IT Essentials 5.0

5.5.1.7 Lab - Schedule a Task Using the GUI and the at command in Windows 7

Introduction

Print and complete this lab.

In this lab, you will schedule a task using the Windows 7 GUI and schedule a task in a command window using the **at** command.
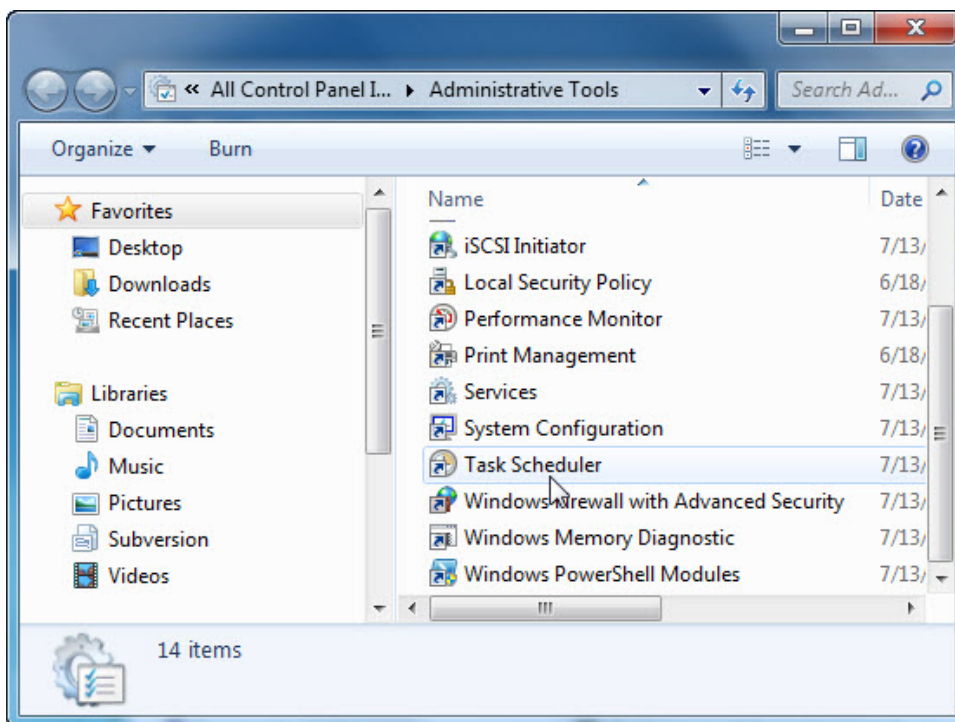
Recommended Equipment
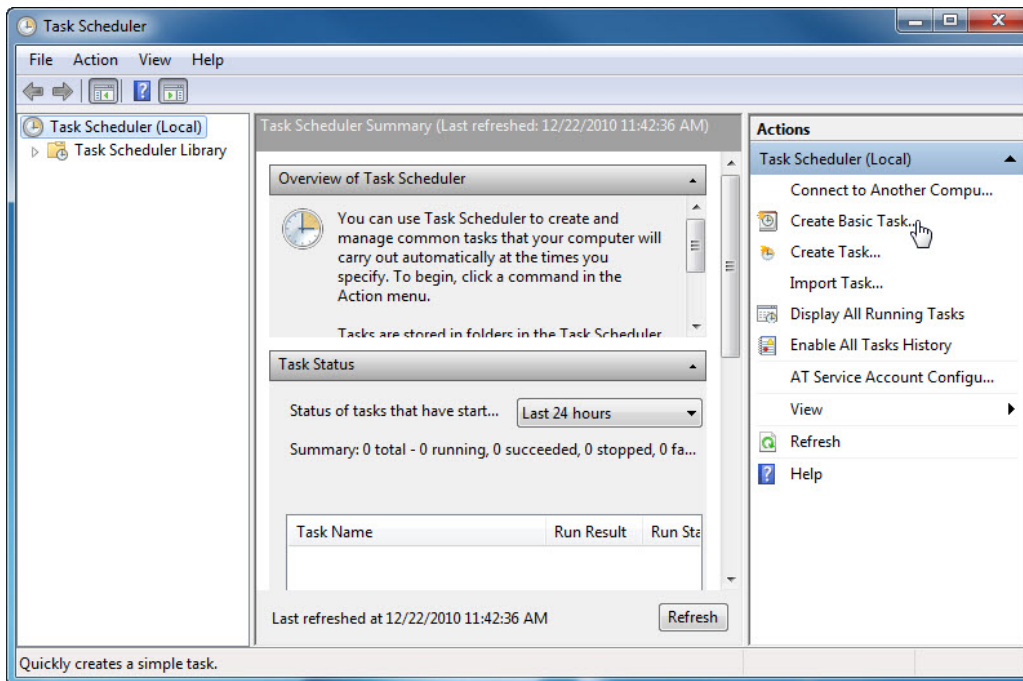
- A computer running Windows 7

Step 1

Log on to Windows as an Administrator.

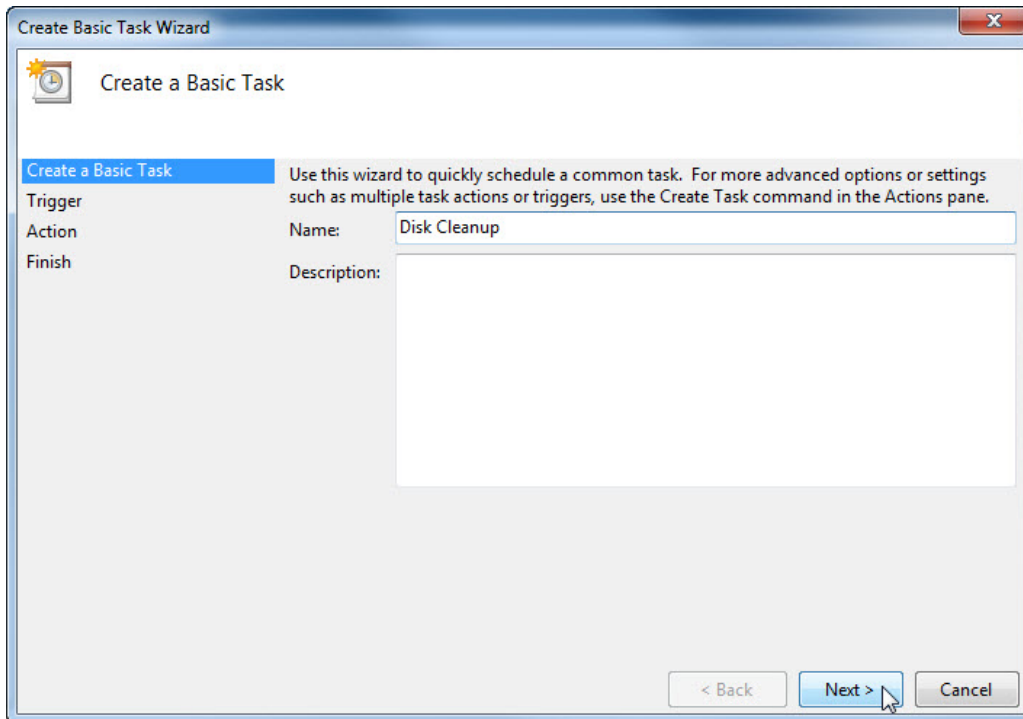Click **Start > Control Panel > Administrative Tools > Task Scheduler**.

Step 2
The "Task Scheduler" window opens.

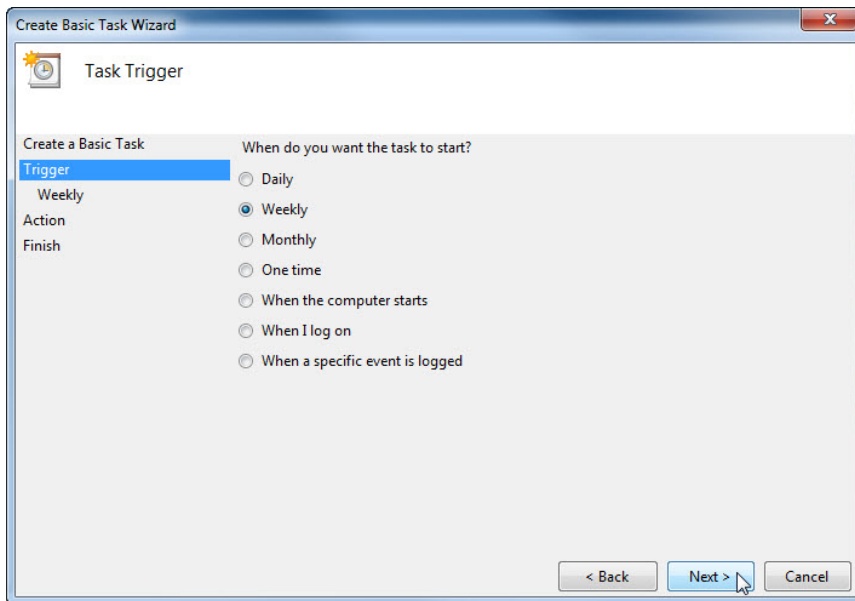Click **Create Basic Task** in the Actions area.

Step 3

The "Create Basic Task Wizard" window opens.

Type **Disk Cleanup** in the **Name:** field, and then click **Next**.
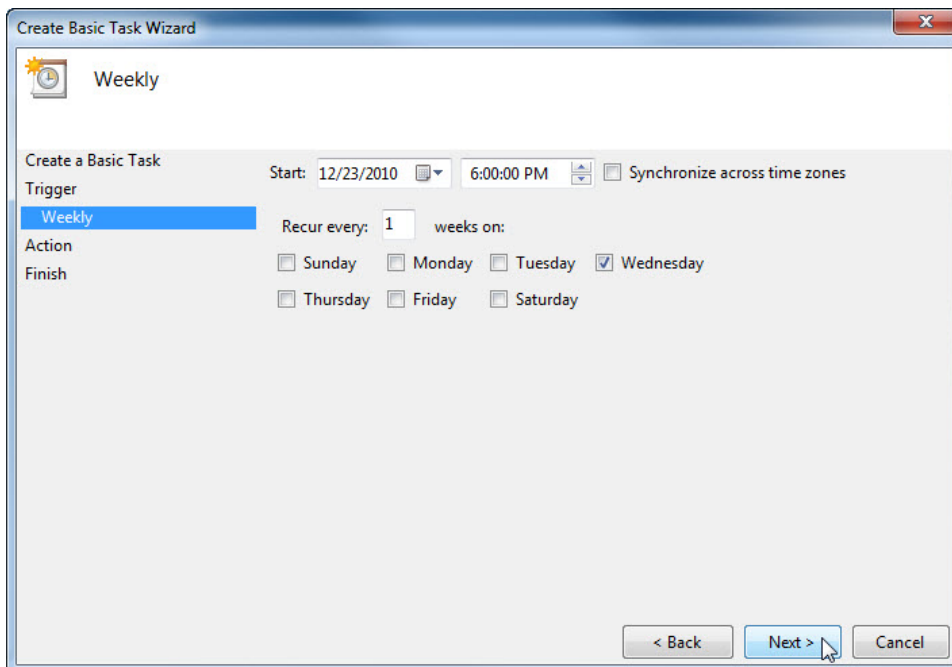
Select the **Weekly** radio button.

Click **Next**.

Click on the time field and select the hour, minute, seconds, and AM/PM. Use the scroll buttons in the **Start:** field to set the time to **6:00:00 PM**.
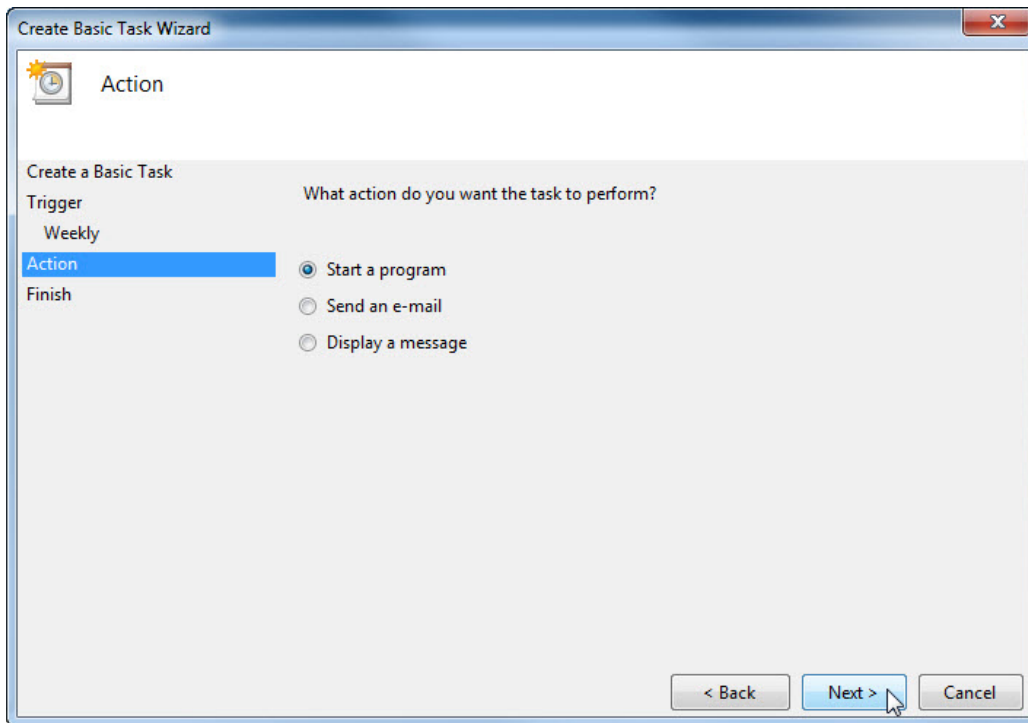
Set the **Recur every _ weeks on:** field to **1**.
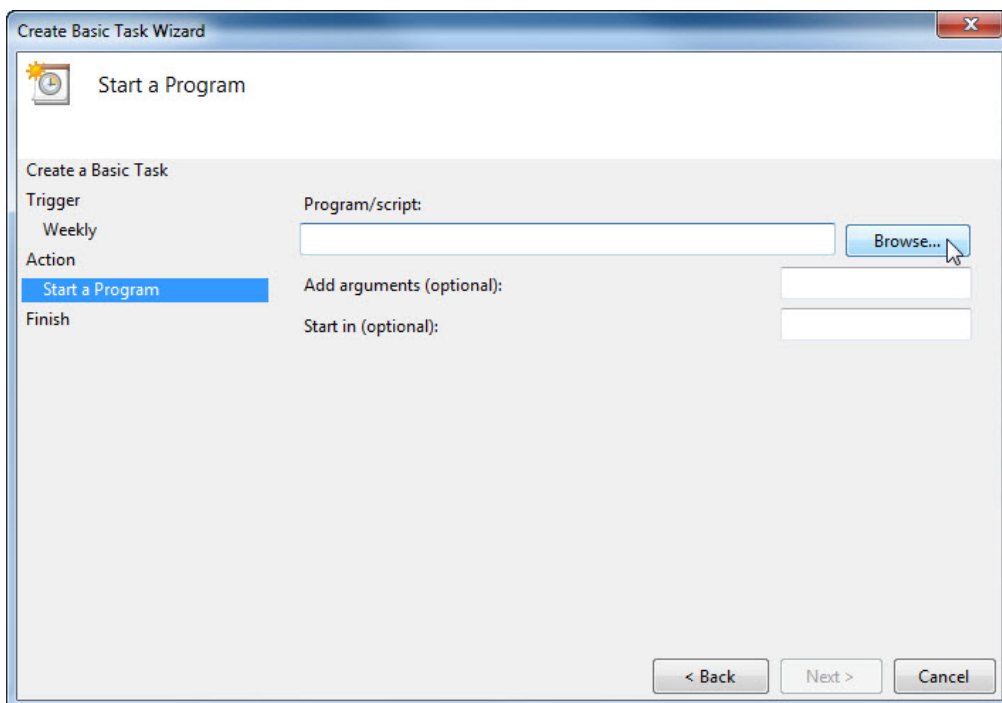
Check the **Wednesday** checkbox.
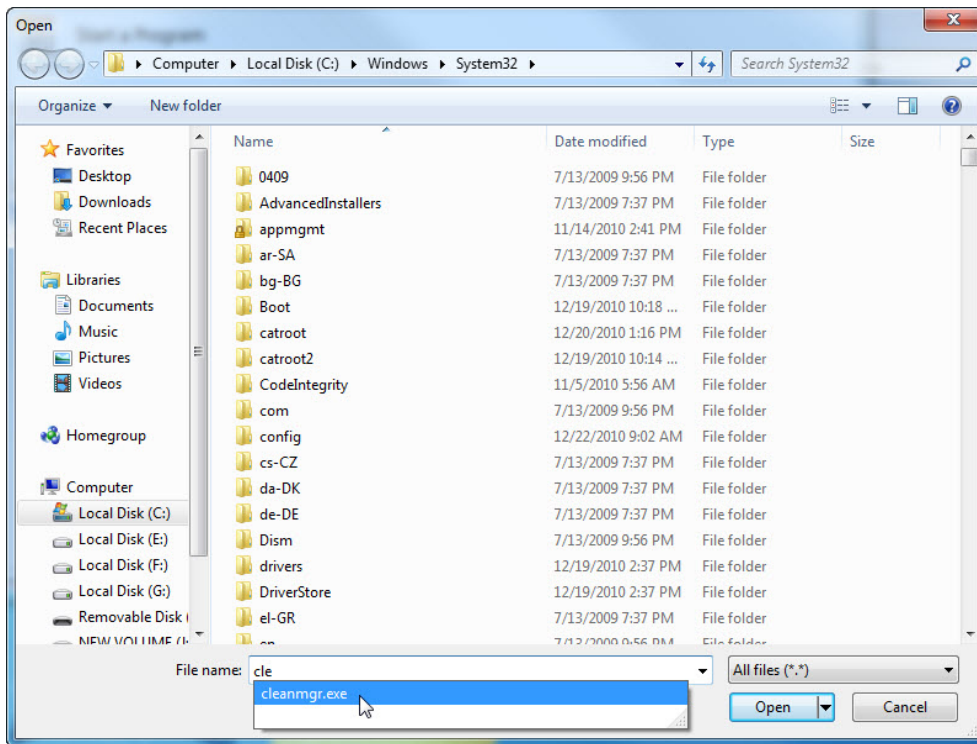
Click **Next**.

The "Action" screen opens.

Make sure **Start a program** is selected then click **Next**.

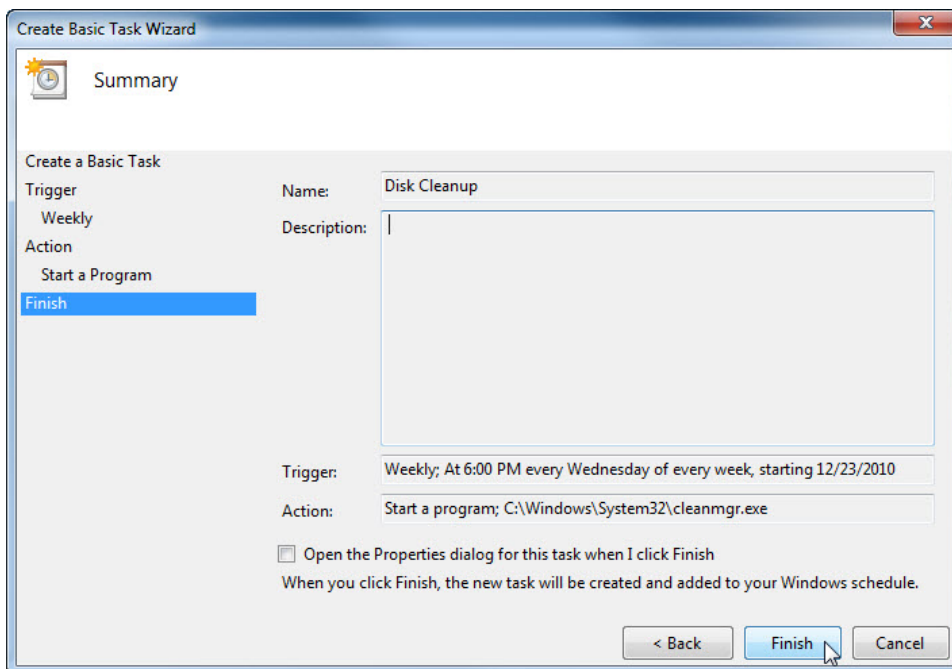The "Start a Program" screen appears.

Click **Browse**.

Type **cle** in the **File name:** field, select **cleanmgr.exe**, and then click **Open**.

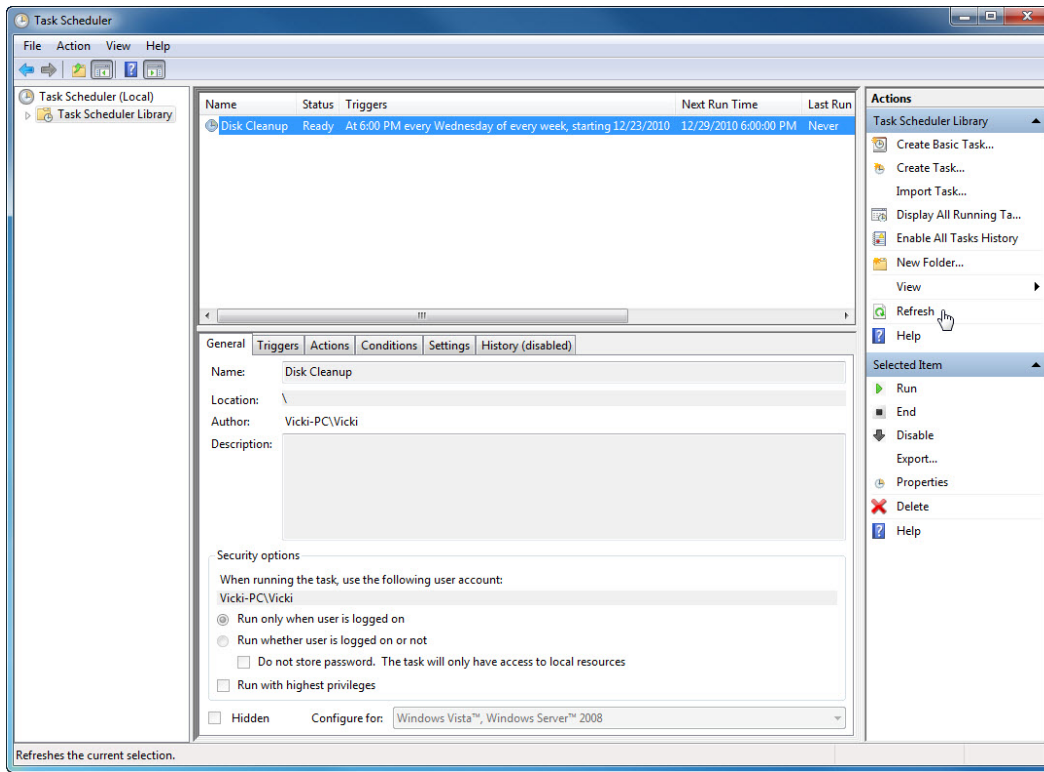When the "Start a Program" screen re-opens, click **Next**.

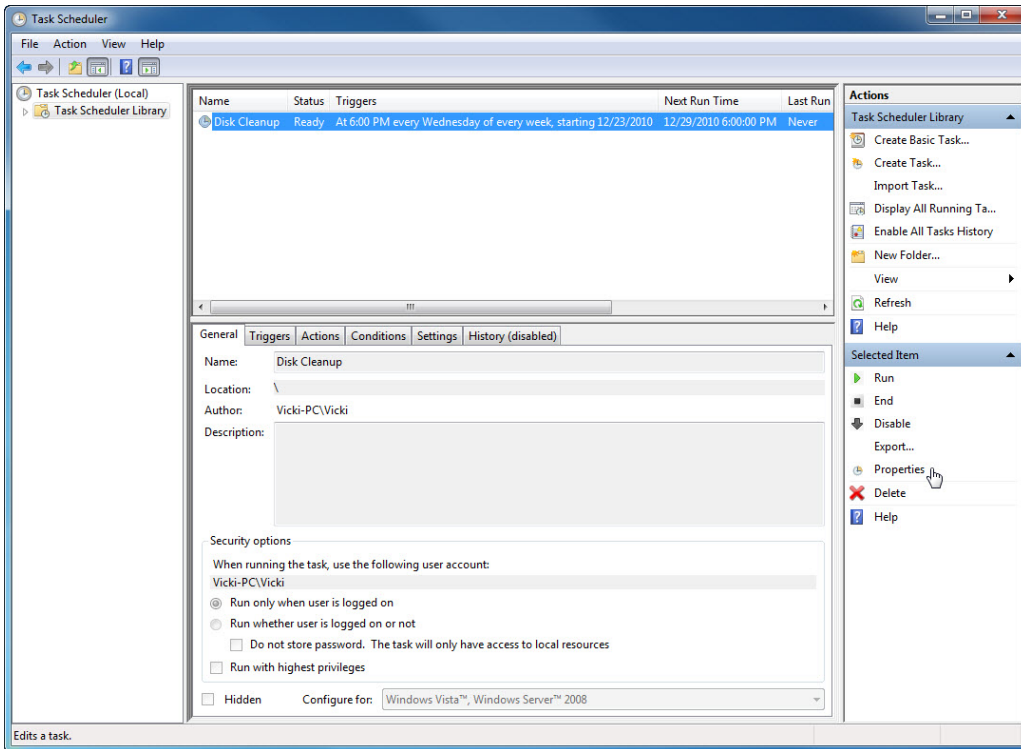The "Summary" screen appears.

Click **Finish**.
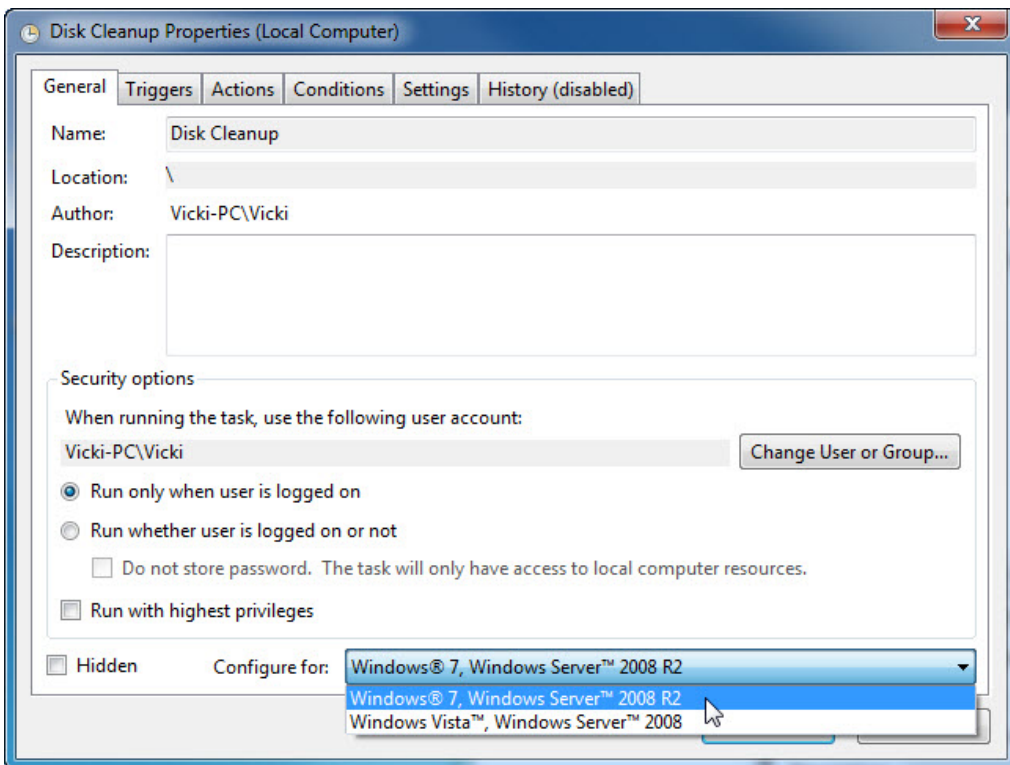
Step 4

The "Task Scheduler" window opens.

In the left pane, select **Task Scheduler Library**.

Next, in the right pane, click **Refresh** until you see the task **Disk Cleanup** you created.

Select the task **Disk Cleanup** and then in the right pane click **Properties**.

The "Disk Cleanup Properties (Local Computer)" window appears.

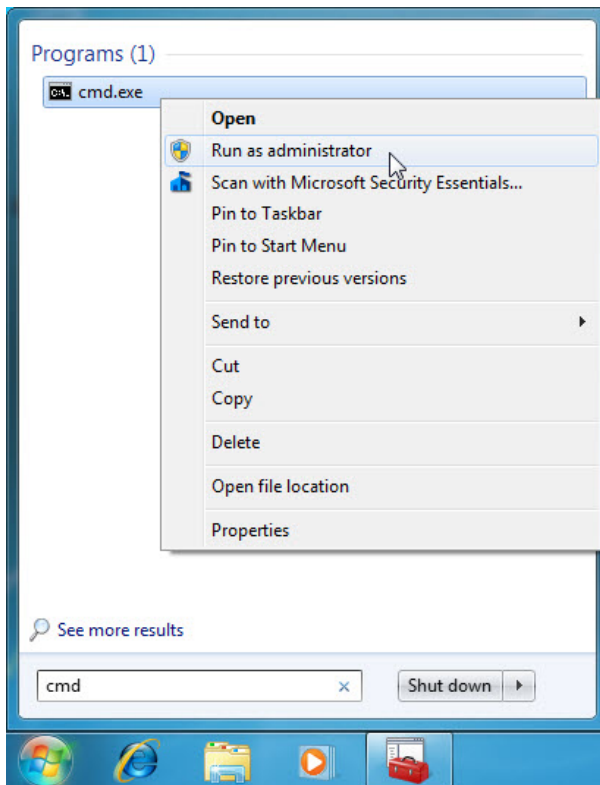In the **Configure for:** drop-down menu select **Windows® 7, Windows Server™ 2008 R2**.

Click **OK**.

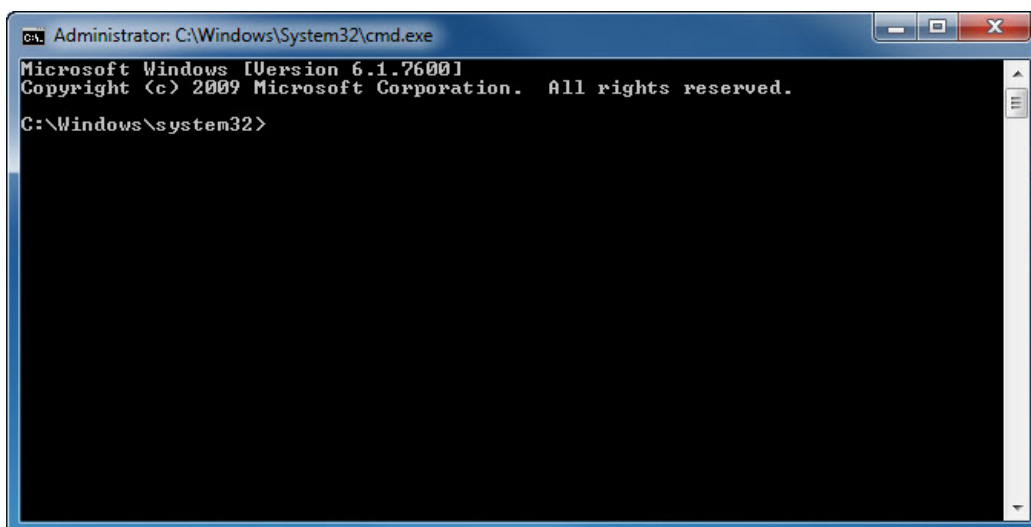Minimize the "Task Scheduler" window and close all other windows.

Step 5

Click **Start**, and then in the **Search programs and files** field type **cmd**.

Right-click **cmd > Run as administrator > Yes**.
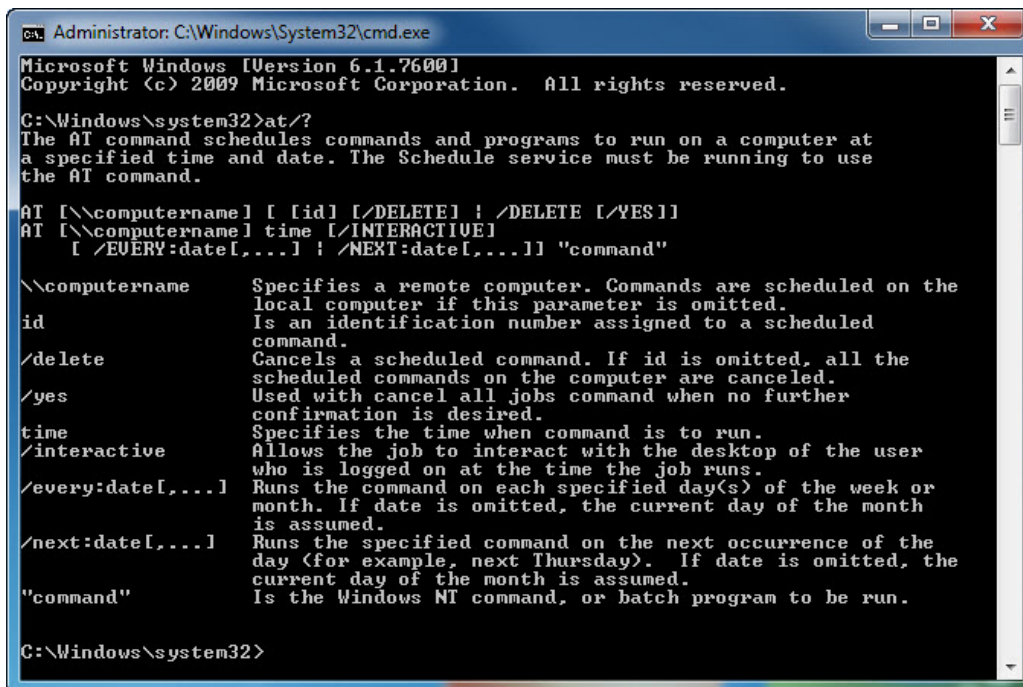

The "Administrator: C:\Windows\System32\cmd.exe" window opens.

Type **at/?**, and then press the **Enter** key.

The **at** command options are displayed.

Type **at 20:00:00 /every:W backup**.

Note that the time must be military time.

Press **Enter**.

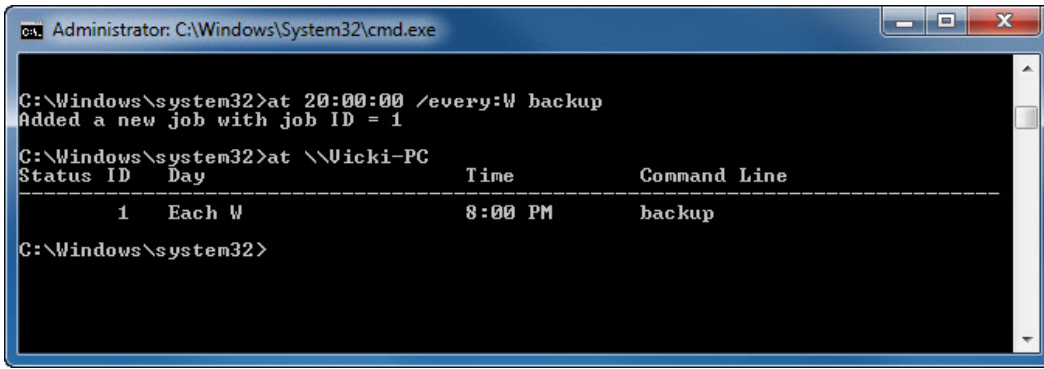**Added a new job with job ID = 1** is displayed.

Type **at \\computername**. For example **at \\Vicki-PC**.

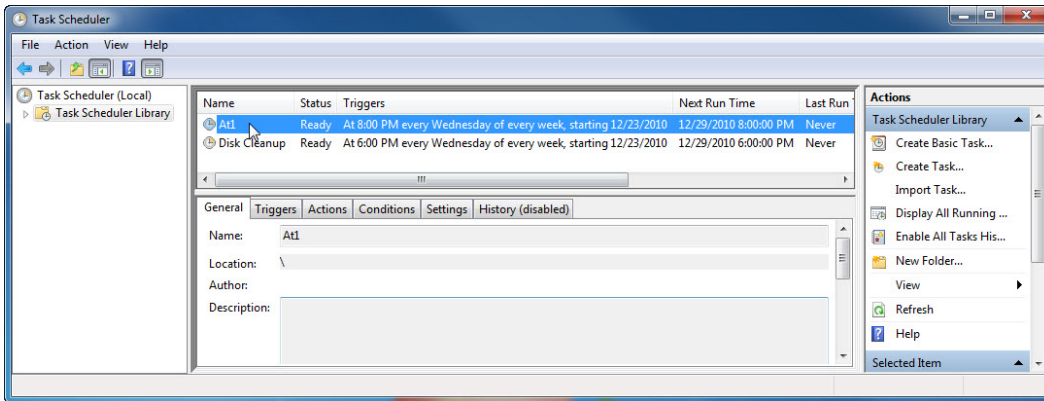Press **Enter**.

The scheduled job appears.

Which command would you enter to get the backup to run every Tuesday and Wednesday at 3:00 PM?

Type **exit**, and then press the **Enter** key.
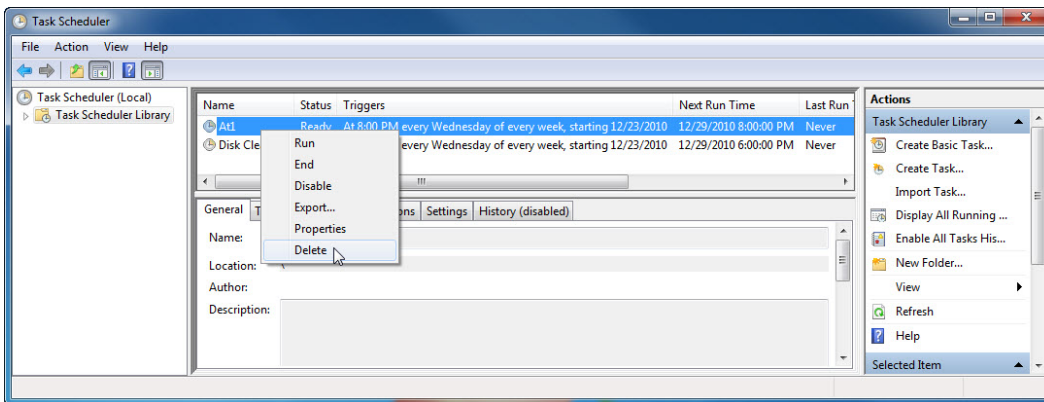
Step 6

Open the "Scheduled Tasks" window.

Click **Task Scheduler Library**. You may need to refresh the screen.

The task created using the **at** command is listed in the window.

Step 7

For the scheduled tasks that you have created, right-click the scheduled task and then click **Delete**.

Click **Yes** to confirm you want to delete the task.

Make sure all scheduled tasks created by you are removed from the scheduled tasks window.