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.

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Double-click Add Scheduled Task.

Step 4

The "Scheduled Task Wizard" window opens.

Scheduled Task Wiza	rd 🛛 🔀
	This wizard helps you schedule a task for Windows to perform.
10	You select the program you want Windows to run, and then schedule it for a convenient time.
	Click Next to continue.
	< Back Next > Cancel

Click Next.

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

Scheduled Task Wizar	d		×
	Click the program you want Window To see more programs, click Browse	s to run.	
	Application	Version	^
M	🔤 Command Prompt	5.1.2600.218	
	 Connection Manager Adminis Data Sources (ODBC) DHCP Digital Certificate for VBA Pro Disk Cleanup Disk Cleanup 	3.525.1117.0 6.00.2900.21	>
		Browse.	
	< <u>B</u> ack <u>N</u> ext >	Cancel	

Click Next.

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

Select the Weekly radio button.

Image: Type a name for this task. The task name can be the same name as the program name. Disk Cleanup Perform this task:
 Daily Weekly Monthly Dne time only When my computer starts
<pre></pre>

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.

Scheduled Task Wizar	d	×
	Select the time and day you want this task to start. Start time: G:00 PM C Every 1 weeks Select the day(s) of the week below: Monday Thursday Thursday Friday Saturday Saturday Sunday	
	< <u>B</u> ack <u>N</u> ext > Cancel	

Click Next.

Enter your username and password in the appropriate fields.

Click Next.

Scheduled Task Wizard 🛛 🛛 🔀						
	Enter the name and pass run as if it were started by	sword of a user. The task will y that user.				
4	Enter the user n <u>a</u> me:	Bob				
	Enter the password:	•••••				
	<u>C</u> onfirm password:	•••••				
	If a password is not enter not run.	red, scheduled tasks might				
	< <u>B</u> ack	Next > Cancel)			

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.

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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\system	132\cmd.exe _ 🗖 🗙]					
Microsoft Windows } (C) Copyright 1985–	XP [Version 5.1.2600] -2001 Microsoft Corp.	Ī					
H:\>C:	:\>C:						
C:\>at /? The AT command sche a specified time ar the AT command.	:-\\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] AT [\\computername] [/EVERY:date[,] [[id] [/DELETE] ¦ /DELETE [/YES]]] time [/INTERACTIVE]] ¦ /NEXT:date[,]] "command"						
\\computername	Specifies a remote computer. Commands are scheduled on the local computer if this parameter is omitted.						
ıα ∕delete	is an identification number assigned to a scheduled command. Cancels a scheduled command. If id is omitted, all the						
⁄yes	scheduled commands on the computer are canceled. Used with cancel all jobs command when no further confirmation is desired						
time ⁄interactive	Specifies the time when command is to run. Allows the job to interact with the desktop of the user when is lowerd are the time the islaming						
/every:date[,]	Mus is logged on at the time the job runs. Runs the command on each specified day(s) of the week or month. If date is omitted, the current day of the month						
/next:date[,]	is assumed. Runs the specified command on the next occurrence of the day (for example, next Thursday). If date is omitted, the ourmost day of the mosth is accurred						
"command"	Is the Windows NT command, or batch program to be run.						
€:\>							
	-]					



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.

∞ C:\W	/INDO\	WS\system32\cmd.exe			- 🗆	×
Status	I D	Day	Time	Command Line		•
	1	Each W	8:00 PM	հаскир		
C:\>						
ļ						-

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.

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Step 8

Right-click your scheduled task.

Choose File > Delete.

The "Confirm File Delete" window appears.

Confirm	File Delete
1	Are you sure you want to send 'At1.job' to the Recycle Bin?
	Yes No

Click Yes.

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

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