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Special Notes to Instructor (Click or tap here to enter text.)
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Part 1 of 2: PowerShell

<u>36 points, 3 points for each of 12 questions in Part 1</u> of 2. Many answers can be copied from the PowerShell session and pasted into the answer document.

- → 1. What was the response to the **get-history** command?
- 1. 1. 1 Set-Location -literalPath 'C:\Users\Soni\OneDrive\Documents'
- → 2. after running > get-help (again) What is the SHORT DESCRIPTION that was output? (scroll up to see all the help text)
- 2. Displays help about Windows PowerShell cmdlets and concepts.
- → 3. copy/paste the text of the top 10 processes here

```
3. Handles NPM(K) PM(K) WS(K) CPU(s) Id SI ProcessName
  7771
           0 216 5240 27,173.30 4 0 System
   227
           11 3512 4788 23,000.61 2512 0 svchost
               3920 6572 12,971.11 1640 0 svchost
   286
          596 630248 357768 10,156.56 4936 0 avp
 10009
   473
           27
               6948 13132 7,685.20 10612 0 svchost
           15
                2840
                      4800 4,491.47 1632 0 svchost
   241
  1094
           76 453724 159024 2,218.09 20836 10 opera
   209
           11
               2768 2400 2,093.72 13324 0 svchost
           13
                2916 4960 1,734.30 1776 0 svchost
   266
  1113
          180 2749976 541328 1,482.36 21172 0 oracle
```

- → 4. Do you recognize any of the commands? Did they all do the same thing? What did they do?
- 4. I have used "ls command" in the Linux, to list the directories or files of a folder. The same function as ls, I use dir in cmd application to do the similar task.

"Get-ChildItem" is the similar in function, as those two, but works in PowerShell. The PowerShell can interpret all those three, mentioned above and will show the same result if any of these three is entered.

→ 5. Copy about 10 lines of output from the **get-childitem** command and paste here.

```
Mode LastWriteTime Length
                            Name
    da---l 2022-05-21 5:47 PM
                           Visual Studio 2019
-ar--l 2022-03-08 1:02 AM
                           121 Soni's notebook.url
-a---1 2022-02-01 1:59 AM
                           (15203) Bachelor of Science.docx
-a--- 2022-06-25 10:16 PM 360448 Database1.accdb
-a---1 2022-01-22 8:20 PM
                           (0) Default.rdp
-a---l 2022-02-13 3:11 AM (13408) Fully 95.docx
-a---l 2022-03-24 1:03 AM
                           209619 Legacy OS.pdf
-a---1 2022-02-14 4:30 PM
                           (20131) Reflection.docx
-a---l 2022-01-19 11:03 PM 1710 Where are my files.lnk
-ar--l 2022-02-20 12:45 PM
                            121 •'s Notebook.url
```

→ 6. What was different about the output this time?

6. Compared to the previous one, this time, I received a non-stop result of the files, in the previous folder of documents or directories.

→ 7. What was different about the output this time?

7. It actually saved the result of the get-childitem -recurse command in a file called desktopItems.txt and saved it in that folder.

→ 8. Once you see .\ _____.txt press the Enter key. What happened?

8. The command .\desktopItems.txt opened the text file that contained the results of the get-childitem command and showed the required result.

→ 9. What is the PowerShell command, including parameters, to copy that file?

```
9. Copy-Item [-Path] <String[]> [[-Destination] <String>] [-Container] [-Force] [-Filter <String>] [-Include <String[]>] [-Exclude <String[]>] [-Recurse] [-PassThru] [-Credential <PSCredential>] [-WhatIf] [-Confirm] [-FromSession <PSSession>] [<CommonParameters>]
```

→ 10a. What is the PowerShell command to delete/remove a file?

```
10a. Remove-Item
```

→ 10b. List all the aliases for the PowerShell command to delete/remove a file?

```
Alias rd -> Remove-Item

Alias ri -> Remove-Item

Alias rm -> Remove-Item

Alias rmdir -> Remove-Item
```

→ 11. What was the PowerShell command and parameters to delete the desktopItems.txt file?

11. Remove-Item -Path C:\Users\Soni\OneDrive\desktopItems.txt

→ 12. Copy the text output from **get-history** and paste (not a screen image)

```
12. Id CommandLine
 cd C:\Users\Soni\OneDrive\Documents
  $updates = Start-WUScan
2
 $updates
 get-help
5 get-help
 get-process
 Get-Process | sort-object CPU -descending | select -first 10
  ls
9 Get-ChildItem
10 dir
11 cd ..
12 get-childitem -recurse
13 cd Documents
14 Get-ChildItem
15 get-childitem -recurse > desktopItems.txt
16 cd ..
17 get-childitem -recurse > desktopItems.txt
18 .\desktopItems.txt
19 get-help copy*
20 get-help copy-item
21 get-alias del
22 get-alias -Definition remove-item
23 Remove-Item -path C:\Users\Soni\OneDrive\desktopItems.txt
24 .\desktopItems.txt
25 Get-ChildItem
```

Whatever you are not changing, you are choosing. Read that again.

Part 2: Time Attention Management

What will you do to be successful with time? (64 points, see instructions)

→ What you'll do

1a. I will write a To-Do-List for my day

→ Why and how you'll do it

1b. I have came to this decision, by experiencing both having a day with and a day without a prewritten plan; I found out that I am more productive when I knew what I wanted to do in the day and when I prioritize my tasks for the day. I used to write down my to-do-list on the paper and highlight the tasks based on their importance, but now I have this application called "Todoist" that does the same function and has an organized platform with a greater user interface.

→ What you'll do

2a. I will begin my each day optimistic and with positive attitude.

→ Why and how you'll do it

2b. I believe that if we start our day energetic and fresh, we have enough power until the end of the day; henceforth, we can do more tasks in a day and can be more productive while doing them. What I do to start the day with fresh mindset is by doing meditation, including some special stretching exercises, listening to a morning podcast, reading a valuable piece of tech-related news, and in the best scenario, going for a walk, while having the fresh air, then I write my to-do-list and get ready for the day.

→ What you'll do

3a. Performing the unimportant tasks of the day, alongside the important ones

→ Why and how you'll do it

3b. When I am cleaning the dishes, I do not simply wash the dishes, while doing nothing else but looking to the plates and glasses; What I do is listen to my favorite podcast and enjoy my time washing the dishes. I cannot use my eyes to read my book or watch my series while washing, but I can use my ears to listen. I apply this technique to any other so-called unimportant task of my day. I try to get the best out of my time when tackling those tasks. With this method, I am able to have the optimal performance for the day. Other examples of this time-saving technique are reading a book while I'm in the bus and watching my favorite series while I'm doing workout.

→ What you'll do

4a. Not paying much attention and allocating time to the social media

→ Why and how you'll do it

4b. Another thing to save some amount of time during the day is having a control on the time I spent on the social media. I personally see social media applications the biggest cause for wasting my time. When I use it, I forget about every other crucial task I had to do and I will probably get behind my plan and my to-do-list. What I did about it was that I limited my use of these applications to some special hours that I'm the least productive and deleted the unnecessary apps like Instagram and Telegram. So, now I only have Twitter, to check the news feed and see what's going on in the world, and WhatsApp, to communicate with my friends and classmates and my family as well.

Page 5 of 5