Common Desktop management tasks Hand-on-Lab Assignment

Please refer to your lab notes for instructions to access the windows technet virtual machine which you will need to perform this Lab

Creating a user

1. Right click on the **start menu icon**
2. Select **control panel**
3. Change category view to **Large icons**
4. Select **Administrative tools**
5. Select **computer Management**
6. Expand **Local users and groups**
7. Right click on **New User**
8. Type the user name **Phil**
9. Enter the full name **Phil Baxter**
10. Type **Finance Department user** for the description
11. Enter **Password09** for the password
12. Confirm the password
13. Deselect **user must change password at next logon**
14. Select **User cannot change password and Password never expires**
15. Click **Create** to create the user
16. Close the New User Dialog box

Adding the user to the Power User Group

1. Double click on the users container and find the user you just created
2. Right click on the users name
3. Click on **Properties**
4. Select **Member of** Tab
5. Select **Add**
6. Click on **Advanced**
7. Click on **Find Now**
8. Scroll down the list and look for **Power Users**
9. Click on OK three times to return to Users container
10. Check to make sure that Phil is a member of the Power Users Group

Removing a user from a Group
1. Under **Local Users and Groups**
2. Select **Groups**

3. Find the powers users group in the group list and right click on Power Users
4. Click on **properties**
5. Select Phil and click **Remove**
6. Click on **Apply** the click on **OK** to close the dialog box
   Viewing you Network Adapter in Device Manager

   1. In the **Computer Management (Local**) console select Device Management
   2. Expand **Network Adapters**
   3. Select a network adapter and right click on the network adapter
   4. Click on Update Driver software, notice the options to search for driver software
   5. Cancel the update driver dialog box
   6. Right click the network adapter again and click on the Driver Tab notice that the same driver options exist.
   7. Cancel the dialog box

Viewing your Storage and Drives

   1. In the **Computer Management (Local**) console expand **Storage**
   2. Select Disk Management
   3. View your disks and partitions. Notice your disk size. Notice **Volume**, **Layout**, **Type File System** and **Status**
   4. Close the **Computer Management Console**

Adding a local Printer

1. Right click on your **start menu** icon and select **Control Panel**
2. Select **Devices and Printers** from the List (Large icons view)
3. Select **Add a printer**
4. Select **The printer that I want isn't listed**
5. Select **Add a local or network printer with manual settings**
6. Click Next
7. Click Next again to accept the existing Printer port
8. Under the Manufactures list scroll down and select **HP**
9. From the Printer list select **HP color LaserJet 2500 PCL6 Class Driver**
10. Click Next
11. Accept the default printer name
12. Enter Location: 1st floor Finance Department
13. Click on finish

14. View your printer in the Printer List
15. Right click your printer and select **Set as Default Printer** from the drop down menu
16. Close the Devices and Printers dialog box

Changing Display settings

1. Access **control panel**
2. Select **Display**
3. Click on **Change Display settings**
4. Scroll down and click on **Advanced Display Settings**
5. Change your resolution to 1920 x 1200
6. Click **Apply**
7. Close Advanced Setting dialog box
8. Click the up arrow (upper left) to go back to control panel

Changing Date and time

1. From control panel click on **Date and time**
2. Click on **Change time zone**
3. Select the down arrow under Time Zone and select Georgetown, La Paz, Manaus, San Juan
4. Select OK
5. Click on the **Change date and time** tab
6. Change the date and time to your current date and time
7. Click on OK twice
8. Close Control Panel

Shut down Windows

1. Click the Start button, click Power, then click Shut down.