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**Part 1 of 2: PowerShell**

**36 points, 3 points for each of 12 questions in Part 1** 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.Id CommandLine

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1 Set-Location -literalPath 'C:\Users\sidat\OneDrive\Desktop\usama\CP4P'

🡺 2. after running > **get-help** (again) What is the **SHORT DESCRIPTION** that was output? (scroll up to see all the help text)

2. SHORT DESCRIPTION

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

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1938 141 265888 278156 200.92 12240 34 devenv

2640 82 174884 235640 193.41 17228 34 chrome

2389 124 201932 271860 177.78 2144 34 WINWORD

4471 231 134028 190792 129.64 11364 34 explorer

1628 121 243472 200368 108.84 40780 34 devenv

1225 48 309352 325512 94.33 23284 34 chrome

1846 123 239236 310820 82.39 37780 34 devenv

474 27 103152 133804 79.56 11584 34 chrome

499 19 134564 173332 66.95 32800 34 chrome

281 15 28728 79480 47.78 33860 34 chrome

🡺 4. Do you recognize any of the commands? Did they all do the same thing? What did they do?

4.

Yes, I do recognize the commands dir, ls and get-childitem. And, yes they all do the same thing of displaying all the files and directories.

These commands are used to display all directories and files within a particular directory we use the command in.

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

5.

Mode LastWriteTime Length Name

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d----- 2021-10-08 2:57 PM CP4P\_Week5\_Activity

-a---- 2021-09-23 1:32 PM 185892 Backup of CP4P\_Week3\_Activity (1).wbk

-a---- 2021-09-29 1:26 PM 322541 Backup of CP4P\_Week4\_Activity.wbk

-a---- 2021-10-13 12:58 PM 551116 Backup of CP4P\_Week6\_Activity.wbk

-a---- 2021-10-19 8:56 AM 30758 Backup of Missing\_code.wbk

-a---- 2021-10-01 5:23 PM 39740 Backup of Usama\_CP4P\_Week4.wbk

-a---- 2021-10-08 5:50 PM 538385 Backup of Usama\_CP4P\_Week5\_Activity.wbk

-a---- 2021-10-14 1:05 AM 52638 Backup of Usama\_CP4P\_Week6\_Activity.wbk

-a---- 2021-10-19 8:04 AM 15095 Backup of Walkthrough\_Example (6).wbk

-a---- 2021-09-23 8:26 PM 2166092 CP4P\_Week1\_Overview and Basics of File Systems.pptx

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

6.

By cd.., The directory was changed to the parent directory. For me, that changed from PS C:\Users\sidat\OneDrive\Desktop\usama\CP4P> to PS C:\Users\sidat\OneDrive\Desktop\usama>.

And by the command get-childitem -recursive, all the files and directories within the current directory were displayed and the content of all the directories within the current directory was listed recursively. (By this I mean that, files from every single directory i.e. even the child directories were displayed recursively)

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

7.

This command is the same as above but, instead of output being displayed on the screen, it is directed to a file desktopItems.txt

So, nothing is being displayed as output.

🡺 8. Once you see **.\desktopItems.txt** *press the Enter key*. What happened?

8.

Output of the command “get-childitem -recurse > desktopItems.txt” is being opened in the notepad with all the contents.

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

9.

“copy-Item .\desktopItems.txt .\desktopItem.txt”

In order to copy a file, we need to include both the source and destination in the command.

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

10a. “Remove-Item filename”

In order to remove a file, after Remove-Item we need to put the filename which we need to delete.

🡺 10b. List all the aliases for the PowerShell deletion command.

10b.

CommandType Name Version

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Alias gal -> Get-Alias

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

11. “Remove-Item .\desktopItems.txt”

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

12.

Id CommandLine

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1 Set-Location -literalPath 'C:\Users\sidat\OneDrive\Desktop\usama\CP4P'

2 get-history

3 get-help

4 Get-Process

5 Get-Process | sort-object CPU -descending | select -first 10

6 get-help

7 dir

8 ls

9 get-childitem

10 Set-Location ..

11 get-childitem -recurse

12 get-childitem -recurse > desktopItems.txt

13 more desktopItems.txt

14 ♦

15 .\desktopItems.txt

16 get-help copy\*

17 get-help

18 copy- .\desktopItems.txt

19 copy- .\desktopItems.txt cmdlet

20 copy .\desktopItems.txt

21 get-help copy\*

22 copy -Item -Path .\desktopItems.txt

23 Copy-Item -Path .\desktopItems.txt

24 copy-Item -Path .\desktopItems.txt

25 Copy-Item .\desktopItems.txt

26 copy-Item .\desktopItems.txt .\desktopItems.txt

27 copy-Item .\desktopItems.txt .\desktopItem.txt

28 paste .\desktopItem.txt

29 more .\desktopItem.txt

30 get-alias del

31 Remove-Item .\desktopItem.txt

32 ls

33 get-alias -Definition

34 get-alias del

35 get-alias -Definition

36 get-alias del get-alias -Definition

37 get-alias -Definition .\desktopItems.txt

38 get-alias Definition

39 get-alias-Definition

40 Get-Alias Definition

41 Get-Alias

42 get-alias -Definition get-alias del

43 get-alias -Definition get-alias -del

44 get-alias -Definition get-alias

**Whatever you are not changing, you are choosing.**

**Read that again.**

**Part 2: ~~Time~~ Attention Management**

**What four things will you do to be successful with time? (64 points)**

🡺 What you'll do

1. There are plethora of things that is needed to be considered to be successful with time. The foremost thing I will do is setting the goals correctly. By this I mean that, I will prepare myself in order to a achieve a particular goal.

🡺 Why and how you'll do it

1a. I need to proceed with each and every step listed above in a strategical manner. To set my goals correctly, I need to put some strain on the so-called SMART method. Specific, Measurable, Attainable, Relevant and Timely are the concepts I will apply to set the goals. Also, I will be paying attention to each little details of the task I need to complete, keeping in mind the specific things about it. I will eventually ask myself How many tasks are actually been asked from me. How can I achieve those tasks with applying relevant logic like brainstorming or getting the help from a trusted and reliable source on the Internet. The key here is to perform all these strategical steps in a timely and efficient manner.

🡺 What you'll do

2. Moreover, prioritizing wisely also plays a key role in managing time efficiently. Indeed we are required to do many task each day, but there should be a well-mannered list for prioritizing the things in our mind, so that we do not get confused.

🡺 Why and how you'll do it

2a. To simplify this, I mean that I will prioritize various tasks based upon their urgency and their importance. To achieve this, I need to look every task of my whole day and decide which thing will I complete first. There are various factors upon which priority of a task can be decided. These 4 factors are listed below with explanation.

Important and urgent tasks:- These tasks should be done right away, Important but not urgent tasks :- For these kind of tasks, I need to decide and do the tasks accordingly, Urgent but not important tasks :- I might delegate these tasks, and Not urgent nor important tasks :- I probably would set aside these type of tasks which do not need out immediate attention.

🡺 What you'll do

3. The other thing I’ll do is setting a time limit for each task so that I can manage things with more efficacy. Along with this, I will plan ahead for tasks I need to complete. So that, I can be stress free and punctual.

🡺 Why and how you'll do it

3a. Setting time constraints for completing tasks will help me to be more focussed as well as efficient. Making little effort of deciding whether how much amount of time I need to allot for each task will help me in recognizing potential problems before they even arise. For Instance, if I need to write 10 articles for a meeting. And, I know that I can only complete 8 of them in the time remaining until the meeting starts. Knowing this beforehand will make it much easier for someone to complete 2 of my articles. But, if I have not checked my working hours, I may not have noticed the problem with time just an hour before my appointment. At this point, getting someone to give 2 of my articles will be much more difficult, and getting used to the task to my everyday style can be even more harder. Thus, setting limits for different tasks helps a lot to excel in that work.

🡺 What you'll do

4. Furthermore, relaxing or taking break between two tasks is vital. I will also put some efforts towards organising myself. To add to this, I will remove all the non-essential tasks or useless tasks from my day-to-day life.

🡺 Why and how you'll do it

4a. While performing a lot of tasks without even taking break or relaxing in between them can lead to several problems such as inability to be focussed and motivated. In my opinion, I also need to refresh and clear my mind between tasks just like we do to the computers. By refresh, I mean going for a short walk, taking a brief nap or meditating for a while. To organize myself, It is crucial to use calendar by writing down the deadlines of the project that I need to complete or to dedicate a task to a particular day. It is important to remove the excess activities too. I need to determine what is deserving my time better, so that I can have much more spare time left for my genuine and vital tasks.

REFERENCES:-

https://corporatefinanceinstitute.com/resources/careers/soft-skills/time-management-list-tips/