5.4.5 Optional Lab: Create Accounts and Check For Updates in Windows 7

Introduction

Print and complete this lab.

In this lab, you will create user accounts and configure the operating system for automatic updates after the Windows 7 installation process.
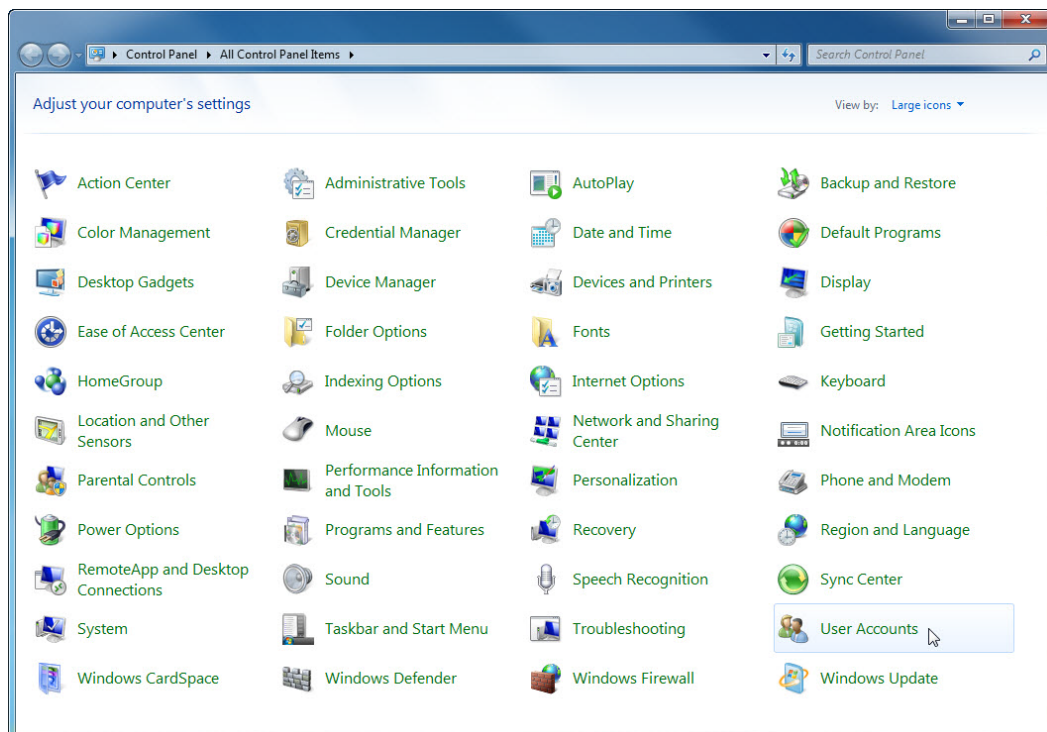
Recommended Equipment

The following equipment is required for this exercise:
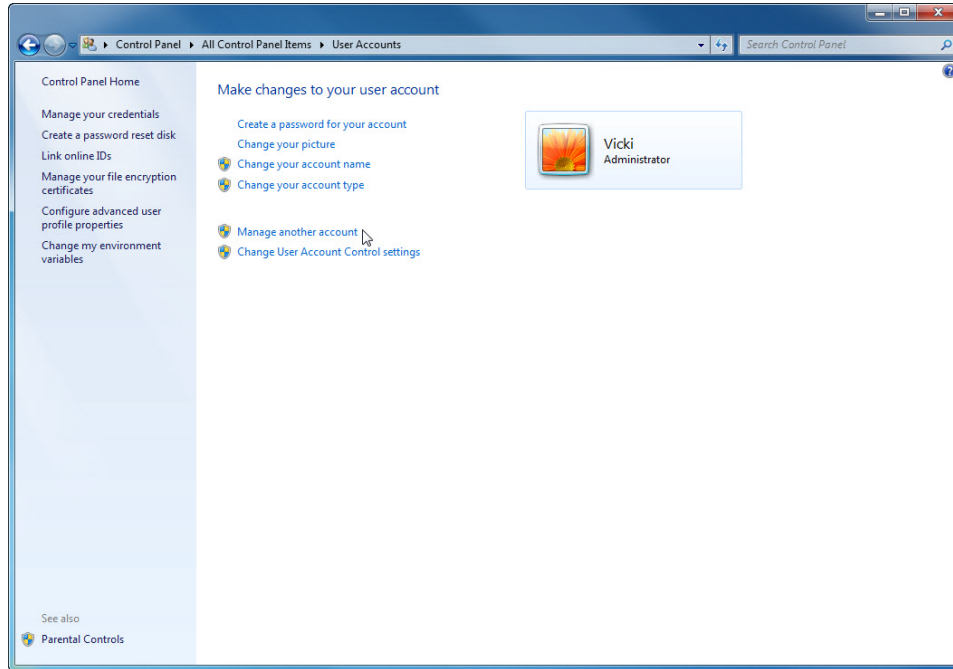> • A computer with a new installation of Windows 7

Step 1

Boot the computer. Navigate to the "Control Panel" window by clicking **Start > Control Panel**.
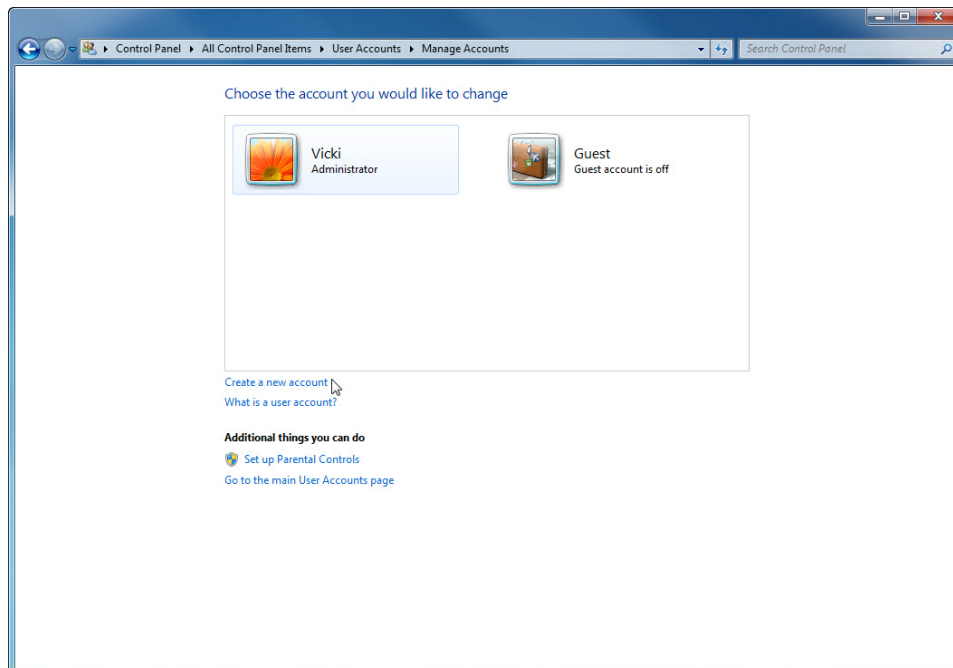
Step 2

Click the **User Accounts** icon or navigate to **User Accounts and Family Safety > User Accounts**.

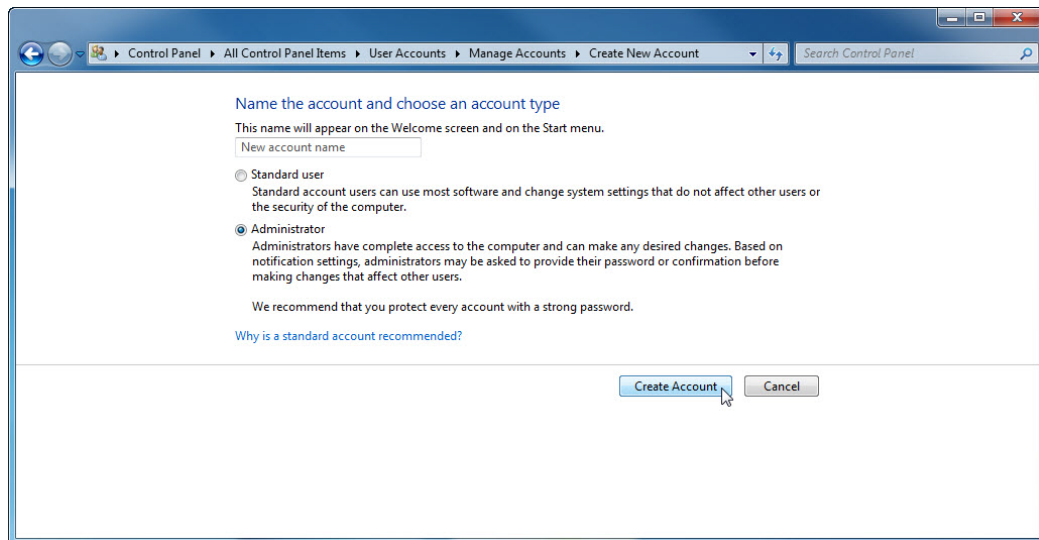The "User Accounts" window appears. Click **Manage another account**.

The "Manage Accounts" window appears. Click **Create a new account**.

Step 3

At "Name the account and choose an account type", type your name in the field, select Administrator as the account type and then click **Create Account**.
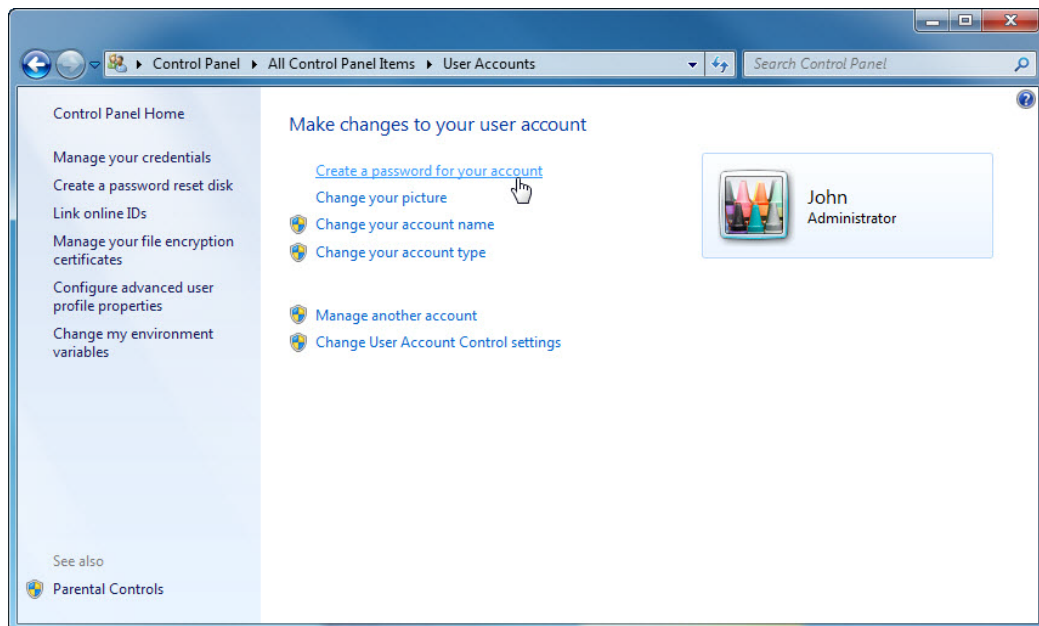

You have now finished creating a new account. Log off the computer and log back in as yourself. Leave the password field blank.

Step 4

Return to the "User Accounts" window of the control panel.

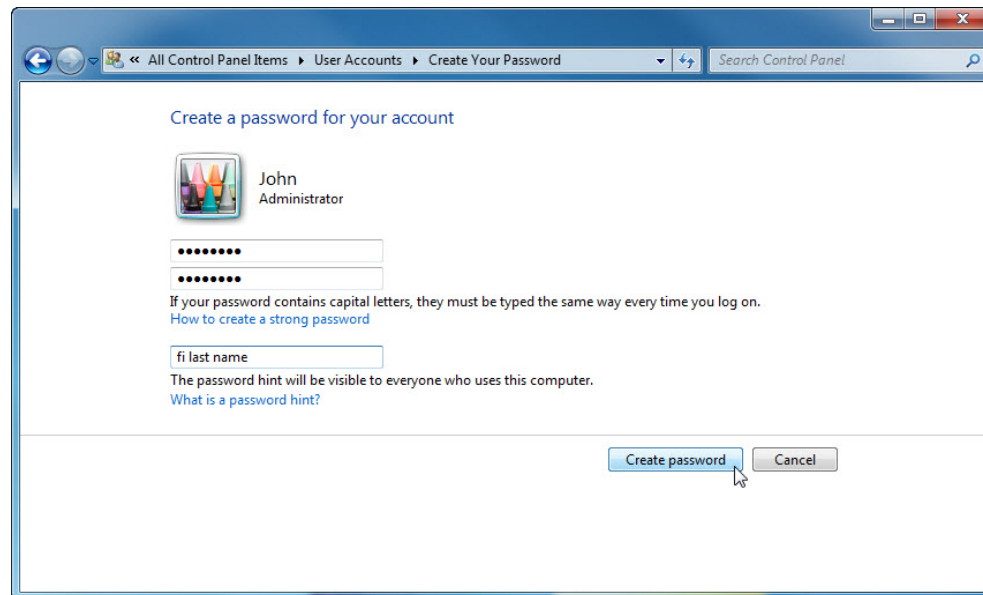Click **Create a password for your account**.

Step 5

On the "Create a password for your account" page, type your first initial and your last name in the "Type a new password:" field. Example: jsmith

Type the same password in the "Type the new password again to confirm:" field.
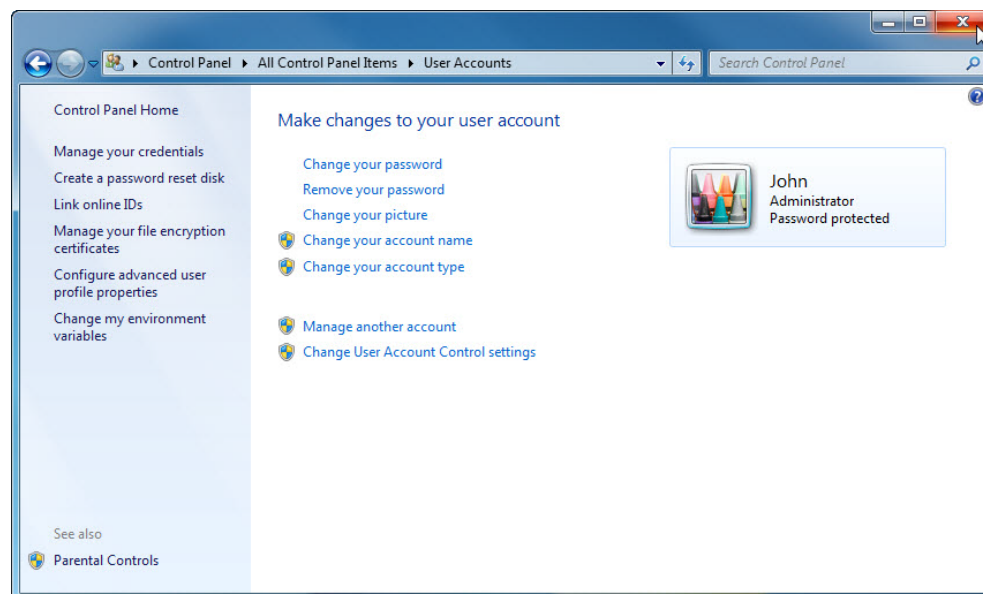
Type **fi last name** in the "Type a word or phrase to use as a password hint:" field.
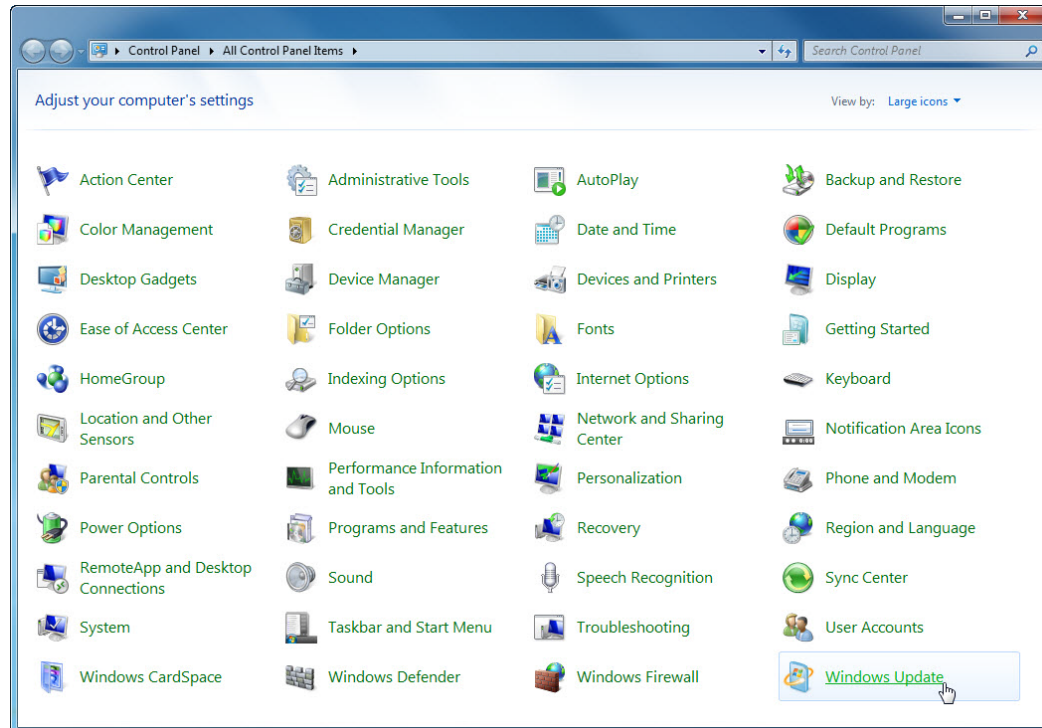
Click **Create password**.

Step 6

Click the **X** in the Close box in the upper-right corner of the "User Accounts" window to close the window.
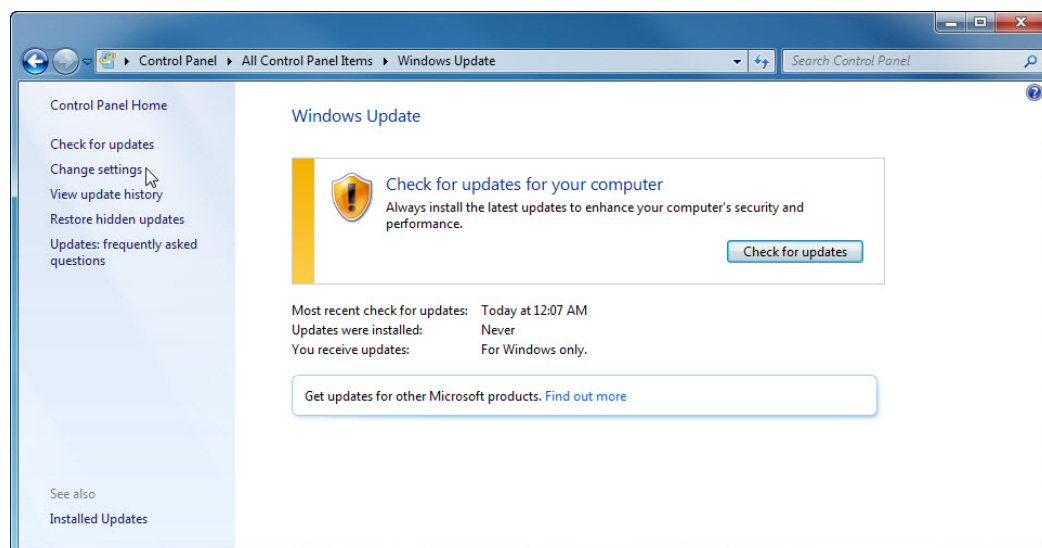
Step 7

Click **Start > Control Panel**.

Click the **Windows Update** icon or navigate to **System and Security > Windows Update**.

Step 8

The "Windows Update" dialog box appears.

Click **Change settings**.

The "Choose how Windows can install updates" dialog box appears.

Choose **Install updates automatically (recommended)** from the drop-down menu.

Click **OK** to accept the change.