

## 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.

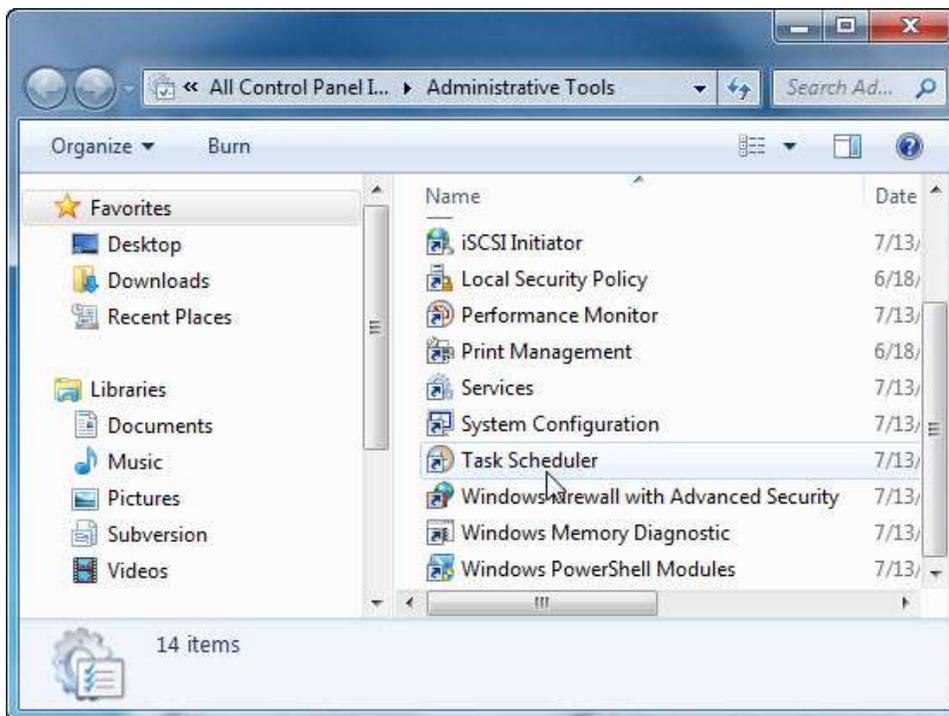
#### Recommended Equipment

- A computer running Windows 7

#### Step 1

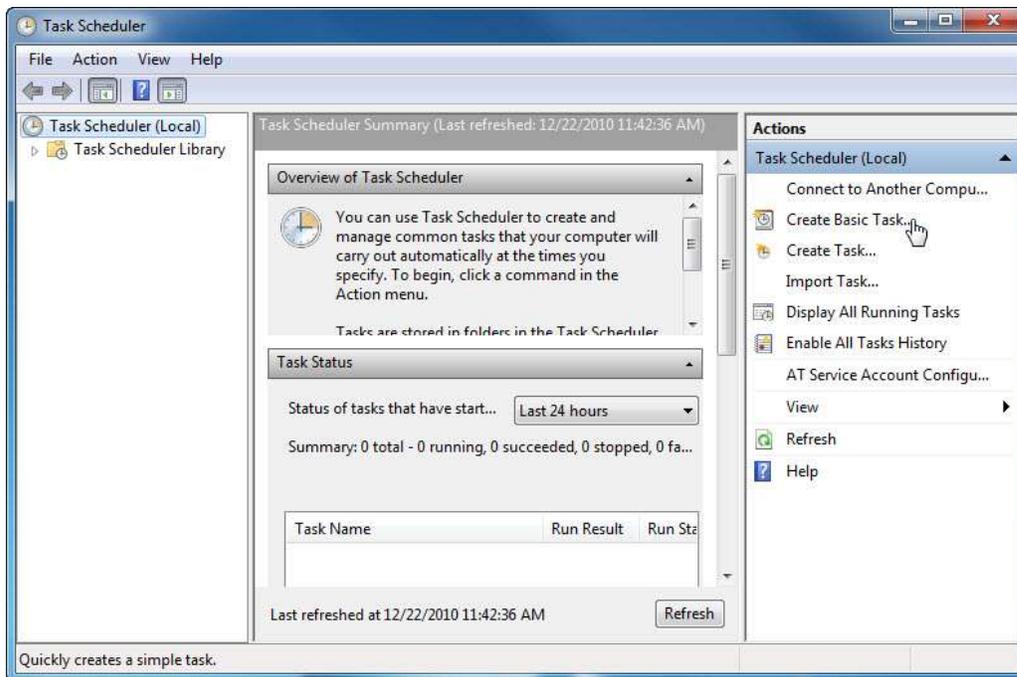
Log on to Windows as an Administrator.

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



#### Step 2

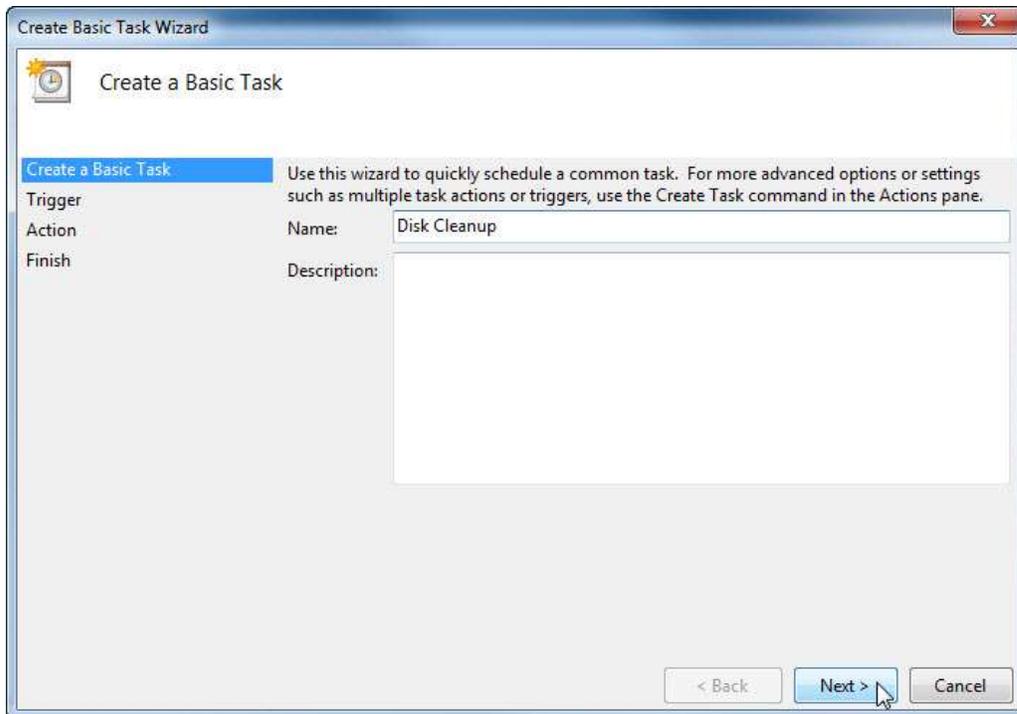
The "Task Scheduler" window opens.



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

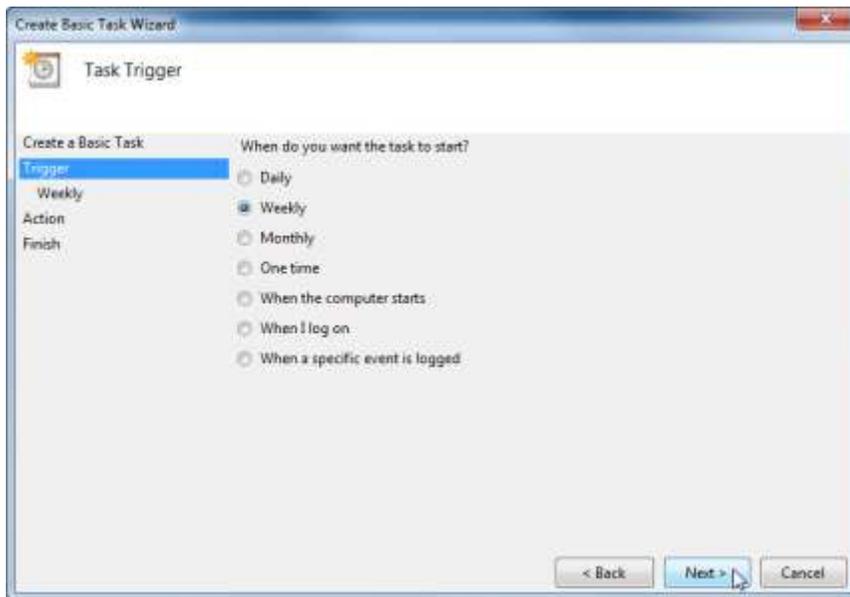
### Step 3

The "Create Basic Task Wizard" window opens.



Type **Disk Cleanup** in the **Name:** field, and then click **Next**.

Select the **Weekly** radio button.

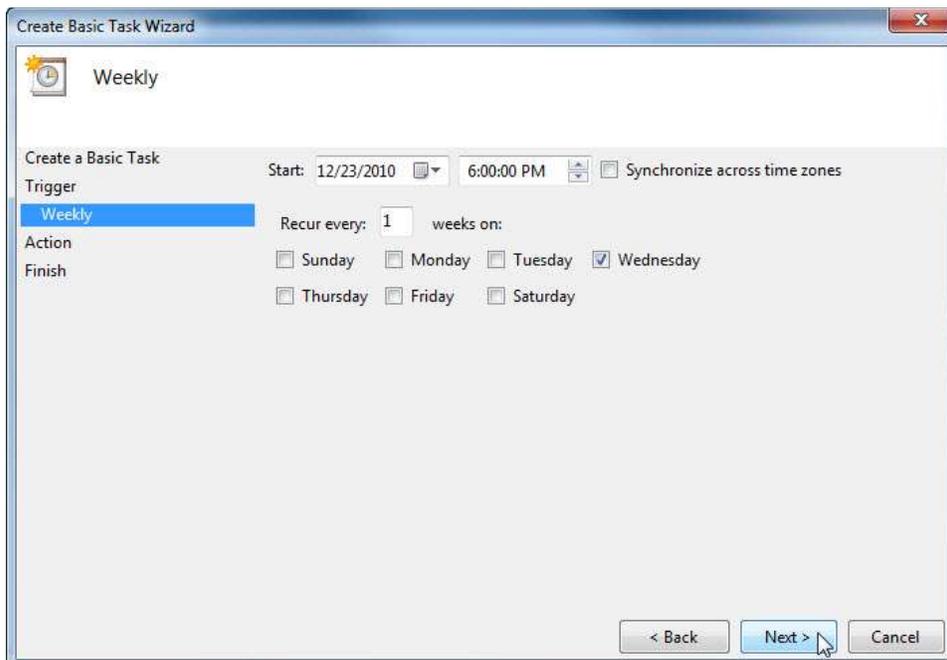


Click **Next**.

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**.

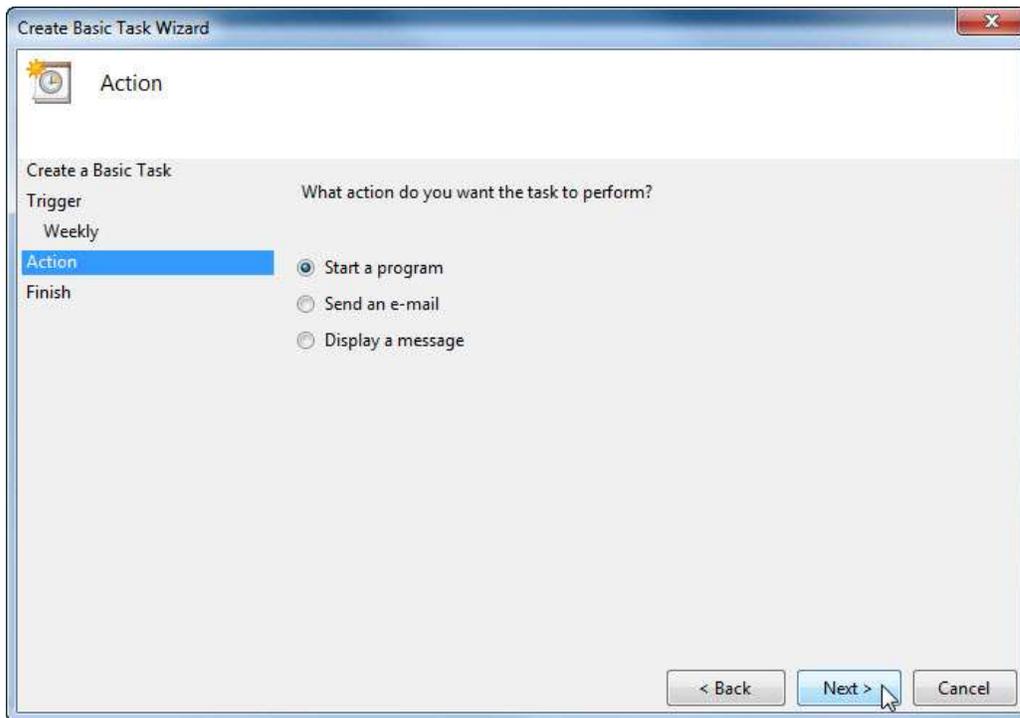
Set the **Recur every \_ weeks on:** field to **1**.

Check the **Wednesday** checkbox.



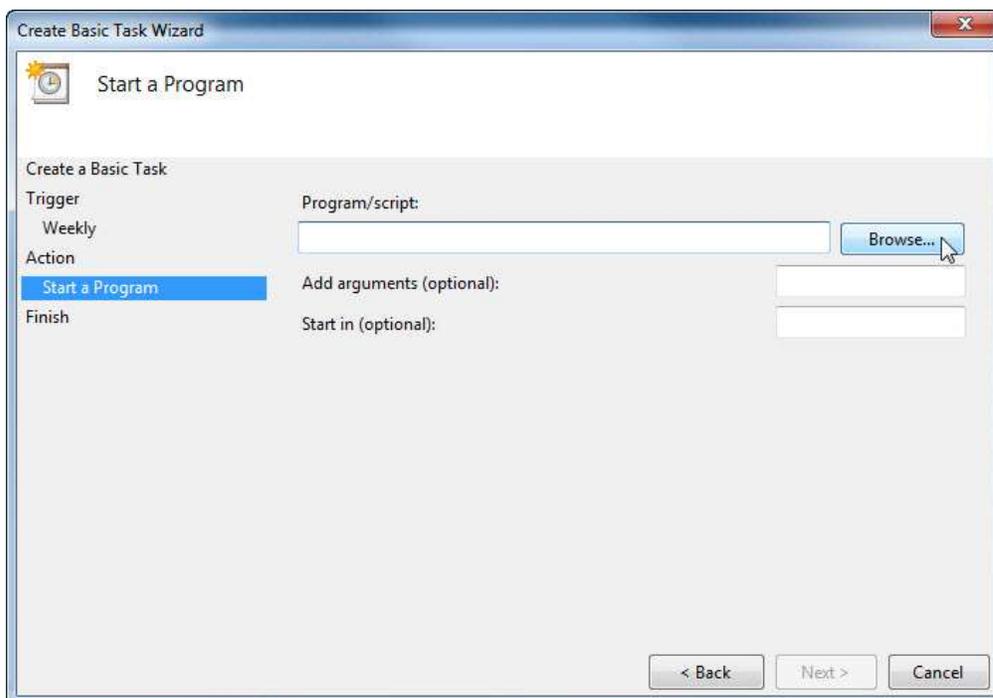
Click **Next**.

The “Action” screen opens.



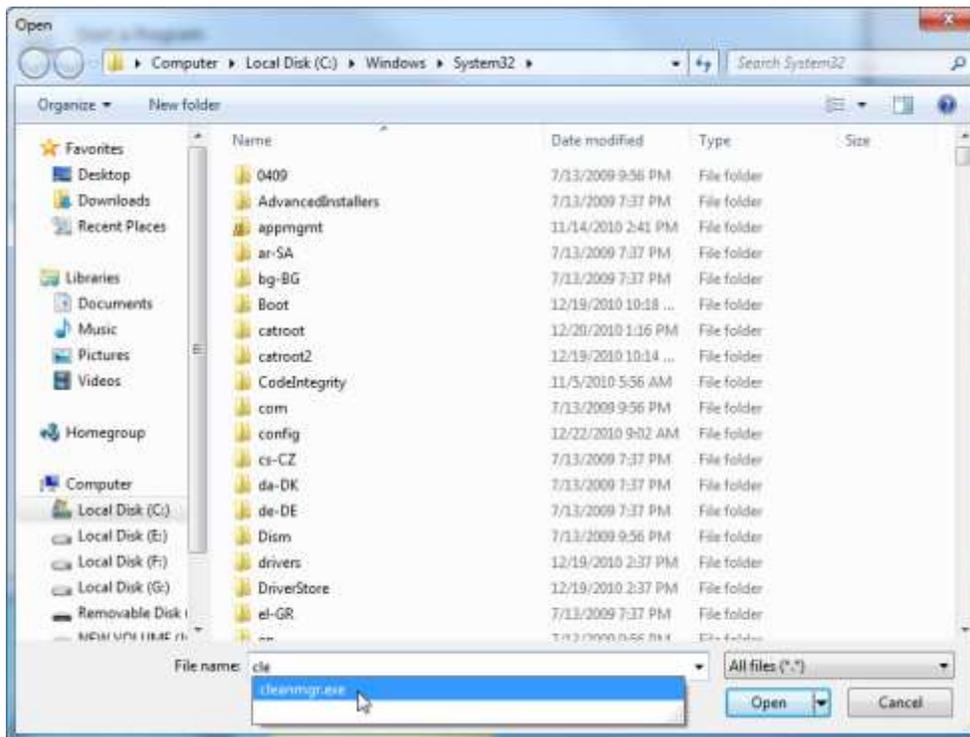
Make sure **Start a program** is selected then click **Next**.

The “Start a Program” screen appears.



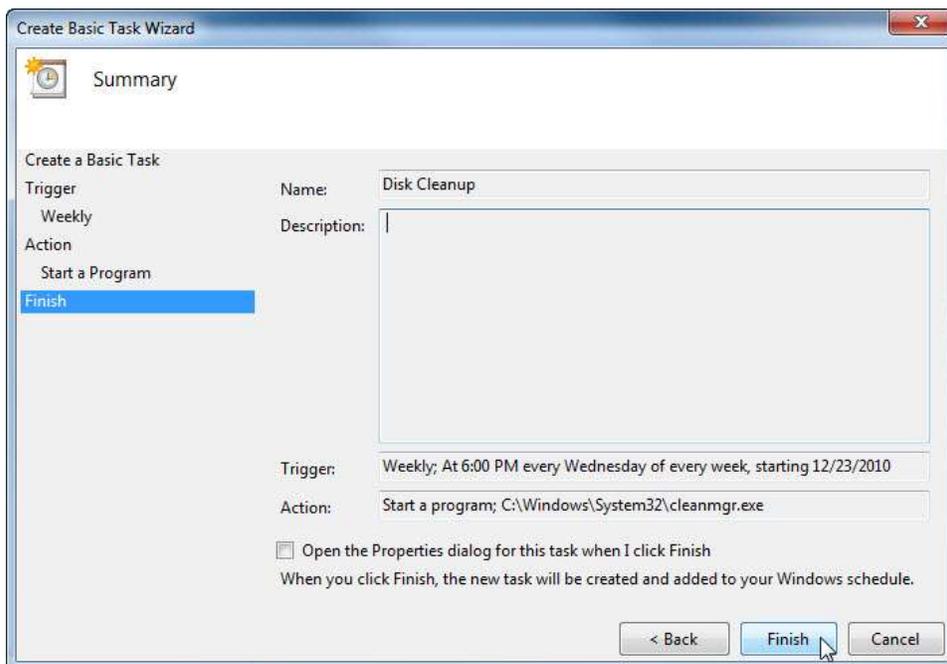
Click **Browse**.

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



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

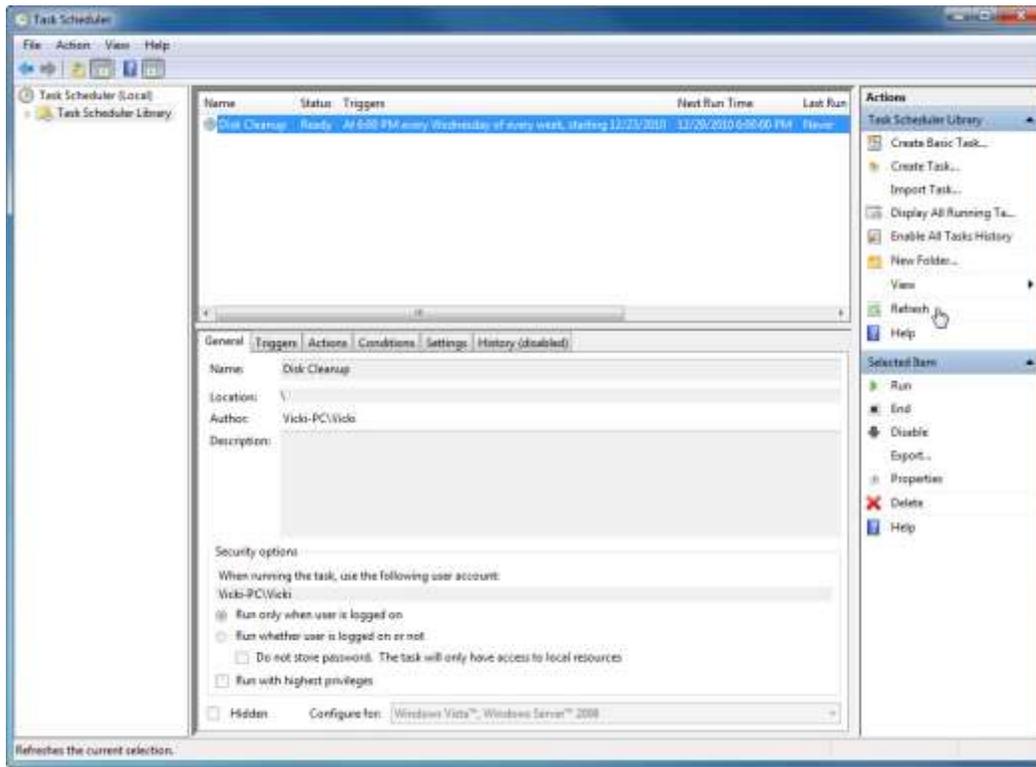
The “Summary” screen appears.



Click **Finish**.

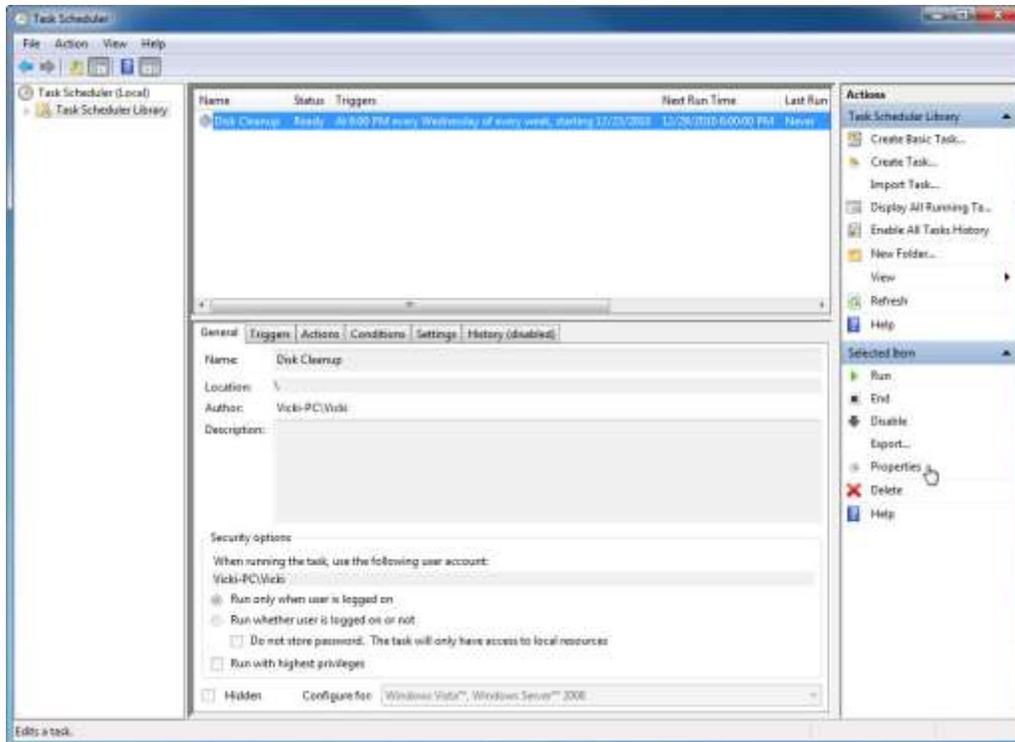
**Step 4**

The “Task Scheduler” window opens.



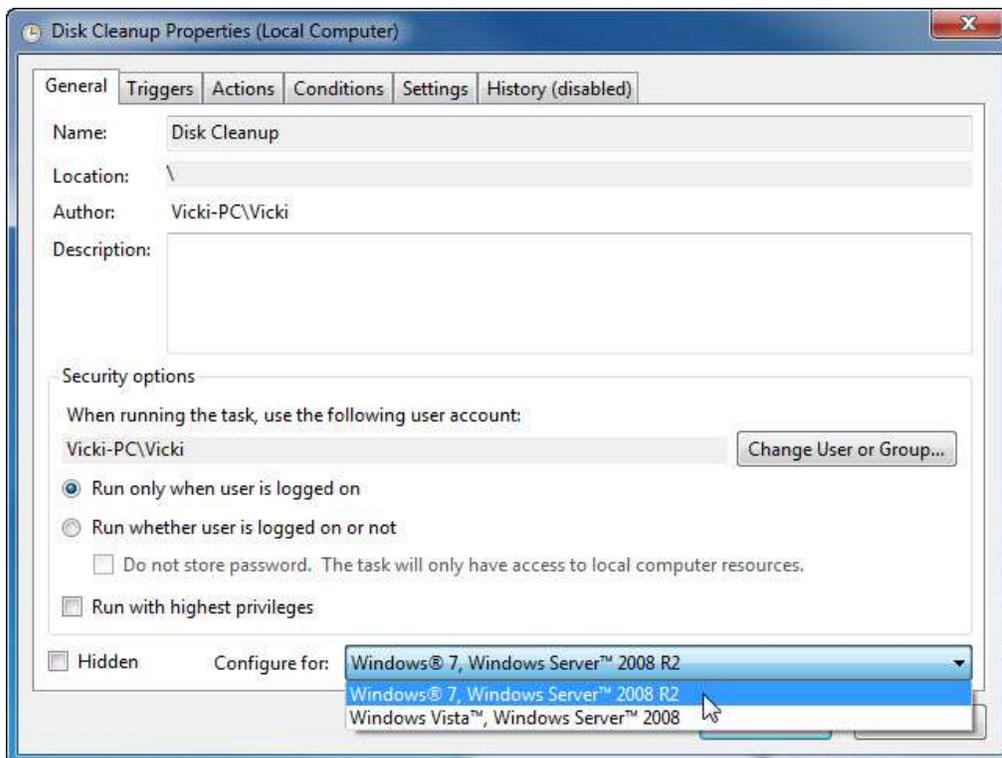
In the left pane, select **Task Scheduler Library**.

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**.

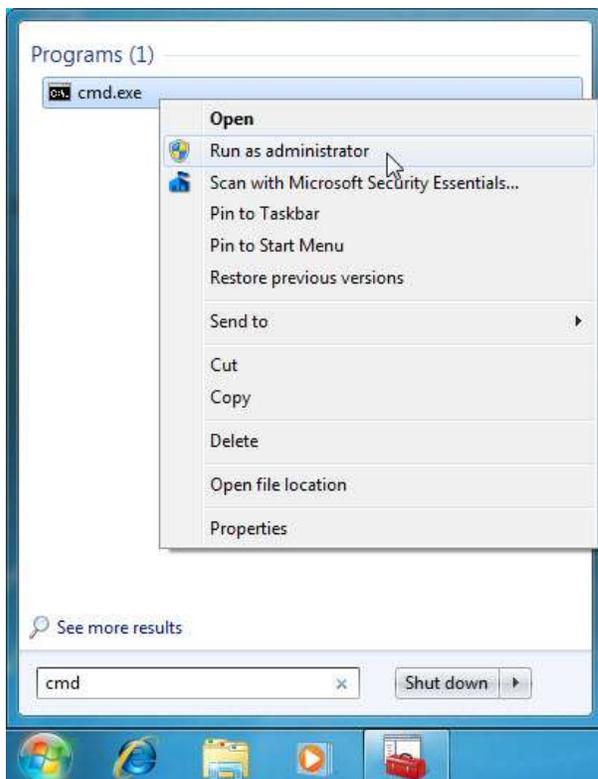
Click **OK**.

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**.

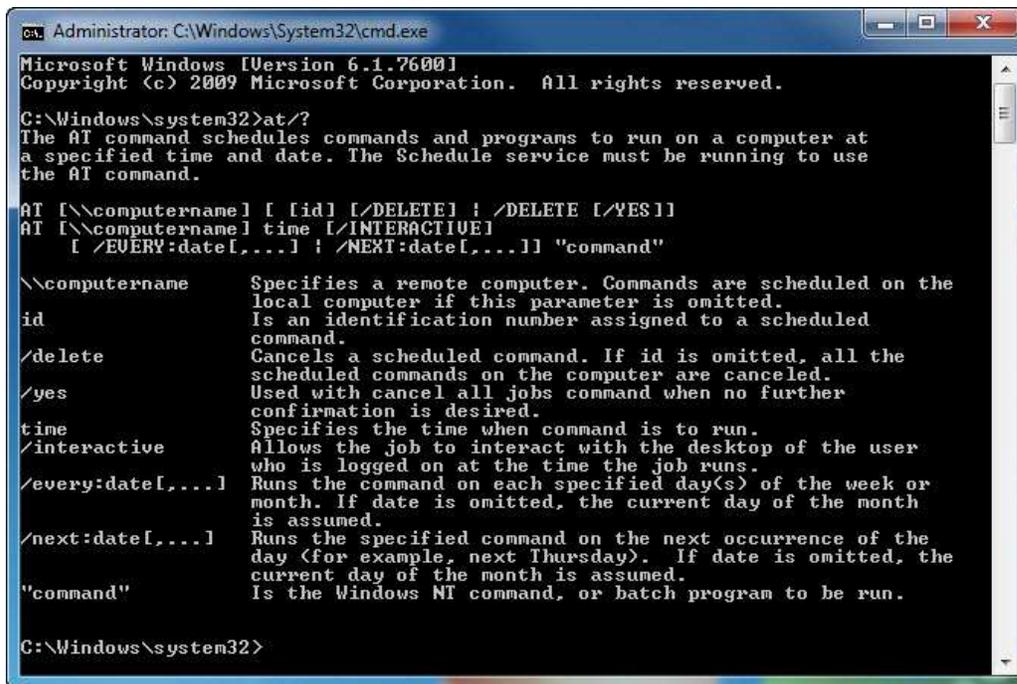


The “Administrator: C:\Windows\System32\cmd.exe” window opens.



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

The **at** command options are displayed.



```
Administrator: C:\Windows\System32\cmd.exe
Microsoft Windows [Version 6.1.7600]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Windows\system32>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:\Windows\system32>
```

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

Note that the time must be military time.

Press **Enter**.



```
Administrator: C:\Windows\System32\cmd.exe

C:\Windows\system32>at 20:00:00 /every:W backup
Added a new job with job ID = 1

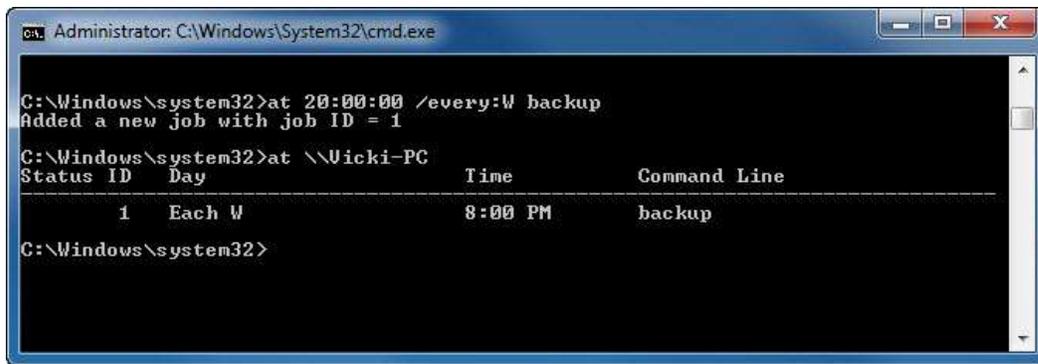
C:\Windows\system32>
```

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

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

Press **Enter**.

The scheduled job appears.



```
Administrator: C:\Windows\System32\cmd.exe

C:\Windows\system32>at 20:00:00 /every:W backup
Added a new job with job ID = 1

C:\Windows\system32>at \\Vicki-PC
Status ID Day Time Command Line
-----
1 Each W 8:00 PM backup

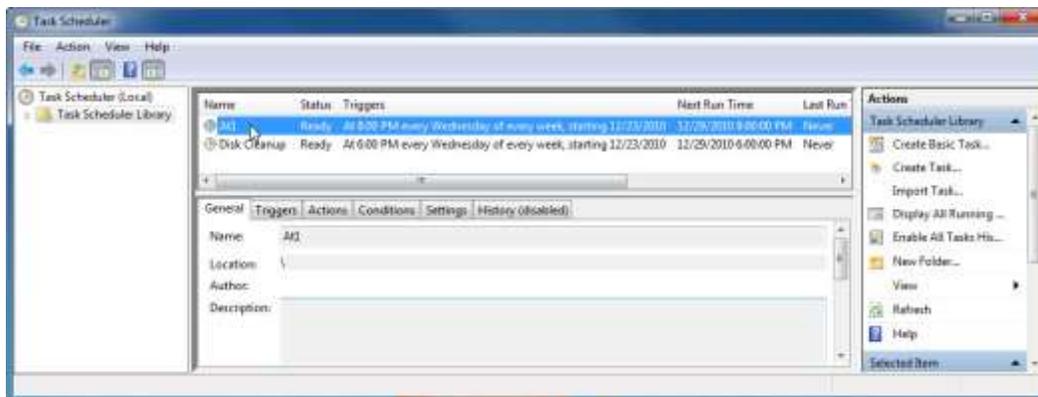
C:\Windows\system32>
```

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.

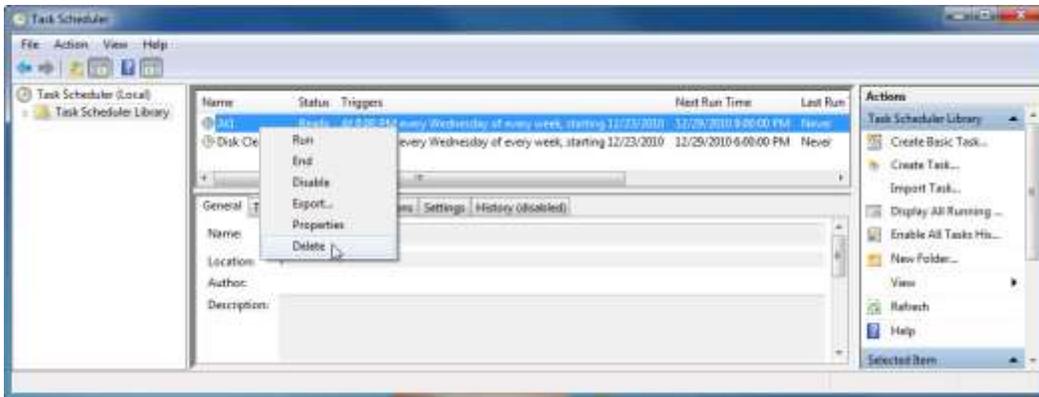


Click **Task Scheduler Library**. You may need to refresh the screen.

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.

