

# Lab - Create User Accounts in Windows 7 and Vista (Instructor Version)

## Introduction

In this lab, you will create user accounts in Windows 7 and Vista.

## Recommended Equipment

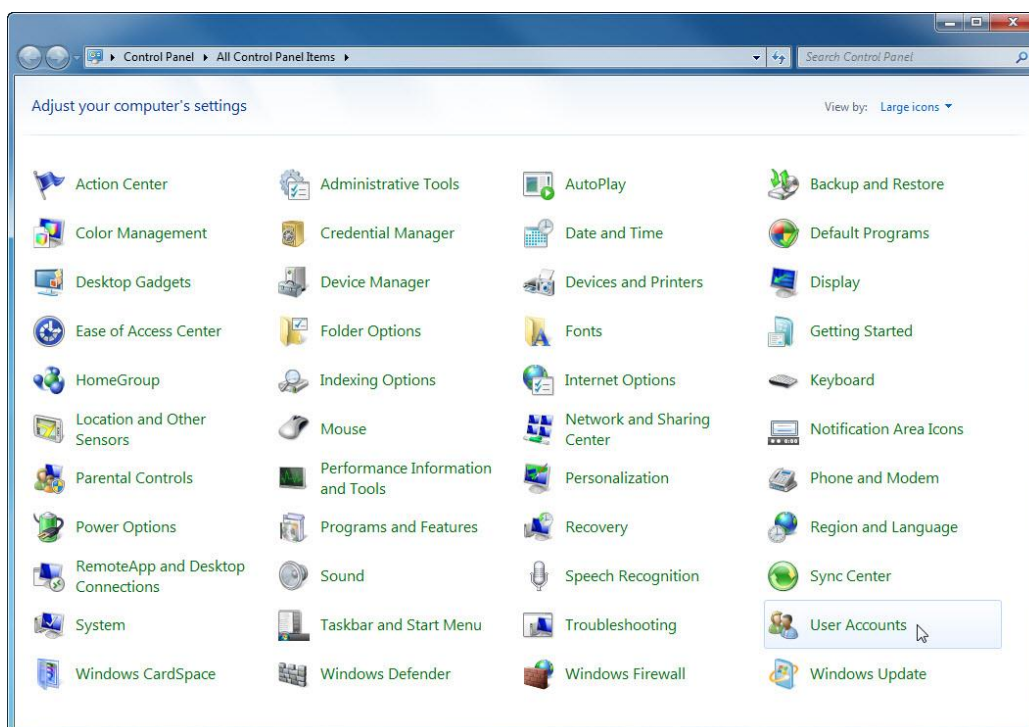
The following equipment is required for this exercise:

- A computer with a new installation of Windows 7 or Vista

**Instructor Note:** Provide students with a user account name and password to be created in this lab.

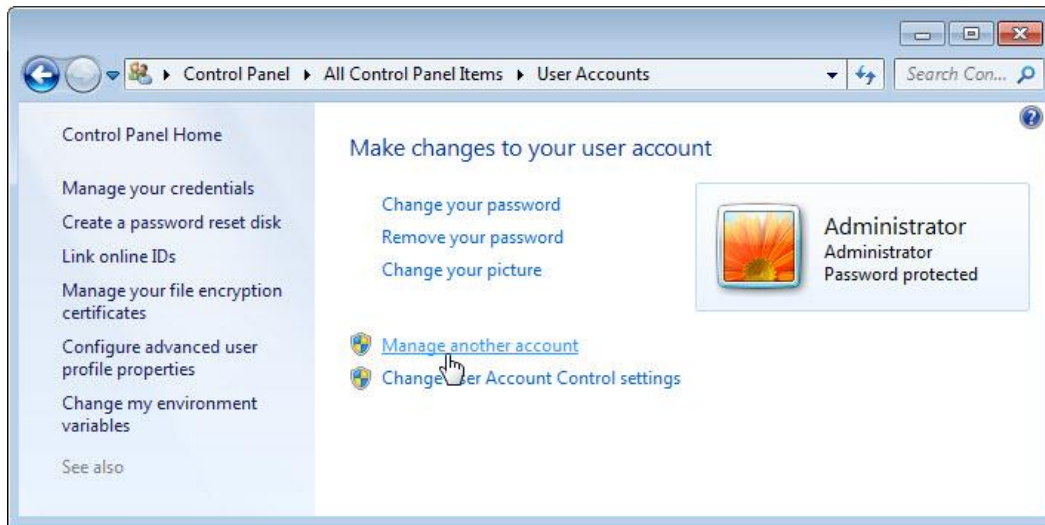
## Step 1: Open the User Account Tool

- Log on to the computer with an Administrator account.
- Click **Control Panel > User Accounts**.



### Step 2: Create an Account

- a. The User Accounts window opens. Click **Manage another account**.



- b. The **Manage Accounts** window opens. Click **Create a new 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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The user can use most software and change some system settings.

What limitations does this type of an account have?

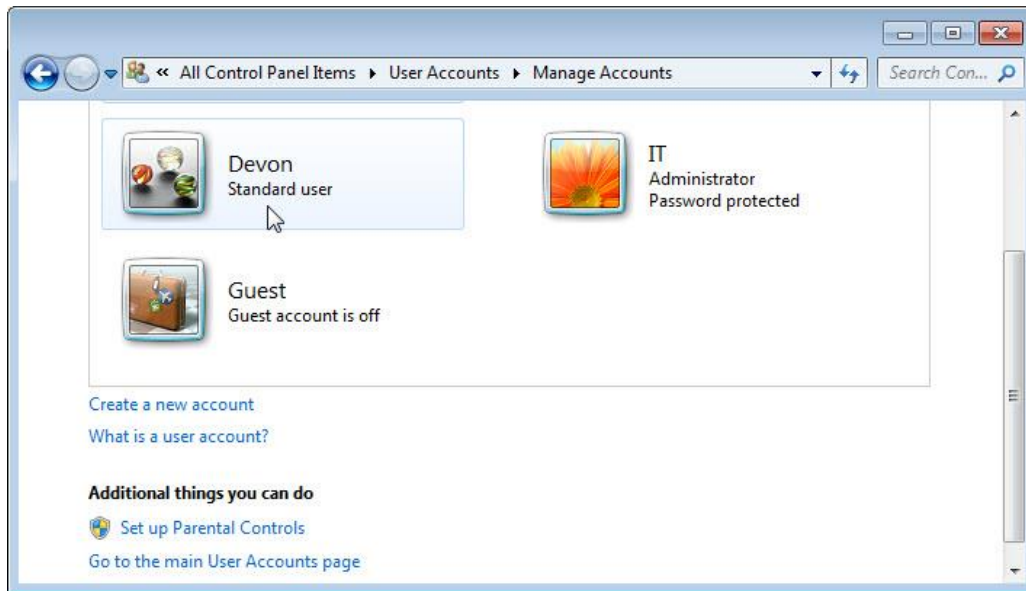
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The user cannot change system settings that affect other users or the security of the computer.

- d. Click **Create Account**.

### Step 3: Password Protect the Account

- a. Click the user account you just created.



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

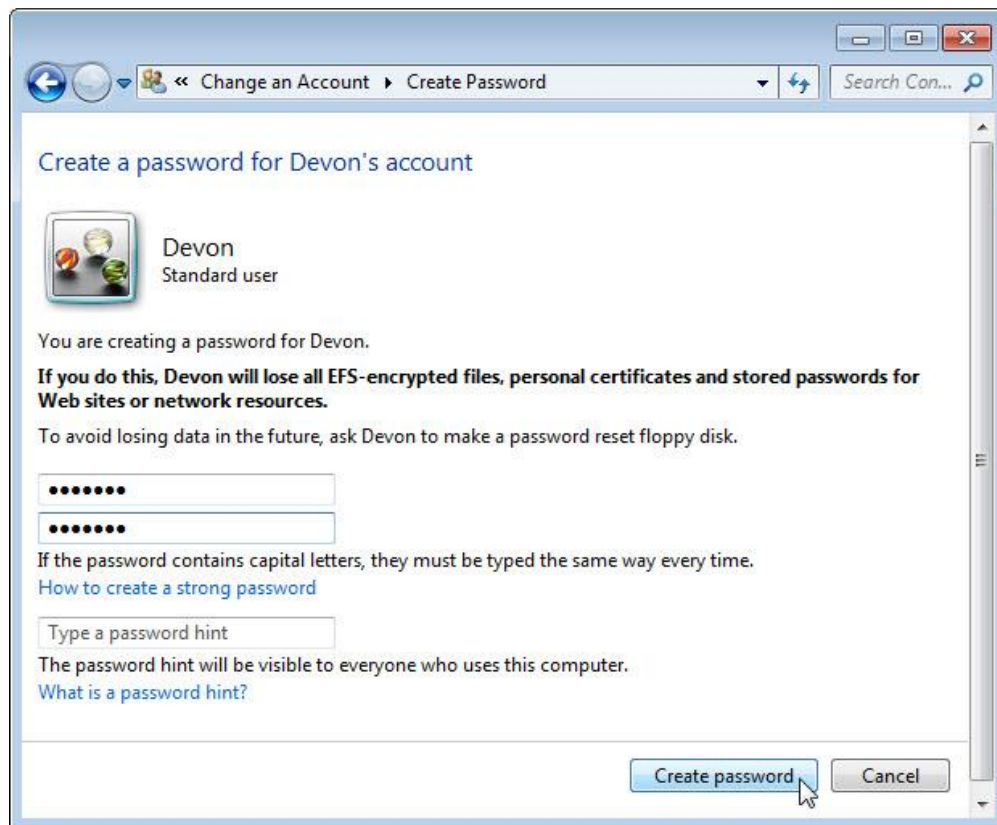


What information is listed for the new account?

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The account name and that the account is a standard user account.

- c. Type in the password provided by the instructor and then click **Create password**.



### 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?

The account name, that it is a standard user account, and it is password protected.

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



What can a user do with an administrator account?

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The user has complete access to the computer and any desired changes.

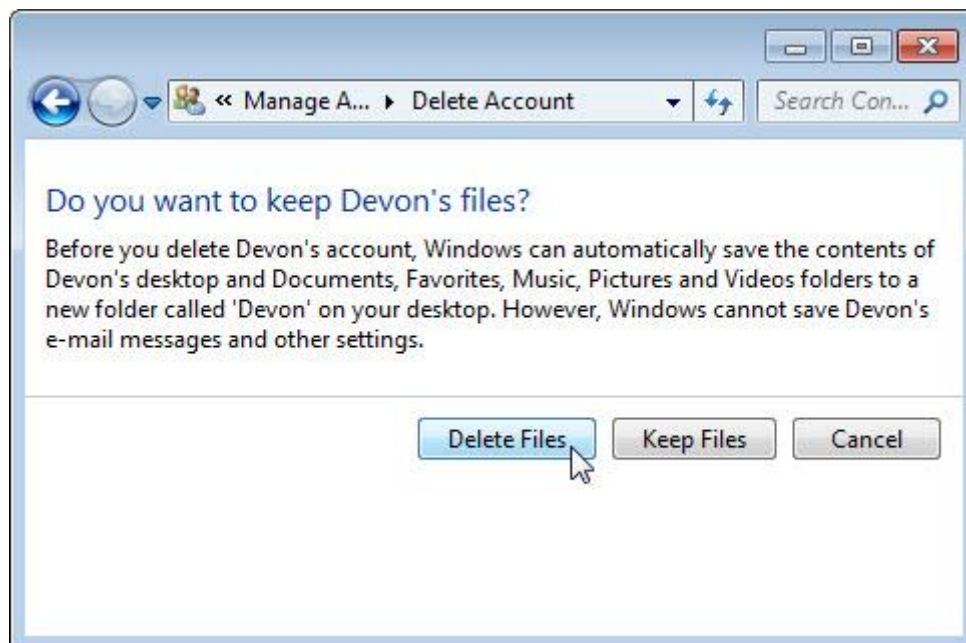


### Step 5: Delete the Account

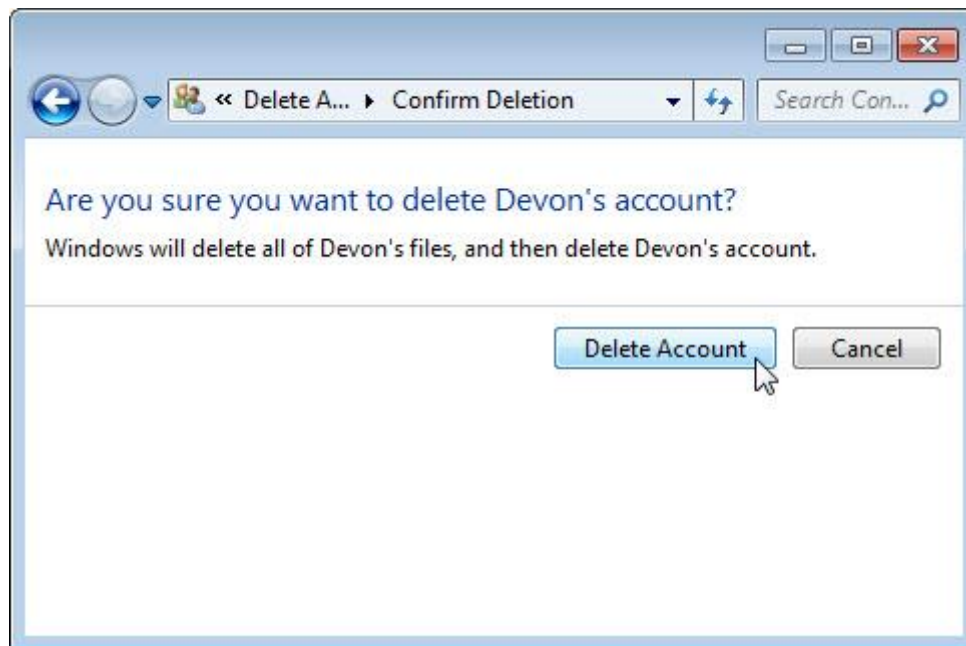
- a. The **Make changes to Devon's account?** window opens. Click **Delete the account**.



- b. The **Do you want to keep Devon's files?** window opens. Click **Delete Files**.



- c. The **Are you sure you want to delete Devon's account?** window opens. Click **Delete Account**.



- d. Notice the account is no longer listed. Close all open windows.



## Reflection

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

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No password or a weak password can allow access from almost anyone to steal data, or use the computer for unauthorized purposes.



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

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

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The Standard User cannot compromise the security of the computer or the privacy of other users.