

## IT Essentials 5.0

### 5.3.2.5 Lab - Create User Accounts in Windows XP

#### Introduction

Print and complete this lab.

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

#### Recommended Equipment

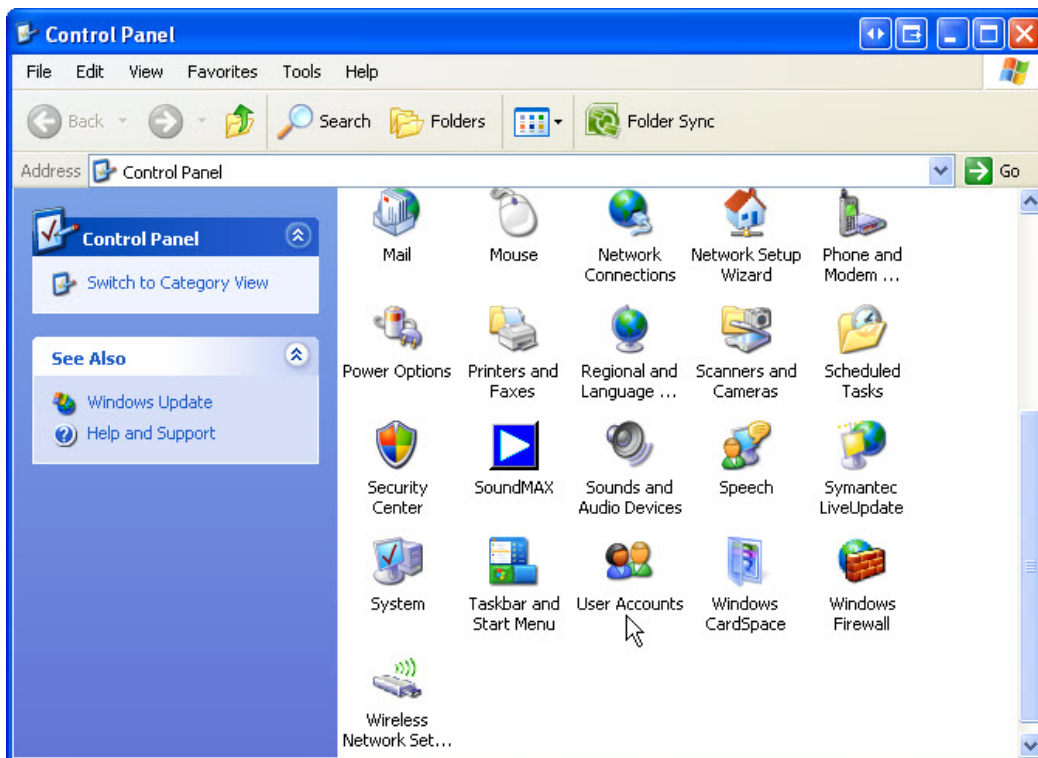
The following equipment is required for this exercise:

- A computer with Windows XP Professional

#### Step 1

Log on to the computer with the Administrator account.

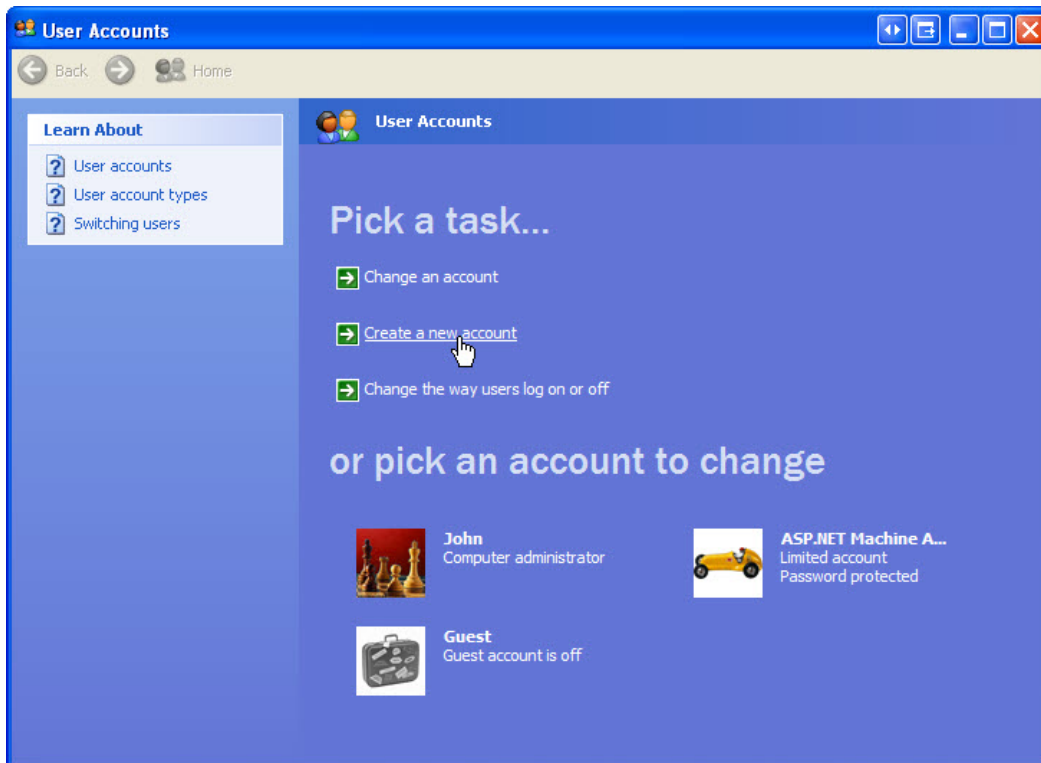
Navigate to the “Control Panel” window by clicking **Start > Control Panel**.



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

**Step 2**

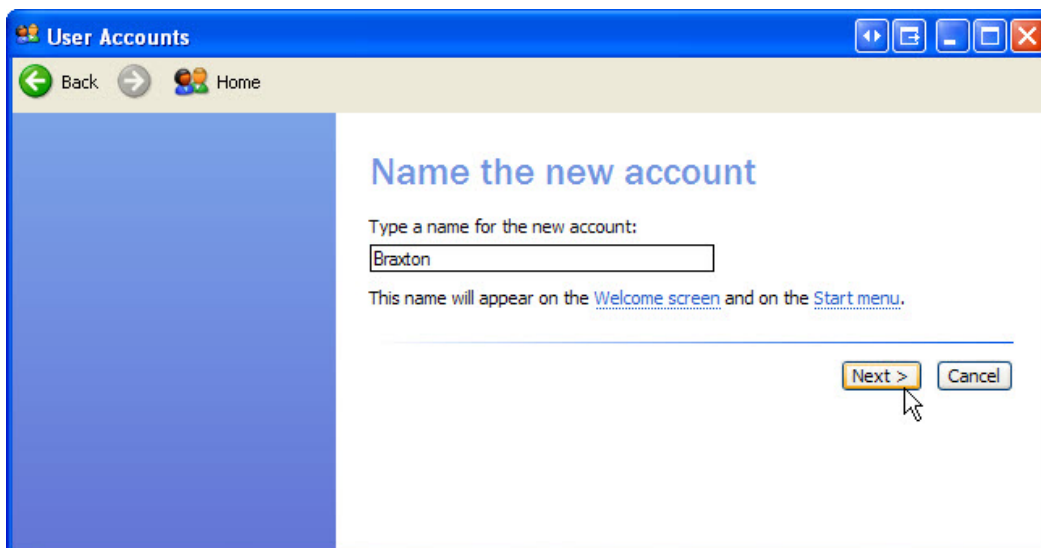
The “User Accounts” window appears.



Click **Create a new account**.

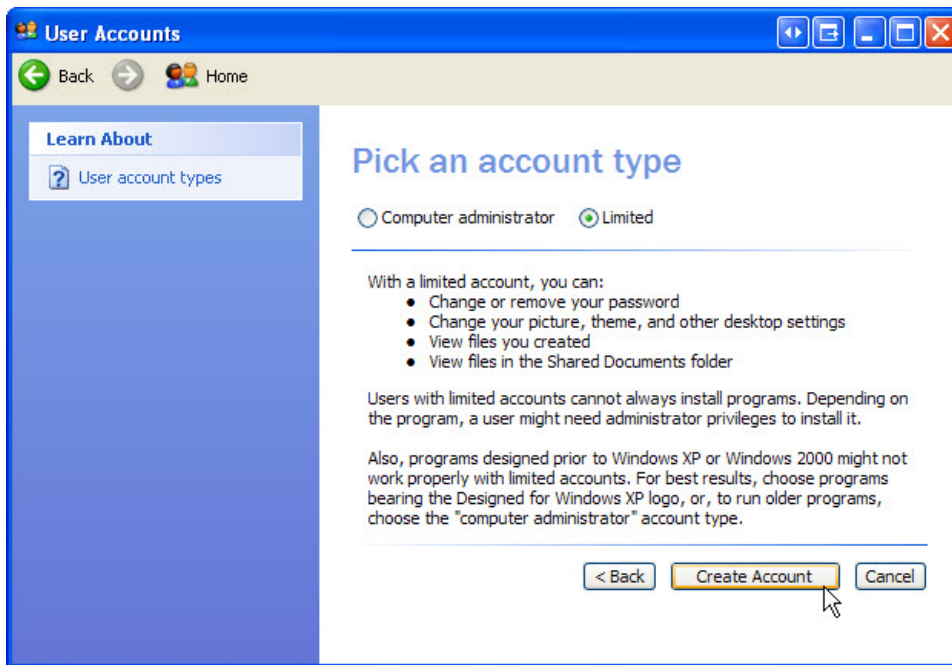
**Step 3**

The “Name the new account” screen appears.



Type the name provided by your instructor in the “Type a name for the new account:” field and then click **Next**.

The “Pick an account type” screen appears.



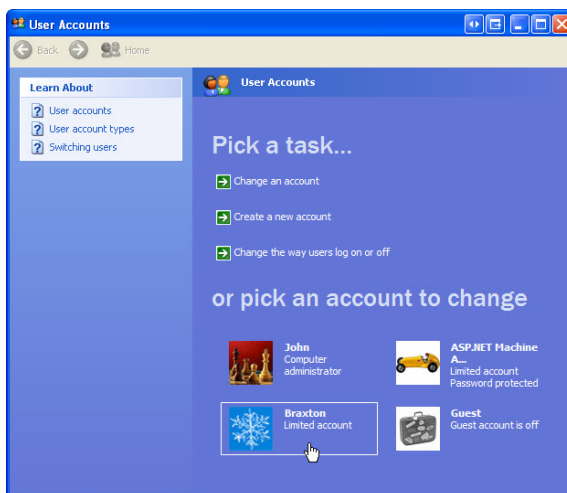
What can a user do with a limited account?

What limitations does this type of an account have?

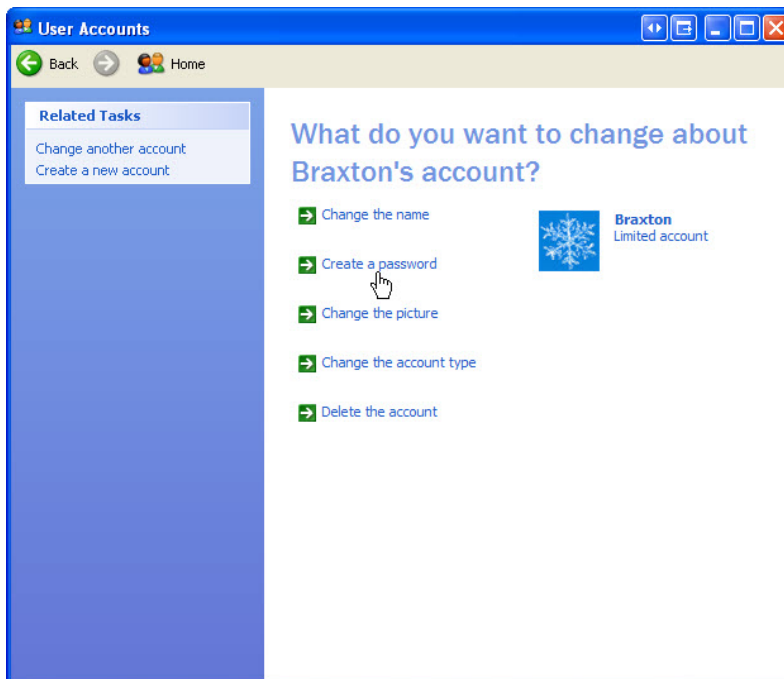
Click **Create Account**.

#### Step 4

Click the user account you just created.

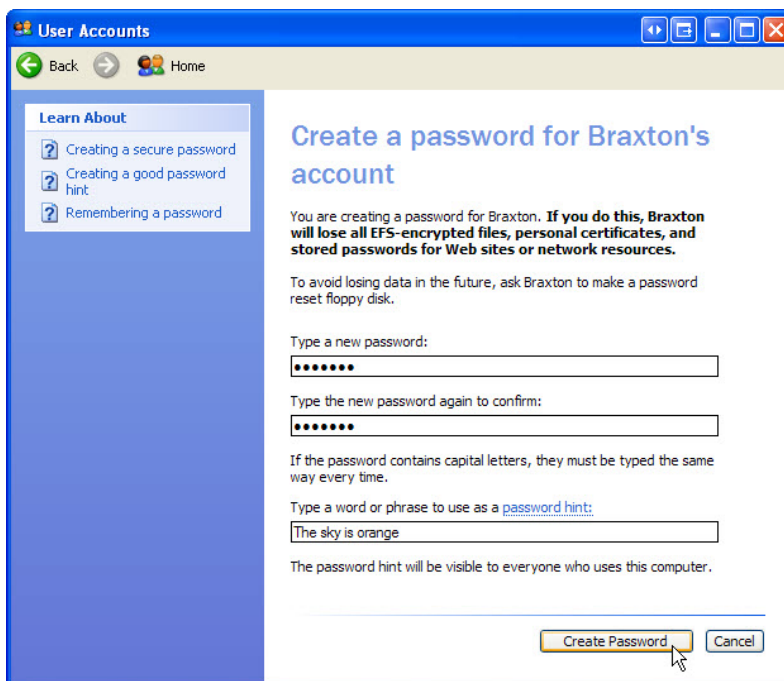


The “What do you want to change about Braxton’s account?” screen appears.



What information is listed for the new account?

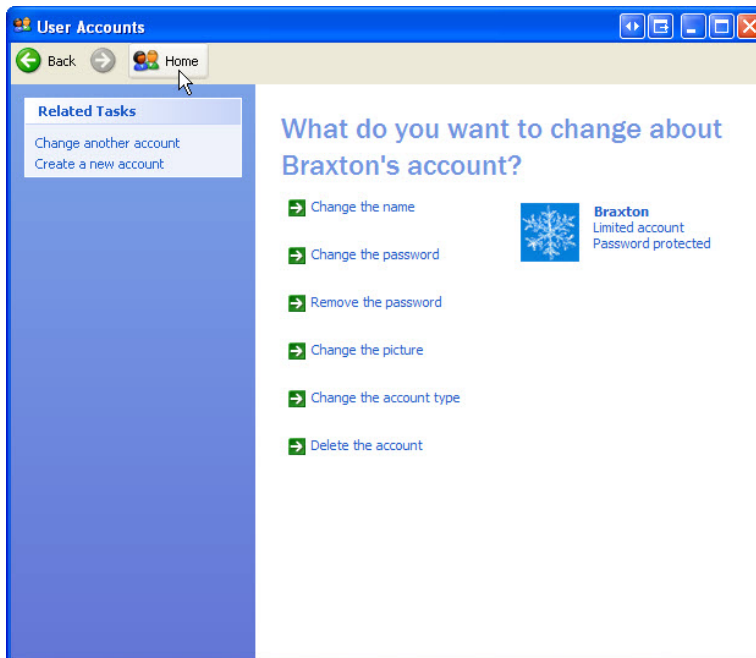
Click **Create a password**.



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

**Step 5**

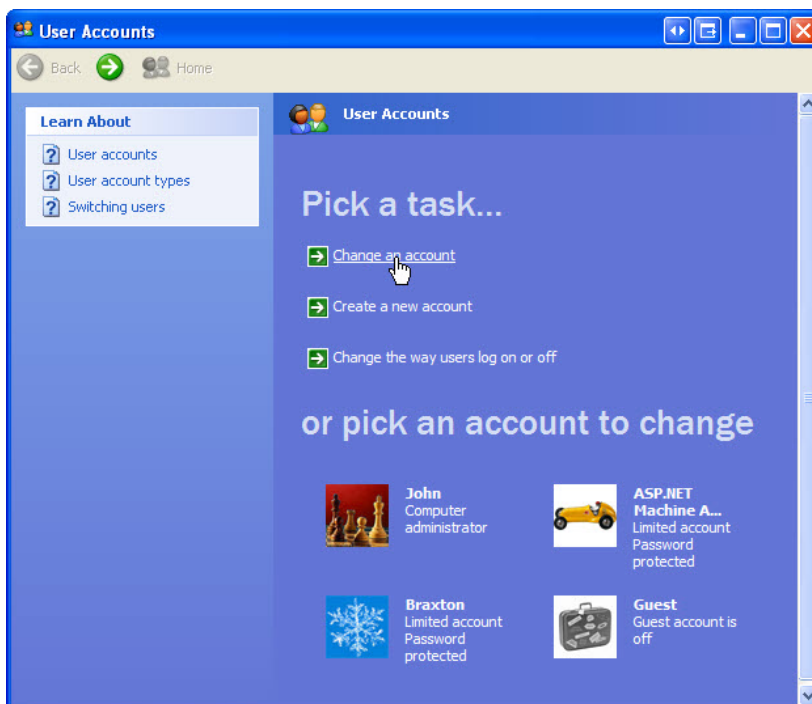
The “What do you want to change about Braxton's account?” screen appears.



What information is listed for the new account?

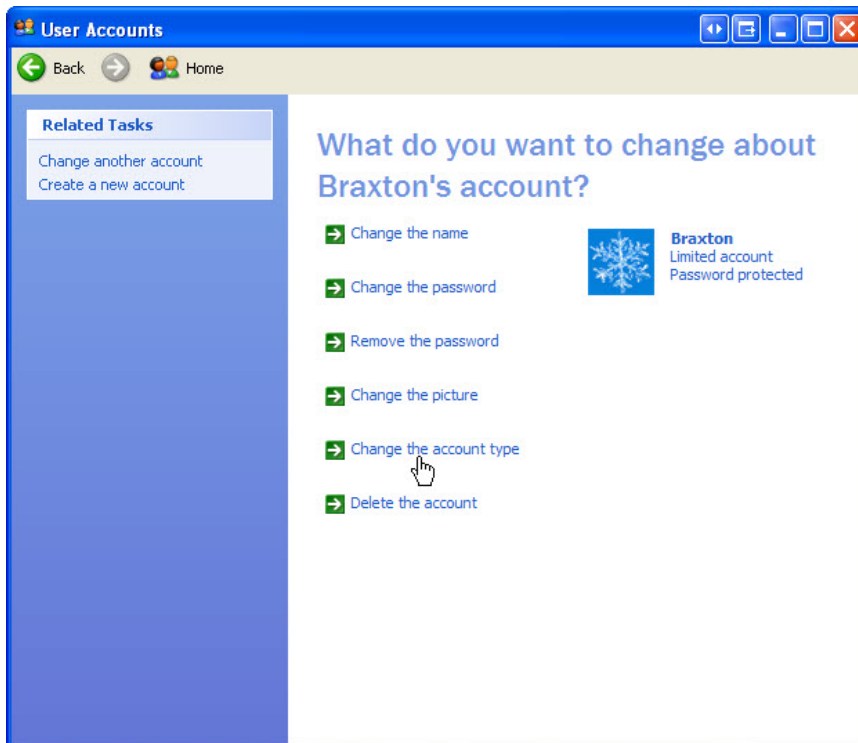
Click **Home**.

The “User Accounts” screen appears.

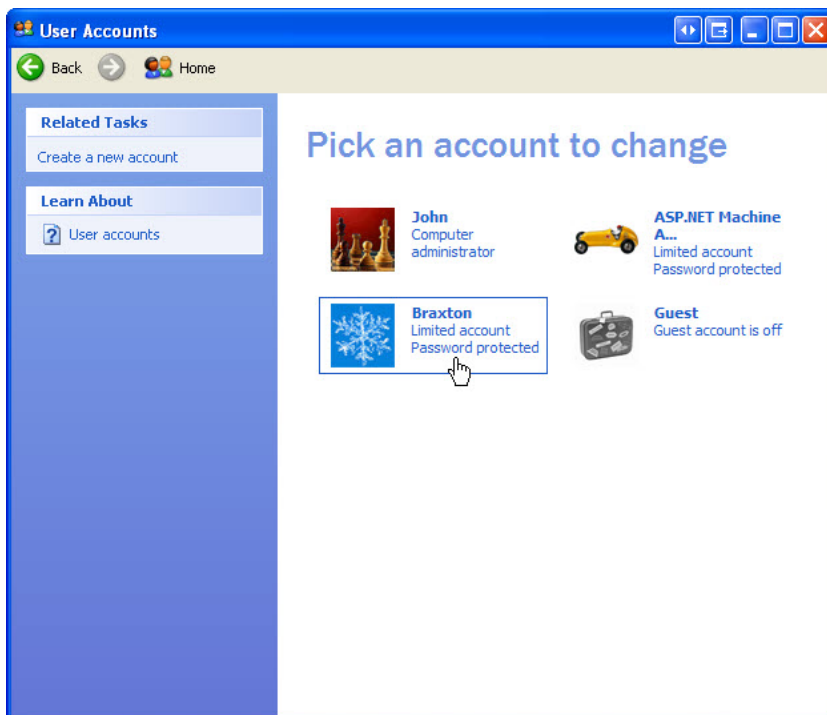


Click **Change an account**.

The “What do you want to change about Braxton’s account?” screen appears.



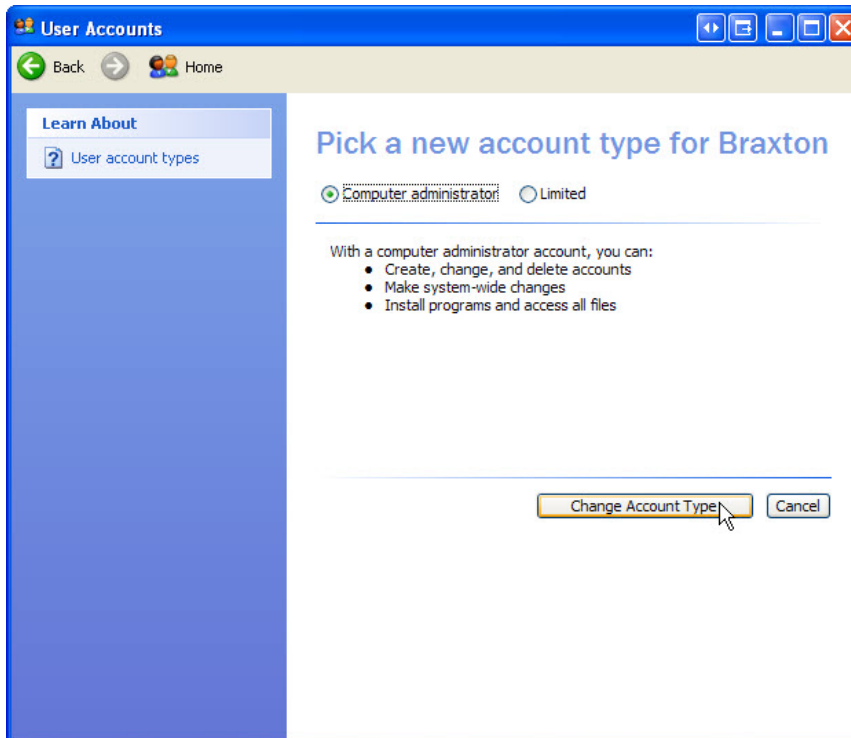
Click **Change the account type**.



Click the account you created.

## Step 6

The “Pick a new account type for Braxton” screen appears.

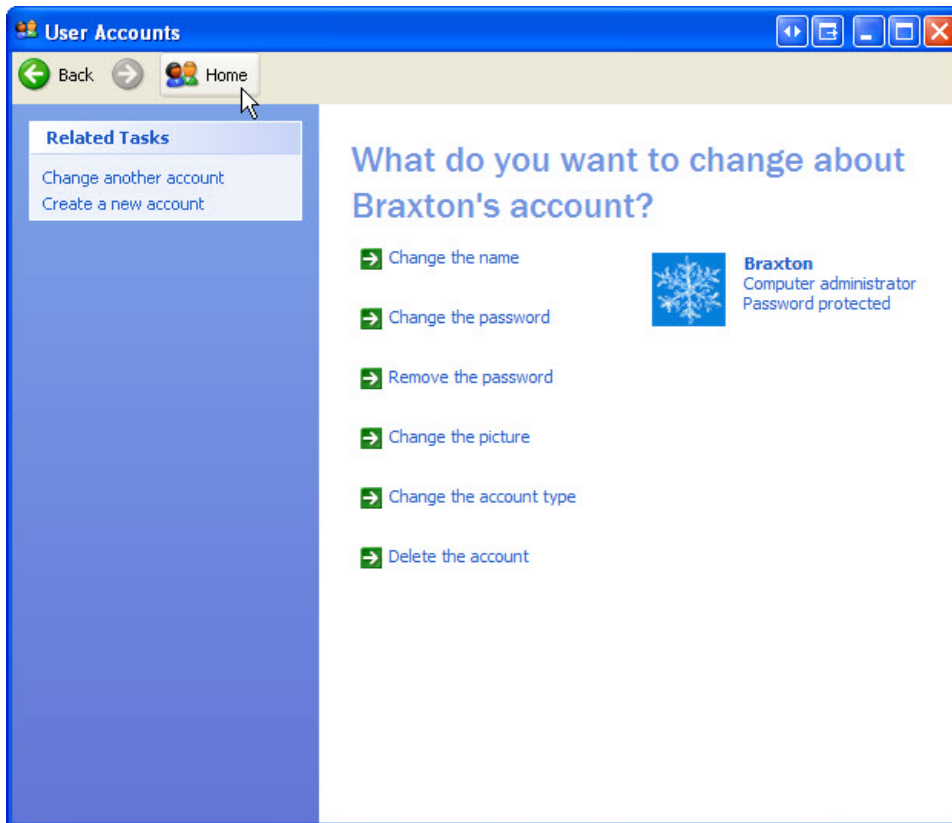


What can a user do with an administration account?

Click **Change Account Type**.

**Step 7**

The “What do you want to change about Braxton’s account?” screen appears.



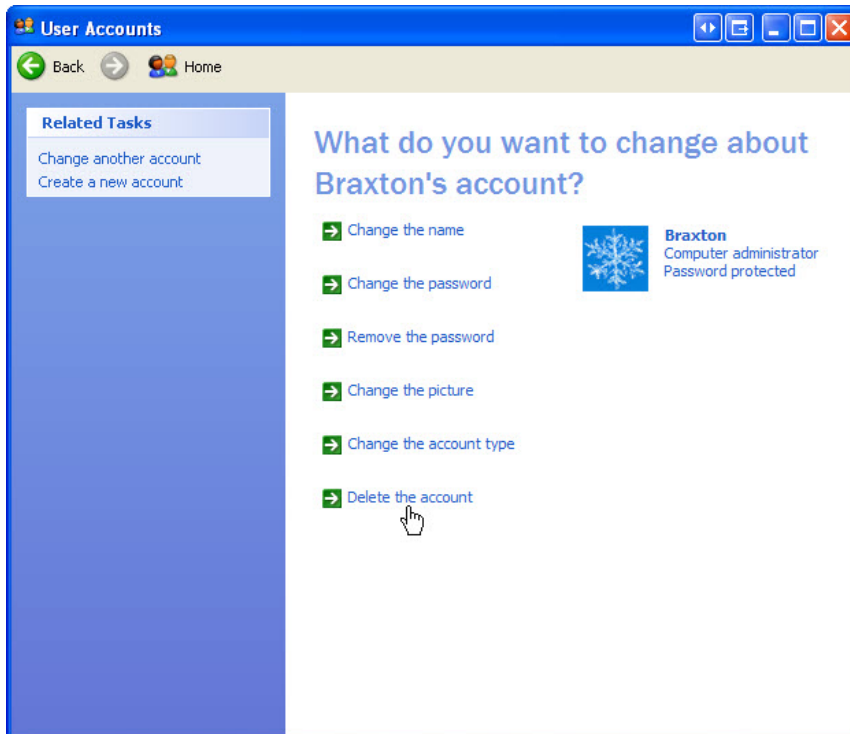
What information is listed for the new account?

Click **Home** and click the account you created.

**Step 8**

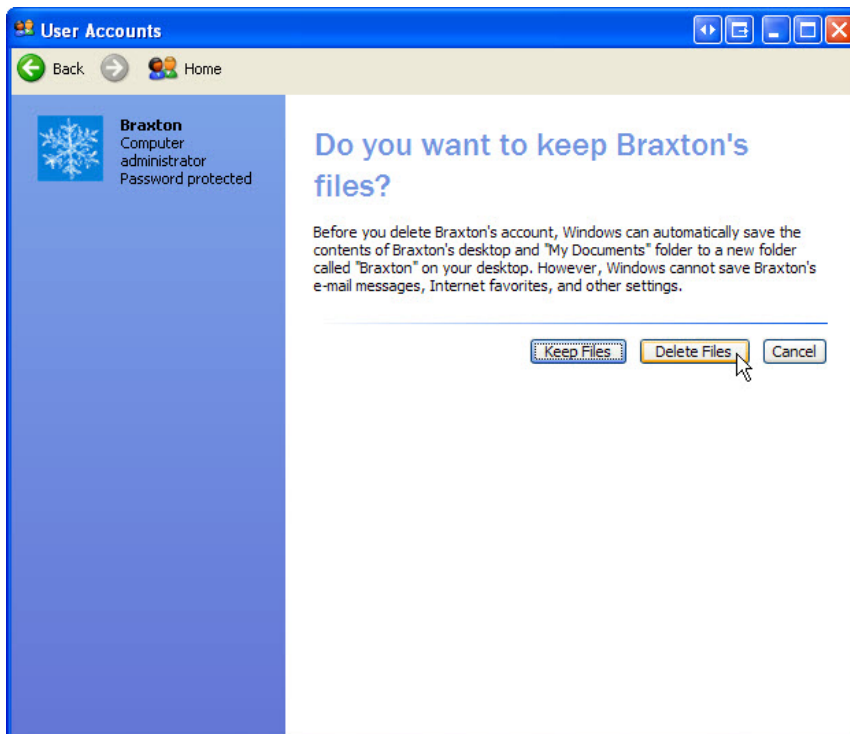
The “What do you want to change about Braxton’s account?” screen appears.





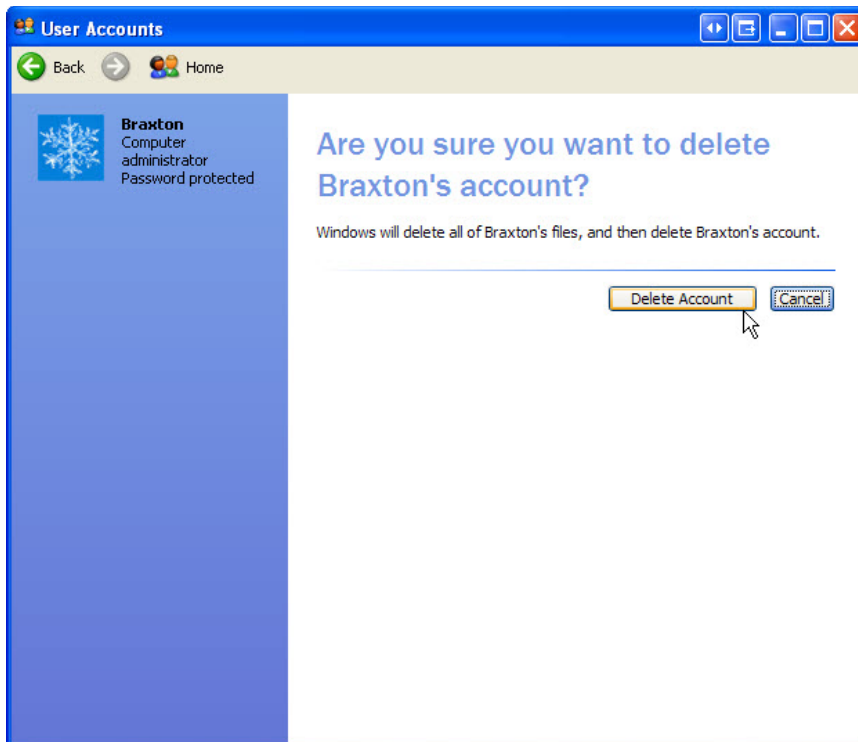
Click **Delete the account**.

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

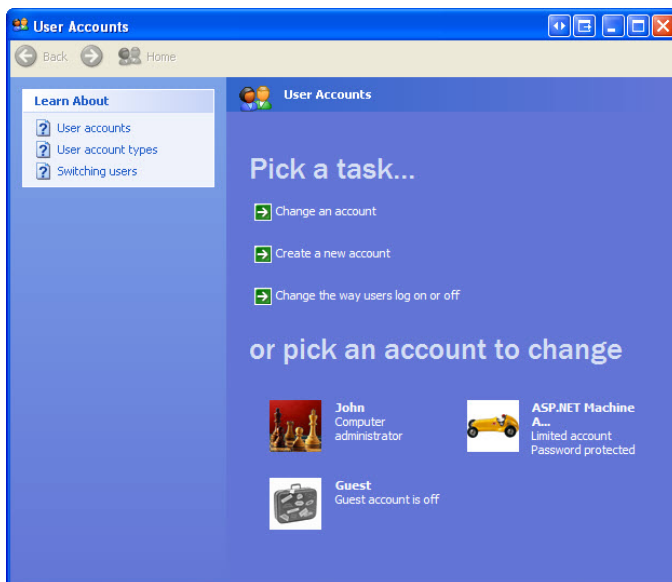


Click **Delete files**.

The “Are you sure you want to delete Braxton’s account?” screen appears.



Click **Delete Account**.



Notice the account is no longer listed.

Close all open windows.