

SCHEDULING TASKS

Windows provides a Maintenance Wizard that allows the computer user to schedule regular maintenance tasks that are performed on the hard disk of the computer. The following tasks are ones that can be scheduled:

- Scheduling programs to open when the computer is started.
- Defragment the hard disk.
- Run Disk Cleanup.
- Delete unneeded files.

Creating a Scheduled Task

- ❖ Click the **Start** button.
- ❖ Select **All Programs** from the list of choices.
- ❖ Select **Accessories** from the list of programs.
- ❖ Click on **Systems Tools**.
- ❖ Click **Scheduled Tasks**.
- ❖ Double-click **Add Scheduled Task** in the Window that appears.
- ❖ The **Scheduled Tasks Wizard** begins. This Wizard is used to set up a scheduled program.
- ❖ Click **Next** to see the list of programs that can be set up with the Wizard.
- ❖ Scroll through the list to select a program to schedule.
- ❖ To select a program that does not appear in the list, click the **Browse** button.
- ❖ Click **Next** to move to the next dialog box.
- ❖ In this box, choose how often the Task should run.
- ❖ Click **Next** to choose the time that the Task will run. This dialog box will change depending on the option that was chosen in the previous dialog box.
- ❖ Click **Next** to enter a password for the Scheduled Task to begin.
- ❖ Click **Next** to move to the last dialog box.
- ❖ In this dialog box choose **Finish** to complete the process.
- ❖ To make changes to a Scheduled Task, click the **Open Advanced Properties for This Task When I Click Finish**.

Deleting a Scheduled Task

It is possible to remove a task that was scheduled earlier. To do this:

- ❖ Click the **Start** button.
- ❖ Select **All Programs** from the list of choices.
- ❖ Select **Accessories** from the list of programs.
- ❖ Click on **Systems Tools**.
- ❖ Click **Scheduled Tasks**.
- ❖ When the **Scheduled Tasks** window displays, click the Task.

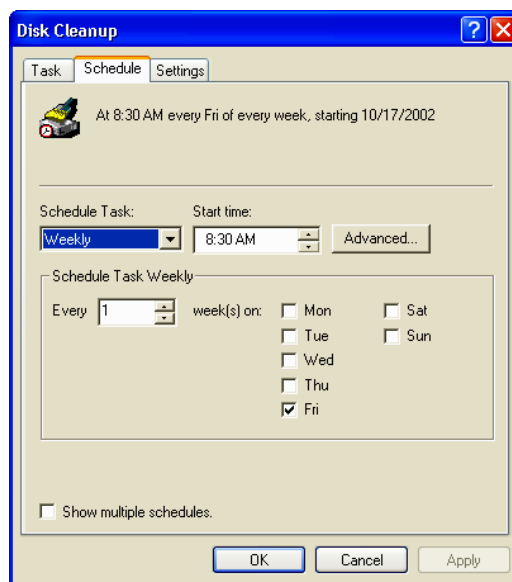


- ❖ Do one of the following:
 - Press the **Delete** key on the keyboard.
 - Click the **Delete this item** option in the Scheduled Tasks window.
- ❖ A message will appear asking if the Task should be moved to the Recycle Bin.
- ❖ Choose the appropriate option in this dialog box.

Changing a Scheduled Task

After a Task has been scheduled, the options chosen can be changed. To do this:

- ❖ Click the **Start** button.
- ❖ Select **All Programs** from the list of choices.
- ❖ Select **Accessories** from the list of programs.
- ❖ Click on **Systems Tools**.
- ❖ Click **Scheduled Tasks**.
- ❖ Double-click on the Task to open the dialog box to be used for changing the Scheduled Task.
- ❖ Make any changes to the Task and then click **OK**.
- ❖ Click the **Schedule** tab to make changes in the time the schedule is to run.
- ❖ Click the **Setup** tab to make other changes to the Task.
- ❖ When finished, click **OK** to accept the changes.



Turning Off or Pausing a Task

- ❖ Open the **Scheduled Tasks** window.
- ❖ Click **Advanced** on the Menu Bar.
- ❖ Choose **Stop Using Task Scheduler** from the list of options.
- ❖ To Restart the Task Scheduler:
 - Choose **Advanced** from the Menu Bar.
 - Choose **Start Using Task Scheduler**.
- ❖ To Pause the Task choose **Pause Task Scheduler** from the Menu Bar.

