

Task Scheduler: Task scheduler is another important utility that can schedule different tasks. This utility works best for the users who work on different computational tasks altogether. A particular task can be scheduled for a particular time while being on a different task at that moment.

Task scheduler works for the following tasks:

- Display a message.
- Run a program or launch a file.
- Send an email.

Here, 'Display a message' works for displaying an alert message. 'Run a program or launch a file' works for launching a software program. 'Send an email' works for sending mails. However 'Send an email' requires MS Outlook to be configured in the PC. MS Outlook in a PC is very similar to the Gmail App in a phone.

Process:

- 1.** Open **Task Scheduler** from Start→All Programs→Accessories→System Tools→ Task Scheduler.
- 2.** Click on 'Create basic task' on the right panel.
- 3.** On the wizard, provide a name and a description for the schedule. Click next.
- 4.** Select appropriate trigger option for the scheduled task. Click next.
- 5.** Select appropriate time for the scheduled task. Click next.
- 6.** Select appropriate task. Click next.
- 7.** Provide detail of the task. Click next.
- 8.** See all the details submitted for the schedule and click finish.
- 9.** Wait for the scheduled time, the task will trigger automatically.

Assignments:

- 1.** What is a Task Scheduler? What are the tasks that can be scheduled?
- 2.** Write clear cut steps to schedule a task.