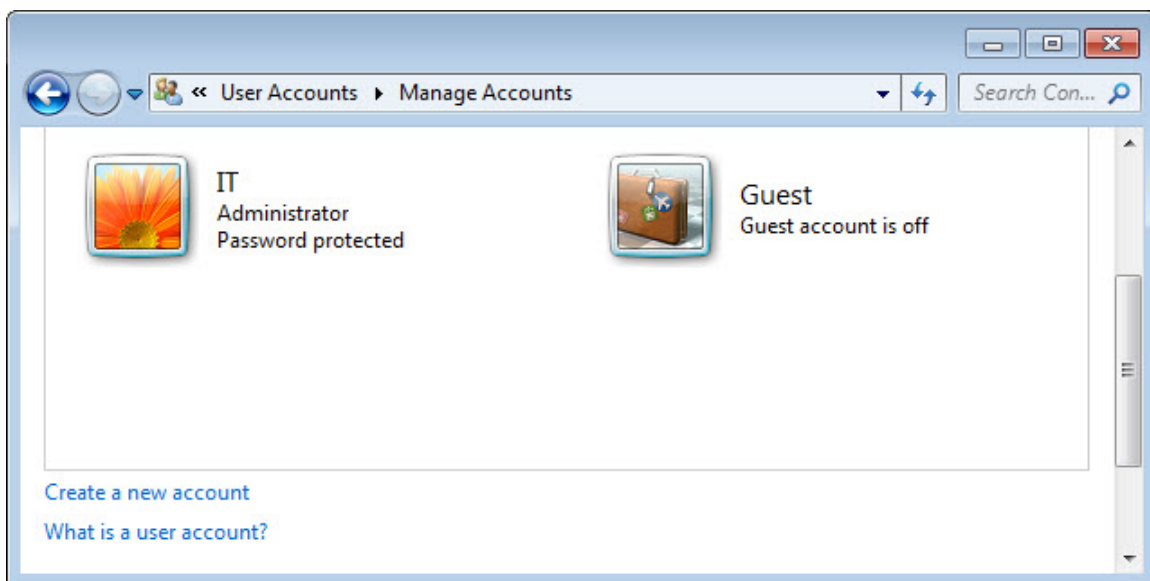The "Do you want to keep Devon's files?" screen appears.

Click **Delete files**.

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

Click **Delete Account**.

Notice the account is no longer listed.

Close all opened windows.