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Lab2

How to create a basic task using Task Scheduler

To create a task using basic settings on Windows 10, use these steps:

Step-1: Open **Start**.

Step-2: Search for **Task Scheduler**, and click the top result to open the experience.

Step-3: Click the **OK** button.

Step-4: Click the **Action** menu.

Step-5: Select the **Create Basic Task** option.

Step-6: In the "Name" field, type a short descriptive name for the task.

Step-7: Click the **Next** button.

Step-8: Select the **Monthly** option.

Step-9: Click the **Next** button.

Step-10: Using the "Start" settings, specify when the task should start running and the time (very important).

Step-11: Use the "Monthly" drop-down menu to the months of the year that you want to run the task.

Step-12: Use the "Days" or "On" drop-down menu to specify the days that the task will run.

Step-13: Using the "On" setting may be your best option if you're planning to run a task during a specific day of the week.

Step-14: Click the **Next** button.

Step-15: Select the **Start a program** option to launch an app, run a command, or execute a script file.

Step-16: In the "Program/script" field, specify the path for the application.

Note: If you don't know the path of the app, click the **Browse** button to find it.

Step-17: Click the **Finish** button.



