Lab - User Accounts (Instructor Version)

**Instructor Note**: Red font color or gray highlights indicate text that appears in the instructor copy only.

# Introduction

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

# Recommended Equipment

* PC with Windows installed

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

# 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?

Type your answers here.

A standard user account can prevent users from altering files and settings that may affect the computer as a whole or other users.

## 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?

Type your answers here.

Answer may vary. The Keep Files allows you to save the content of deleted user’s desktop and some of the folders in a new folder on your Desktop.

* + - 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?

Type your answers here.

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

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

Type your answers here.

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

* 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?

Type your answers here.

Answers may vary. The user account is an employee that is being terminated and the files contain required business information and should be retained.

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