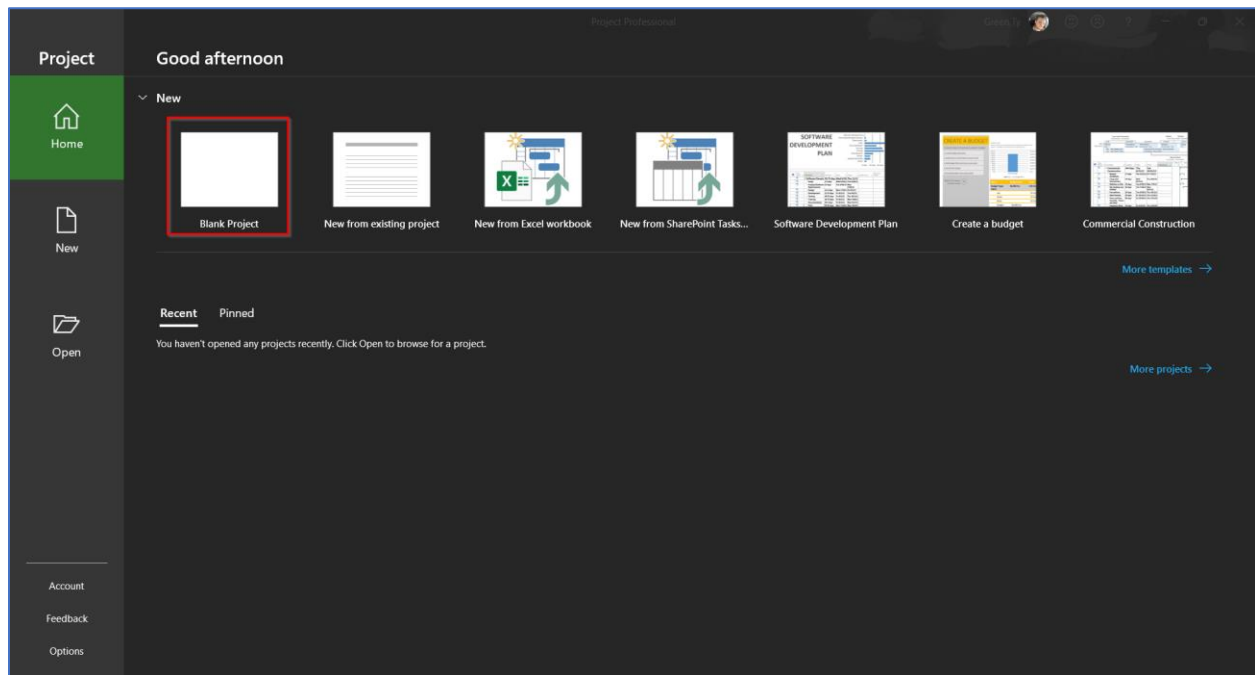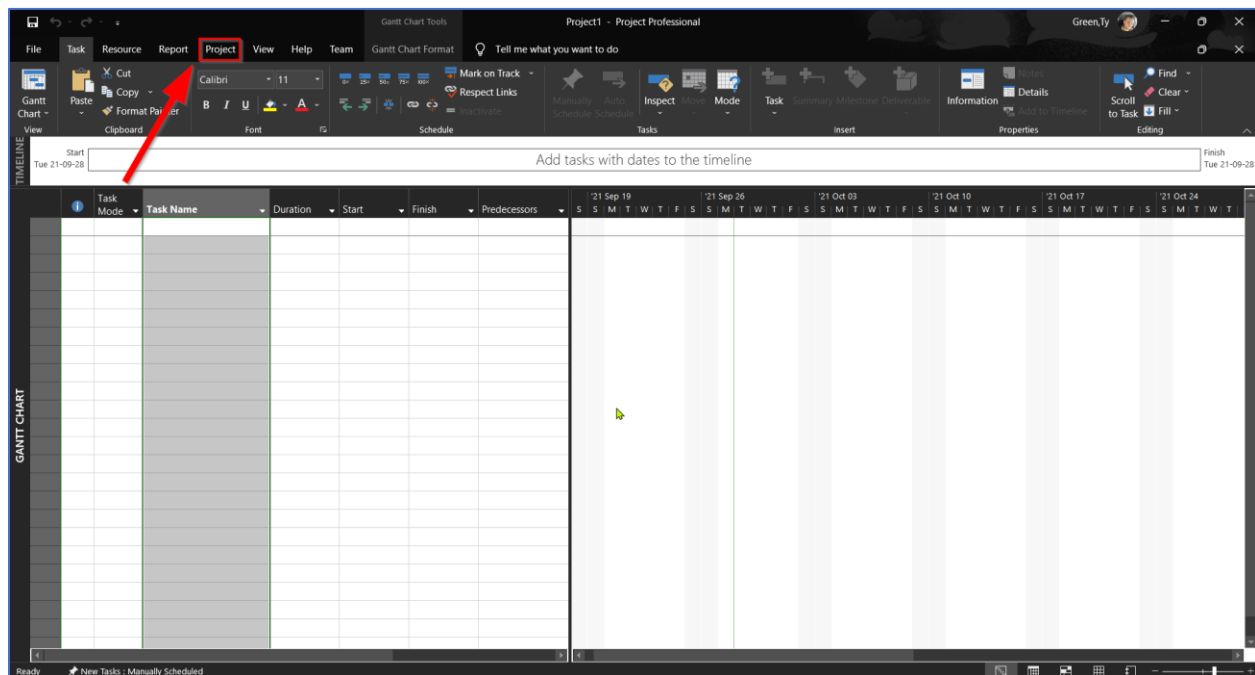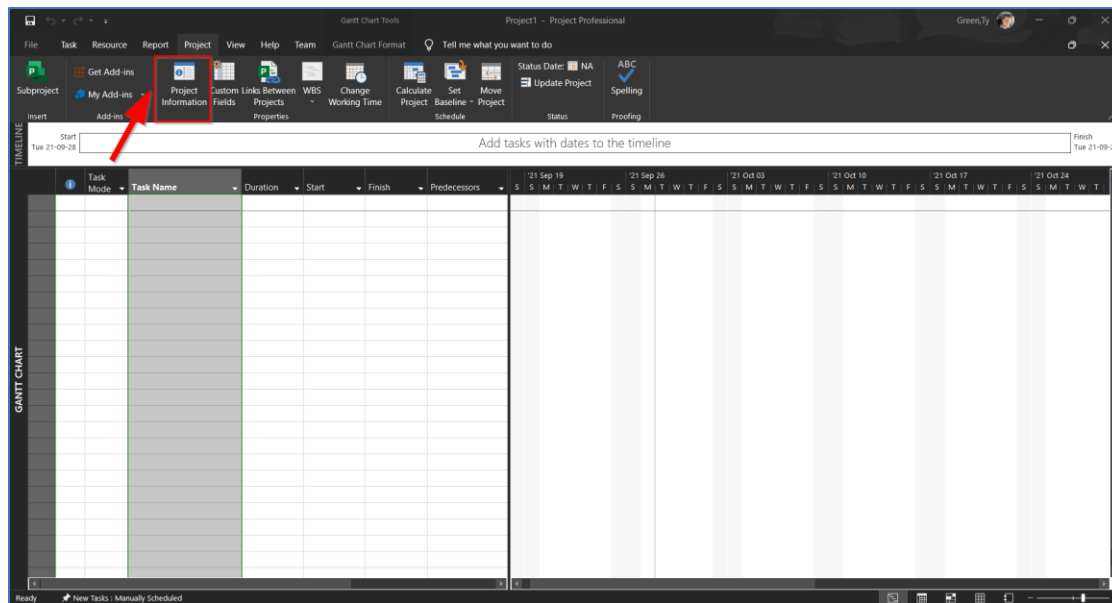# How To: Create a New Project in Microsoft Project

Open Microsoft Project and click the **Blank Project** icon:
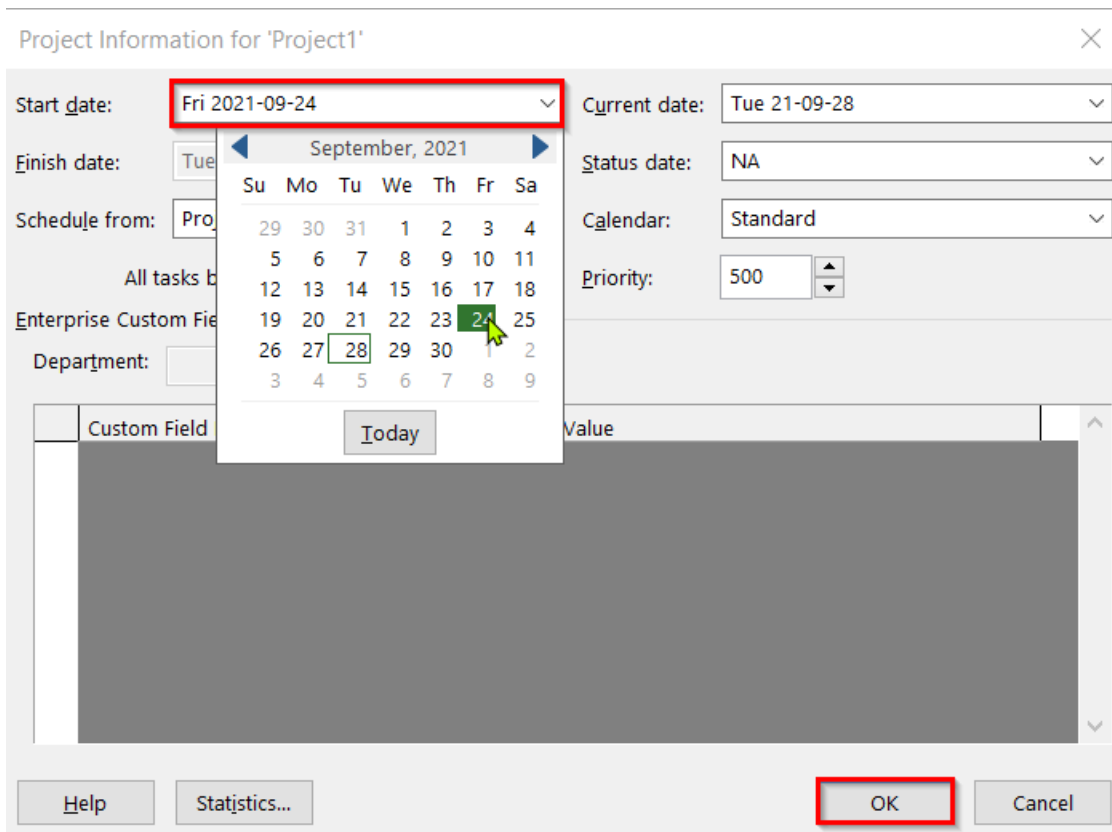

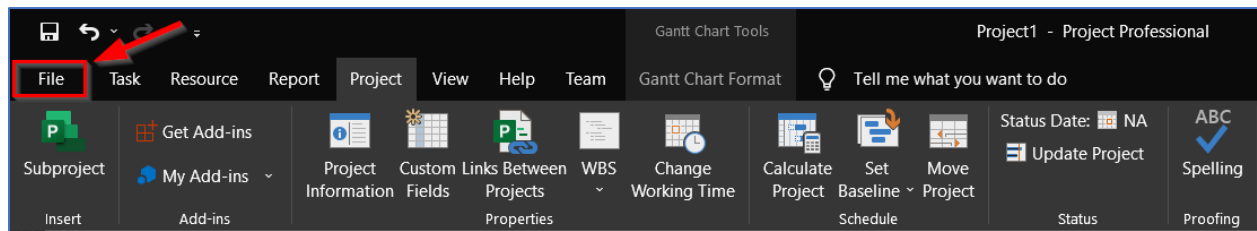Click the **Project** tab:

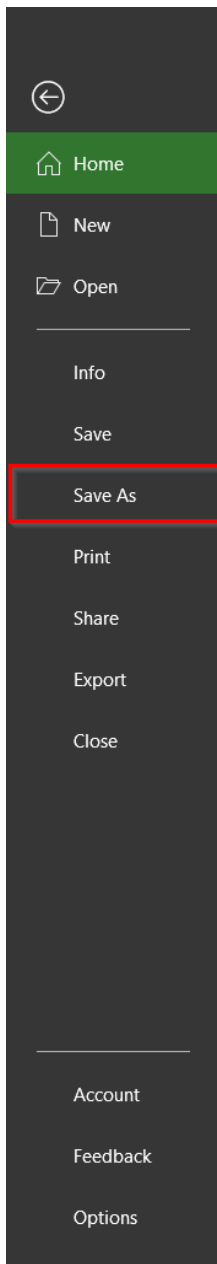Click the **Project Information** icon:

In the window that opens, click the **Start <u>d</u>ate** box to select a project start date from the drop-down calendar. Click **OK**:
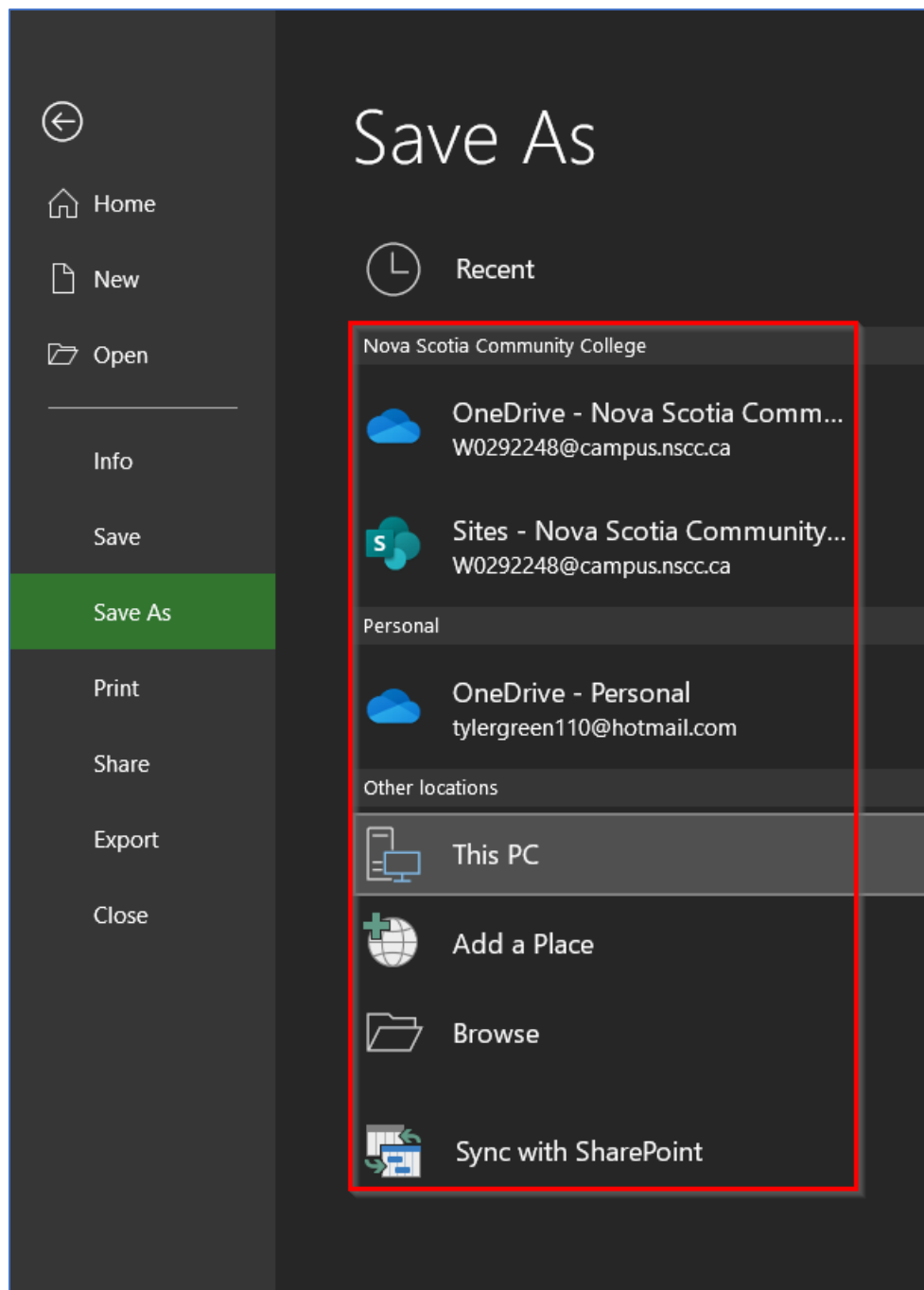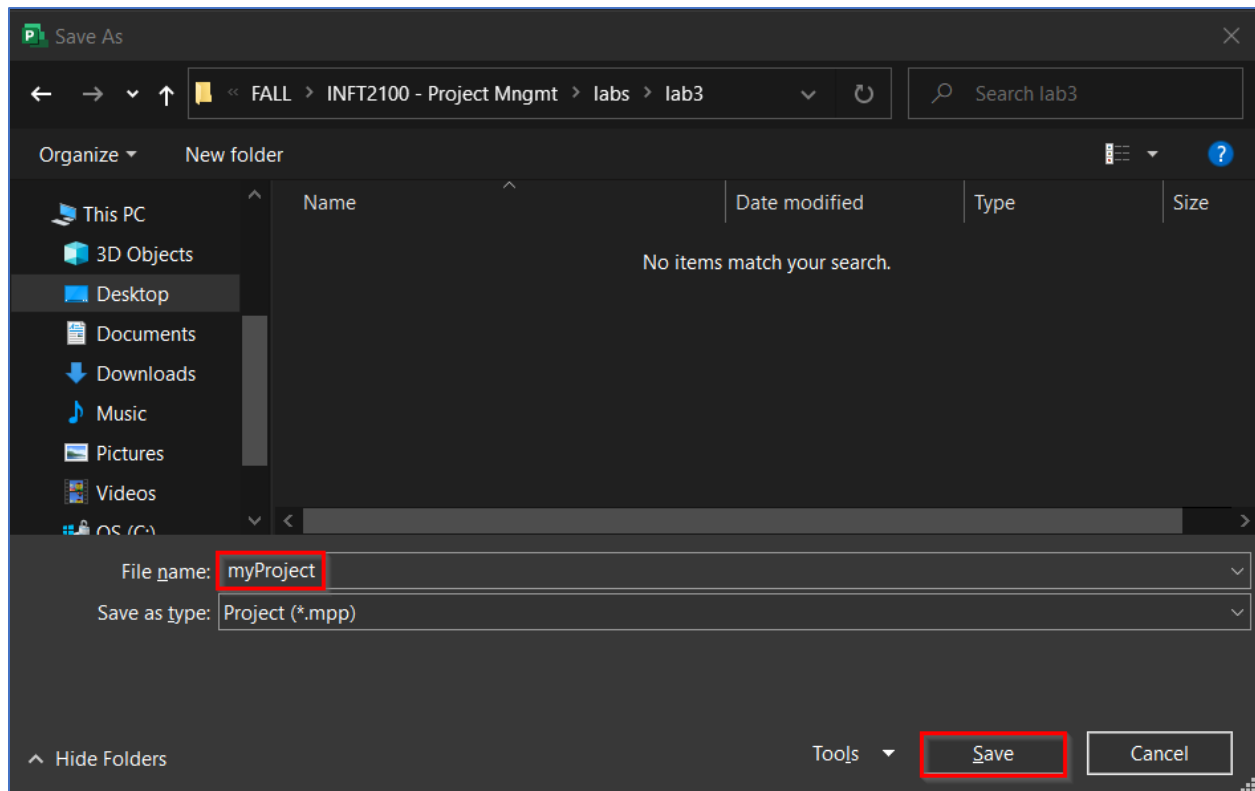
To save the project, click the **File** tab:

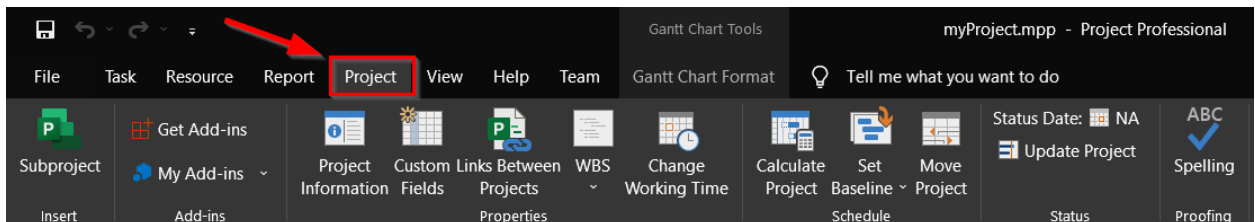In the left-hand menu that opens, click **Save As**:

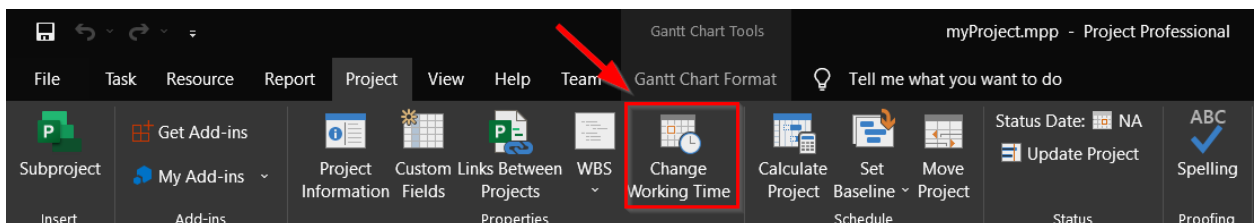Click on the location to save your project file to:

Click the **File name:** box and type a name for your project. Click **Save**:

Click the **Project** tab:

Click the **Change Working Time** icon:

In the window that opens, click the **Exceptions** tab:

Change Working Time   ✕

For calendar: Standard (Project Calendar)   ∨   Create New Calendar ...

Calendar 'Standard' is a base calendar.

Legend: Click on a day to see its working times: 2021 September 28 is nonworking.

| Working |

| Nonworking |

31 Edited working hours

On this calendar:

31 Exception day

31 Nondefault work week

2021 September

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	**28**	29	30		

Based on:

    Exception 'Thanksgiving' on
    calendar 'Standard'.

Exceptions Work Weeks

	Name	Start	Finish	
	[Default]	NA	NA	

Details...

Delete

Help   Options...   OK   Cancel

This is where you can enter holidays or other non-working days.

Click the first empty cell in the "*Name*" column and type a name for your holiday. Click the cell to the right of your holiday to enter a start date using the drop-down calendar:

Repeat the previous step for all known holidays. Click OK to save your changes:
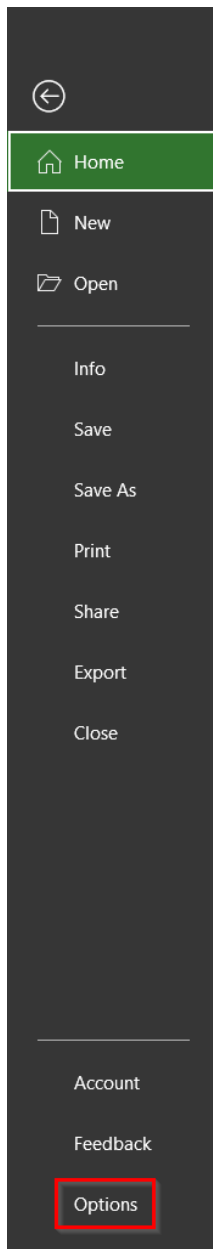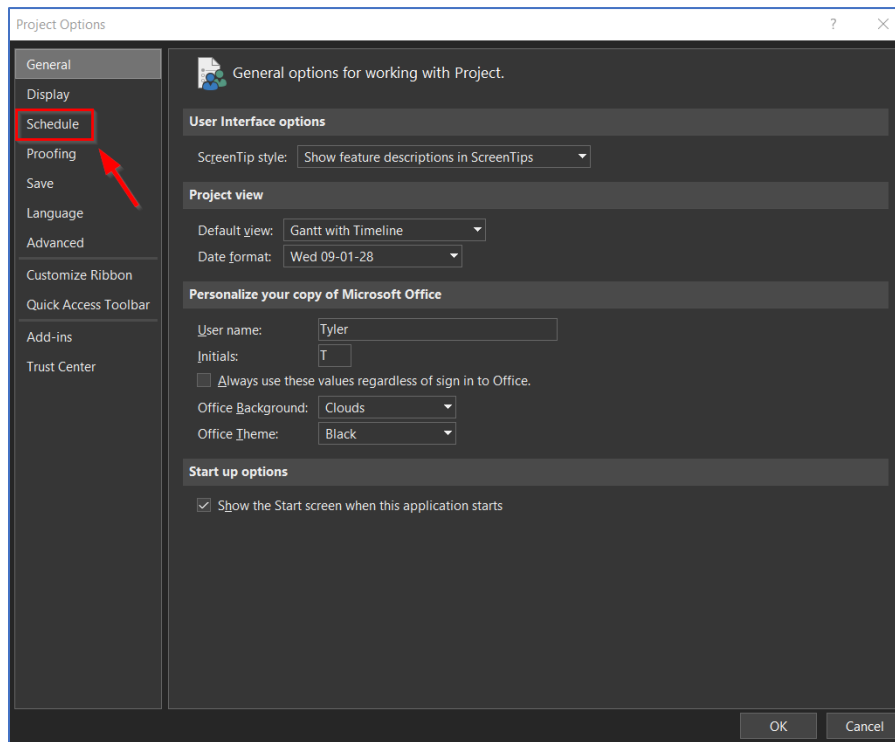
Click the File tab:
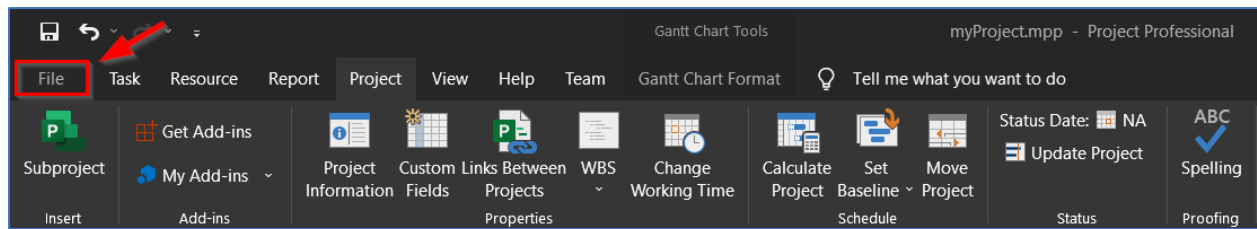
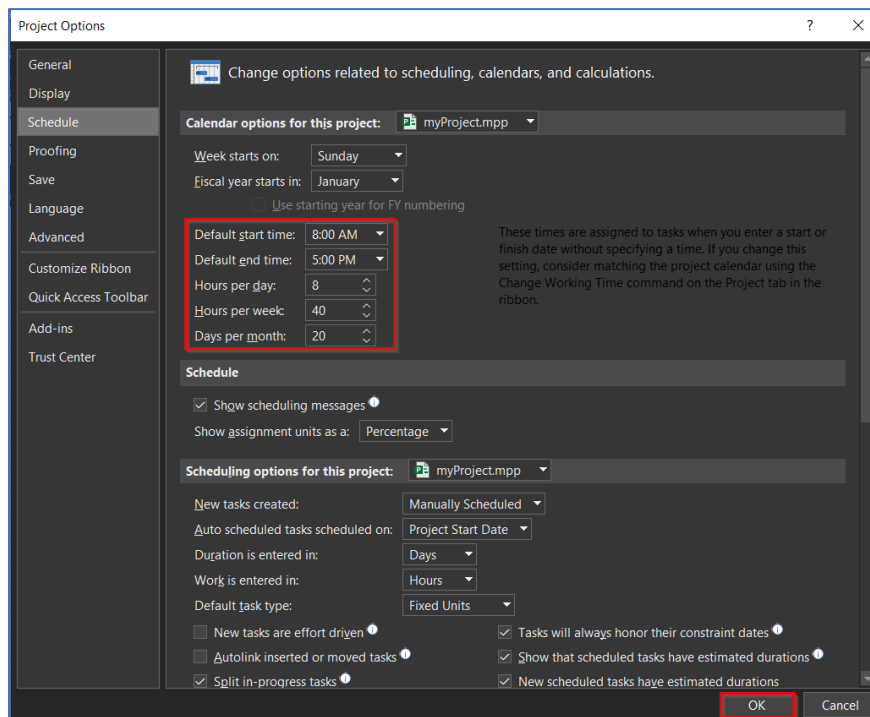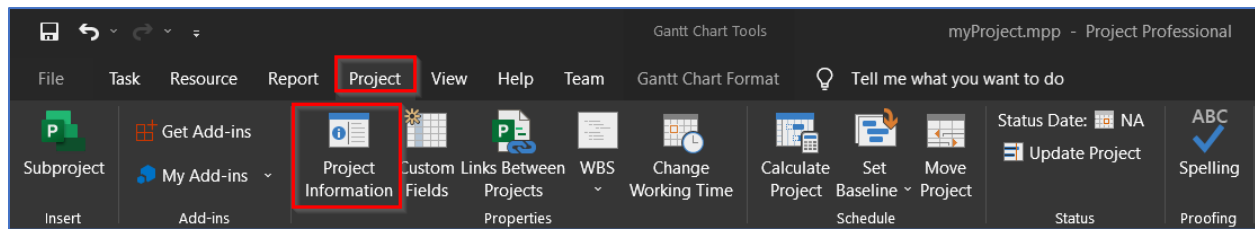
In the left-hand menu, click **Options**:

In the left-hand menu of the window that opens, click **Schedule**:

Ensure that the "Default start time:", "Default end time:", "Hours per day:", "Hours per week:", and "Hours per day:" boxes match your actual project calendar. Click **OK**:

Click the **Project** tab, then click the **Project Information** icon:

In the window that opens, ensure the drop-down box to the right of the "Calendar:" label is set to **Standard**. Click OK: