

Lab Report

Your Performance

Your Score: 0 of 4 (0%)
Elapsed Time: 43 seconds

Pass Status: Not Passed
Required Score: 100%

Task Summary

- ✖ Rename Administrator to xAdmin
- ✖ Disable the Guest account
- ✖ Deselect Password never expires for the Susan account
- ✖ Delete the Sam account, which has not been used

Explanation

In this lab, your task is to perform the following on the Office 1 computer:

- Rename the Administrator account **xAdmin**.
- Disable the **Guest** account.
- Verify that Password never expires is not selected for local users so they must change their passwords regularly.
- Delete user accounts with User must change password at next logon selected, which indicates that a user has never logged in.

Complete this lab as follows:

1. Right-click **Start** and select **Computer Management**.
2. Under System Tools, expand **Local Users and Groups**.
3. Select **Users**.
4. Right-click **Administrator** and select **Rename**.
5. Enter the new **name**.
6. Right-click **Guest** and select **Properties**.
7. Select **Account is disabled** and click **OK**.
8. Right-click a **user** and select **Properties**.
9. Deselect **Password never expires** (if selected).
10. Click **OK**.
11. Repeat step 8–10 for each user.
12. Right-click the **user** that has User must change password at next logon selected and select **Delete**.
13. Click **Yes** to confirm deletion of the account.