Lab Report: Create and Manage User Accounts in Windows

# Introduction

The purpose of this lab was to practice creating, reviewing, and modifying user accounts on a Windows system. This included creating a new local user account, reviewing its properties and permissions, modifying its privileges, and finally deleting it. These exercises enhanced my knowledge of Windows account management and security best practices.

# Required Resources

- A Windows PC with administrative access

# Part 1: Creating a New Local User Account

1. Logged in to the Windows PC with an Administrator account.  
2. Opened Control Panel > User Accounts > Manage another account.  
3. Selected 'Add someone else to this PC' > 'I don’t have this person’s sign-in information' > 'Add a user without a Microsoft account'.  
4. Created a new local user account named 'Nimra Tahir' (example: User1 in instructions).  
 - Account Type: Local Standard User (non-administrative).  
5. Logged in successfully to the newly created account.  
6. Verified that the user profile folder was created in C:\Users.  
7. Checked folder permissions under Properties > Security:  
 - Groups with Full Control: SYSTEM, Administrators  
 - User with Full Control: Nimra Tahir  
  
Observation:  
The newly created user did not have permission to access other users’ folders, ensuring account isolation and data privacy.

# Part 2: Reviewing User Account Properties

1. Opened Computer Management > Local Users and Groups > Users.  
2. Reviewed properties of the newly created account:  
 - Group Membership: Users (Standard privileges).  
3. Reviewed properties of the Administrator account (Dell / CyberOpsUser):  
 - Group Membership: Administrators  
  
Observation:  
Default configuration assigns new accounts to the Users group, restricting administrative privileges for better security.

# Part 3: Modifying Local User Accounts

Step 1: Change Account Type  
- Changed the Nimra Tahir account type from Standard User to Administrator.  
- Verified group membership:  
 - Administrators  
 - Users  
  
Step 2: Remove Administrative Rights  
- Removed the account from the Administrators group, restoring it to a standard user.  
  
Step 3: Delete the Account  
- Deleted the Nimra Tahir account using:  
 - Computer Management > Users > Delete, or  
 - Control Panel > User Accounts > Manage another account > Delete account

# Reflection Questions

1. Why is it important to protect all accounts with strong passwords?  
Weak or no passwords can allow unauthorized users to gain access, leading to stolen data, security breaches, or malicious activity.  
  
2. Why would you create a user with Standard privileges?  
A Standard User account prevents accidental or malicious system changes and protects the security and privacy of other users on the computer.

# Conclusion

Through this lab, I successfully demonstrated the ability to:  
- Create a new local user account in Windows.  
- Review and verify account permissions and group memberships.  
- Modify user privileges from Standard User to Administrator.  
- Delete user accounts using multiple methods.  
  
This lab reinforced essential Windows system administration skills and security practices, showcasing my ability to manage user accounts effectively.