

Enter in a calendar name in the name field (default name is Calendar 1)  
Click on **Create** new base calendar  
Click on **OK** to close the form

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<b>Module Overview .....</b>	<b>1</b>
<b>Lesson 1: Creating and Configuring Calendars .....</b>	<b>2</b>
How Calendars Work in Project 2010? .....	3
How to Create a Base Calendar .....	5
How to Set Working Hours and Days .....	6
How to Set Non-Working Hours and Days .....	8
How to Set Calendar Options .....	12
How to Save Calendar .....	14
Practice: Creating Calendars .....	15
<b>Lesson 2: Configuring Schedule/Display Options .....</b>	<b>16</b>
Understanding Duration vs. Work / Effort .....	17
What is Effort Driven Scheduling .....	18
Understanding Task Types .....	19
How to Set Schedule Options.....	21
How to Set Display Options.....	22
Adding Project Information.....	24
Working with Timescale.....	26
Practice: Configuring Schedule/Display Options .....	28
<b>Lesson 3: Creating and Saving a Project Schedule.....</b>	<b>29</b>
Creating a Project.....	30
Creating a Project from an Excel Workbook .....	31
Creating a Project from a SharePoint Task List .....	32
Importance of Naming Standards .....	33
Setting Read-Only and Password Attributes .....	34
Saving the Schedule .....	35
Saving and Sending Options .....	36
Practice: Creating and Saving a Project Schedule .....	37
<b>Summary .....</b>	<b>38</b>

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Page 6: [4] Deleted	Heather Perreaux	4/1/10 4:49 PM
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Click on Click “**Monday**”, press and hold down the shift key and click on **Friday**. All of the working days will be selected.

Click on Click the **3<sup>rd</sup> radio button**, sSet day(s) to these specific working times.

You will see the standard working times. Make changes to reflect the new values.

After the changes are made, cClick **Enter** or **Tab** to move off away from of the value you have changed.

Click “**OK**” to close the form.

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Click on the **y**Yearly option  
Enter the data or the values for the recurrence  
Set the date range of occurrence  
Click **OK**

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Click on the “**New Base Calendar**” ton the right and click <<“**Copy**” in the center

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Click **OK** to close the form

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The bBackstage choices shown above will give you an array of choices of where to begin a new project schedule. As you click the various choices, options and additional data will appear on the right side of the view.

Double clicking on the “**Blank Project**” or clicking on the “**Create**” button will have the same effect which will result in creating a blank project file.

If the Quick Access Bar was customized to add the “**New**” button, pressing that button would have the same effect also.

Create a project schedule from an existing template on your system. This is one that you have created and reuse for multiple projects.

Create a new project from a template which that would be downloaded from Office.com on-line

Use an currently existing project schedule to create a new project

Create a project from a recently used template

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If you have a task list in an Excel Workbook, you may create a

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If you have a task list in an Excel Workbook, you may create a

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In the example above, the duration field from the Excel Workbook was able to be automatically mapped to the duration field in MS Project 2010. However, the Task Name field could not find a match. The correct field name for the task name field in MS Project 2010 is "Name". Click on the red error message ("not mapped") and select the field name of "Name". Repeat for other fields you would like to be imported. Not all fields are required during the import process which so you can allow the user to pick and choose which ones are appropriate for importing to the schedule. Click "Next" to continue after all columns have been mapped.

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If you chose to save the map you will be requested to give it a name.

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Add a reinforcing statement as to why the user might want to go to the Organizer.

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Project names will be seen in the Project Center and in reporting through the Project Web Application

Project names will be seen by the team members, when actual values are entered and when queries are made to see what tasks are assigned to them in the Project Web Application.

Queries in the Project Web Application as to what resource is assigned to which projects.  
In the open window and seen by other project managers

There are several file types options **available**. **Click on**Click **the choice**  
**aboveProject** and then click on the **Save As** icon at the bottom to start the save  
process.

To Csave