

## Laboratory Experiment, L2, Chapter 6 Week 2&3

IT Essentials, COMP1232

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Lab	Title	Date	Initial	Mark
6.1	Task Manager in Windows 7			
6.2	Install Third-Party Software in Windows 7			
6.3	Create User Accounts in Windows 7			
6.4	Configure Browser Settings in Windows 7			
6.5	Manage Virtual Memory in Windows 7			
6.6	Device Manager in Windows 7			
6.7	Region and Language Options in Windows 7			
6.8	Monitor and Manage System Resources in Windows 7			
6.9	Hard Drive Maintenance in Windows 7			
6.10	Managing System Files in Windows			
6.11	Common Windows CLI Commands			
6.12	System Utilities in Windows			
6.13	Managing the Startup Folder in Windows 7			
6.14	System Restore in Windows 7			
	<b>TOTAL MARK</b>			





## Chapter 6 Lab Results

### Lab 6.1 - Task Manager in Windows 7 and Vista

#### Step 1: Work in the Applications Tab of Windows Task Manager.

- d. Select the open browser and then click **Switch To**.

What happened to the browser?

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- f. In the **Open** field, type **Notepad** and click **OK**.

What happens?

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- g. Navigate back to the **Windows Task Manager**, select **Notepad**, and click **End Task**.

What happens?

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#### Step 2: Work in the Services tab of Windows Task Manager.

- a. Click the **Services** tab. Use the scroll bar on the right of the **Services** window to view all the services listed

What are the statuses listed?

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#### Step 3: Work in the Performance tab of Windows Task Manager.

- a. Click the **Performance** tab.

How many threads are running?

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How many processes are running?

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What is the total physical memory (MB)?

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What is the available physical memory (MB)?

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How much physical memory (MB) is being used by the system?

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## Lab – Create a Partition in Windows 7 and Vista

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### Step 4: Work in the Networking tab of Windows Task Manager.

- a. Click the Networking tab.

What is the link speed?

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### Step 5: Work in the Users tab of Windows Task Manager.

- a. Click the Users tab.

List all users and their status.

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What actions can you perform on the user from this window?

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### Step 6: Work in the Processes tab of Windows Task Manager.

- d. Click the heading Image Name. Click Image Name again.

What effect does this have on the columns?

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- e. Click Memory (Private Working Set).

What affect does this have on the columns?

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- i. Right-click `firefox.exe` > Set Priority.

What is the default priority for the browser?

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### Step 7: Change the fields that are displayed in the Windows Task Manager.

- c. Expand the width of the Windows Task Manager so the Base Priority column is visible.

List the name of the image that has a base priority of Above Normal?

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Which image name has a base priority of N/A?

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- f. Close Firefox.

Is Firefox listed as a process?

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## Lab – Create a Partition in Windows 7 and Vista

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### Reflection

Why is it important for an administrator to understand how to work within the Windows Task Manager?

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## Lab 6.2 - Install Third-Party Software in Windows 7 and Vista

### Reflection

Why does Microsoft recommend using uninstall or change a program to remove an installed application?

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## Lab 6.3 - Create User Accounts in Windows 7 and Vista

### Step 2: Create an Account

c. The **Create New Account** window opens. 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.

What can a user do with a limited account?

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What limitations does this type of an account have?

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### Step 3: Password Protect the Account

b. The **Make changes to Devon's account?** window opens. Click **Create a password**.

What information is listed for the new account?

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### Step 4: Change the Account Type

a. The **Make changes to Devon's account?** window opens. Click **Change the account type**.

What information is listed for the new account?

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b. The **Change Account Type** window opens. Select **Administrator** as the account type, and then click **Change Account Type**.

## Lab – Create a Partition in Windows 7 and Vista

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What can a user do with an administrator account?

### Reflection

1. Why is it important to protect all accounts with strong passwords?

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2. Why would you create a user with Standard privileges?

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## Lab 6.4 - Configure Browser Settings in Windows 7 and Vista

### Step 1: Setting Internet Explorer as the default browser

- a. Which browser was used to open the web page?
- b. Which version of Internet Explorer is installed on your computer?

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### Step 2: Clear Temporary Internet Files

- b. How many temporary Internet files were listed?
- c. Close the Temporary Internet Files window.  
In the Temporary Internet Files tab or section, which setting is configured for Check for newer versions of stored pages?

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In the History tab or section, how many days is History set to store list of visited websites?

- e. In the Internet Options window, click Delete... In the General tab to remove Internet browsing history. Which options are available in the Delete Browsing History for deleting browsing history?

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### Step 3: Clear Internet Browsing History

- b. Click the down arrow at the right end of the URL Address field to view previously visited sites.

## Lab – Create a Partition in Windows 7 and Vista

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How many sites are listed in the drop-down box? \_\_\_\_\_

- e. When completed, click the **down** arrow at the right end of the **address** field to view previously visited sites.

How many sites are now found in the drop-down box for browsing history? \_\_\_\_\_

### Step 4: Configure the Security Settings

- c. Click each of the four zones and describe their security settings.

**Internet:** \_\_\_\_\_

**Local intranet:** \_\_\_\_\_

**Trusted sites:** \_\_\_\_\_

**Restricted sites:** \_\_\_\_\_

### Reflection

Why would you want to clear temporary Internet files or Internet browsing history?

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## Lab 6.5 - Manage Virtual Memory in Windows 7 and Vista

### Step 1: Open System Properties

- c. The **Performance Options** window opens. Click the **Advanced** tab.

What is the current size of the virtual memory (paging file)?

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### Step 2: Make virtual memory changes.

- b. Remove the check mark from **Automatically manage paging file size for all drives**.

What Drive [Volume Label] contains the paging file?

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- c. Choose the **I:** drive. Select the **Custom size:** radio button.

What is the recommended paging file size for all drives?

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### Step 3: Navigate back to the Virtual Memory window to verify changes:

- c. The **Virtual Memory** window opens displaying the new paging file information. Verify that your changes have been made.

What Drive [Volume Label] contains the paging file?

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**Reflection**

Why would you ever change the default virtual memory page file settings in Windows?

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**Lab 6.6 - Device Manager in Windows 7 and Vista**

**Step 1: Open Device Manager.**

- d. The Device Manager window opens.

What information is listed in the Device Manager window? Why would you use it?

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**Step 2: Display the monitor settings on your computer.**

- c. The Generic Non-PnP Monitor Properties window opens. Select the Driver tab. This tab displays the software driver information that is currently installed for this monitor.

What additional information does Driver Details provide?

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- d. Click Update Driver.

What two options do you have for updating the driver?

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- e. From the Update Driver Software window, click Cancel to return to the Monitor Properties window.

What does the Roll Back Driver button do? Why is it grayed out in the example?

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## Lab 6.7 - Region and Language Options in Windows 7 and Vista

### Step 1: Open with the Region and Language settings on your PC.

- c. The Region and Language window opens.

What regional format is being used?

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- d. Click **Additional settings**. The **Customize Format** window opens.

What are the tabs that can be customized?

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- j. In the **Text Services and Input Languages** window, click **Apply** to accept the changes.

What is the default input language?

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## Lab 6.8 - Monitor and Manage System Resources in Windows 7 and Vista

### Step 1: Stopping and starting a service.

- e. Resize and position the **Windows Defender** and **Computer Management** windows so they can be seen at the same time.

Can Windows Defender check for updates? 

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- f. Scroll the **Computer Management** window so you see the **Windows Defender** service.

What is the status of the service? 

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- h. The **Service Control** window opens and closes. Select the **Windows Defender** window to make it active.

What is the status of the Windows Defender service?

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- i. Start the Windows Defender service by clicking **Start now**.

Can Windows Defender check for updates? 

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- l. Select the second event in the list.

Look below the **General** tab. Explain what has happened to the Windows Defender service.

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### Step 2: Starting and stopping the Routing and Remote Access service.

- p. Press the function key **F5** to refresh the content.

What changes appear in the right pane after starting the **Routing and Remote Access** service?

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## Lab – Create a Partition in Windows 7 and Vista

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- r. Click the **Network Connections** window to make it active.

What changes appear in the right pane after stopping the Routing and Remote Access service?

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- s. Click the **Performance Monitor** window to make it active and click the **Freeze Display** icon to stop the recording.

Which Counter is being recorded the most in the graph (hint: look at the graph color and Counter color)?

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- u. The display changes to report view.

What values are displayed by the counter?

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- w. Click the **Services** window to make it active.

What is the Status and Startup Type for Routing and Remote Access?

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### Step 3: Work in the Computer Manager utility.

- e. The **Event Properties** window opens for the first event. Click the **down arrow** key to locate an event for **Routing and Remote Access**. You should find four events that describe the order for starting and stopping the Routing and Remote Access service.

What are the descriptions for each of the four events?

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### Step 4: Configuring Administrative Tools

- o. Click the **File** tab.

What is the full path name to the example file?

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- s. Click the **black square** icon to stop the data collection set.

What change do you notice for the Memory Logs icon?

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- t. What does the column farthest to the right show?
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## Lab 6.9 - Hard Drive Maintenance in Windows 7

### Step 1: Run the Error-checking Tool on a disk volume

- a. The **Your device or disk was successfully scanned** window opens. Click the expand button next to **See details**.

How many stages were processed? \_\_\_\_\_

- h. The **Your device or disk was successfully scanned** window opens. Click the expand button next to **See details**.

What stages were processed? \_\_\_\_\_

- l. The **Your device or disk was successfully scanned** window opens. Click the expand button next to **See details**.

What stages were processed? \_\_\_\_\_

What is being verified in each of the stages?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were any problems found with the volume? \_\_\_\_\_

If so, what are they?

\_\_\_\_\_  
\_\_\_\_\_

### Step 2: Check the Event Viewer for the Chkdsk log

- c. If the displayed event is not Chkdsk, click the black down arrow until the Chkdsk event appears.

Which stages are shown as completed?

\_\_\_\_\_

### Step 3: Disk defragmenter

- c. Click **Local Disk (C:) > Analyze disk**.

What percentage of the disk is fragmented?

\_\_\_\_\_

- d. You should be able to watch the progress of the defragmentation process in the **Disk Defragmenter** window.

What is the first process during defragmenting (see Progress column)?

\_\_\_\_\_

What are the three tasks performed for each pass (see Progress column)?

\_\_\_\_\_

How many passes did it take to defragment drive C:?

\_\_\_\_\_

## Lab 6.10 - Managing System Files in Windows

### Step 2: Review the System Information.

- c. Under the **System Summary** heading locate and list the following:

Processor: \_\_\_\_\_

BIOS Version/Date: \_\_\_\_\_

Total Physical Memory: \_\_\_\_\_

- d. Under the **Hardware Resources** heading, locate and list the following:

DMA channels and the device using the resources.

\_\_\_\_\_  
\_\_\_\_\_

### Step 3: Review the System Configuration.

- b. Click the **General** tab.

What are the startup options?

\_\_\_\_\_

- c. Click the **Services** tab. This tab lists the computers services and status.

Can you enable and disable services at this tab? \_\_\_\_\_

- f. Click the **Tools** tab.

What can you do in this tab?

\_\_\_\_\_

### Step 4: Review DirectX Diagnostics.

- c. Make sure the **System** tab is active.

What does this tool report?

\_\_\_\_\_

- d. Click **Next Page** until you are at the **Display** tab.

What information is listed on this page?

\_\_\_\_\_

- e. Click **Next Page** until you are at the **Sound** tab.

What information is listed on this page?

\_\_\_\_\_

- f. Click **Next Page** until you are on the **Input** tab.

What information is listed on this page?

\_\_\_\_\_

**Reflection**

1. Why would it be beneficial to turn off a service in the system configuration?

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2. When would you use the startup tab of the system configuration tool?

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## Lab 6.11 - Common Windows CLI Commands

### Step 2: Display command help from the command prompt.

Using the information displayed by the help command, explain the functions of the following commands:

Command	Function
CD	
CHKDSK	
COPY	
DEL	
DIR	
DISKPART	
EXIT	
FORMAT	
GPRESULT	
MD	
TASKLIST	
RD	
ROBOCOPY	
SHUTDOWN	
XCOPY	

**Step 3: Create and change directories.**

- a. Type `cd` at the command prompt. What is the current directory?  
\_\_\_\_\_
- e. Type `cd ITEfolder3` at the command prompt and press `Enter`. Which folder are you in now?  
\_\_\_\_\_
- g. Type `cd ..` to change the current directory. Each `..` is a shortcut to move up one level in the directory tree. After issuing the `cd ..` command, what is your directory now?  
\_\_\_\_\_

What would be the current directory if you issue this command at `C:\Users\ITEfolder3`?  
\_\_\_\_\_

**Reflection**

What are the advantages of using CLI vs. GUI?  
\_\_\_\_\_  
\_\_\_\_\_

## Lab 6.12 - System Utilities in Windows

**Step 3: Change your desktop background settings.**

- a. To open the **Choose your desktop background** window, right-click the **Desktop**, select **Personalize** and click **Desktop Background**.  
What is the background picture?  
\_\_\_\_\_

**Step 4: Open the registry editor.**

- c. The **Background** value is located. Leave this window open.  
In which folder is the **Background** located? \_\_\_\_\_  
What is the data value of the **Background** (hint – it has three numbers that correspond to red, green, and blue)?  
\_\_\_\_\_

**Step 5: Export a registry key.**

- d. Notepad opens displaying the contents of **BlueBKG.reg**.  
What is the data value of the **Background**?  
\_\_\_\_\_
- j. On your keyboard, press **F5** to refresh the **Registry Editor** window.  
What is the data value of the **Background**? Answers may vary based on the shade of red selected in **Display Properties**.  
\_\_\_\_\_

## Lab – Create a Partition in Windows 7 and Vista

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### Step 6: Import a registry file.

- d. Select the Registry Editor window.

What is the data value of the Background?

What is the color of the desktop? \_\_\_\_\_

- e. Restart the computer.

What is the color of the desktop? \_\_\_\_\_

### Reflection

1. Why would it be beneficial to add snap-ins to the mmc that are for other computers on the network?

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2. After restarting the computer, why was the desktop color changed?

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## Lab 6.13 - Managing the Startup Folder in Windows 7 and Vista

### Step 2: Adding the shortcut to the Startup Menu.

- d. Log on to Windows as an administrator.

What happens when you log in?

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### Step 3: Manage Startup applications using Windows Registry.

- i. Log on to Windows as an administrator.

What happens when you log in?

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### Step 4: Removing Programs from the startup folder and registry

- f. Log on to Windows as an administrator.

What happens when you log in?

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**Reflection**

Why would a user want to stop programs from starting automatically?

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**Lab 6.14 - System Restore in Windows 7 and Vista**

**Step 2: Work in the System Restore utility.**

- c. The **System Restore** window displays a list of restore points.  
What type of restore point was created in step 1?

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**Step 8: Verify that the System Restore process has completed successfully.**

- c. Click **Control Panel > Administrative Tools**.  
Is the IIS Manager application listed?  

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- d. Open the **Internet Explorer** browser, type <http://localhost> and press **Enter**.  
Does the IIS Server page display?  

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- f. Navigate to the **Documents** folder. Open the **Restore Point Test file.txt** file.  
Is the **Restore Point Test File.txt** document in the **Documents** folder? If so, does it still have the sentence that you added in Step 5?  

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**Reflection**

When would be a good time to create a manual restore point? Why?

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