* **Introduction**

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

* **Recommended Equipment**
* PC with Windows installed
* **Instructions**
* **Account Creation**

In this part, you will create a new local user account. Windows does allow local account creation using online Microsoft accounts, but this will not be done in this lab.

* **Open the User Account Tool.**
* Log on to the computer with an Administrator account.
* Click **Control Panel**. Change to the small icons view in the Control Panel. Click **User Accounts**.
* **Create a local user account**
* The User Accounts window opens. Click **Manage another account**.
* The **Manage Accounts** window opens. Click **Add a new user in PC settings**.
* In Family & other users window, click **Add someone else to this PC**.

**Windows 11**: In Family & other users window, click **Add account**.

* In the How will this person sign in? window, click **I don’t have this person’s sign-in information**.
* Click Add a user without a Microsoft account.
* In the **Create a user for this PC** window, enter a username and password provided by your instructor in the field. Choose your security questions and provide
* the answer to the selected questions. Click **Next** to continue.



* **Change the Account Type**
* Navigate to the **Control Panel**. In the small icons view, click **User Accounts** > Click **Manage another account**.
* Select the newly created account.
* Click **Change the account type**.
* Select **Administrator** as the account type and click **Change Account Type**.



Question:

* What is the advantage of having most users work within a Standard user account?? Standard user can use most software and change system settings that do not affect other users or security of the PC.

***Type your answers here.***

* **Delete the Account**
* Navigate to the **Control Panel**. Change back to the **Category** view, click **User Accounts**.
* Click **Remove user accounts**.
* Select the account to be deleted. Click **Delete the account**.

Question:

For this lab, select **Delete Files**. What are the other options? When would you choose the other options?Change the account name, Change Password, Change the account type, Delete the account, Manage anathor account.

***Type your answers here.***

* Click **Delete Account** to confirm the account deletion.
* Notice the account is no longer listed. Close all open windows.
* **Reflection Questions**
* Why is it important to protect all accounts with strong passwords? This is to ensure user privilleges are controlled and prevent any computer security issues such as unauthorized access.

***Type your answers here.***

* Why would you create a user with Standard privileges? Standard user can use most software and change system settings that do not affect other users or security of the PC.

***Type your answers here.***

* In what type of situation would an IT administrator delete a user account and choose to keep the files of that user account instead of deleting them?When a person's conttract ends or if a user leaves a company or removed from accessing the system but the files in their account might be needed by the company.

***Type your answers here.***

*End of Document*