

Answers: [11.6.1.5 Lab – Schedule a Task Using the GUI and the Command Line](#)

Introduction

In this lab, you will schedule a task using the Windows Task Scheduler utility. You will then make changes to your task and test your task by running it.

Recommended Equipment

- A computer running Windows

Instructions

Part 1: Schedule a Task Using the GUI

Step 1: Open the task scheduler utility.

- a. Log on to Windows as an administrator.
- b. Click **Control Panel > System and Security > Administrative Tools > Task Scheduler**.

Step 2: Run the Create Basic Task wizard.

- a. Click **Create Basic Task** in the **Actions** pane.
- b. On the **Create a Basic Task** screen of the **Create Basic Task Wizard** window, type **Disk Cleanup** in the **Name:** field, and then click **Next**.
- c. On the **Task Trigger** screen, select the **Weekly** radio button. Click **Next**.
- d. On the **Weekly** screen, 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 **Friday** checkbox. Click **Next**.
- e. On the **Action** screen, make sure **Start a program** is selected. Click **Next**.
- f. On the **Start a program** screen, click **Browse**.
- g. Type **cle** in the File name: field, select **cleanmgr.exe**, and click **Open**.
- h. The **Start a Program** screen re-opens with **C:\Windows\System32\cleanmgr.exe** added to the Program/script: field. Click **Next**.
- i. Review the **Summary** screen and click **Finish**.

Step 3: Review and make changes to your scheduled task.

- a. In the left pane of the **Task Scheduler** window, select **Task Schedule Library**.
Note: You may need to click **Refresh** to see the new **Disk Cleanup** task you created.
- b. Select the task **Disk Cleanup** and then click **Properties** in the right pane.
- c. The **Disk Cleanup Properties (Local Computer)** window opens. In the **Configure for:** drop-down menu, select **Windows 10**.
- d. Click the **Actions** tab. Select the **Start a program** row, and then click **Edit**.
- e. In the **Edit Action** window, type **/d c:** in the **Add Arguments (optional):** field. Click **OK**.

Lab – Schedule a Task Using the GUI and the Command Line

The **/d c:** argument tells the cleanmgr.exe program to clean the C: drive.

- f. To close the **Disk Cleanup Properties (Local Computer)** window, click **OK**.

Step 4: Run the scheduled task now.

- a. Select the **Disk Cleanup** task and click **Run** in the right pane of the **Task Scheduler** window.
- b. Click the **Disk Cleanup** icon that appears on the **Task Bar**.
- c. The Disk Cleanup window is brought to the foreground. This window displays the status of the Disk Cleanup process.

Note: It may take a few minutes for Disk Cleanup to complete.

- d. Once the Disk Cleanup process completes, the **Disk Cleanup for Local Disk (C:)** window opens. Click **Cancel**.

Note: Clicking OK will delete the files selected in the Files to delete: box. Check with your instructor before clicking OK. Clicking OK will open the Disk Cleanup verification window asking if you are sure you want to permanently delete these files. It is not necessary to delete these files to complete this lab. If you are sure you want to delete these files permanently, click Delete Files.

Step 5: Delete a scheduled task

- a. To delete the **Disk Cleanup** task you created, select the **Disk Cleanup** task and click **Delete** in the right pane of the **Task Scheduler** window.
- b. The **Task Scheduler** verification window opens asking if you want to delete this task. Click **Yes**.
- c. Verify the Disk Cleanup task you created is removed from the **Task Scheduler** window. Close **Task Scheduler**.

Part 2: Schedule a task using the CLI

Step 1: Schedule a task.

- a. Open the command prompt. In the Windows search, type **cmd** to open the command prompt.

The syntax for creating a task in the CLI is as follows:

```
SCHTASKS /CREATE /SC DAILY /TN "FOLDERPATH\TASKNAME" /TR  
"C:\SOURCE\FOLDER\APP-OR-SCRIPT" /ST HH:MM
```

- b. Type the following command to create a daily task to run an app at 11:00 a.m.

```
SCHTASKS /CREATE /SC DAILY /TN "MyTasks\notepad task" /TR  
"C:\Windows\System32\notepad.exe" /ST 11:00
```

Note: The folder path before the task name, under the /TN option, is not a requirement, but will help keep tasks separate. If no path is specified, the task will be created inside the Task Scheduler Library folder.

Question:

When might it be useful to use the CLI to schedule a task rather than the GUI?

Type your answers here.

Step 2: Run the scheduled task.

To start a scheduled task immediately use the **schtasks /run /tn <TaskName>** command. The run operation ignores the schedule.

```
SCHTASKS /RUN /TN "MyTasks\notepad task"
```

Step 3: Change a scheduled task.

- a. Open the command prompt. In the Windows search type **cmd** to open the command prompt.
- b. Type the following command to change the daily task to run an app at 9:00 a.m. instead of 11:00 a.m.

```
SCHTASKS /CHANGE /TN "MyTasks\Notepad task" /ST 09:00
```

Step 4: Delete a scheduled task.

- a. Open the command prompt. In the Windows search type **cmd** to open the command prompt.
- b. Type the following command to delete the daily task.

```
SCHTASKS /DELETE /TN "MyTasks\Notepad task"
```

Reflection Question

What other weekly tasks would be useful to run in Task Scheduler?

Type your answers here.