

## Lab – Finalize Windows Installation

### Objectives

In this lab, you will add user accounts and finalize an installation of Windows 10.

### Background / Scenario

After the initial installation of the Windows operating system, the installation needs to be finalized by creating any required additional user accounts, verifying that all hardware is installed correctly, and installing service packs, patches, and updates.

### Required Resources

- A computer with Windows 10 installed.

### Instructions

#### Part 1: User Account Creation

##### Step 1: Create new accounts in Windows 10

- In the Windows search box, type **settings** to open the **Windows Settings** utility and click **Accounts**.
- In the **Accounts** utility, click **Family & other Users** in the left side pane and then click **Add someone else to this PC**.
- When prompted for **How will this person sign in**, you can choose an email or phone number that they already use for other Microsoft products or choose **I don't have this person's sign-in information**. In this lab, we will choose the second option of not having sign-in information.
- The next screen asks for a phone number or email address to create a Microsoft account for the user. Choose **Add a user without a Microsoft account**.
- In the **Create an account for this PC** window, you will add a username and password for the account. There are also three required security questions to fill in. When all information is complete, click **Next**.
- You are returned to the **Other Users** window and should now see the new Local account. You can now click the new account to see an option to change the account type or remove the account. If you click **Change account type**, you will have the option to change the account to an Administrator account.

##### Step 2: Create new local user accounts in Windows 7 and 8

**Windows 7:** **Start** > click **Control Panel** > click view by **Small icons** in the Control Panel > click **User Accounts** > click **Manage another account** > click **Create a new account** > Enter the username and account type > click **Create Account**.

**Windows 8.x:** **Start** > click **Control Panel** > click view by **Small icons** in the Control Panel > click **User Accounts** > click **Manage another account** > click **Add a new user in PC settings** > click **Add an account** > click **Sign in without a Microsoft account (not recommended)** > click **Local account** > Enter the username, password, Reenter password, and password hint > click **Next** > click **Finish**.

## Part 2: Finalize the Installation

### Step 1: Check for Windows Updates

To update the OS after the initial installation, Microsoft Windows Update is used to scan for new software and install service packs and patches.

- a. To get to the Windows Update utility, type **Update** in the Windows search at the bottom of the desktop.
- b. In the **Windows Update** window, you can click **Check for updates** to scan for needed Windows updates. Instead of the **Check for updates** button, you may see a list of missing important updates that need to be installed or require a restart. You can select the updates to install and click **Restart now** or **Schedule the restart** to have the computer restart at a later time.

### Step 2: Check for Device Problems

After installation, verify that all hardware is installed correctly. The Device Manager utility is used to locate device problems and install the correct or updated drivers

- a. Open **Device Manager** by typing **Device Manager** in the Windows search.
- b. In **Device Manager**, you will see a list of device categories. Click a category to expand it and see all devices within that category. A yellow triangle with an exclamation point indicates a problem with a device. To view a description of the problem, right-click the device and select **Properties**. A gray circle with a downward pointing arrow indicates that a device is disabled. To enable the device, right-click the device and select **Enable**.
- c. Pick a device inside a category and double-click the device. The device properties window will open with tabs allowing you to view information about the device. Click the **Driver** tab. From here notice that you have many options such as view driver details, update the driver, or uninstall the device.

Question:

What options are available in the Driver tab?

*Type your answers here.*

### Reflection Question

After finalizing the Windows installation, what else can you do to improve your experience?

*Type your answers here.*