Lab - User Accounts

# 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.

* + - 1. Log on to the computer with an Administrator account.
      2. Click **Control Panel**. Change to the small icons view in the Control Panel. Click **User Accounts**.

### Create a local user account

* + - 1. The User Accounts window opens. Click **Manage another account**.
      2. The **Manage Accounts** window opens. Click **Add a new user in PC settings**.
      3. In Family & other users window, click **Add someone else to this PC**.

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

* + - 1. In the How will this person sign in? window, click **I don’t have this person’s sign-in information**.
      2. Click Add a user without a Microsoft account.
      3. 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

* + - 1. Navigate to the **Control Panel**. In the small icons view, click **User Accounts** > Click **Manage another account**.
      2. Select the newly created account.
      3. Click **Change the account type**.
      4. 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?

**Ans:** The standard account can help protect your computer by preventing users from making changes that affect everyone who uses the computer, such as deleting files that are required for the computer to work. It’s recommended to creatine a standard account for each user.

Type your answers here.

## Delete the Account

* + - 1. Navigate to the **Control Panel**. Change back to the **Category** view, click **User Accounts**.
      2. Click **Remove user accounts**.
      3. 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?

**Ans:** Keep Files and Cancel

Type your answers here.

* + - 1. Click **Delete Account** to confirm the account deletion.
      2. Notice the account is no longer listed. Close all open windows.

# Reflection Questions

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

**Ans**: Using an easy-to-guess password is like locking the door but leaving the key in the lock. Weak passwords can quickly be broken by computer hackers. But it's impossible to remember a unique strong password for every account. Strong passwords are important because they help prevent unauthorized access to personal information and accounts. This is especially important for accounts containing sensitive information, such as financial email and social media accounts.

Type your answers here.

* 1. Why would you create a user with Standard privileges?

**Ans:** A standard account can help prevent people from making critical changes, such as deleting files that are required for the PC to work. You can create a standard account for each person who uses your PC. Someone signed in with a standard account can do almost anything that you can do with an administrator account.

* 1. 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?

**Ans**: An IT administrator might delete a user account while keeping the files for several reasons. When an employee leaves, their account access gets revoked for security, but their files might be needed for future reference, legal reasons, or to train new hires. Similarly, inactive accounts might be deleted to free up space, but the files could be important for future retrieval. This can also happen during system upgrades where old accounts are deleted for new ones, but the data needs to be preserved. Finally, legal holds or compliance might require a company to retain user data even after the account is disabled, so the files are kept for that purpose here.

End of Docu