Microsoft Windows 7

14 – User accounts

CORPORATE **LEARNING & DEVELOPMENT**

USER ACCOUNTS

A **user account** is a collection of settings and permissions, specific to a user, that determines what a user can and cannot do on the computer. These settings are also used to protect the user's files and folders from access by other non-authorised people.

When you first purchase or set up Windows 7, you are required to create the initial **administrator** account. The administrator has full rights and privileges over the computer, and can do pretty much anything they like to it!

Administrators should also set up user accounts for each user of the computer. As well as being given their own personal folders, standard users will have limited ability to make changes to the computer, such as changing settings or installing software.

In this booklet we will show you how to:

- gain an understanding of user accounts in Windows 7
- create a user account
- switch users
- change the picture for a user account
- enable the guest user account
- control user accounts
- change a user's account name
- delete a user account.

UNDERSTANDING USERS IN WINDOWS 7

A **user account** is a collection of settings and permissions, specific to each user, that determine what the user can and cannot do on the computer. There are three levels of user accounts, each designed to enable or restrict changes to a computer's settings and programs. User accounts should also be password-enabled for added security and privacy.

What Is A User Account?

A user account is a collection of settings and permissions, specific to each user, that determine what the user can and cannot do on the computer. In particular, a user account will determine:

- The files and folders a user can access: users will only be able to view the files and folders for which they have been granted access, such as personal folders (within the Libraries), but will not be able to access other user's personal files and folders
- The changes a user can make to the computer: for standard users, they will be able to personalise the computer (and establish their own user profile), such as changing the desktop background, but will not be able to make changes to the computer, such as installing software or modifying security settings.

To make the most of user accounts, it is strongly recommended that each user be assigned a password for added security and privacy. This ensures that no other user can access their personal folders and files.

Types Of User Accounts

Three types of user accounts are available in Windows 7:

Administrator	Administrators have access to everything on the computer, and can make changes to anything, such as installing software and changing security settings. When you first install Windows 7, the initial user account will be an administrator account. The administrator account can also create new users and manage user accounts.
Standard	Standard users will have limited ability to make changes to the computer, except for personalising the computer, such as applying a screen saver or changing a theme. Standard users will not have access to other users' personal files and folders. Most computer users will be allocated a standard account.
Guest	Guest accounts exist for temporary users of a computer and only one guest account can exist on a computer. Guest accounts are similar to standard accounts, except there is no privacy, as anybody can log onto a guest account. The guest account provides access to installed programs but does not have permission to access data in other users' personal folders. Guest accounts are often used in internet cafes.

Creating And Managing User Accounts

If you've just purchased a new computer with Windows 7 installed, there's a good chance that an administrator account has already been set up. If you have installed Windows 7 yourself, you will be required to create an administrator account as part of the set-up process. Either way, you need at least one administrator account in Windows 7 to create and manage further user accounts.

If other people are using your computer, it is strongly recommended that you create separate standard user accounts for each user. If you allow others to use your computer using just the one account, you are giving them the ability to make changes to your computer. You are also giving others access to your personal folders and files. Creating separate user accounts for each user means that each user can only access their personal folders and files, and make limited changes to the computer, which really only extends to personalising their computer (such as changing the desktop background).

When you create a standard user account, you are also creating a profile for that user, which includes a series of personal folders in **Libraries**, and a range of default settings that they can modify without affecting the settings of other users.
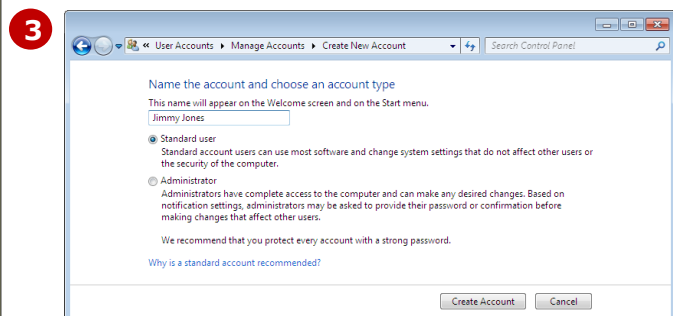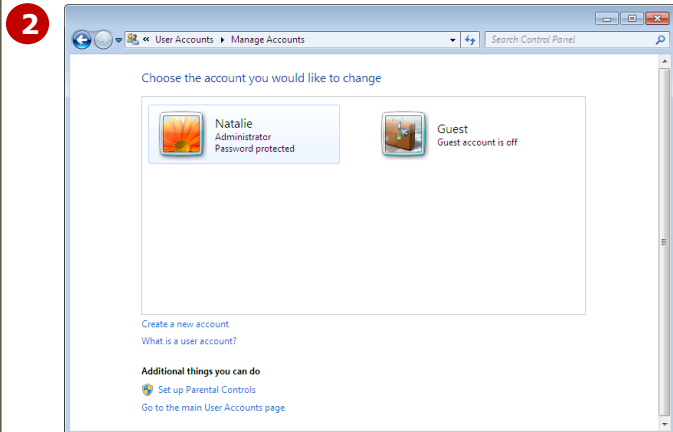
CREATING USER ACCOUNTS

Administrator accounts can create **standard user** accounts for any number of users on their computer (or the network). When you create a user account you need to assign a **user name**, and it is recommended that you also assign a **password**. This can be changed by the user after their initial log on. A user **profile** is also created for new users, which includes their personal folders.

Try This Yourself:

Before starting this exercise ensure you have logged onto Windows 7 with an administrator account...

1 Select **Start** > **Control Panel** to open the **Control Panel**

2 Click on **Add or remove user accounts** in **User Accounts and Family Safety**

The Manage Accounts window is displayed...

3 Click on **Create a new account**

4 Type **Jimmy Jones** in the **New account name** box and then click on **[Create Account]**

Jimmy Jones is now added to the list of user accounts...

5 Click on **Jimmy Jones**

Here you can manage user accounts. You will create a password for Jimmy Jones...

6 Click on **[Create a password]**

7 Type **blue77** in the **New password** box, then press `Tab` to move to the **Confirm new password** box

8 Type **blue77** and click on **[Create password]**

9 Click on **close** to close the window

For Your Reference...

To create a standard user account:
1. Select **Start** > **Control Panel**
2. Click on **Add or remove user accounts**
3. Click on **Create a new account**
4. Type a **user name** in the **New account name** box, and click on **[Create Account]**

Handy to Know...

• Users can change their assigned password. To do this, type **change password** in the **Start** menu **Search** box, click on **Change your Windows password**, and then click on **Change your password**. Type in the **current password**, then type in the **New password** and **Confirm new password** and click on **[Change password]**.

SWITCHING USERS

Users can log onto their account without the previous user having to close any programs or log off first. This is called *fast switching* and means that when the previous user logs back in, their tasks, such as any files they were working on, will be just the way they left it! Just make sure any work is saved before switching users, otherwise any unsaved changes will be lost.

Try This Yourself:

Before starting this exercise ensure you have logged onto Windows 7 with an administrator account...

1 Select **Start** > **All Programs** > **Accessories** > **WordPad** to open *WordPad*

You will open a few programs and windows to demonstrate how fast switching works...

2 Select **Start** > **All Programs** > **Accessories** > **Calculator** to open the *Calculator*

3 Click on the arrow ▶ that appears beside **[Shut down]** to display a menu

4 Select **Switch user**

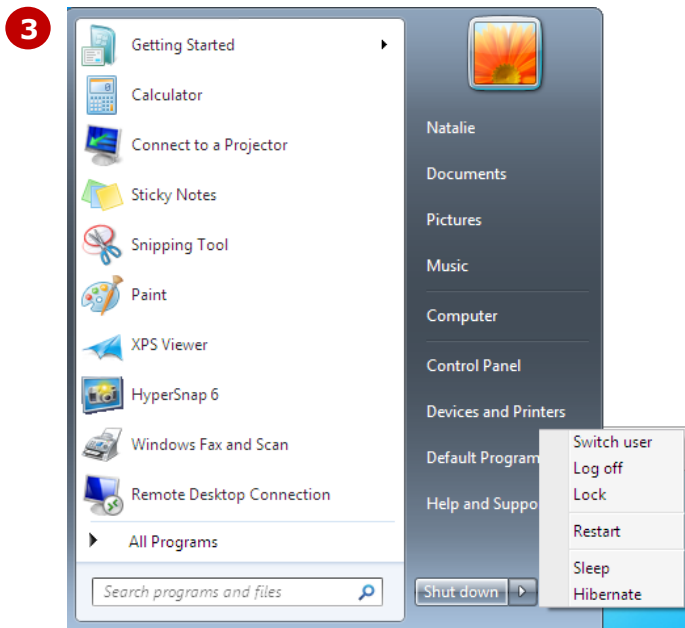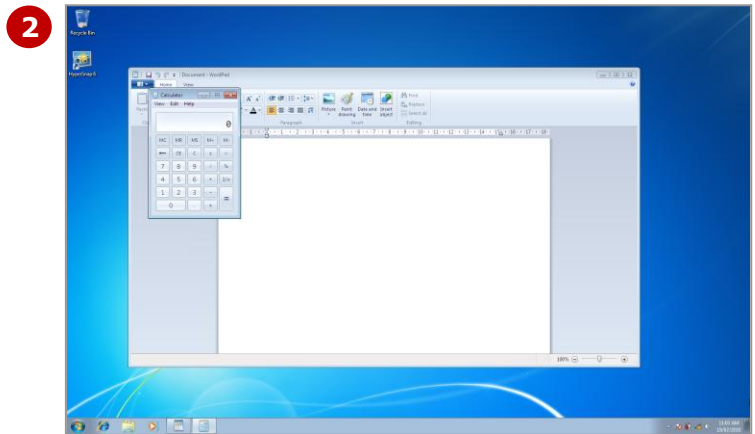*After a moment the Windows log on screen appears...*

5 Click on *Jimmy Jones* and type **blue77** in the *Password* box, then press Enter

Jimmy Jones' blank desktop appears...

6 Repeat steps *3* to *5* to log onto the *administrator* account

You will see that all open windows and programs are still open...

7 Repeat steps *3* to *5* to log into *Jimmy Jones'* account ready for the next exercise

For Your Reference...

To switch users:
1. Select **Start** and click on the arrow ▶ that appears beside **Shut Down**
2. Select **Switch user**
3. Click on the *user name*, type the *password* and press Enter

Handy to Know...

• Fast switching does not work on domain (network) accounts, such as at your workplace. Users will need to log off first before allowing another user to log onto their computer. To log off, select **Start**, click on the arrow ▶ that appears beside **[Shut down]** and select **Log off**.

CHANGING THE PICTURE FOR A USER ACCOUNT

As part of Windows' personalisation options, users can change the picture that appears beside their user name on both the log in screen and on the right pane of the Start menu. While Jimmy Jones may like butterflies, he considers himself a real bloke and doesn't feel that this picture represents his personality at all!

Try This Yourself:

Before starting this exercise ensure you are logged on as Jimmy Jones...

1 Select **Start** and type **change picture** in the **Start** menu **Search** box

2 Click on **Change your account picture** in the search results listing

The Choose a new picture for your account window is displayed...

3 Click on the picture of a soccer ball to select it

4 Click on **[Change Picture]**

5 Select **Start** to display the **Start** menu

The new picture is displayed at the top of the right pane...

6 Click on the arrow ▶ that appears beside **[Shut down]** and select **Switch user**

You will log back on as administrator ready for the next exercise...

7 Click on the **administrator** account to select it

8 Type in the administrator **password** and press Enter

9 Click on **close** ✖ to close any open windows
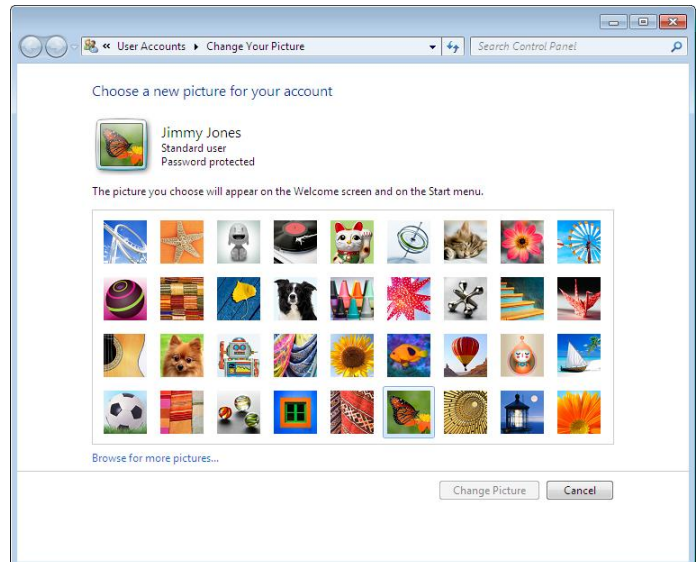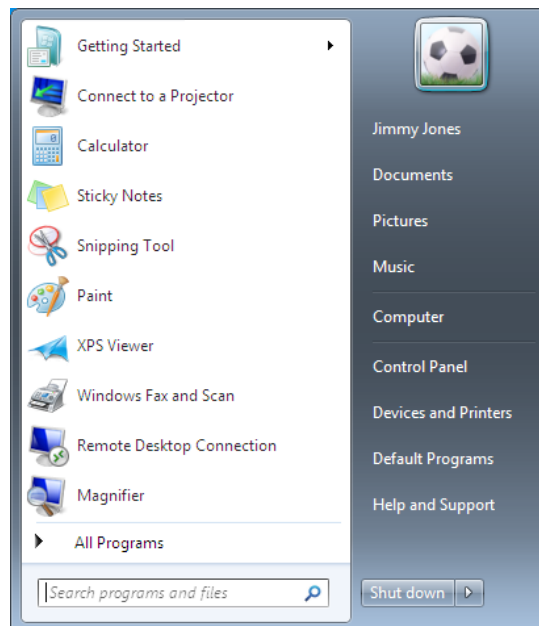
For Your Reference...

To change the picture for a user account:
1. Select **Start** and type **change picture** in the **Search** box
2. Click on **Change your account picture**
3. Click on a picture to select it, and click on **[Change picture]**

Handy to Know...

- Users can use their own photos or pictures as their account picture. Select **Start** and type **change picture** in the **Search** box, and click on **Change your account picture**. Click on **Browse for more pictures** to locate the picture. Select the picture, click on **[Open]** and then click on **[Change picture]**.

ENABLING THE GUEST ACCOUNT

The **guest** account is great for temporary or intermittent users of your computer. Say, for example, your neighbour needs to use your computer to browse the internet. Assuming you have a broadband (or 'always on') connection, your neighbour can log in as the guest but will not be able to make any changes to the computer's settings, nor will they have access to users' folders.

Try This Yourself:

Before starting this exercise ensure you have logged onto Windows 7 with the administrator account...

1   Select **Start** and type **guest** in the **Search** box

2   Click on **Turn guest account on or off** in the search results

3   Click on **Guest** to select it

You will then be asked if you want to turn the guest account on...

4   Click on **[Turn On]**

5   Click on **close** ❌ to close the window

You will now log on as a guest...

6   Click on the arrow ▶ that appears beside **[Shut down]** and select **Switch user**

The Guest account now appears on the log in screen...

7   Click on **Guest** to select it

You are not asked for a password. After a few moments the desktop appears...

8   Repeat steps **6** and **7** to log on with the **administrator** account

2
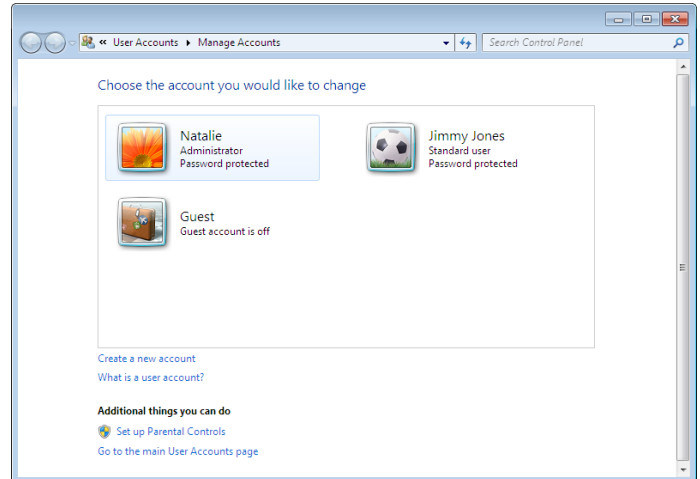
3
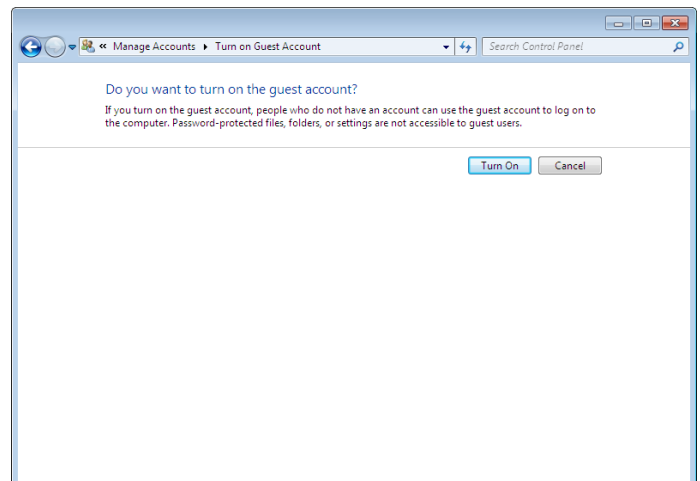
For Your Reference...

To enable or disable the guest account:
1. Select **Start** and type **guest** in the **Search** box
2. Click on **Turn guest account on or off**
3. Click on **Guest** to select it
4. Click on **[Turn On]** to enable, or **Turn off the guest account** to disable it

Handy to Know...

- Any change that a guest attempts to make to the computer will be blocked by a message requesting the administrator password. This also extends to minor personalisation changes, such as changing the theme or desktop background.

CONTROLLING USER ACCOUNTS

User Account Control (UAC) is designed to control the activities of standard users, such as restricting their ability to change settings and download or install software. The default UAC setting for a standard user is to notify the user when they attempt to make any changes to the computer, and then request the administrator password before the user can proceed.

Try This Yourself:

Before starting this exercise ensure you are logged on as Jimmy Jones...

1 Select **Start** and type **uac** in the **Search** box

2 Click on **Change User Account Control settings** in the search results

A UAC message appears asking whether Windows can make changes to the computer...

3 Enter your **administrator** password and press Enter

*The UAC Settings dialog box appears for Jimmy Jones...*

4 Drag the slider to view the different UAC settings

5 Drag the slider back to the first option – **Default – Always notify me when**

This means that if the user attempts to make changes to the computer that require administrator-level access, the UAC dialog box will appear asking for administrator password...

6 Click on **[OK]** and type in the **administrator** password in the UAC dialog box to confirm

7 Click on **[Yes]**
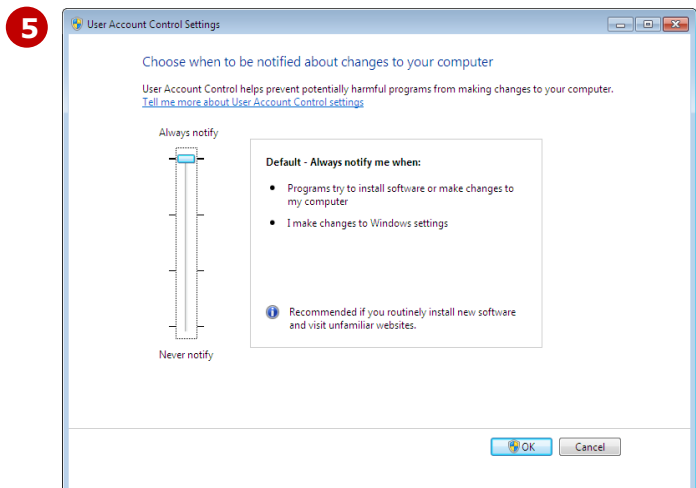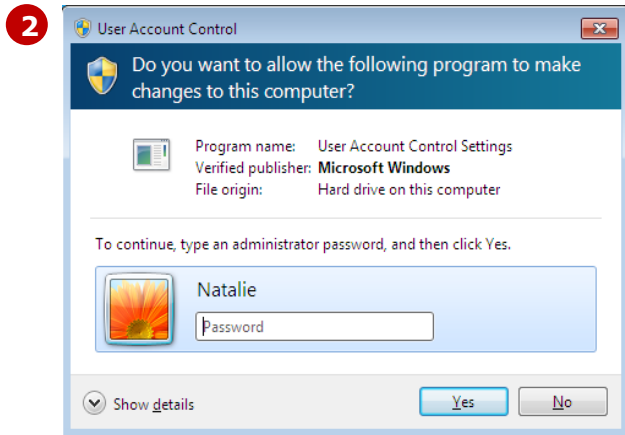
For Your Reference...

To change **User Account Control** settings:
1. Select **Start** and type **uac** in the **Search** box
2. Click on **Change User Account Control settings** in the search results
3. Enter the **administrator** password and press Enter
4. Modify the setting and click on **[OK]**

Handy to Know...

- It is recommended that the UAC settings for standard users remain as the default setting, unless the user is familiar with using Windows 7 and is an experienced computer user, such as when it comes to changing settings, and downloading and installing programs.
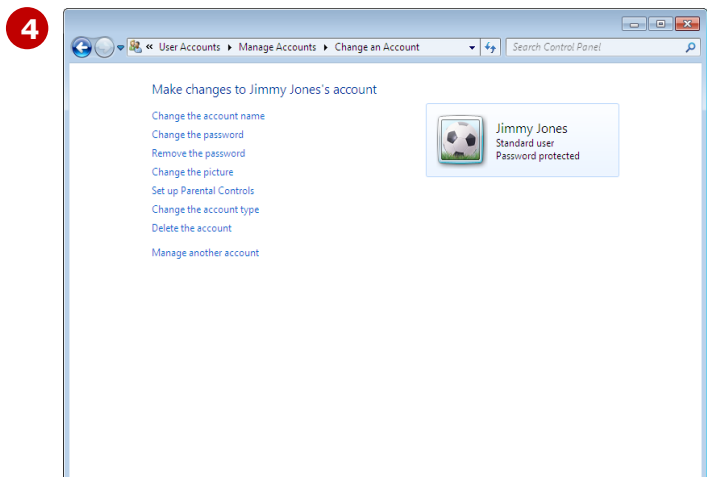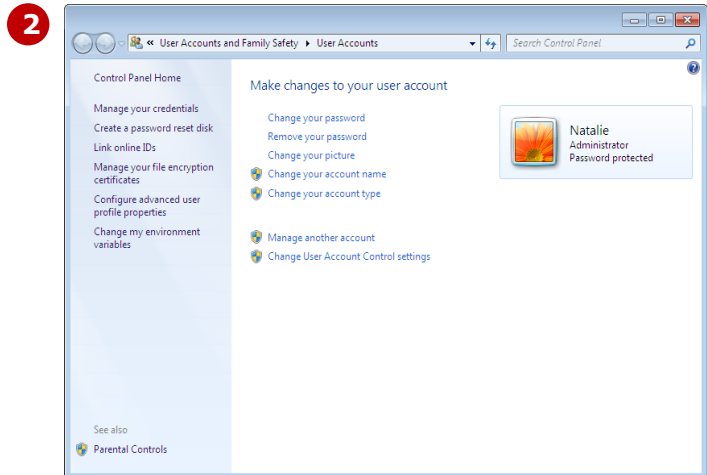
CHANGING THE USER ACCOUNT NAME

If an administrator account has been set up on your behalf, there's a chance that you will want to change the user name to reflect your name or to something more meaningful. Administrators can change their own user name, as well as change the user name of other users. Standard users cannot make changes to their user name without the administrator password.

Try This Yourself:

Before starting this exercise ensure you have logged onto Windows 7 with an administrator account...

1 Select **Start** and type **user** in the **Search** box

2 Click on **User Accounts** in the search results listing

The User Accounts window appears...

3 Click on **Manage another account**

4 Click on **Jimmy Jones** to select this user

5 Click on **Change the account name**

6 Type **JimmyJ** in the **New account name** box

7 Click on **[Change Name]**

8 Click on **close** ❌ to close the window

2

4

5

For Your Reference...

To change a user's account name:

1. Open the **Control Panel** and click on **Add or remove user accounts** in **User Accounts and Family Safety**
3. Click on the user to select it and click on **Change the account name**
4. Type a new name and click on **[Change name]**

Handy to Know...

- You cannot change the name of the guest account.
- A user name cannot be more than 20 characters in length, nor can it contain any of the following characters: \ / " [ ] : | < > + = ; , ? * @
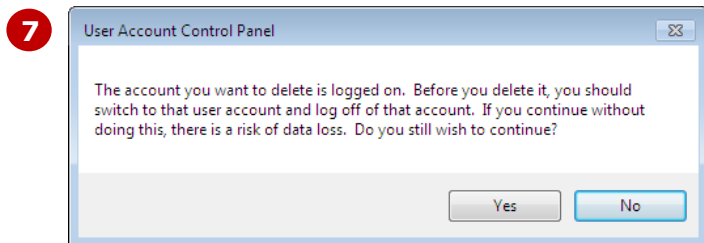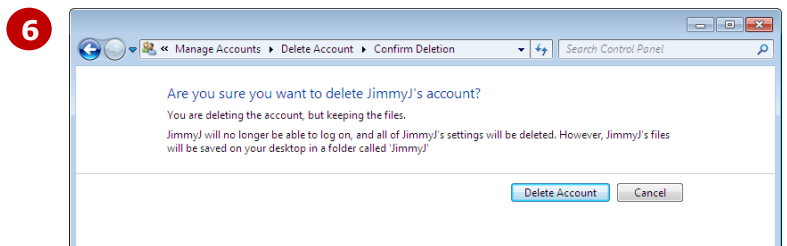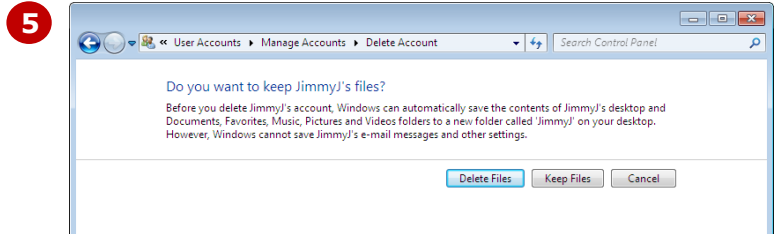
DELETING A USER ACCOUNT

Where you have user accounts on your computer that are no longer being used, you can delete them permanently from the computer. When a user account is deleted, all settings and email messages associated with that account are also removed. However, you are given the option to save any files within the user's personal folders to your desktop before proceeding.

Try This Yourself:

Before starting this exercise ensure you have logged onto Windows 7 with an administrator account...

1 Select **Start** and type **user** in the **Search** box

2 Click on **User Accounts** in the search results listing

3 Click on **Manage another account**

4 Click on **JimmyJ** to select it

5 Click on **Delete the account**

You are then asked whether you want to keep the contents JimmyJ's personal folders and store them in a folder on your desktop...

6 Click on **[Keep Files]**

You are now asked to confirm that you want to delete the account...

7 Click on **[Delete Account]**

You may receive a message saying that other user is still logged on...

8 Click on **[Yes]**

Windows 7 deletes the account and a folder will appear on the desktop with the contents of JimmyJ's personal folders

5

Do you want to keep JimmyJ's files?

Before you delete JimmyJ's account, Windows can automatically save the contents of JimmyJ's desktop and Documents, Favorites, Music, Pictures and Videos folders to a new folder called 'JimmyJ' on your desktop. However, Windows cannot save JimmyJ's e-mail messages and other settings.

[Delete Files] [Keep Files] [Cancel]

6

Are you sure you want to delete JimmyJ's account?

You are deleting the account, but keeping the files.

JimmyJ will no longer be able to log on, and all of JimmyJ's settings will be deleted. However, JimmyJ's files will be saved on your desktop in a folder called 'JimmyJ'.

[Delete Account] [Cancel]

7

User Account Control Panel

The account you want to delete is logged on. Before you delete it, you should switch to that user account and log off of that account. If you continue without doing this, there is a risk of data loss. Do you still wish to continue?

[Yes] [No]

For Your Reference...

To delete a user account:

1. Open **Control Panel** and click on **Add or remove user accounts**
2. Select the user to delete and click on **Delete the account**
3. Click on **[Keep Files]** and click on **[Delete Account]**

Handy to Know...

- It is recommended that the user you are deleting is not currently logged onto the computer. Any unsaved work that the user has will be lost.

CONCLUDING REMARKS

Congratulations!

You have now completed the **User accounts** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here…

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**