# Lab - Task Scheduler in Windows 8

Introduction

In this lab, you will schedule a task using the Windows 8 Task Scheduler utility. You will then make changes to your task and test your task by running it.

Recommended Equipment

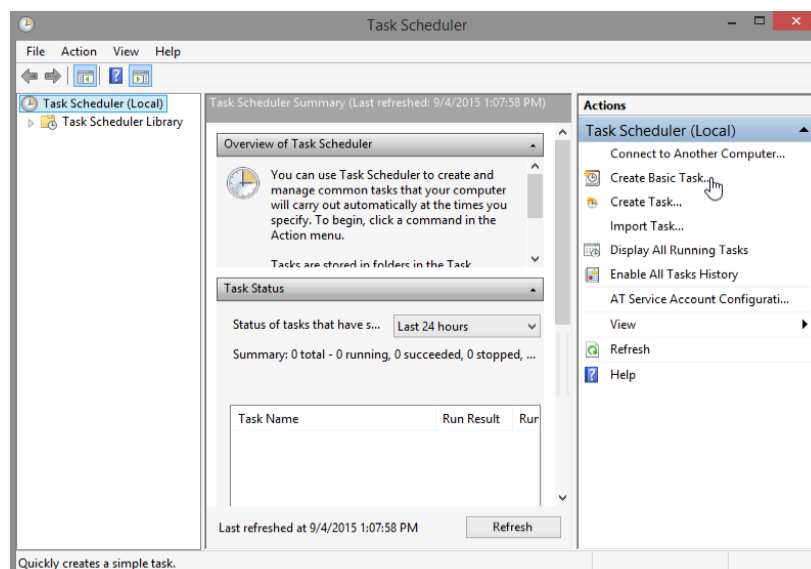• A computer running Windows 8

Step 1: Open the Task Scheduler utility.

a. Log on to Windows as an administrator.

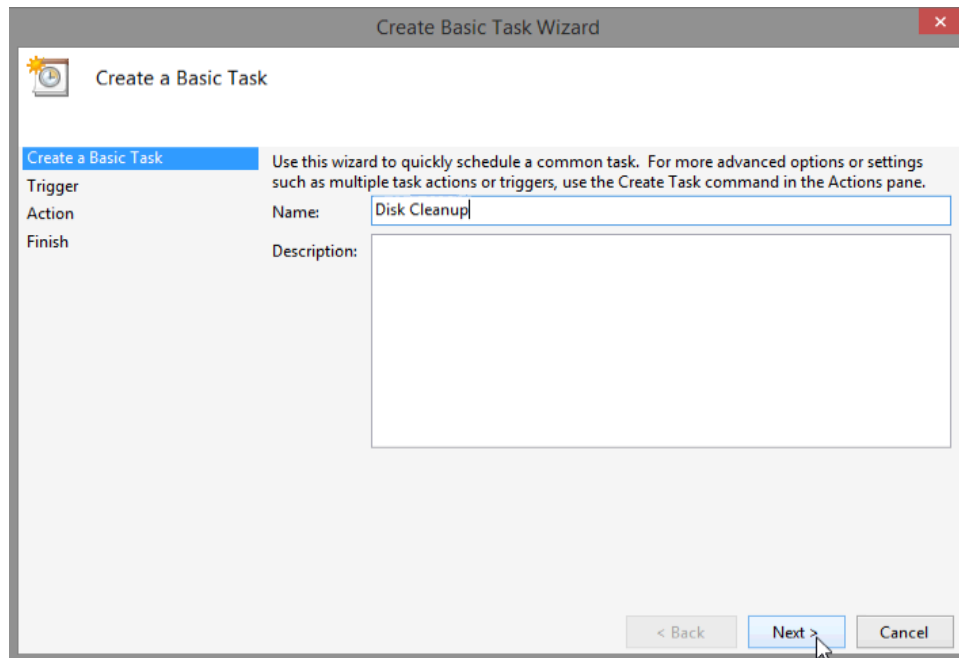b. Click **Control Panel > Administrative Tools > Task Scheduler**.
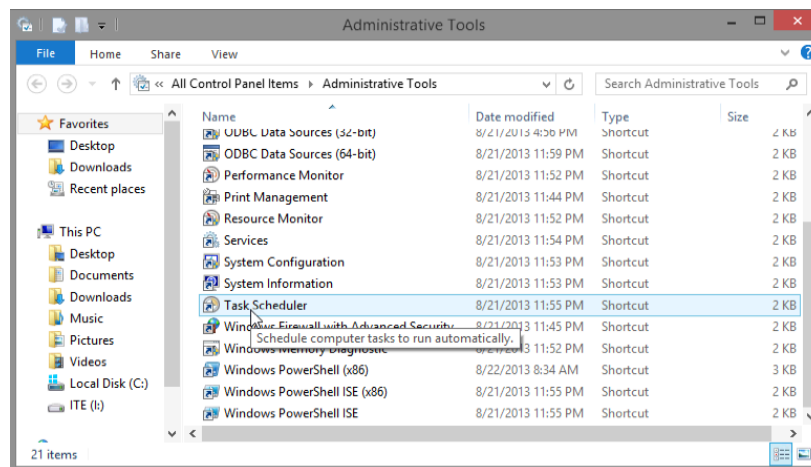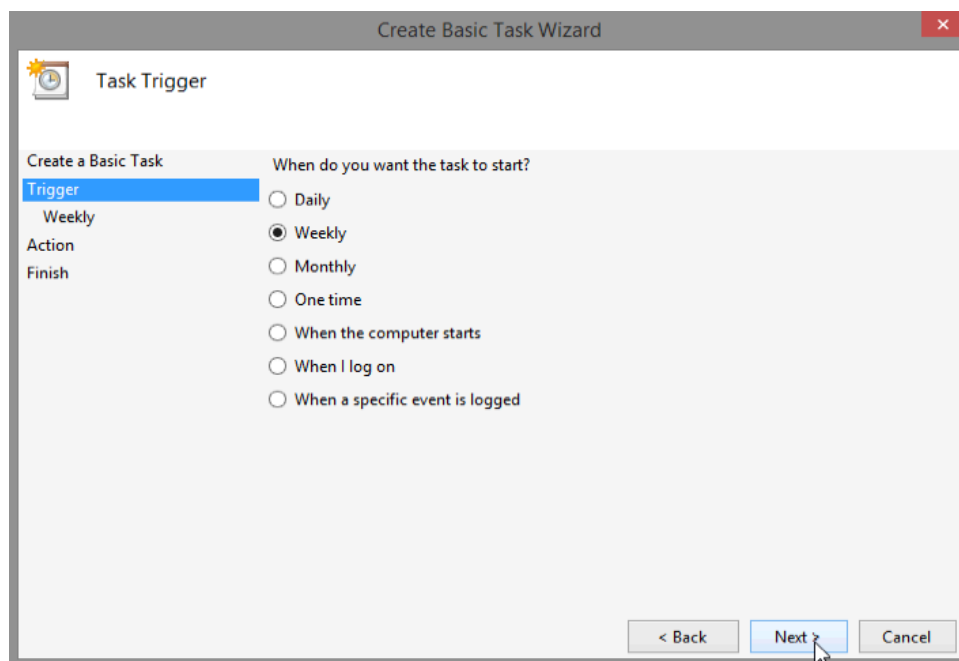
Step 2: Run the Create Basic Task Wizard.

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**.

Note: The date field will display today's date. It is not necessary to change the date.
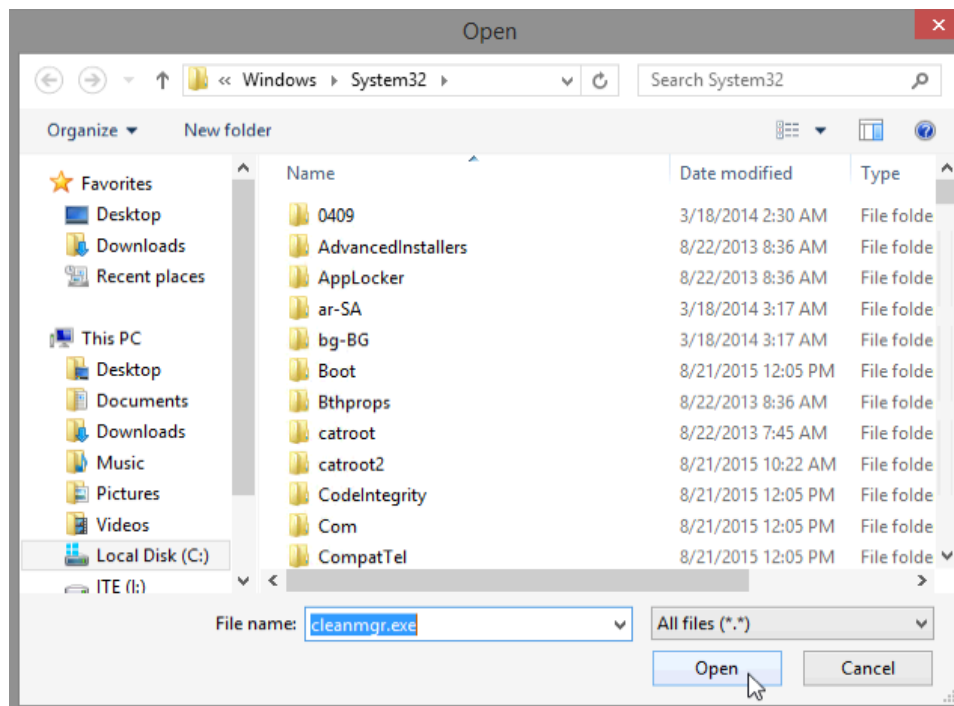
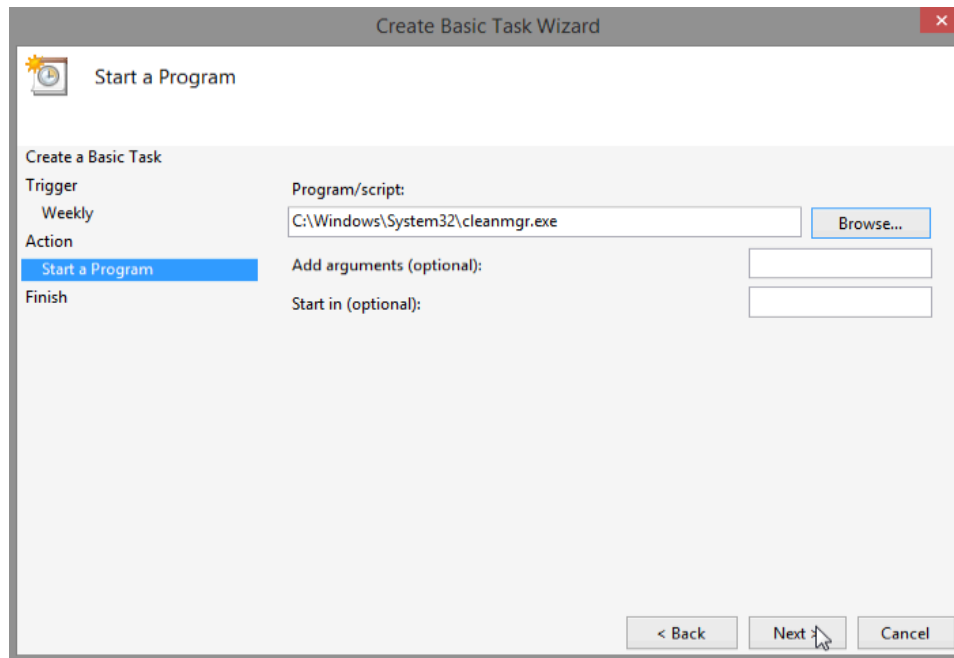e. On the **Action** screen, make sure **Start a program** is selected. Click **Next**.

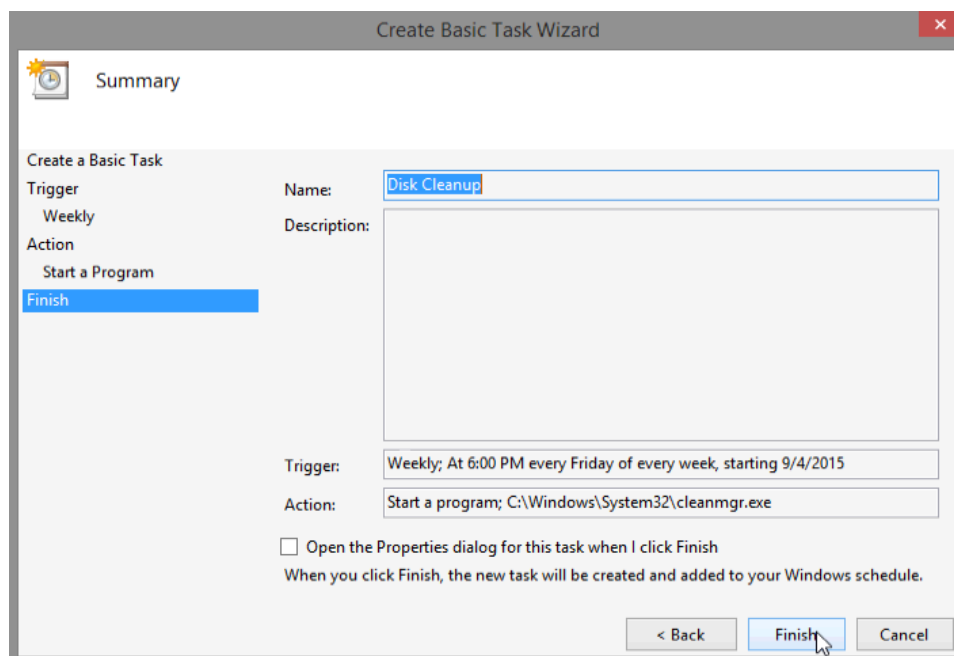f.   On the **Start a program** screen, click **Browse**.
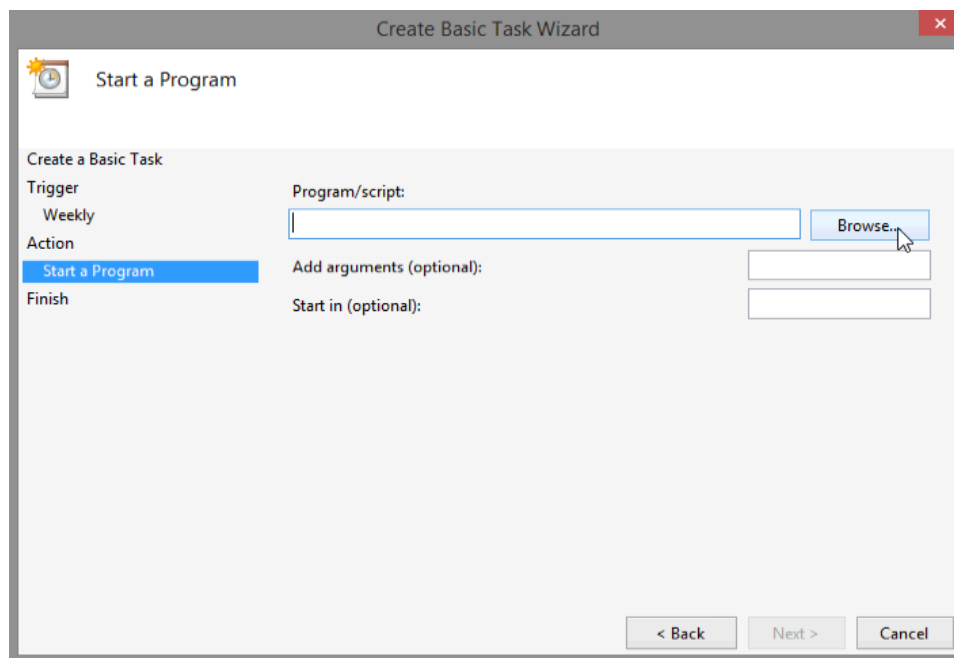
g.   Type **cle** in the **File name:** field, select **cleanmgr.exe**, and click **Open**.

h. The **Start a Program** screen re-opens with **C:\Windows\System32\cleanmgr.exe** added to the **Program/script:** field. Click **Next**.
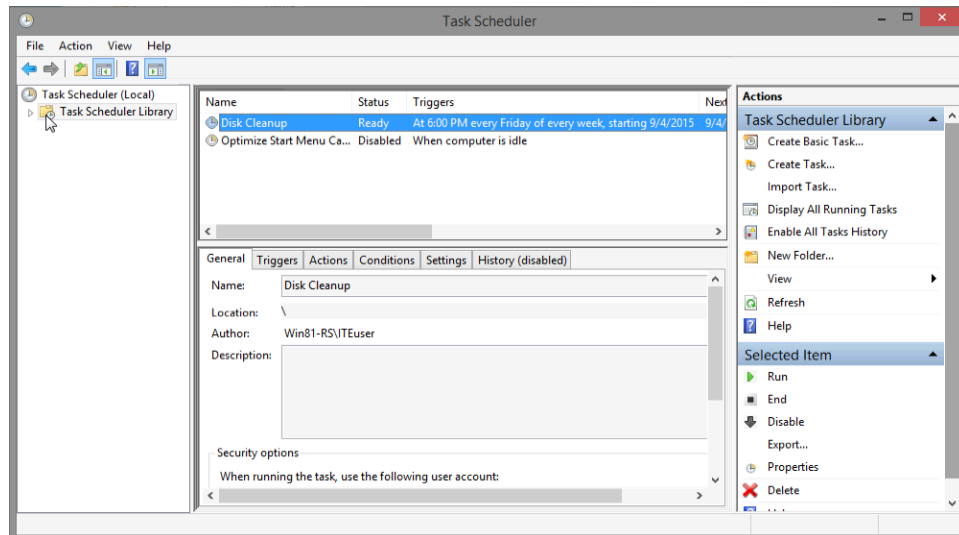

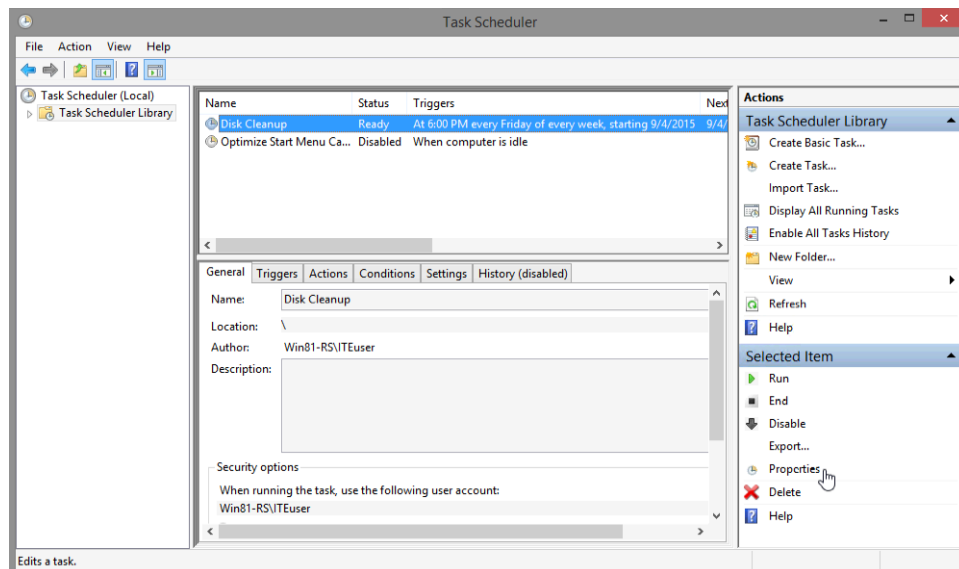i. Review the **Summary** screen, and click **Finish**.

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

a.   In the left pane of the **Task Scheduler** window, select **Task Schedule Library**.
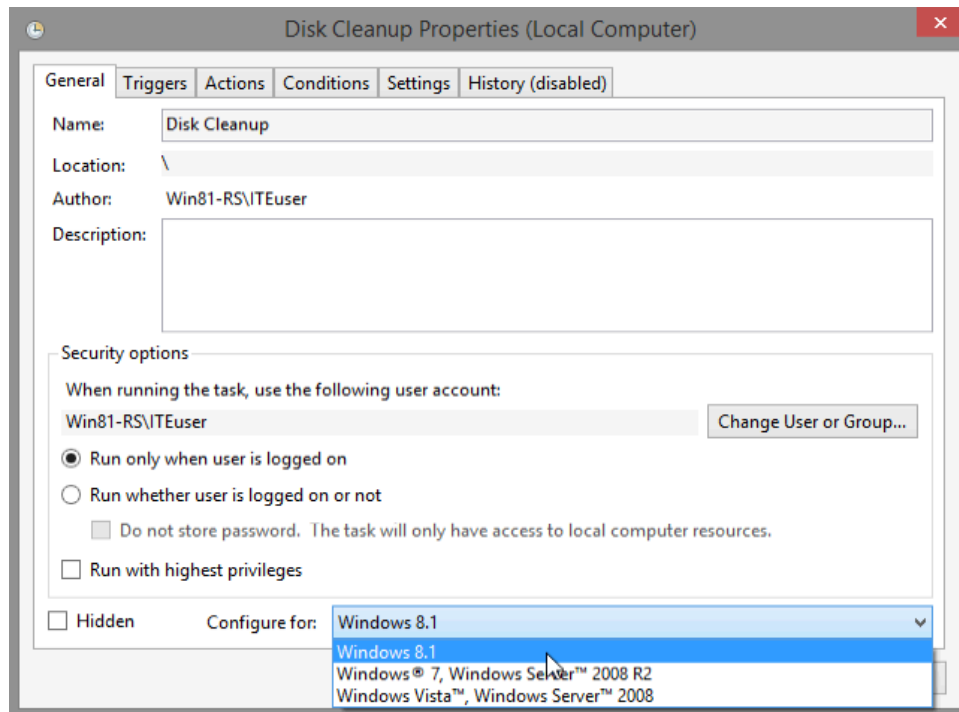

Note: You may need to click **Refresh** to see the new **Disk Cleanup** task you created.

b.   Select the task **Disk Cleanup** and then click **Properties** in the right pane.
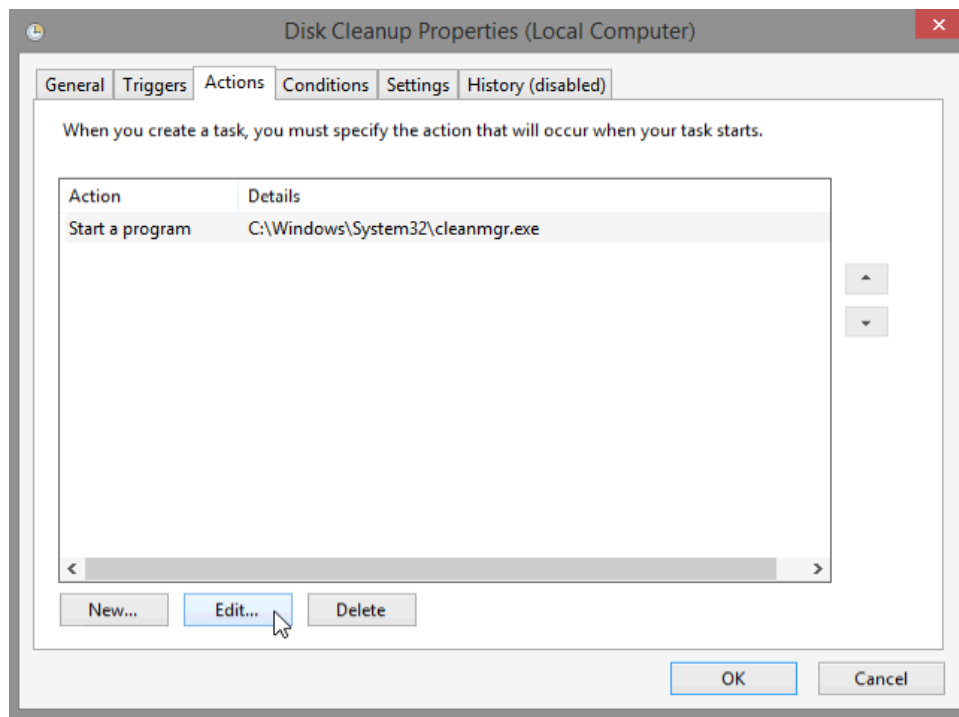
c. The **Disk Cleanup Properties (Local Computer)** window opens. In the **Configure for:** drop-down menu, select **Windows 8.1**. Click **OK**.
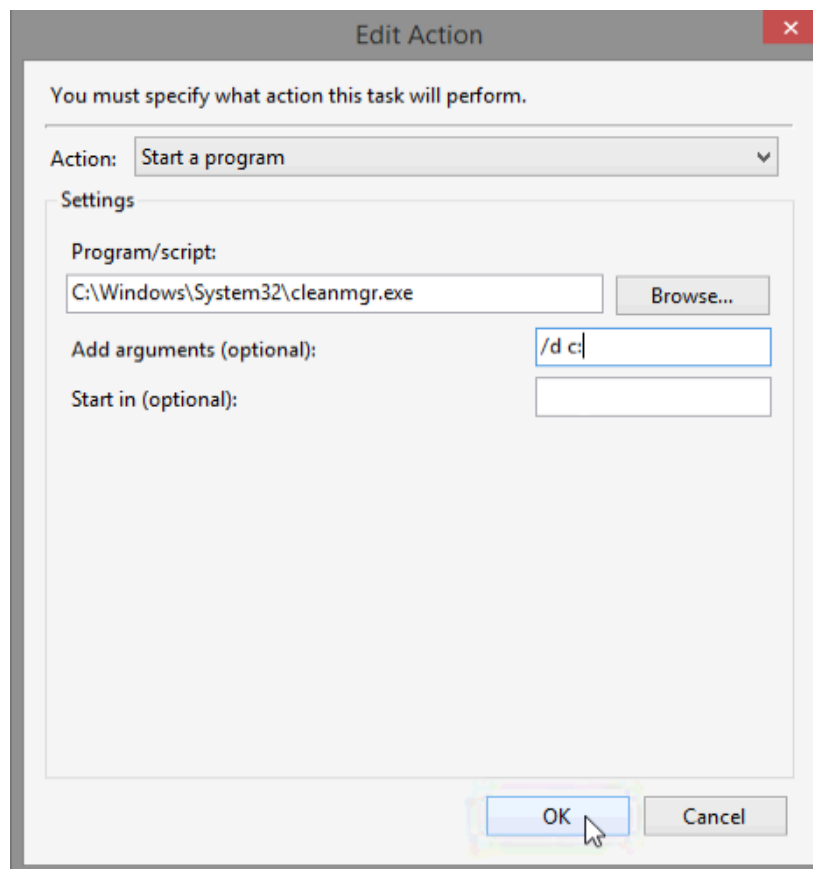

Note: For Windows 8.0, select **Windows 8** in the **Configure for:** field.

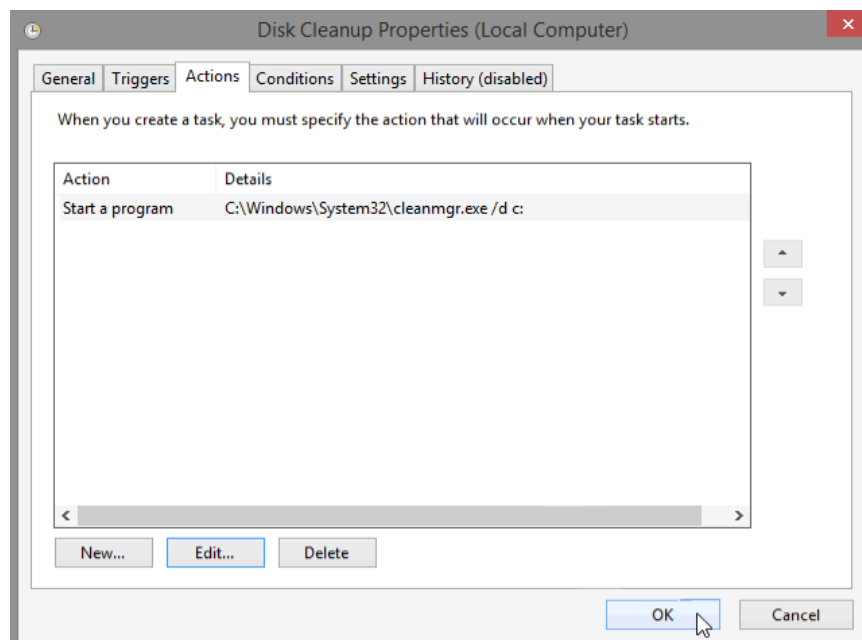d. Click the **Actions** tab. Select the **Start a program** row, and then click **Edit**.

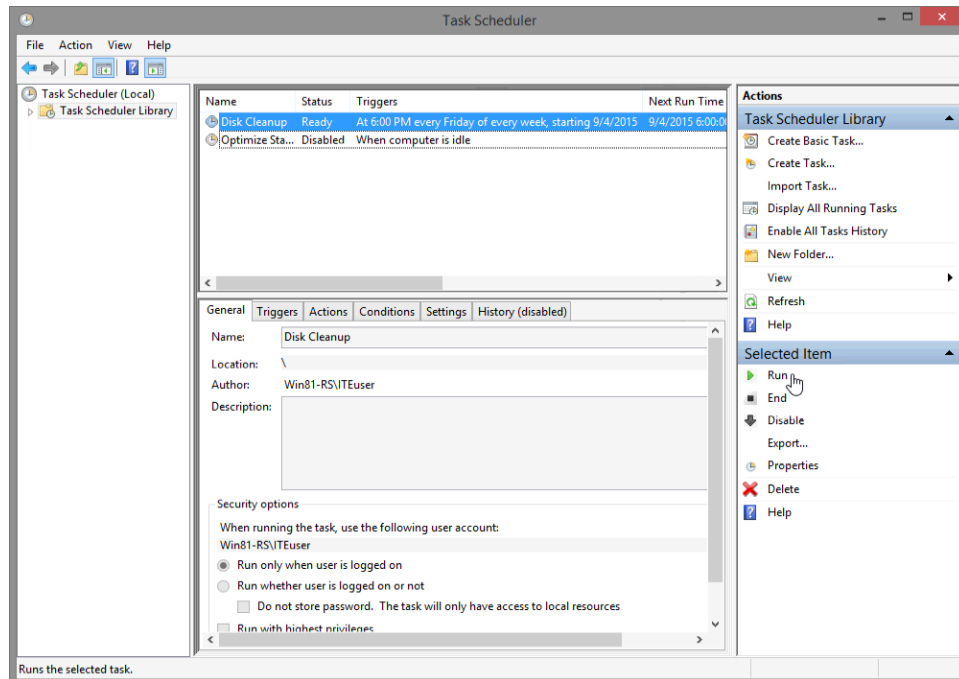e. The **Edit Action** window opens. Type **/d c:** in the **Add Arguments (optional):** field. Click **OK**.

Note: 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**.

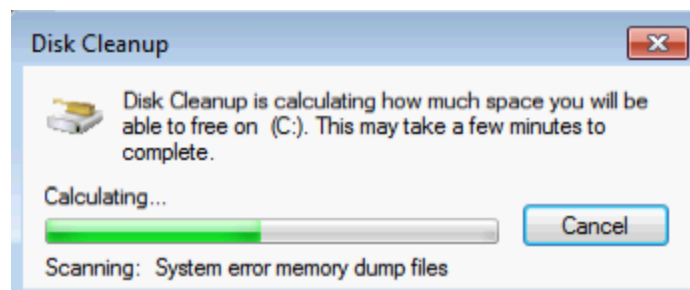**Step 4:   Run the scheduled task now.**

a.   Select the **Disk Cleanup** task, and click **Run** in the right pane of the **Task Scheduler** window.

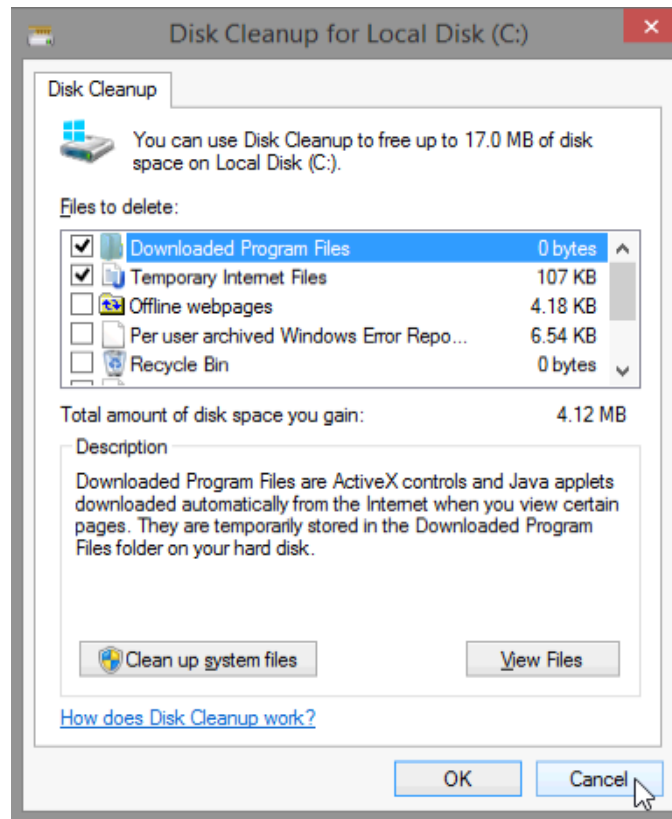b.   Click the **Disk Cleanup** icon that appears on the **Task Bar**.

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.
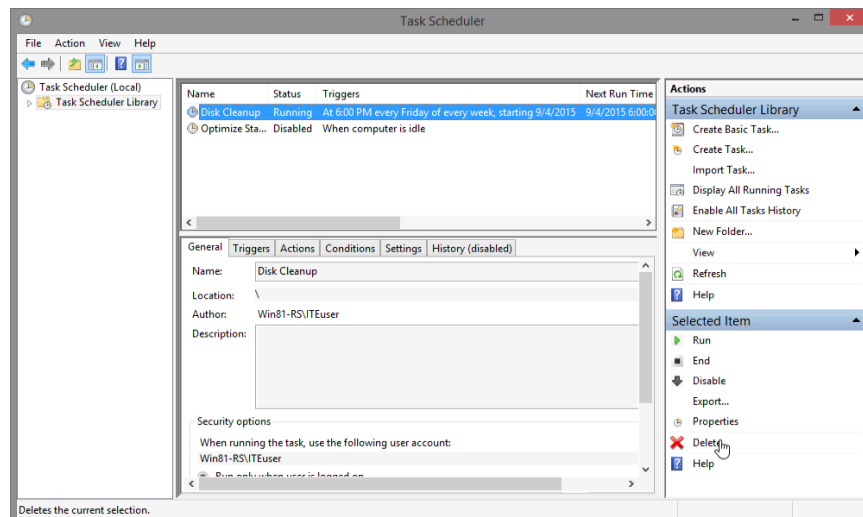
b. The **Task Scheduler verification** window opens asking if you want to delete this task. Click **Yes.**
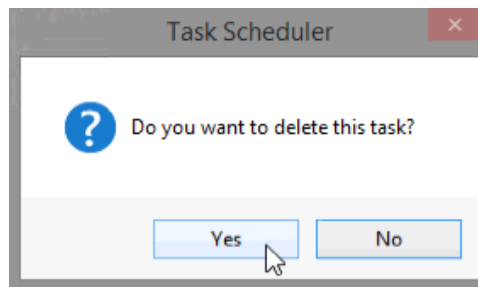
c. Verify the **Disk Cleanup** task you created is removed from the **Task Scheduler** window. Close **Task Scheduler**.
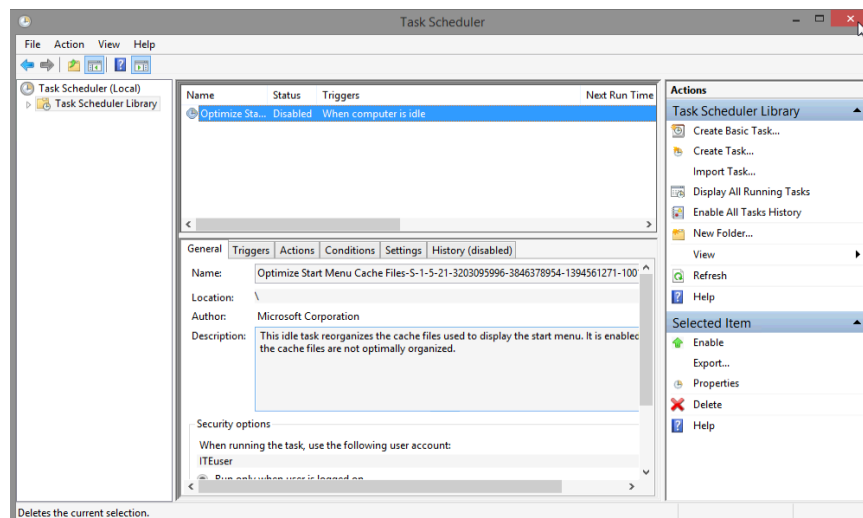
Reflection

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