IT Essentials 5.0

5.5.1.9 Lab - Schedule a Task Using the GUI and the at command in Windows XP

Introduction

Print and complete this lab.

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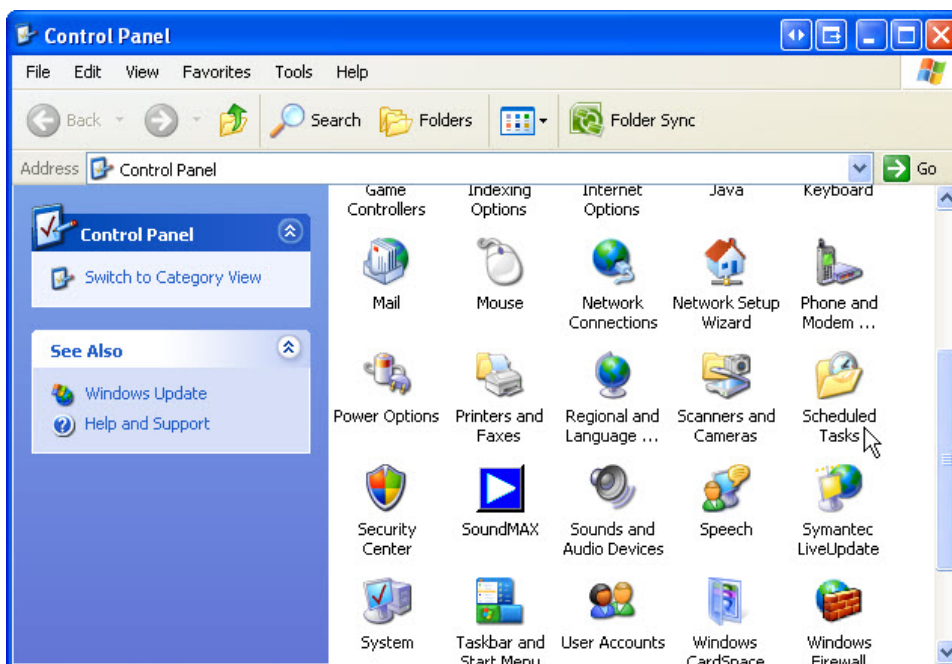
Recommended Equipment
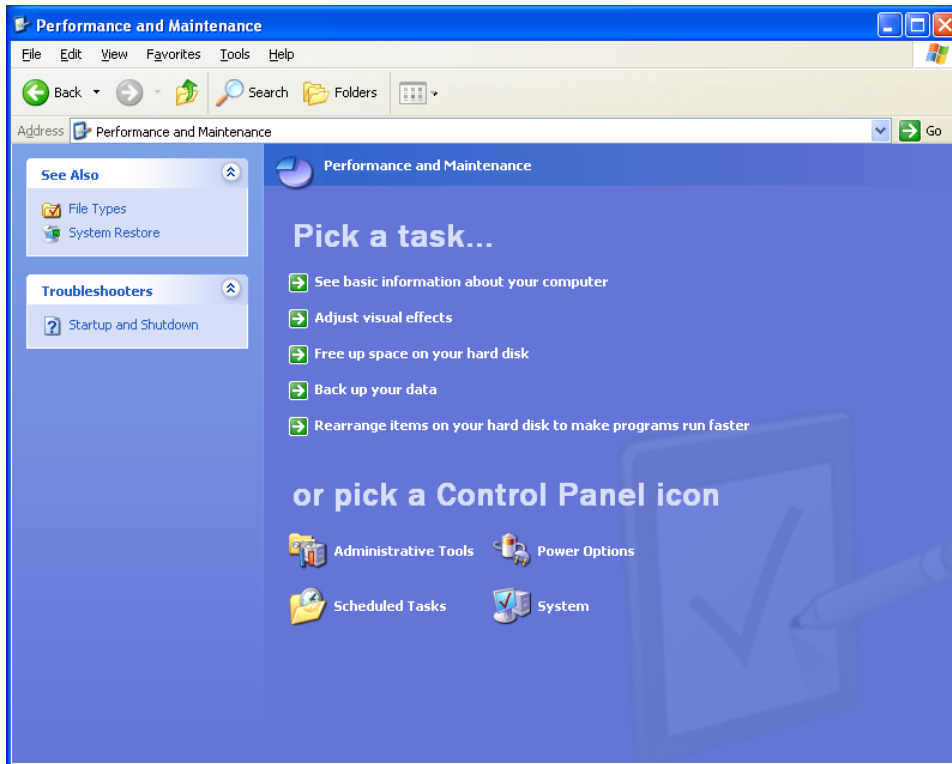
- A computer running Windows XP

Step 1

Log on to Windows as an administrator.

Choose **Start > Control Panel > Scheduled Tasks**.
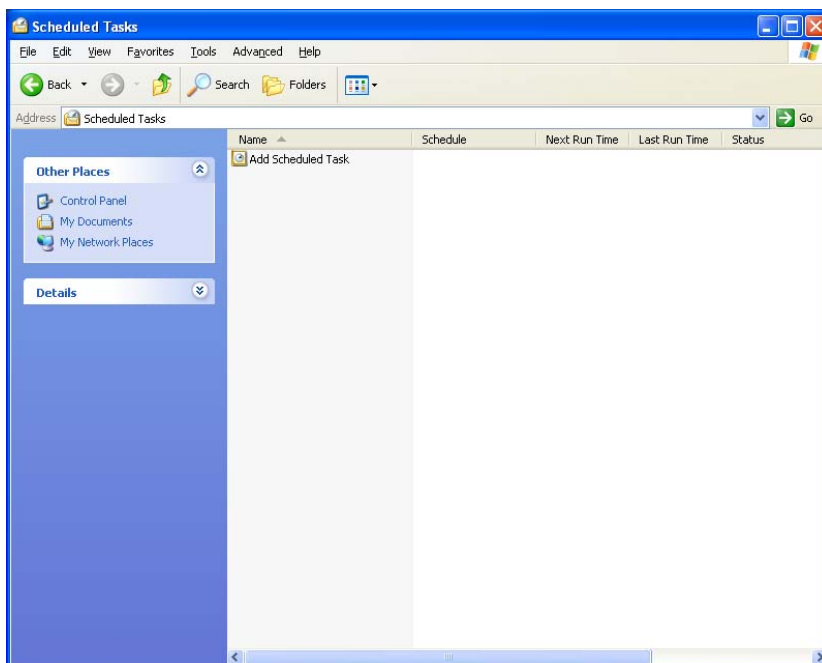

Step 2

The "Performance and Maintenance" window opens.

Click **Scheduled Tasks**.
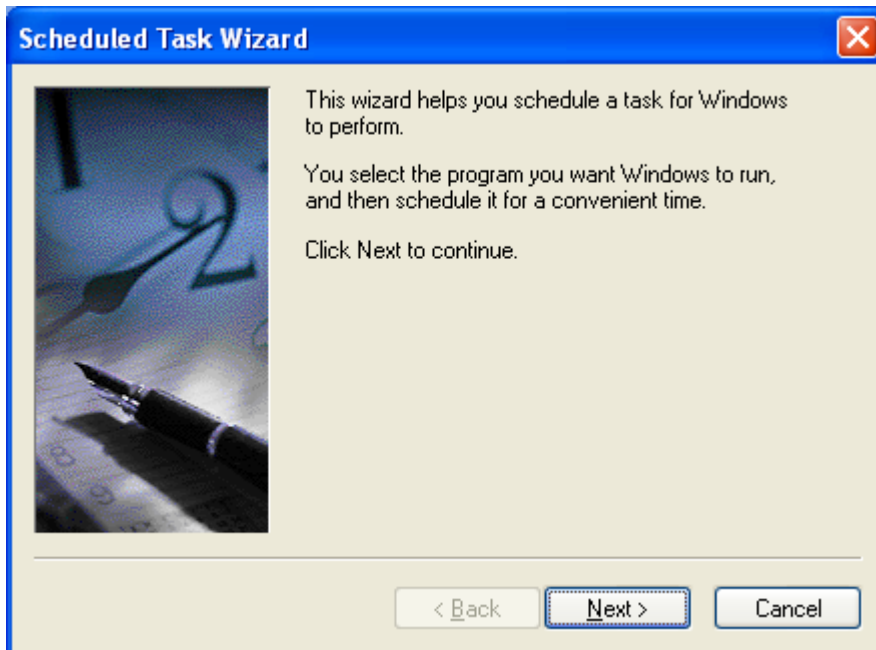
Step 3

The "Scheduled Tasks" window appears.

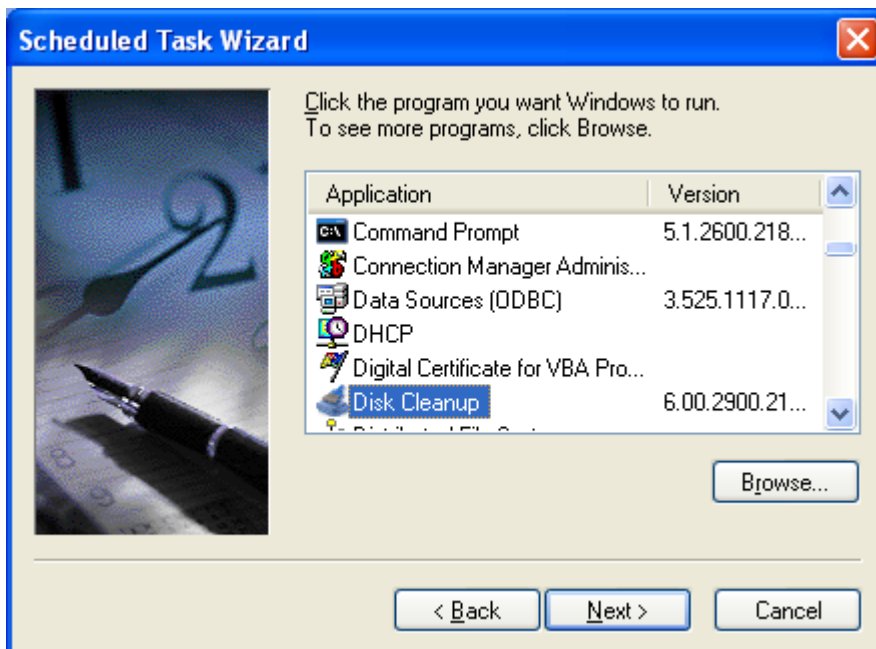
Double-click **Add Scheduled Task**.

Step 4

The "Scheduled Task Wizard" window opens.

Click **Next**.

Scroll down the Application window, and then select **Disk Cleanup**.

Click **Next**.

Type **Disk Cleanup** in the "Type a name for this task." field.

Select the **Weekly** radio button.

Click **Next**.

Use the scroll buttons in the "Start time:" field to select "6:00 PM".

Use the scroll buttons in the "Every _ weeks" field to select "1".

Check the "Wednesday" check box.

Click **Next**.

Enter your username and password in the appropriate fields.

Click **Next**.

The "You have successfully scheduled the following task:" window appears.
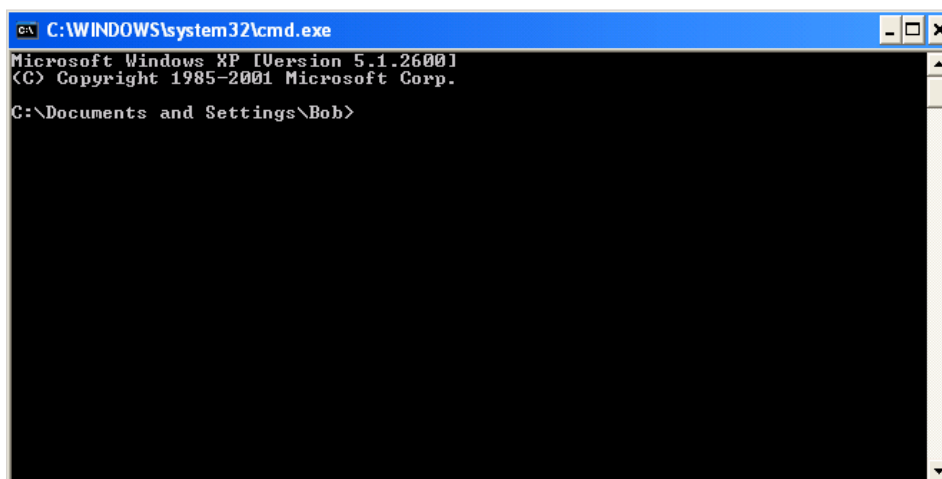

Click **Finish**.

Step 5

The scheduled task that you created appears in the "Scheduled Tasks" window.
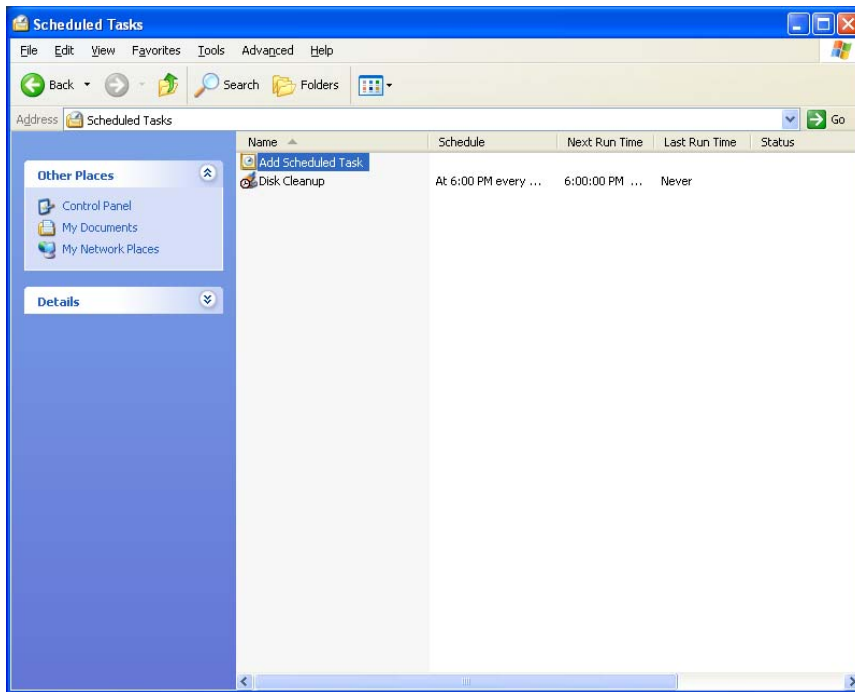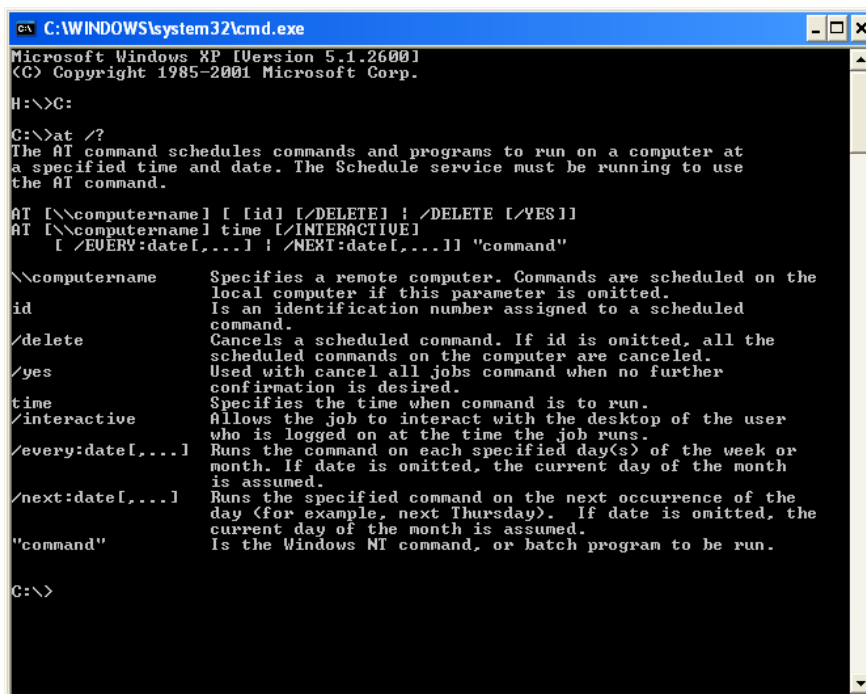

Step 6

Choose **Start > Run**.

Type **cmd**, and then click **OK**.

The "C:\WINDOWS\System32\cmd.exe" window opens.

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

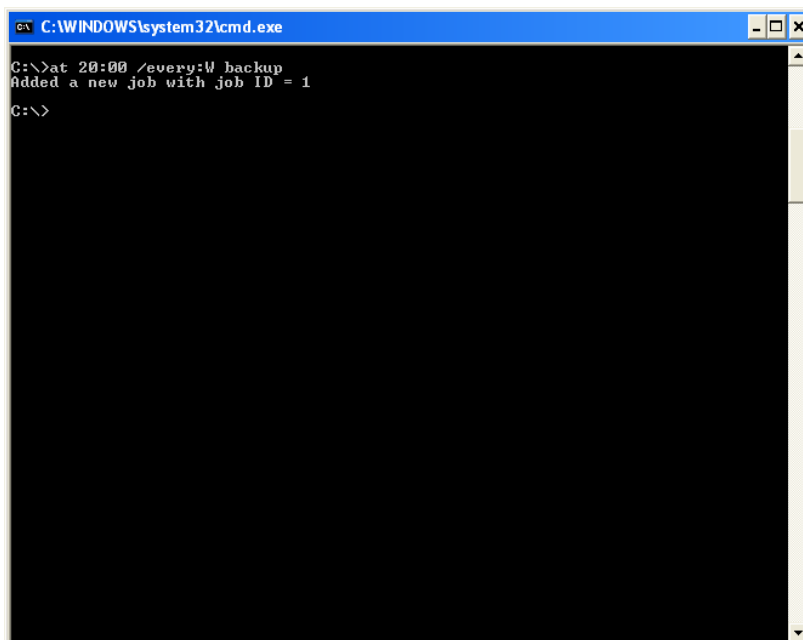The options for the **at** command are displayed.

```
C:\WINDOWS\system32\cmd.exe                                           _ □ ×
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

H:\>C:

C:\>at /?
The AT command schedules commands and programs to run on a computer at
a specified time and date. The Schedule service must be running to use
the AT command.

AT [\\computername] [ [id] [/DELETE] | /DELETE [/YES]]
AT [\\computername] time [/INTERACTIVE]
    [ /EVERY:date[,...] | /NEXT:date[,...]] "command"

\\computername     Specifies a remote computer. Commands are scheduled on the
                   local computer if this parameter is omitted.
id                 Is an identification number assigned to a scheduled
                   command.
/delete            Cancels a scheduled command. If id is omitted, all the
                   scheduled commands on the computer are canceled.
/yes               Used with cancel all jobs command when no further
                   confirmation is desired.
time               Specifies the time when command is to run.
/interactive       Allows the job to interact with the desktop of the user
                   who is logged on at the time the job runs.
/every:date[,...]  Runs the command on each specified day(s) of the week or
                   month. If date is omitted, the current day of the month
                   is assumed.
/next:date[,...]   Runs the specified command on the next occurrence of the
                   day (for example, next Thursday).  If date is omitted, the
                   current day of the month is assumed.
"command"          Is the Windows NT command, or batch program to be run.


C:\>
```

```
C:\WINDOWS\system32\cmd.exe                                           _ □ ×
C:\>at 20:00 /every:W backup
Added a new job with job ID = 1

C:\>
```
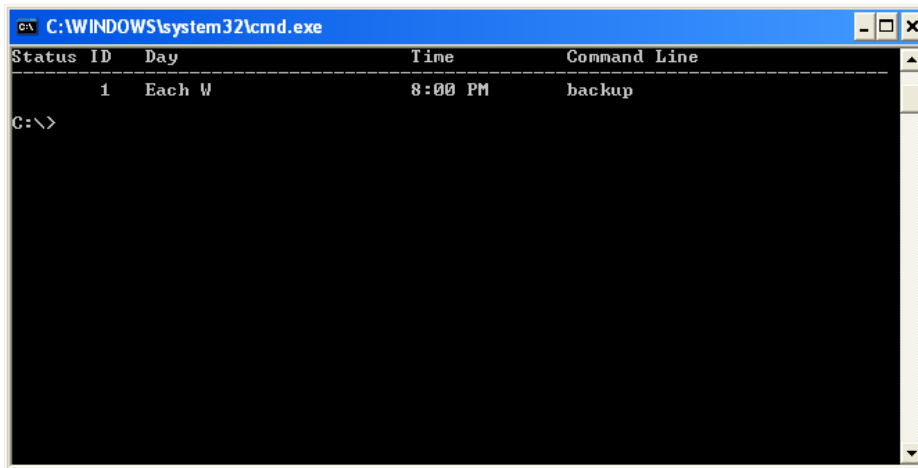
Type **at 20:00 /every:W backup**.

Note that the time must be military time.

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

Type **at \\computername**. For example **at \\labcomputer**.
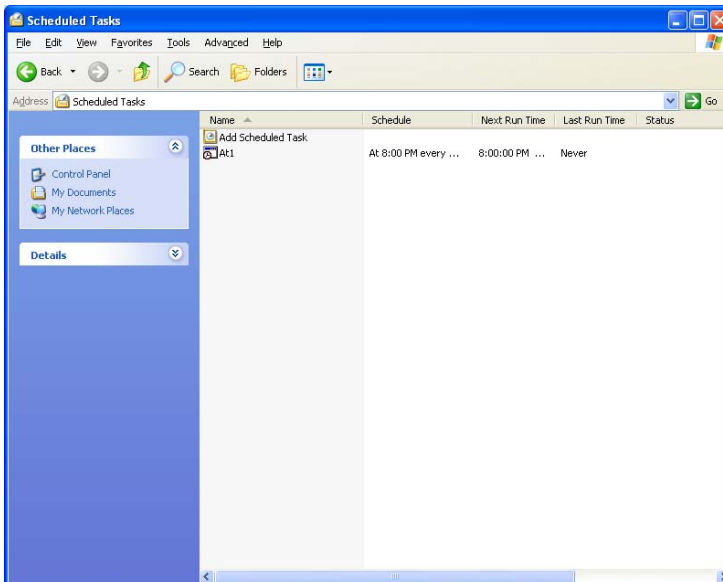
The scheduled job appears.

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 7

Open the Scheduled Tasks window.

The task created using the **at** command is listed in the window.
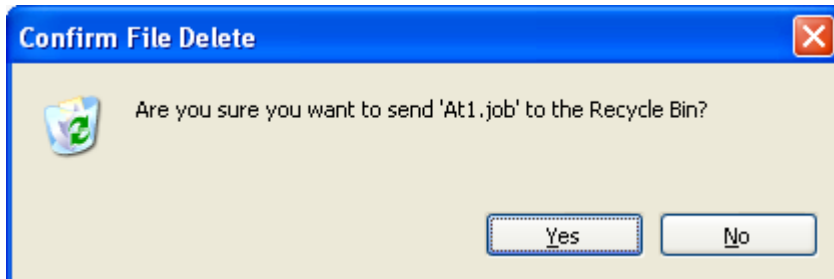
Step 8

Right-click your scheduled task.

Choose **File > Delete**.

The "Confirm File Delete" window appears.

Click **Yes**.

The task created using the **at** command is removed from the scheduled tasks window.