

# **Module 4**

OS Features and User Accounts

# Objectives

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1. 1.4 Use appropriate OS features and tools
2. 1.4 Users and Groups

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# **OS FEATURES AND TOOLS**

# Using File and Folder Navigation Tools

## 1. Methods of viewing drives, files, and folders:

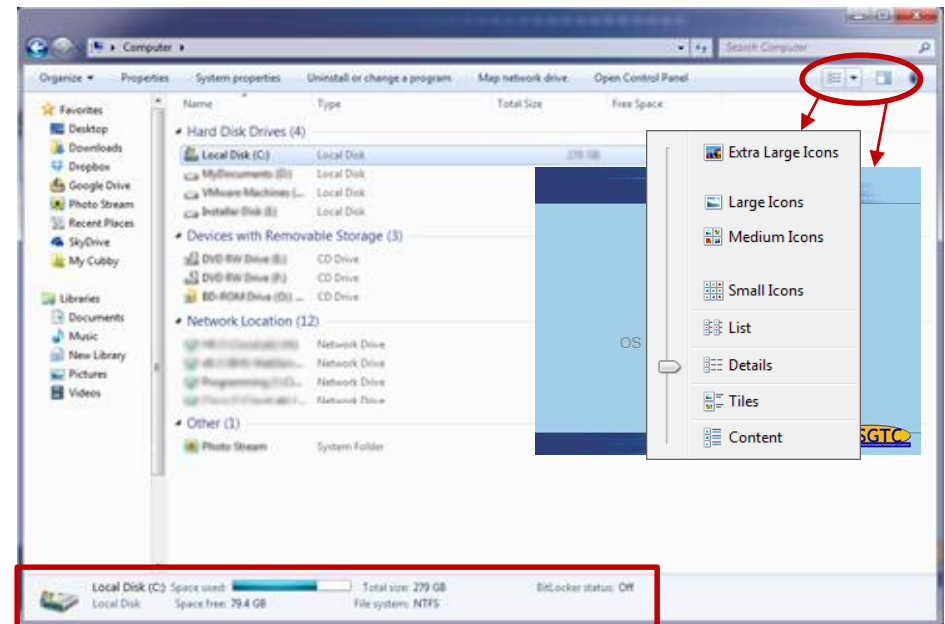
A. Windows Explorer

B. Navigation

C. View properties

D. Preview pane

## 2. Drive details shown across the bottom of the window



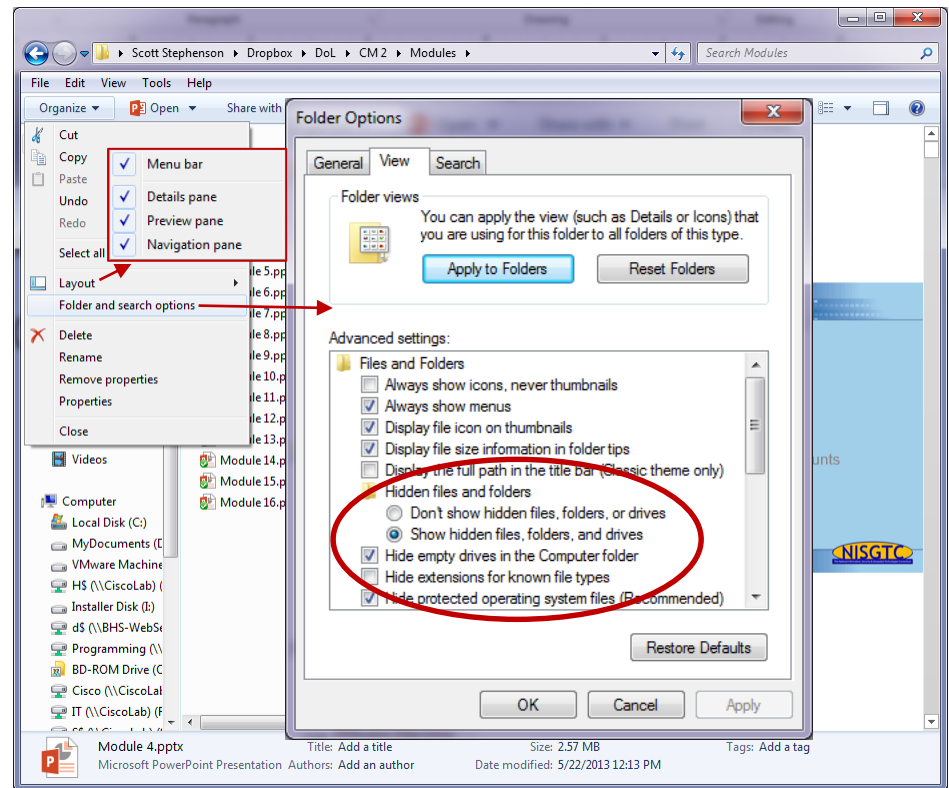
# View Options

## 1. View Option under Organize > Layout:

- A. Menu bar
- B. Details pane
- C. Preview pane
- D. Navigation pane

## 2. Folder Options

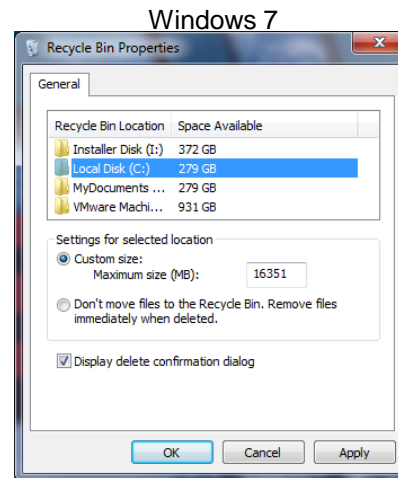
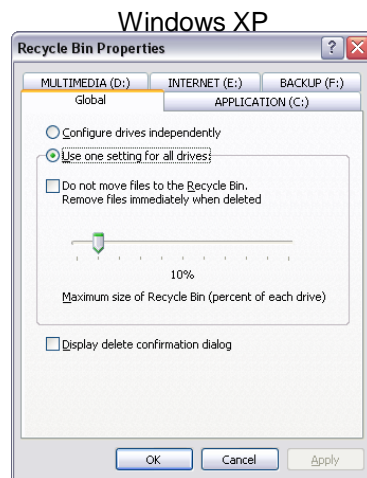
- A. Show extensions
- B. Show hidden
- C. Show OS files



# Changing Your Recycle Bin Settings

Right-click on the Recycle Bin icon and click Properties

1. Change the size and location of the Recycle Bin
2. Remove files immediately

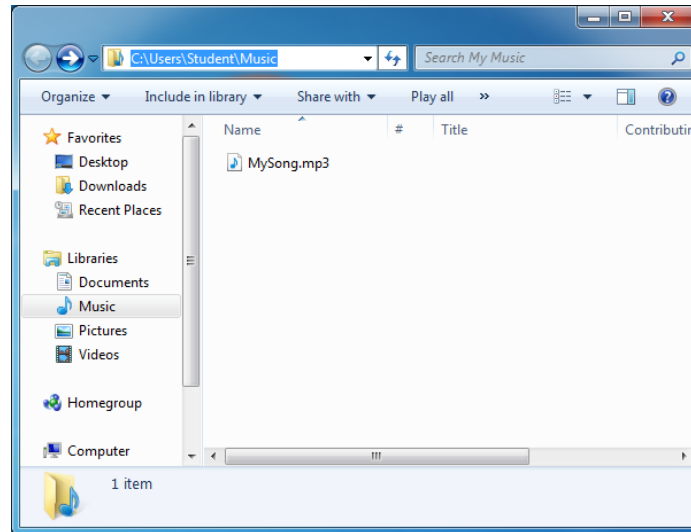


# Navigating to Folders and Files

1. Designed to save your files in a folder called **Documents**
2. Documents, Pictures, Music, Videos are new separate folders and part of a group called **Libraries**

Suppose there is a user named Student. What is the full path where he would store his mp3 files in Windows 7?

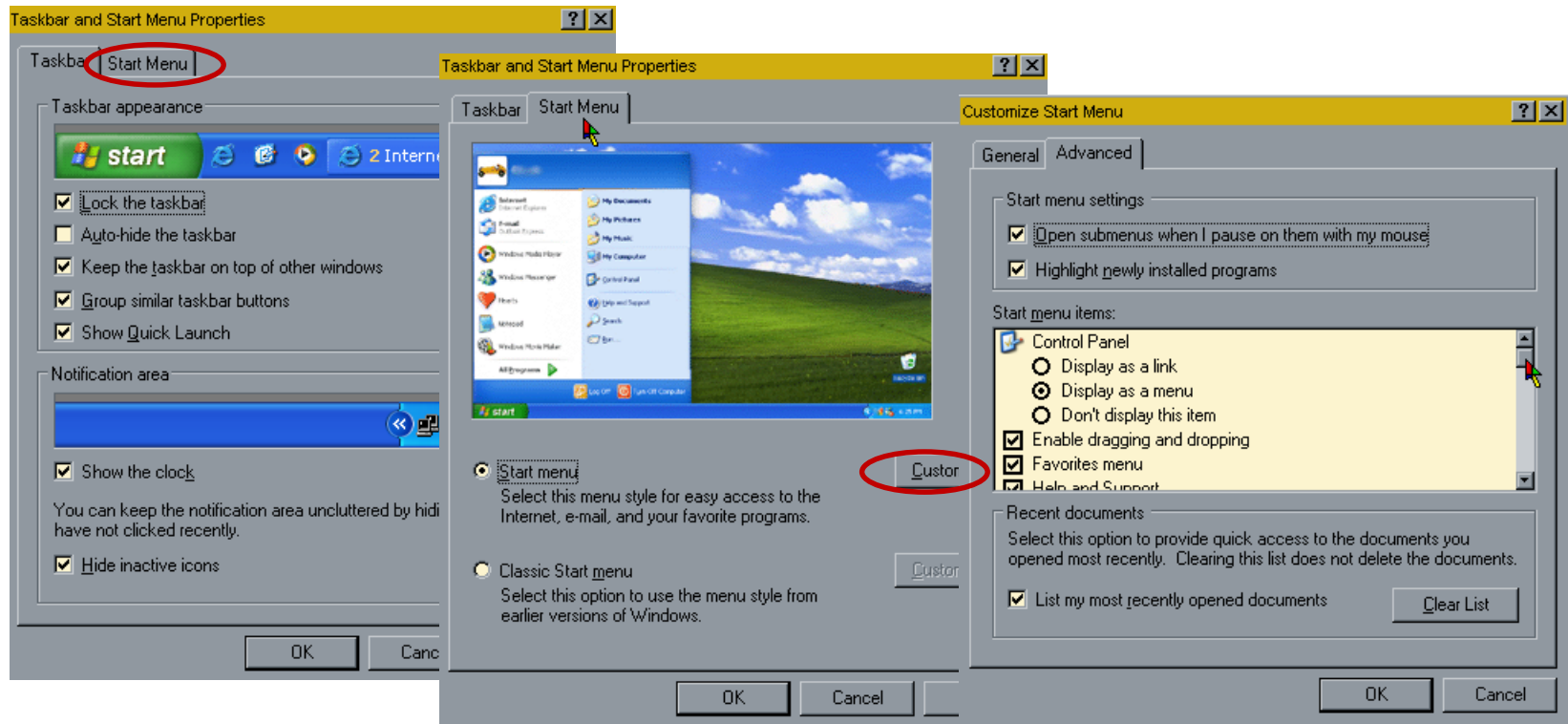
C:\Users\Student\Music  
or  
Libraries\Music



In Windows XP

C:\Documents and Settings\Student\Documents\My Music

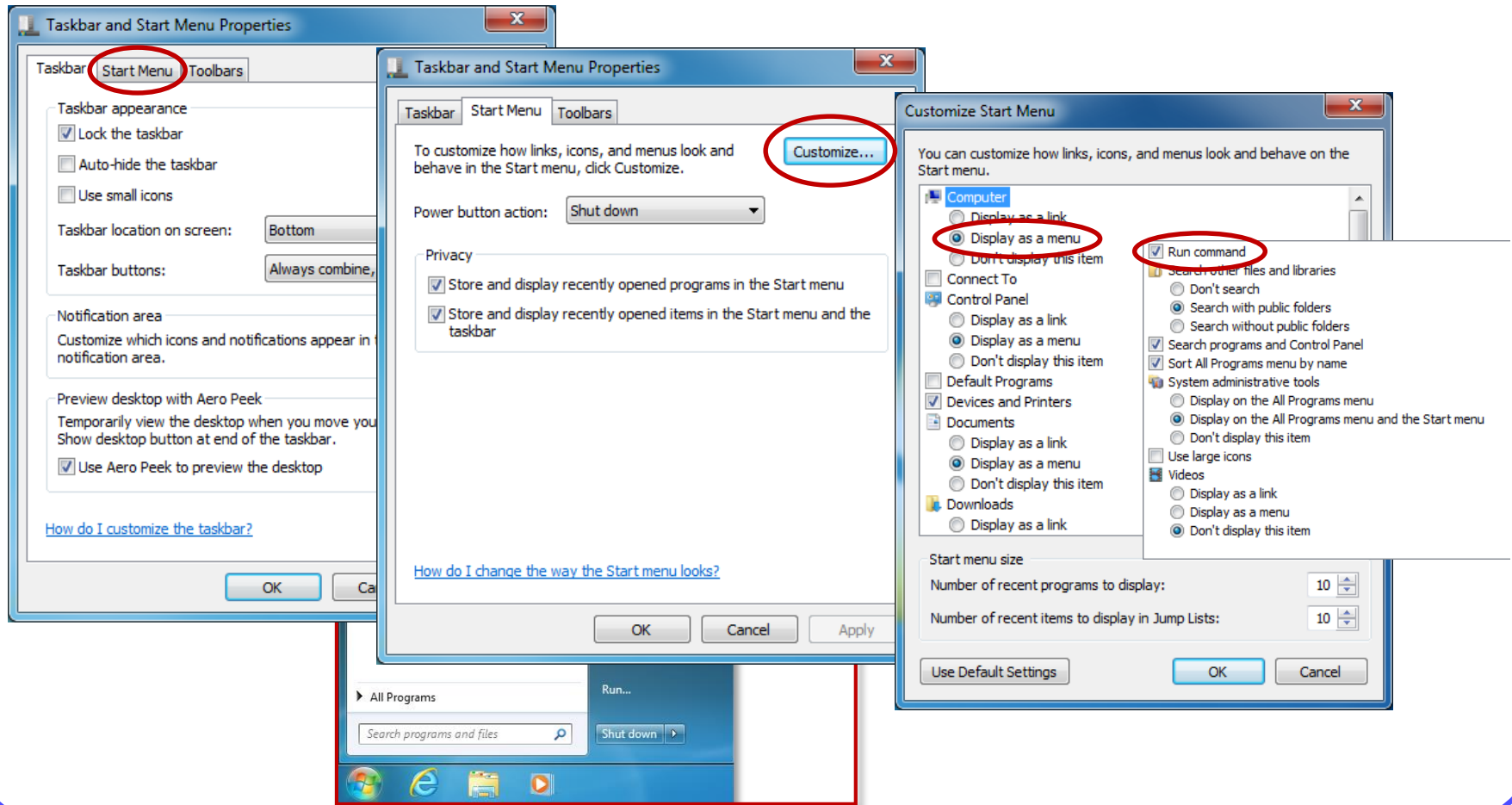
# Windows XP Taskbar and Start Menu Properties



Controls what appears in the Start Menu and Taskbar

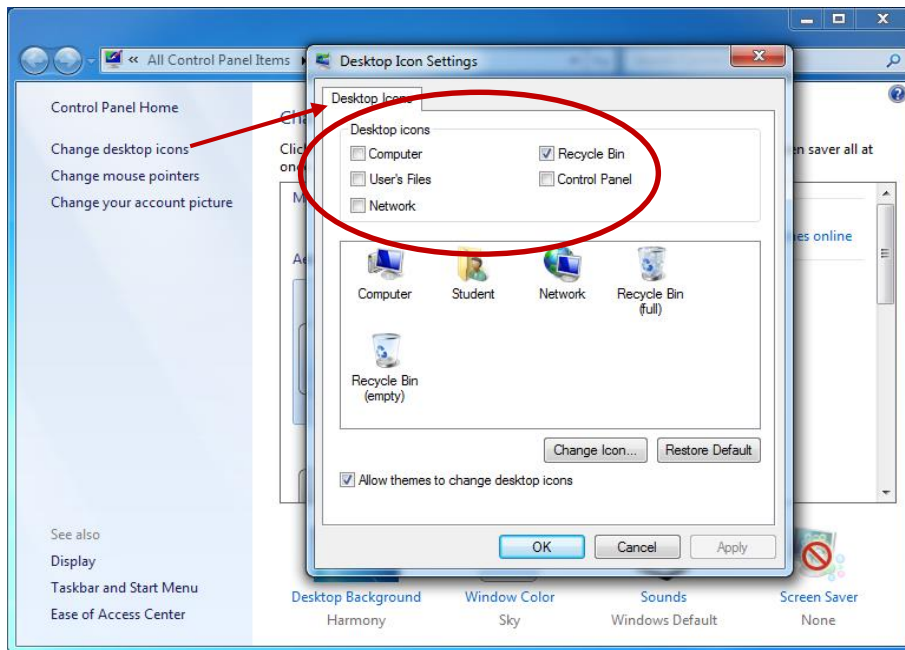


# Windows 7 Taskbar and Start Menu Properties

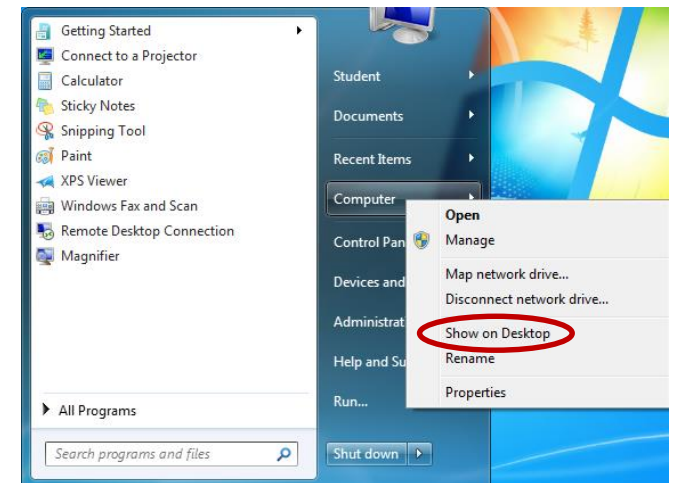


# Desktop Icons

1. Right-click the desktop and choose Personalize or click Personalization in the CP

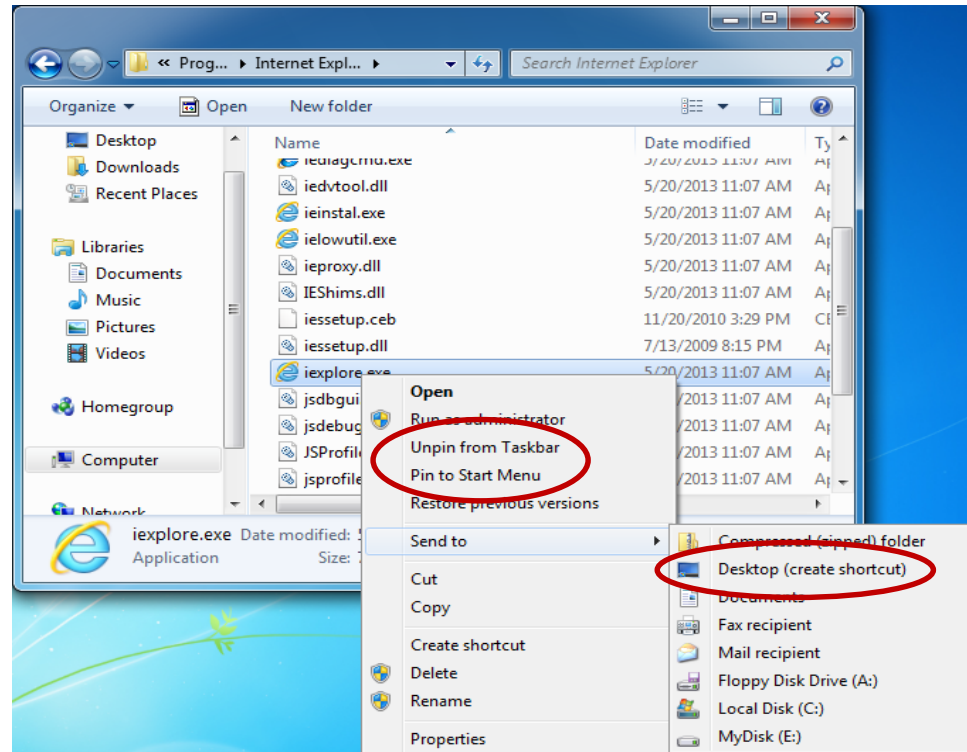


2. Start → Right-click name → choose “Show on Desktop”





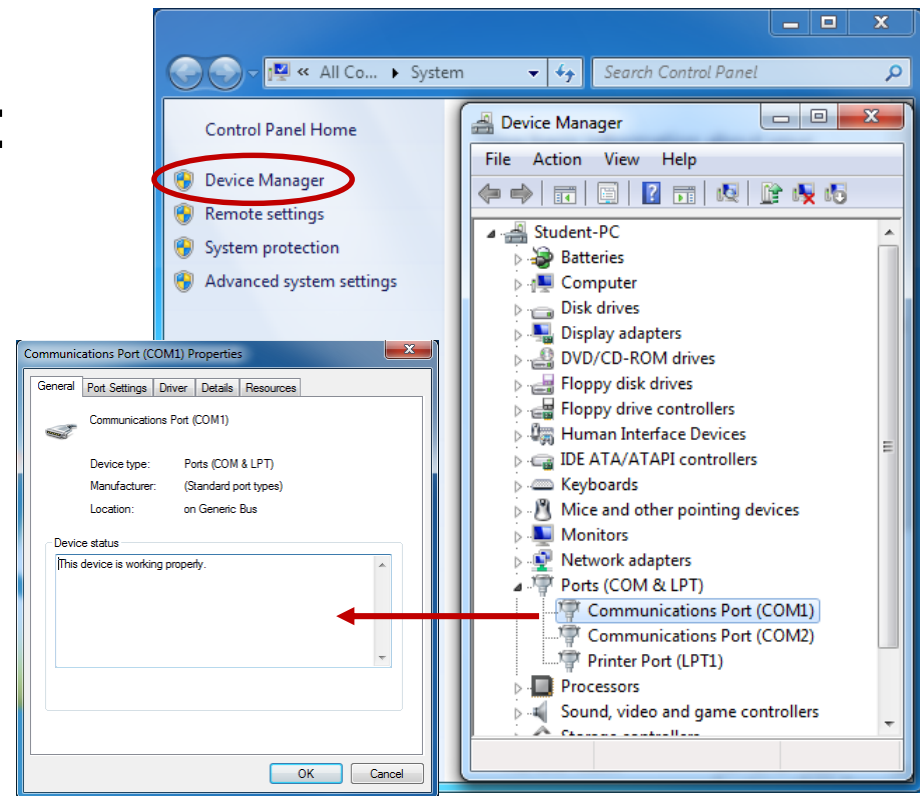
# Creating a Shortcut with Windows Explorer

1. Open the program you want and find the executable
2. Right-click → Send to → Desktop



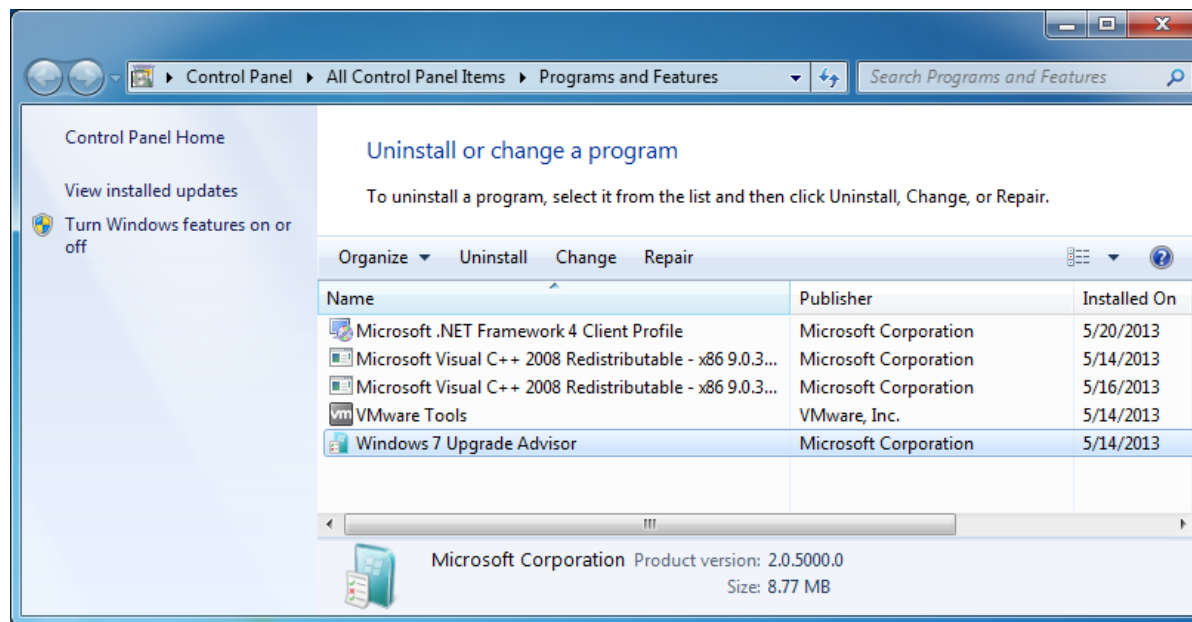
# Using Device Manager

1. Verifies that Windows sees no problems with:
  - A. Resource conflicts
  - B. Device status
  - C. Missing drivers
  - D. Outdated drivers
2. Problems will show up with  or 



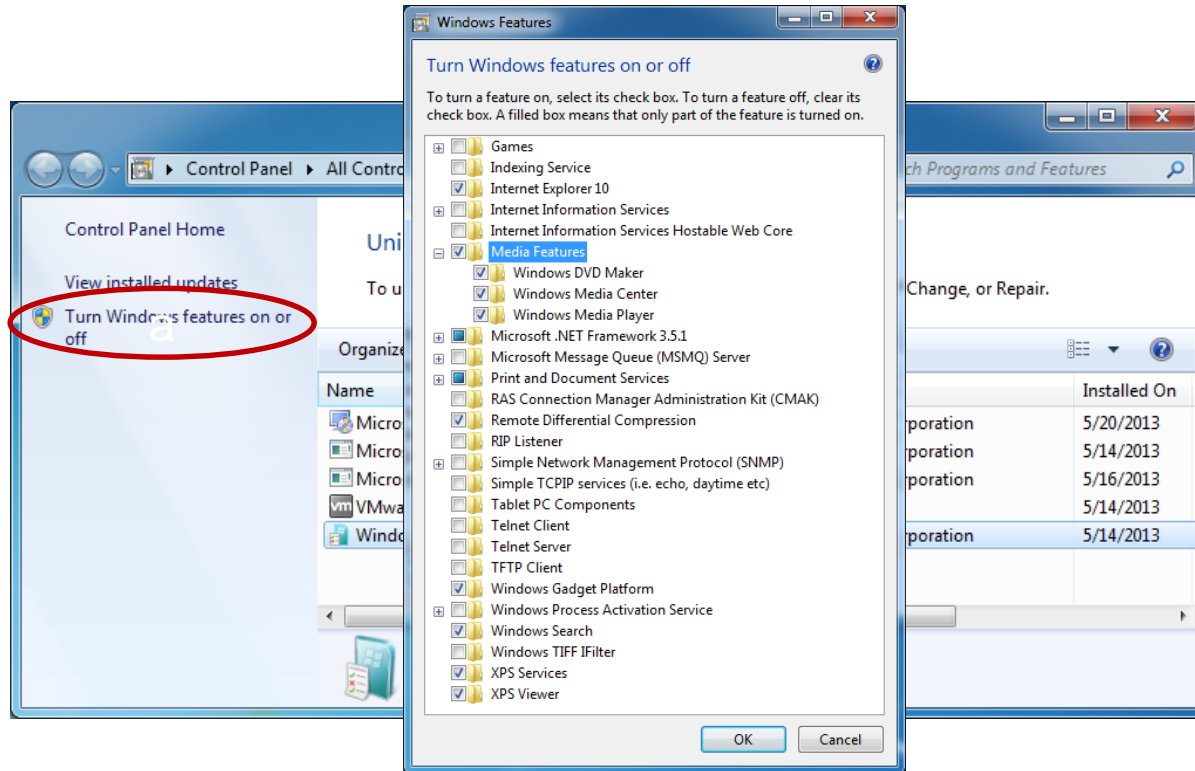
# Managing Applications

1. Add or Remove Programs in XP control panel
2. Programs and Features in Windows 7 control panel



# Windows Features

From the Programs and Features window, select “Turn Windows features on or off”



# Program Compatibility

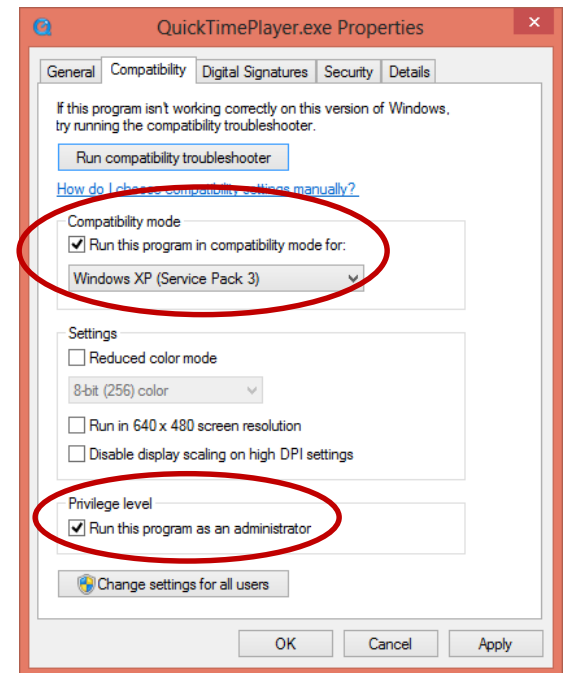
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1. Mode in Windows that lets you run programs written for earlier versions of Windows

2. To access:

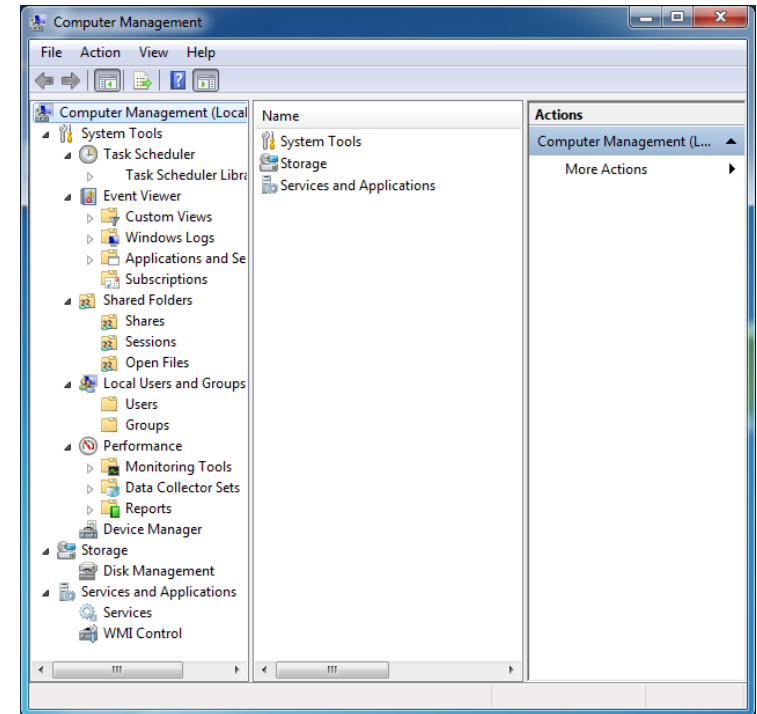
A. Right click on an executable and select Properties

B. Click on the Compatibility tab



# Computer Management

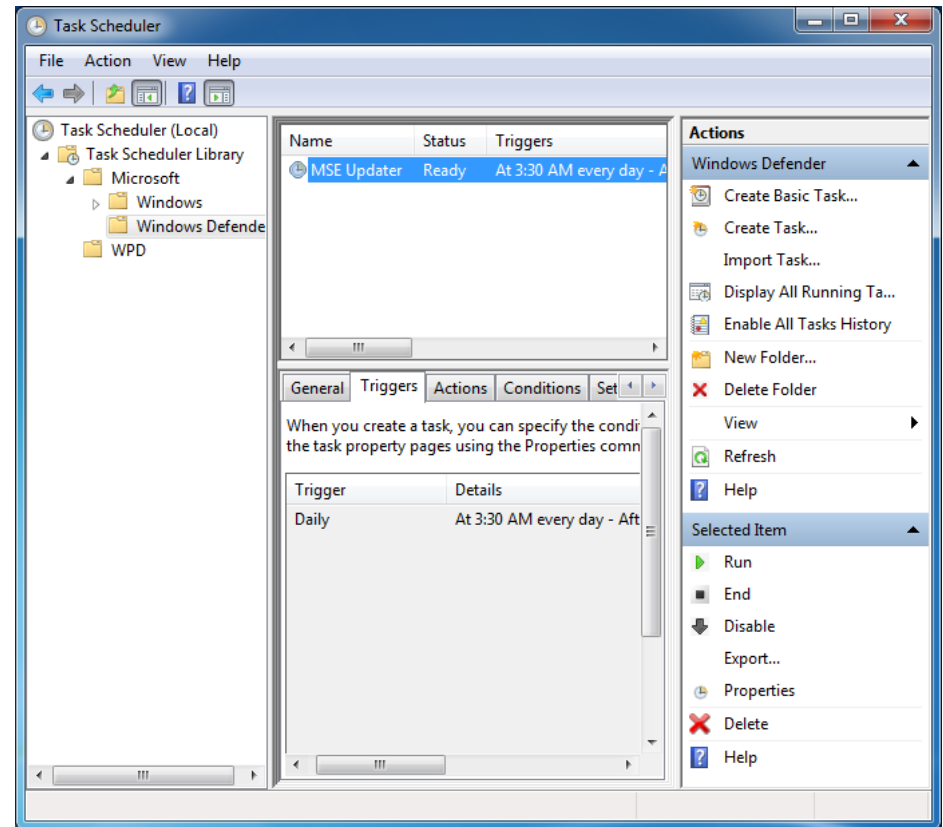
1. Pre-built Microsoft Management Console (MMC)
2. Found under Administrative Tools in Control Panel
3. You can see:
  - A. Task Scheduler
  - B. Event Viewers
  - C. Shared Folders
  - D. Local Users and Groups
  - E. Performance Monitors
  - F. Disk Management
  - G. Services





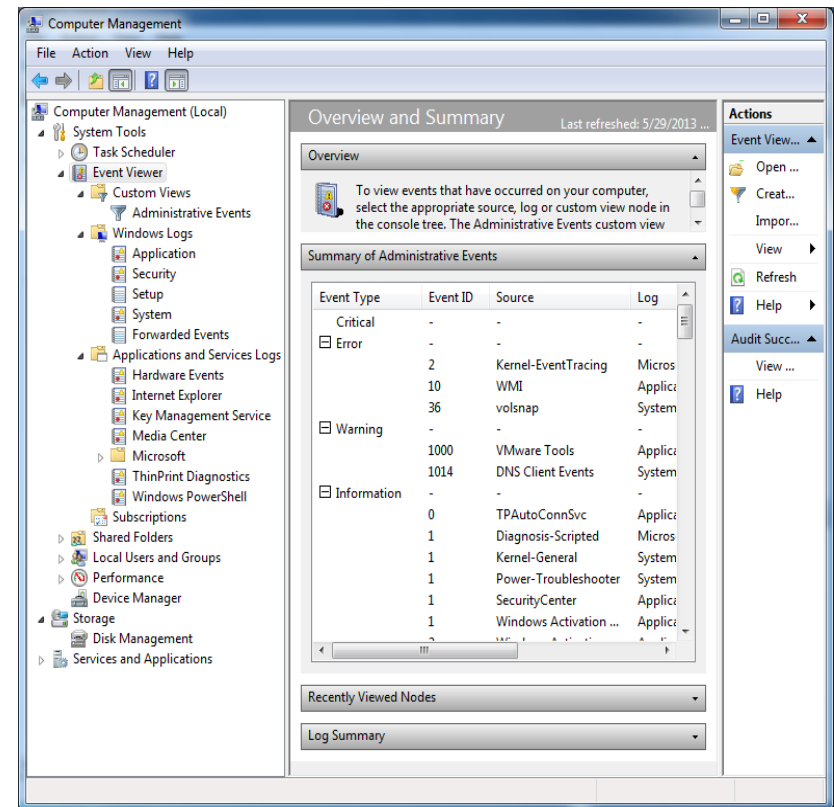
# Task Scheduler

1. Automate tasks to run as specific times or at startup
2. Found in Administrative tools



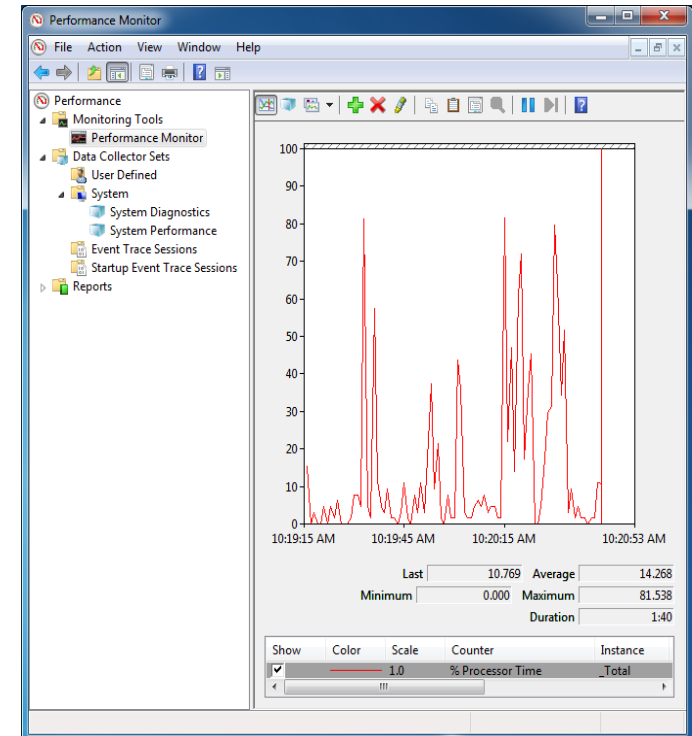
# Event Viewer

1. Displays detailed information about significant events on your computer
2. Helpful when troubleshooting problems and errors with Windows and other programs
3. Found in Computer Management console



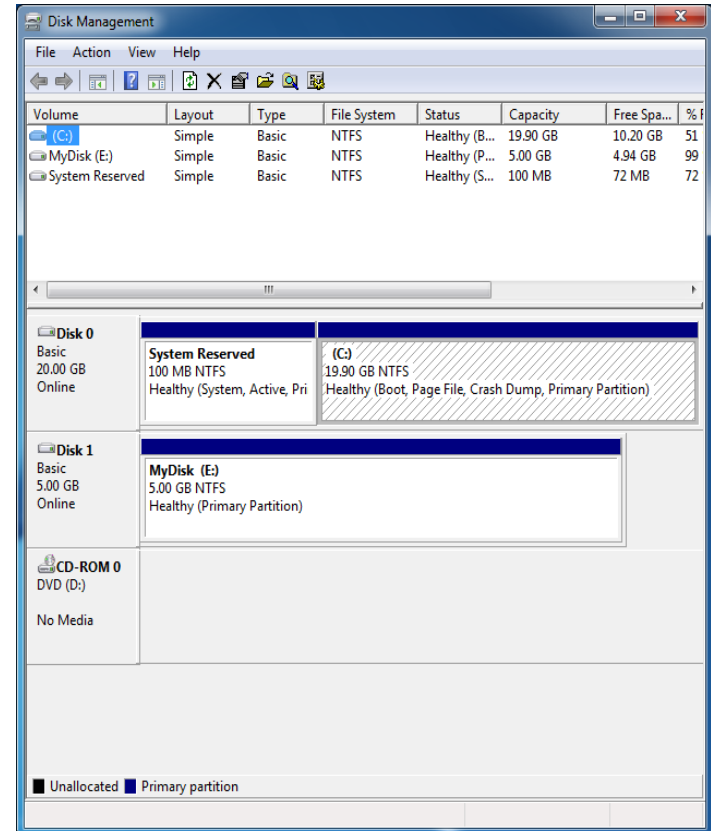
# Performance Monitor

1. Used to examine how programs affect your computer's performance, both in real time and by collecting log data for later analysis
2. **Performance counters**
  - A. Measures system state or activity
  - B. Can be included in the operating system or can be part of individual applications at specified time intervals
3. **Event trace data**
  - A. Collected from trace providers, which are components of the operating system or of individual applications that report actions or events
4. **Configuration information**
  - A. Collected from key values in the Windows registry



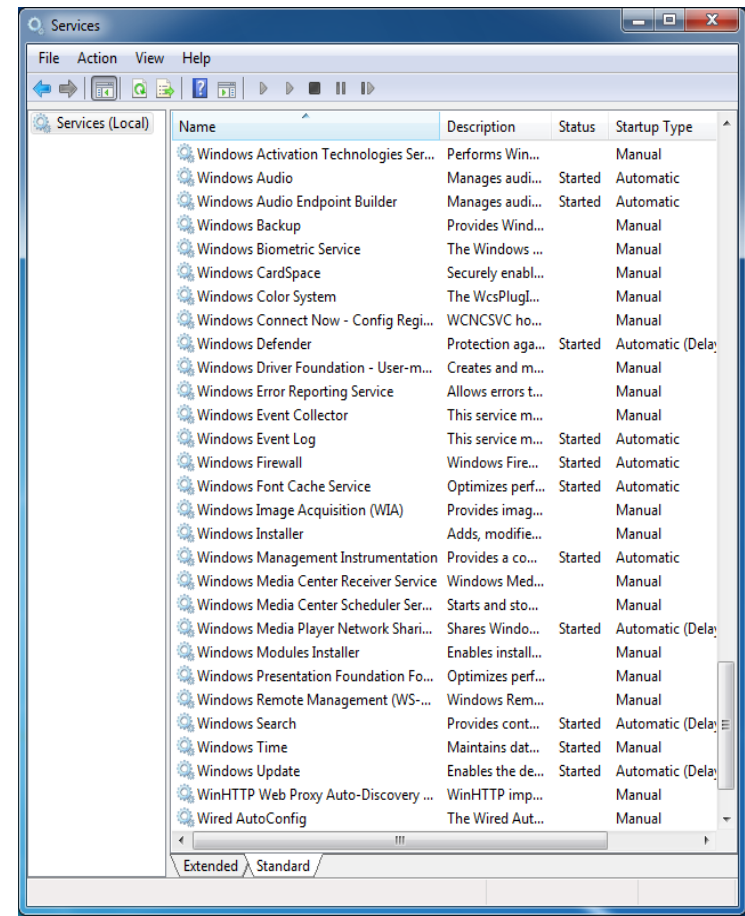
# Disk Management

1. Part of the Computer Management console
2. Must be logged in as an administrator
3. Used to:
  - A. Format disks
  - B. Extend disks
  - C. Shrink disks



# Services

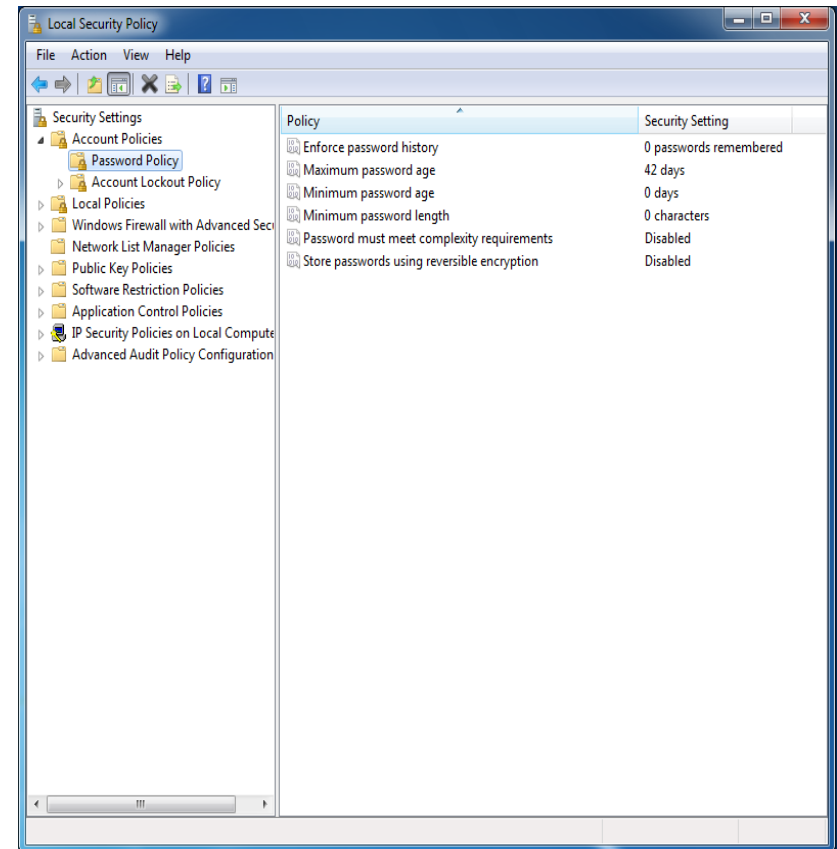
1. Used to manage background services
2. Found in Administrative Tools
3. Can be set to:
  - A. Start automatically
  - B. Start delayed
  - C. Manual start
  - D. Disabled



# Local Security Policy

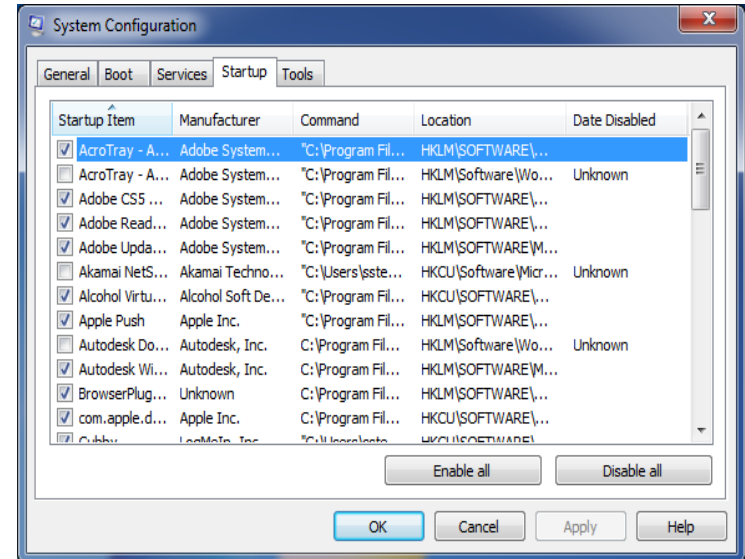
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1. Create rules which prevent users from running executables and installers
2. Found in Administrative Tools



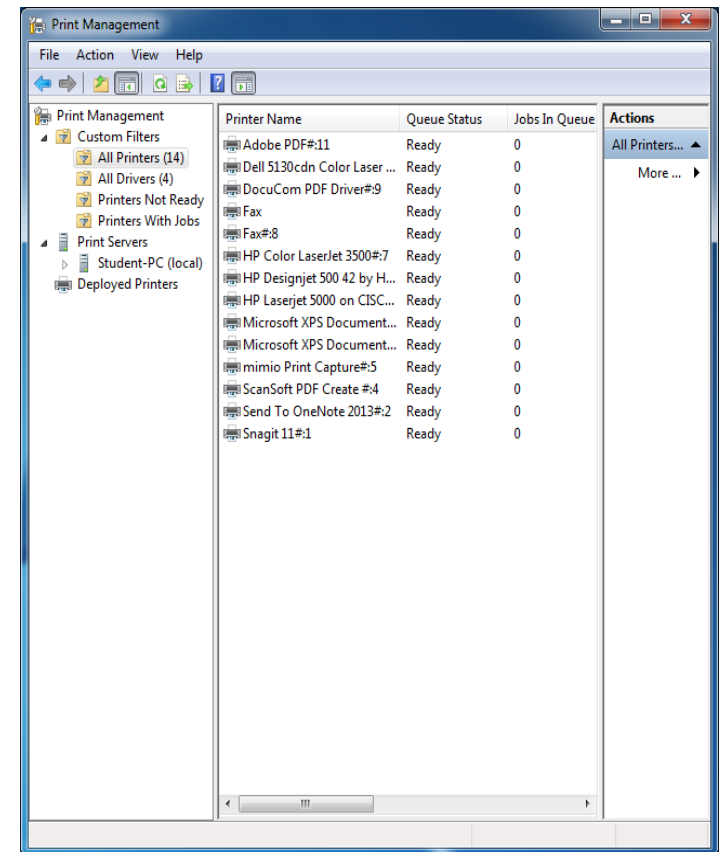
# System Configuration

1. Can help identify problems that could prevent Windows from starting correctly
2. Found in Administrative tools or msconfig
3. Used to:
  - A. Set boot options
  - B. Examine services
  - C. Enable/Disable startup programs
  - D. View management tools



# Print Management

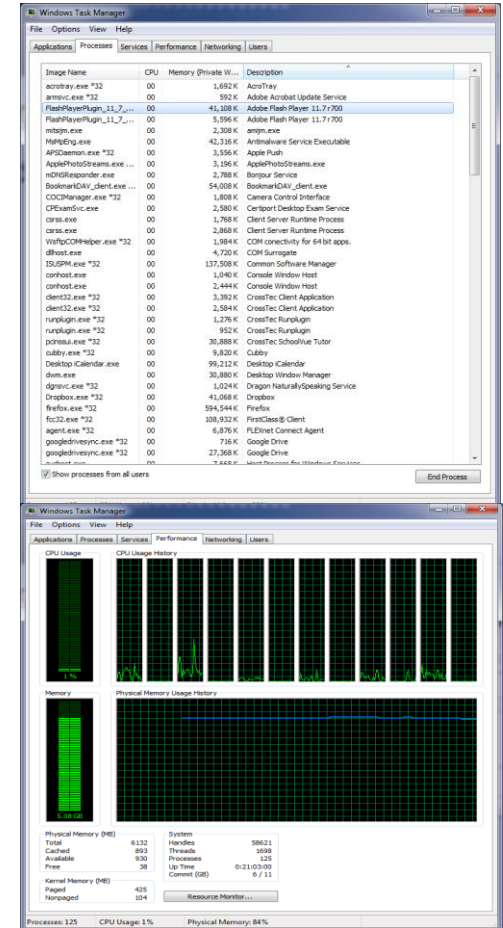
1. Provides a single interface to efficiently administer multiple printers and print servers
2. Found in Administrative tools
3. Used to:
  - A. Manage print queue
  - B. Deploy printers





# Task Manager

1. Displays the programs, processes, and services that are currently running on your computer.
2. Use to monitor your computer's performance or to close a program that's not responding
3. Right-clicking the taskbar, and then clicking Start Task Manager
4. Used to:
  - A. View and stop applications
  - B. View and stop processes
  - C. View services, performance, network usage, and users



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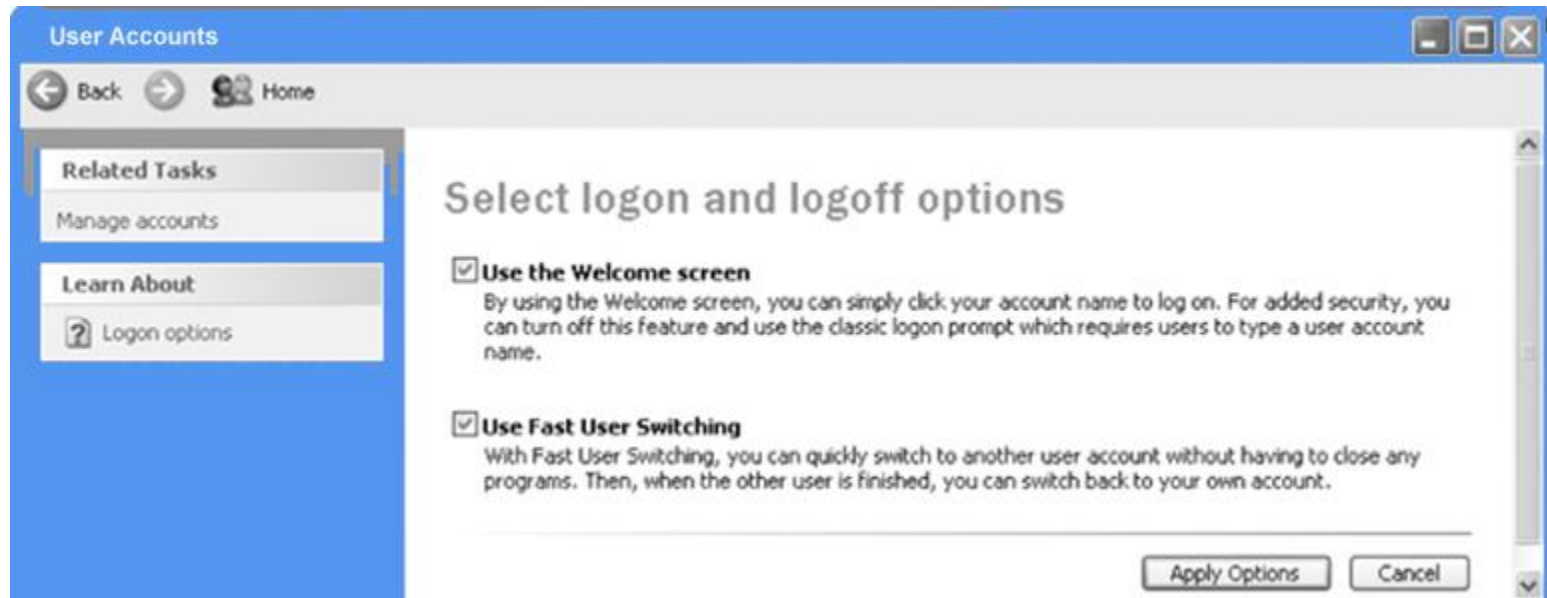
# **USERS AND GROUPS**

# Options for Controlling How a User Logs On

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1. Use the Welcome screen (default)
2. Press Ctrl+Alt+Del to get to a logon window similar to Windows NT/2000/XP
3. Use Fast User Switching

# Controlling How a User Logs On in XP



1. If you are in a Workgroup then you have the options to Use the Welcome screen and allow Fast User Switching
2. If you are in a Domain you must use Control + Alt + Delete

# Login Welcome Screen in Windows 7

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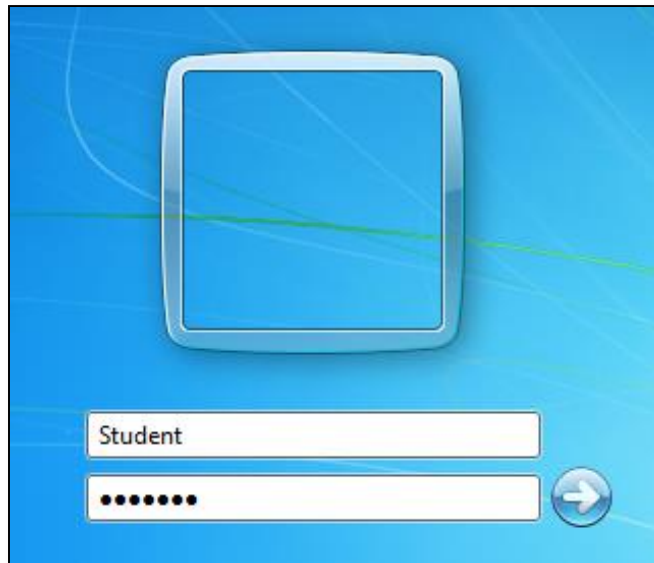
1. Depending on how your computer is configured, you will see the Windows Welcome screen
2. Convenient because it displays a list of available accounts



# Logon Screen

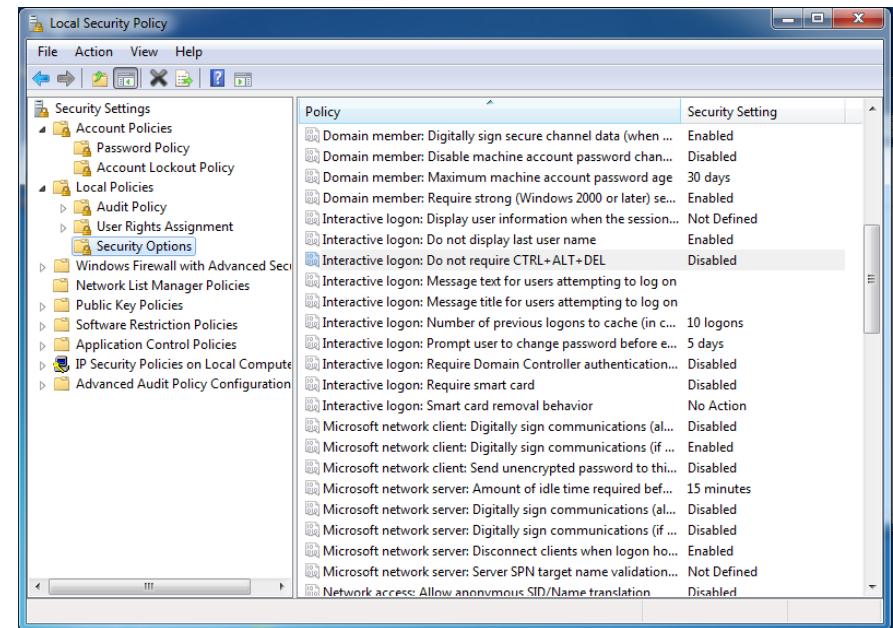
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Requires users to type a logon name rather than selecting an account from a list of available accounts



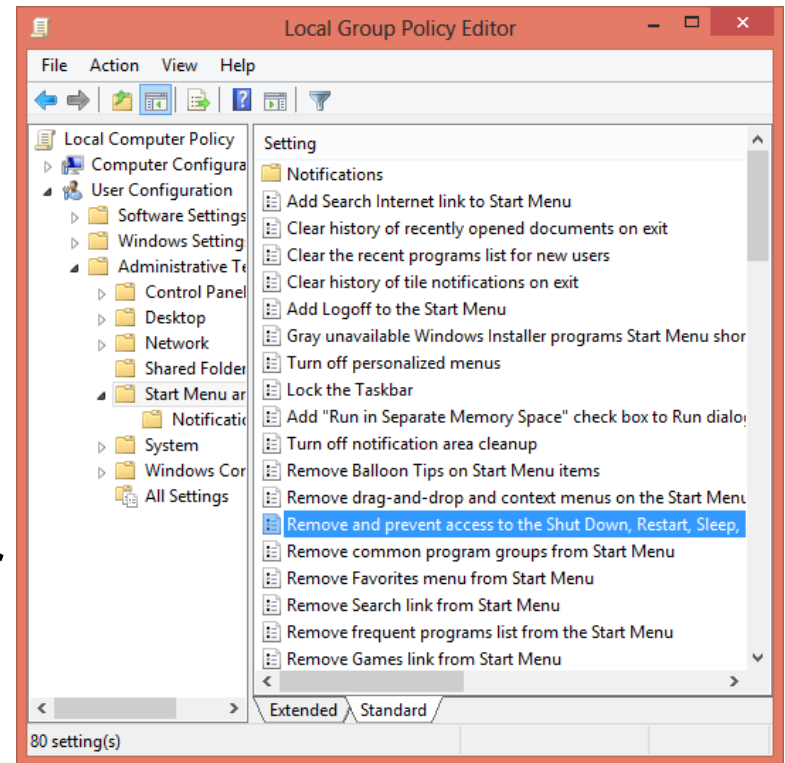
# Logon Policies

1. Enable – Interactive Logon: Do Not Display Last User Name
2. Disable – Interactive Logon: Do not require CTRL+ALT+DEL



# Group Policies

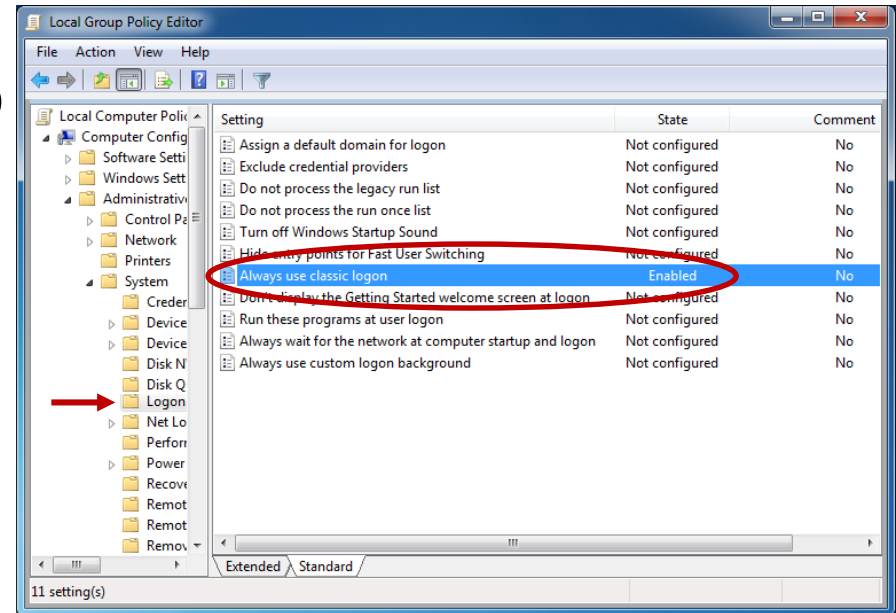
1. Access by going to Run and typing gpedit.msc
2. Change setting for the entire computer and all or specific users
3. Common change:
  - A. Prevent users from locking, shutting down, or restarting a computer





# Logon Screen vs. Welcome Screen

1. Configure a homegroup or workgroup computer to use the Logon screen rather than the Welcome screen
2. Use the `gpedit.msc` console
3. Expand – Local Computer Policy, Computer Configuration, Administrative Templates, System, Logon



# User Accounts

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1. Define users in Windows
2. Record information about users:
  - A. User name
  - B. Password used to access the account
  - C. Groups the account belongs to
  - D. Rights and permissions assigned to the account
3. Three types
  - A. Global user accounts
  - B. Local user accounts
  - C. Built-in user accounts

# Changing Your User's Options

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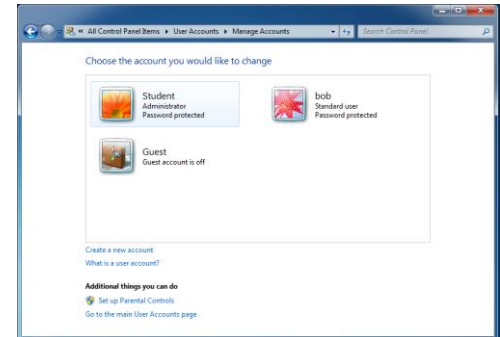
Two major types of user accounts:

## 1. Computer Administrator Account

- A. Used to control and maintain systems on your computer
- B. Must have administrative access to setup or change user accounts

## 2. Standard User Account

- A. Allows a user to access their account but not make changes to the system or others
- B. Note: This should be your everyday account type



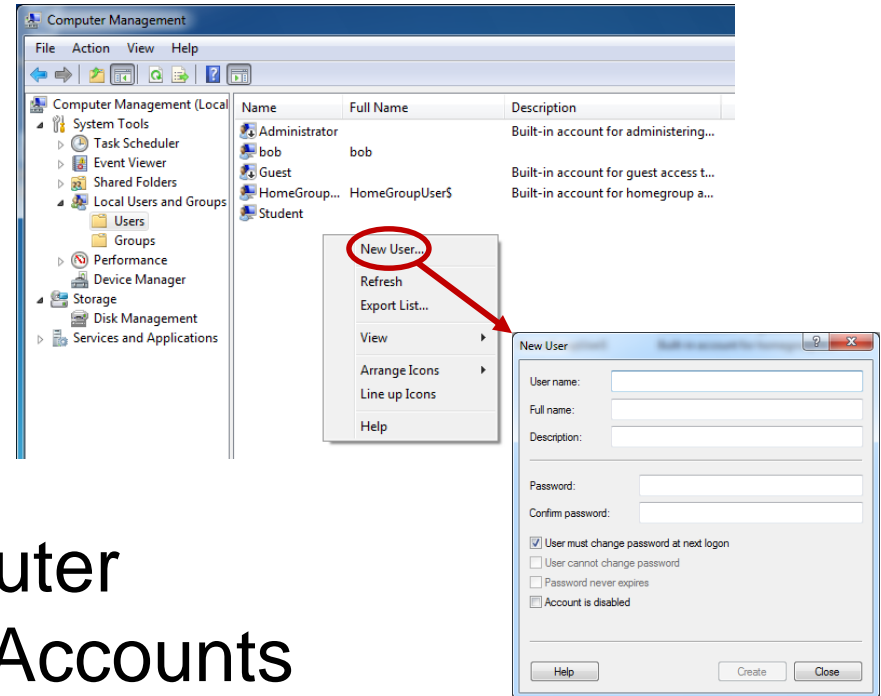
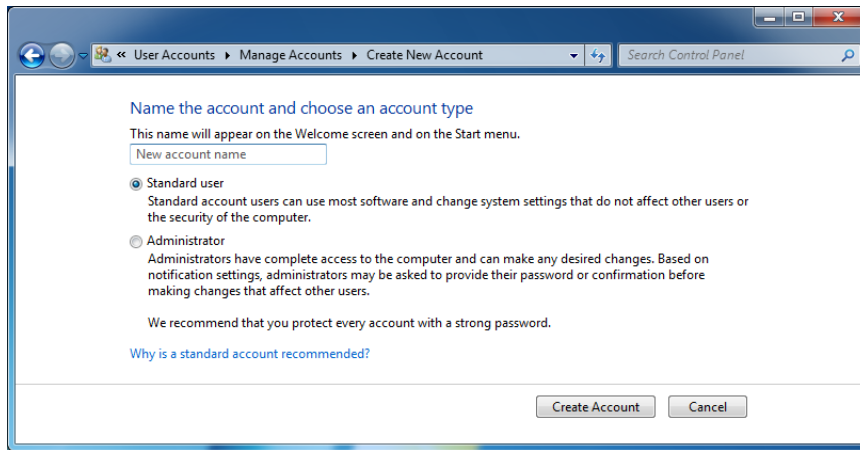
# Administering Local User Accounts

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## Password guidelines for users and administrators

1. Usernames can consist of up to 15 characters
2. Passwords can be up to 127 characters
3. Do not use a password that is easy to guess
4. Use combination of letters, numbers, and non-alphanumeric characters for greatest security (strong)
5. Always set a password for the Administrator account
6. Passwords can be controlled by administrator, but generally users should be allowed to change their own
7. Each user should create a forgotten password floppy disk

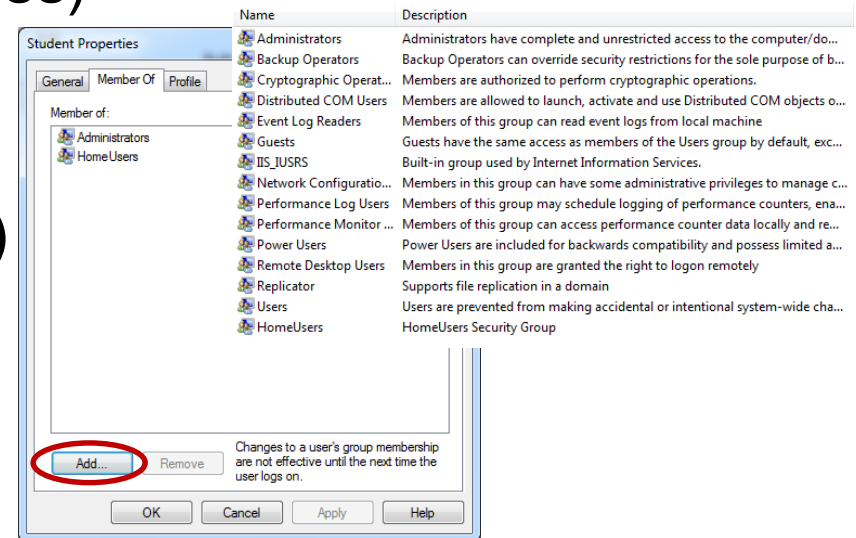
# Creating a User Account



Create using either Computer Management or the User Accounts applet in Control Panel

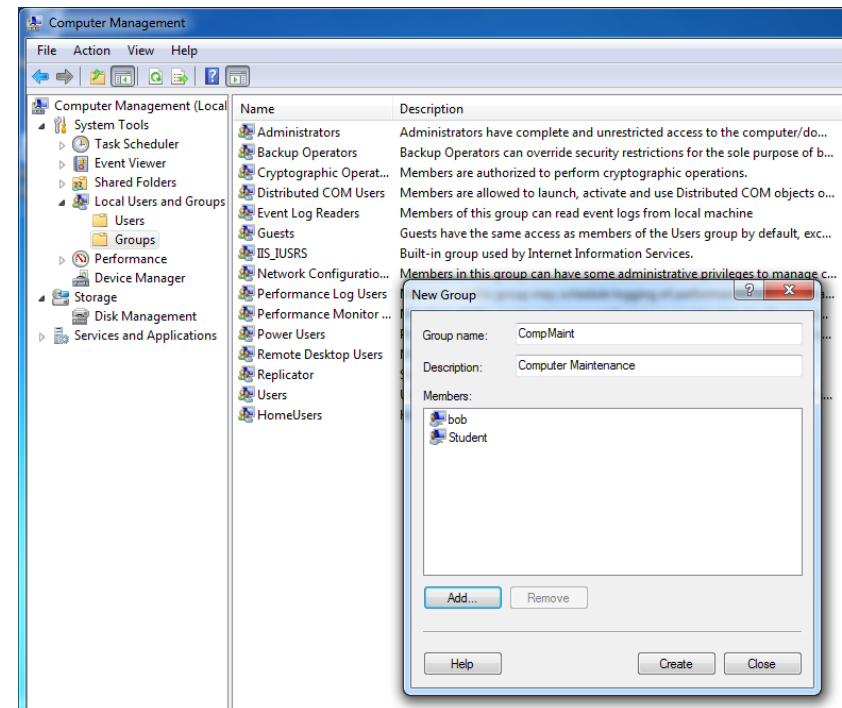
# User Groups

1. Efficient way for administrators to manage multiple user accounts that require same privileges and similar profiles
2. Choices:
  - A. Administrators (Full Access)
  - B. Power Users
  - C. Users (Limited)
  - D. Guests (Most Restrictive)
  - E. HomeUsers




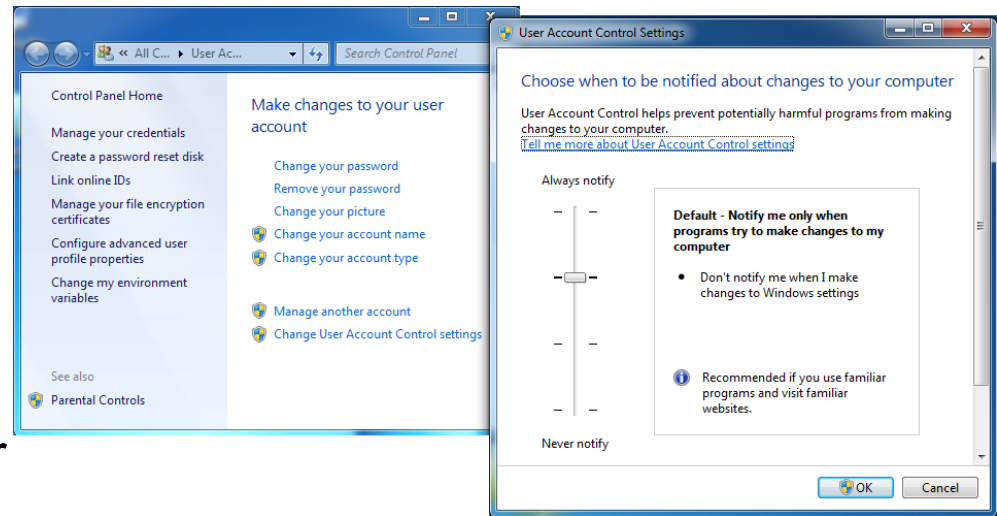
# Creating a New User Group

1. Created to cluster users together with the same rights
2. Local policies can be assigned to a user group, affecting all users in the group



# User Account Control (UAC)

1. Introduced as a key security tool for Windows Vista/7 to help standard users perform admin tasks and to encourage users not to run as admin
2. When any program requires admin privileges, the UAC prompt asks users for permission to proceed. Potential malware can also be prevented due to the features of the UAC
3. If a UAC window shows up when you have done nothing, malware could possibly be present in your system
4. Every account on the system runs most processes as “Standard User”
5. Things requiring Administrator control have 





# User Account Control (UAC)

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Scenarios which would trigger a UAC prompt:

1. Install/uninstall a program
2. Gain access to a system utility like msconfig
3. Any kind of program which checks for updates for new programs: Windows updates and changing the time
4. Trying to delete/add folders to the program files directory or the system directory
5. Initiate a process like installing, updating, or removing software, drivers, and plugins

# Good Practices

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1. Use the most restrictive account type that still gives you sufficient access to the resources you need to perform their job function
2. Always require a password at login, lockdown, after sleep, or hibernation
3. Always lock your desktop if you walk away from computer
4. Disabled the built-in Guest account for security purposes
5. The Administrator account should only be used for special situations

# Summary

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In this module we discussed:

1. File and folder navigation tools
2. View options
3. Taskbar and Start menu option
4. Desktop icons and shortcuts
5. Managing applications in Device Manager
6. Microsoft Management Consoles
7. Configuring Users and Groups
8. The User Account Control
9. Good practices for accounts

# Glossary and Terms

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- **Libraries** – A logical grouping of Documents, Pictures, Music, Videos, and other folders.
- **Taskbar** – Area across the bottom of screen used to hold quick access to programs and background applications.
- **Start Menu** – Used to display programs and folders of the computer.
- **Shortcut** – Keyboard keys to access a function.
- **Device Manager** – Used to manage computer hardware and drivers.
- **MMC** – Microsoft Management Console
- **Services** - Used to manage background services.
- **Administrative Tools** – A group of tools and MMCs used to manage a computer.
- **MSCONFIG** – Microsoft Configuration
- **UAC** – User Account Control