IT Essentials 5.0

5.3.2.4 Lab - Create User Accounts in Windows Vista

Introduction

Print and complete this lab.

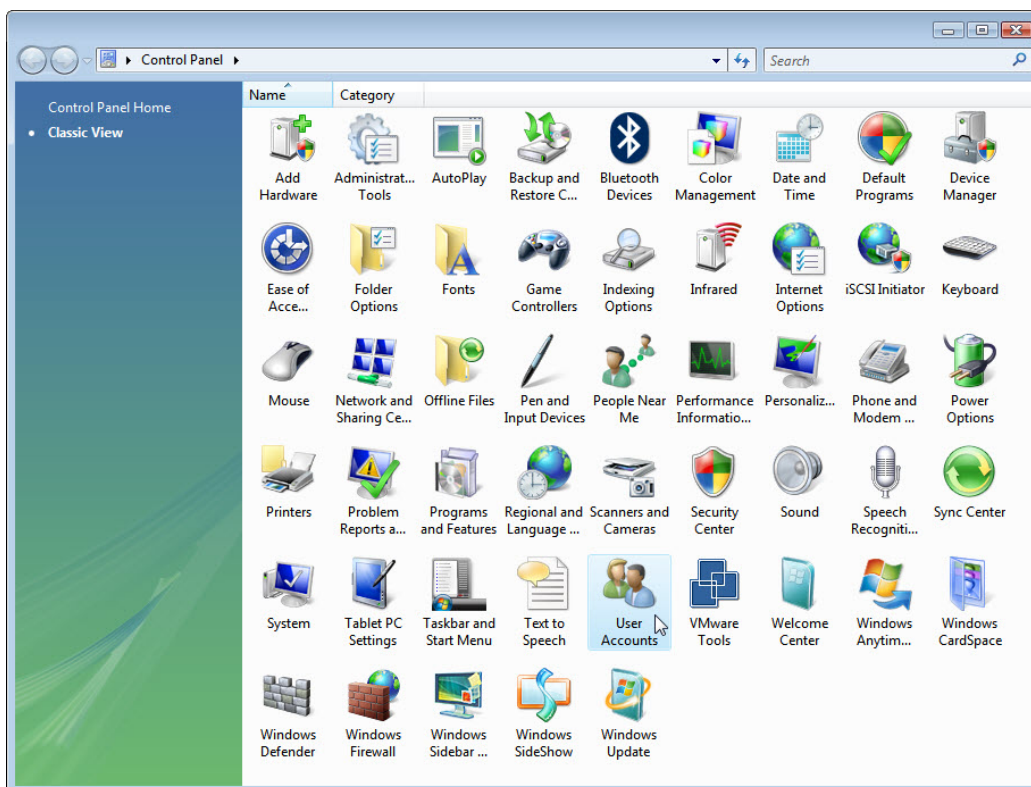In this lab, you will create user accounts in Windows Vista.

Recommended Equipment

The following equipment is required for this exercise:

• A computer with a new installation of Windows Vista

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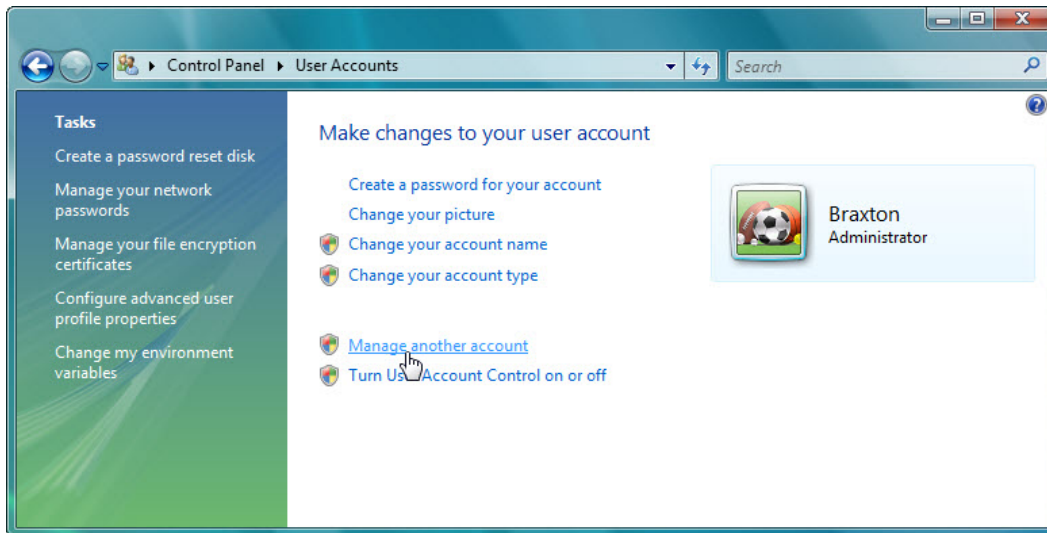
Log on to the computer with the Administrator account.

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

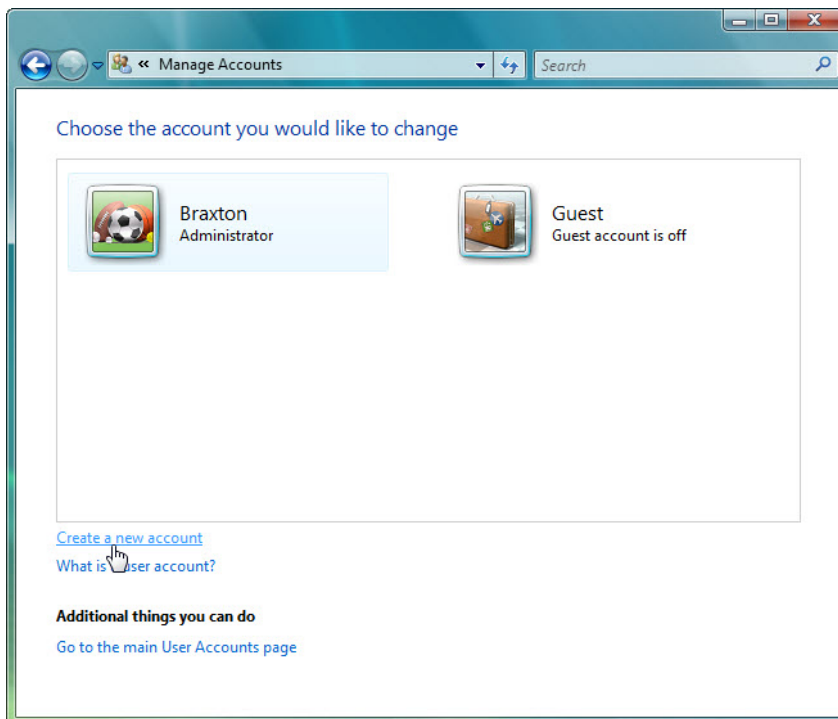Double-click the **User Accounts** icon.

Step 2

The "User Accounts" window appears.

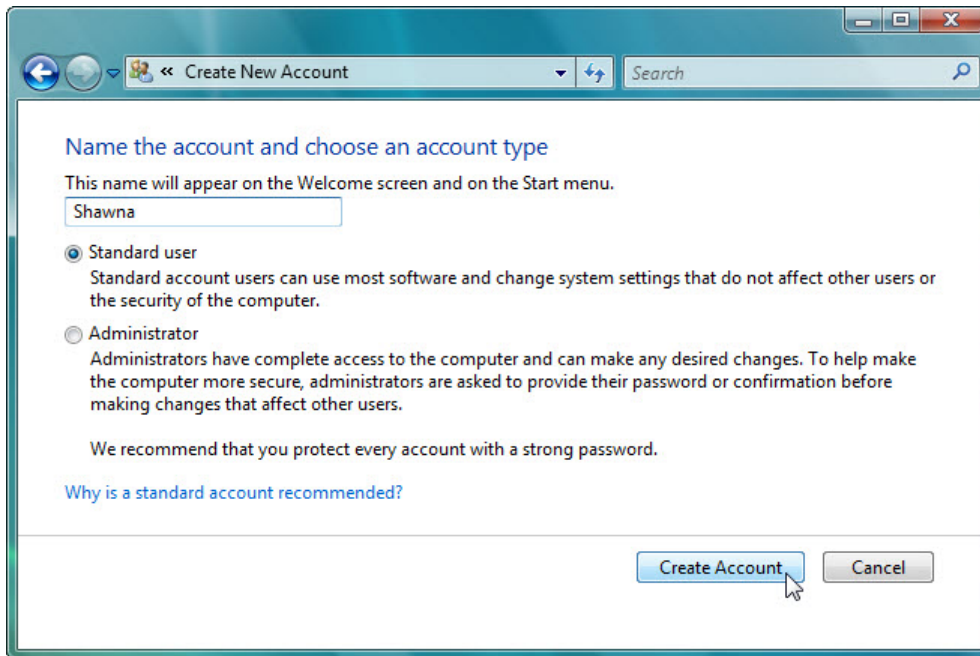Click **Manage another account > Continue** if asked for permission.

The "Manage Accounts" window appears.

Click **Create a new account**.

Step 3

The "Create New Account" window appears.
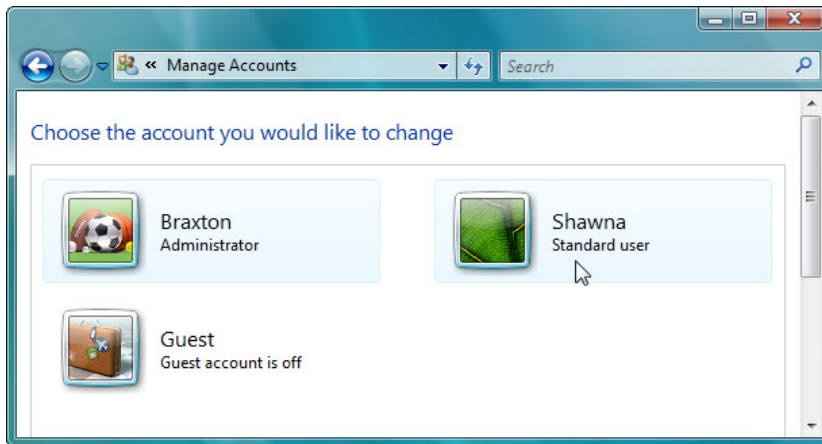

What can a user do with a limited account?

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.
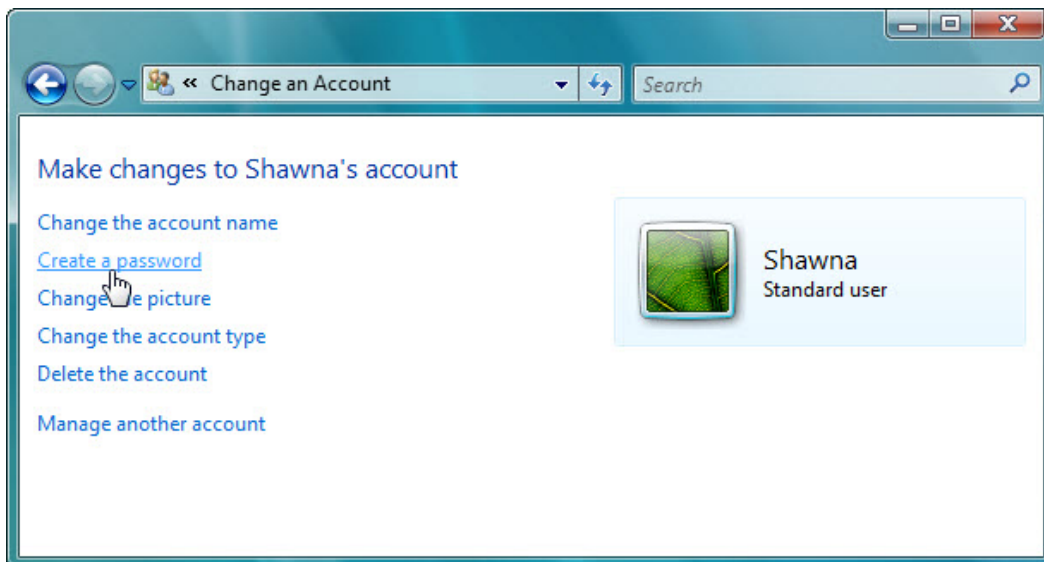
Click **Create Account**.

Step 4

Click the user account you just created.

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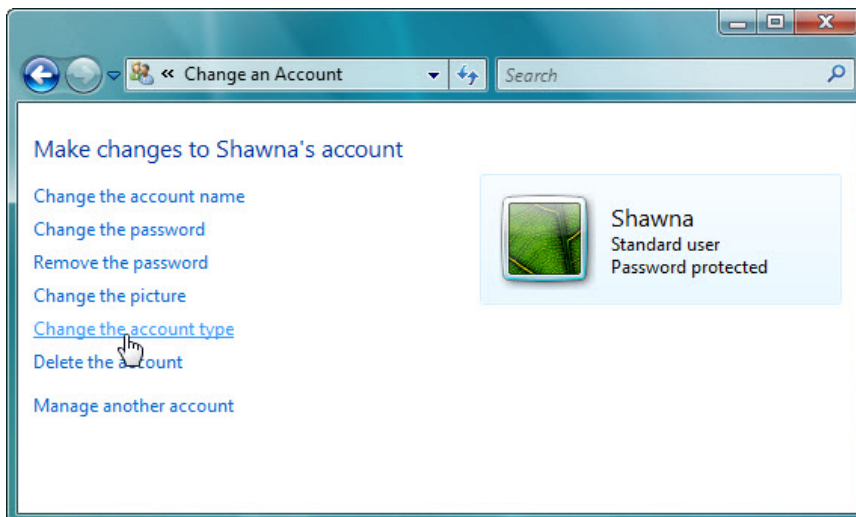

What information is listed for the new account?

Click **Create a password**.

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

Step 5
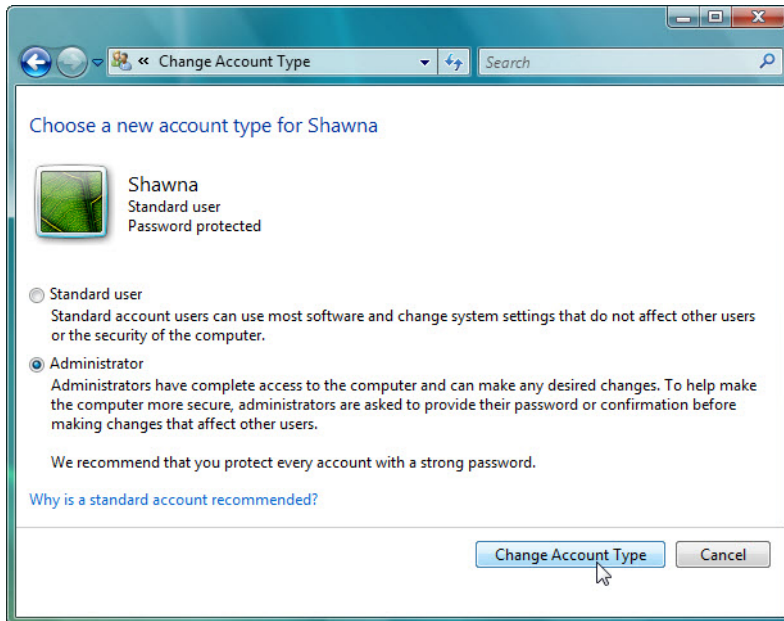
The "Make changes to Shawna's account?" screen appears.

What information is listed for the new account?

Click **Change the account type**.

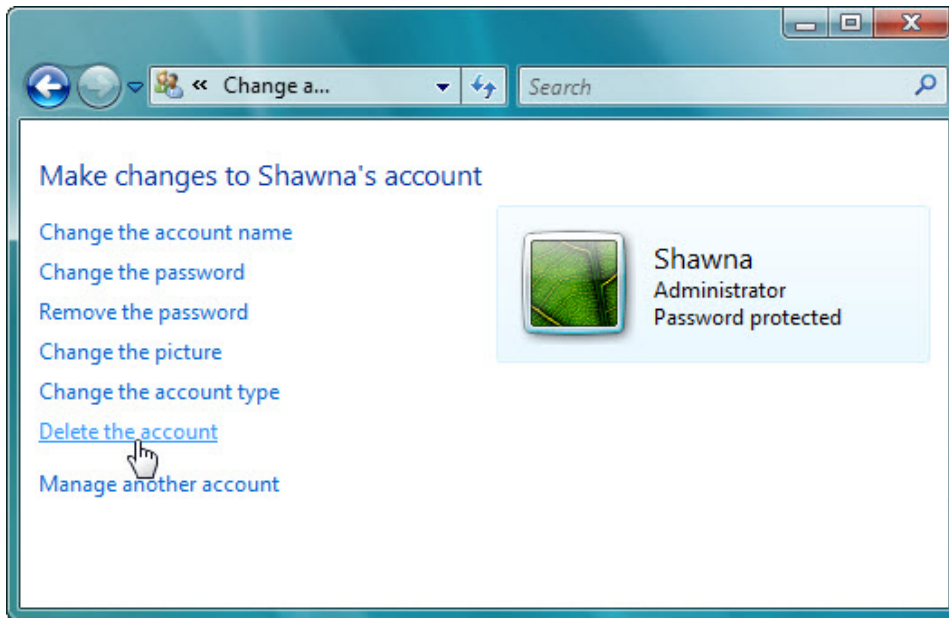## Step 6

The "Change Account Type" window appears.

Select Administrator as the account type.

What can a user do with an administrator account?
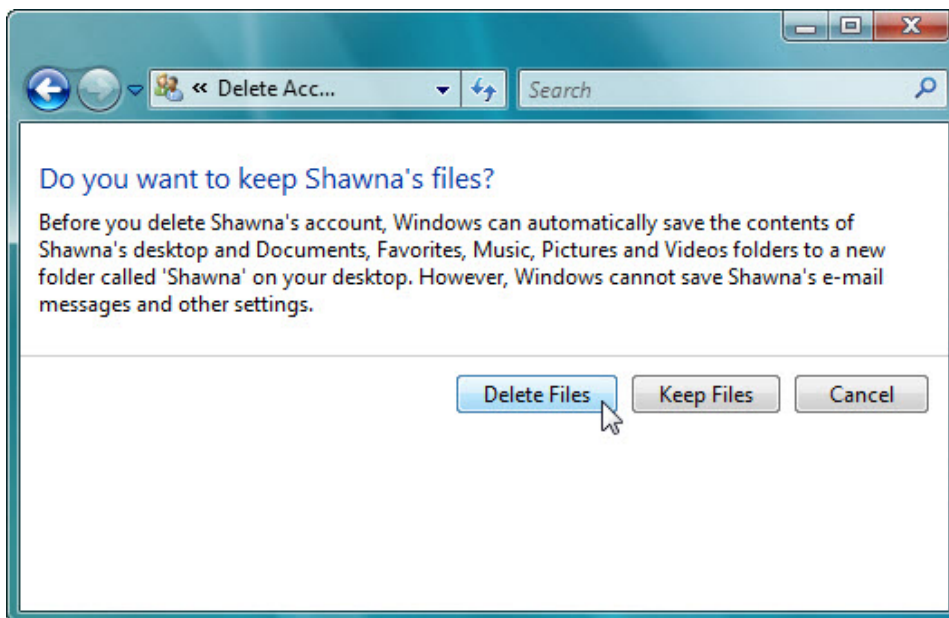
Click **Change Account Type**.

Step 7

The "Make changes to Shawna's account?" screen appears.
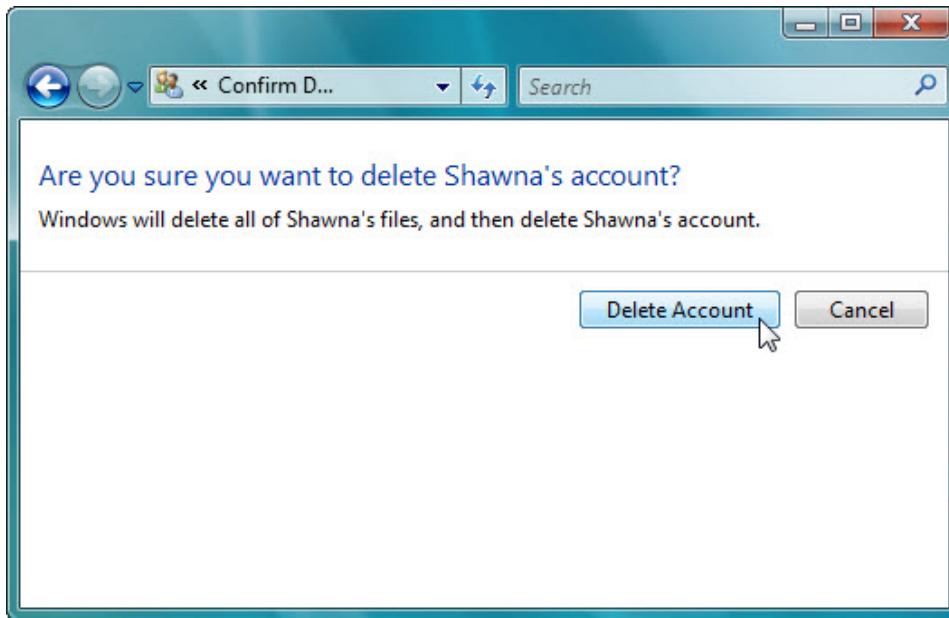
Click **Delete the account**.

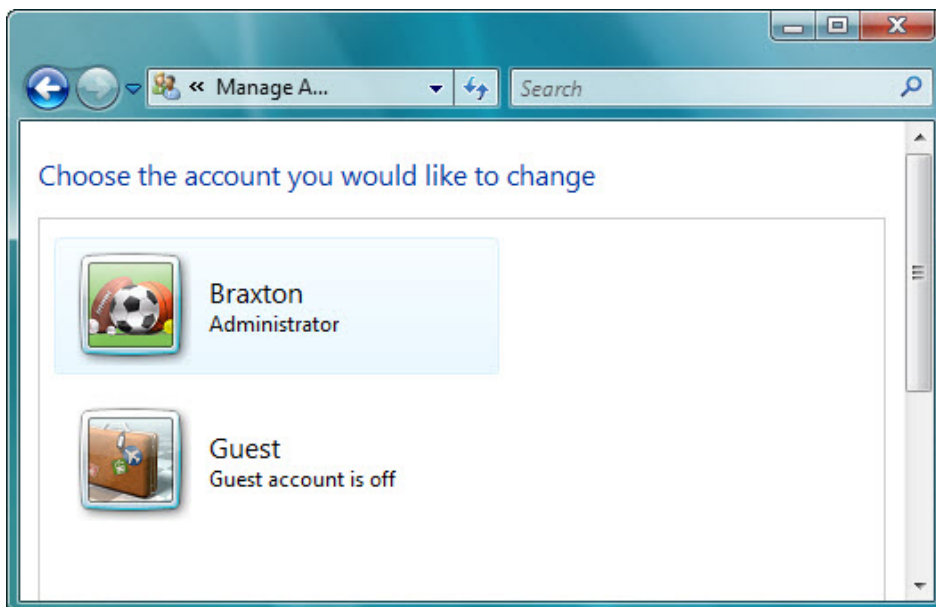The "Do you want to keep Shawna's files?" screen appears.

Click **Delete files**.

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

Click **Delete Account**.

Notice the account is no longer listed.

Close all opened windows.