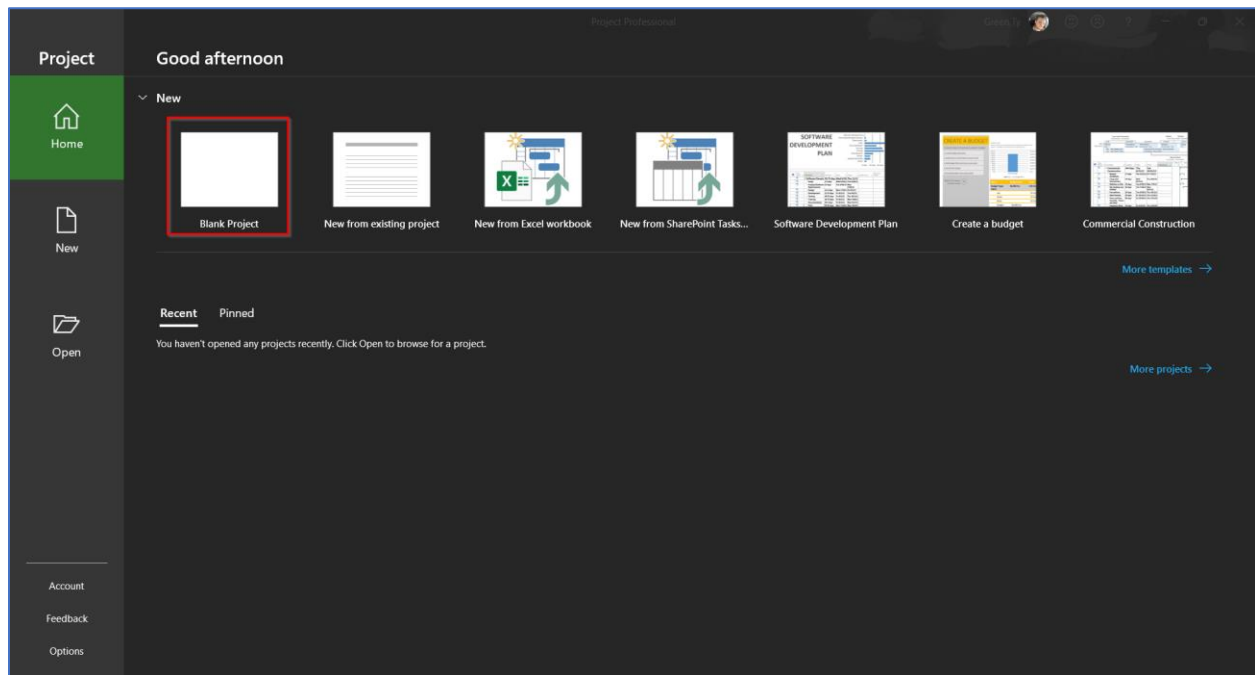
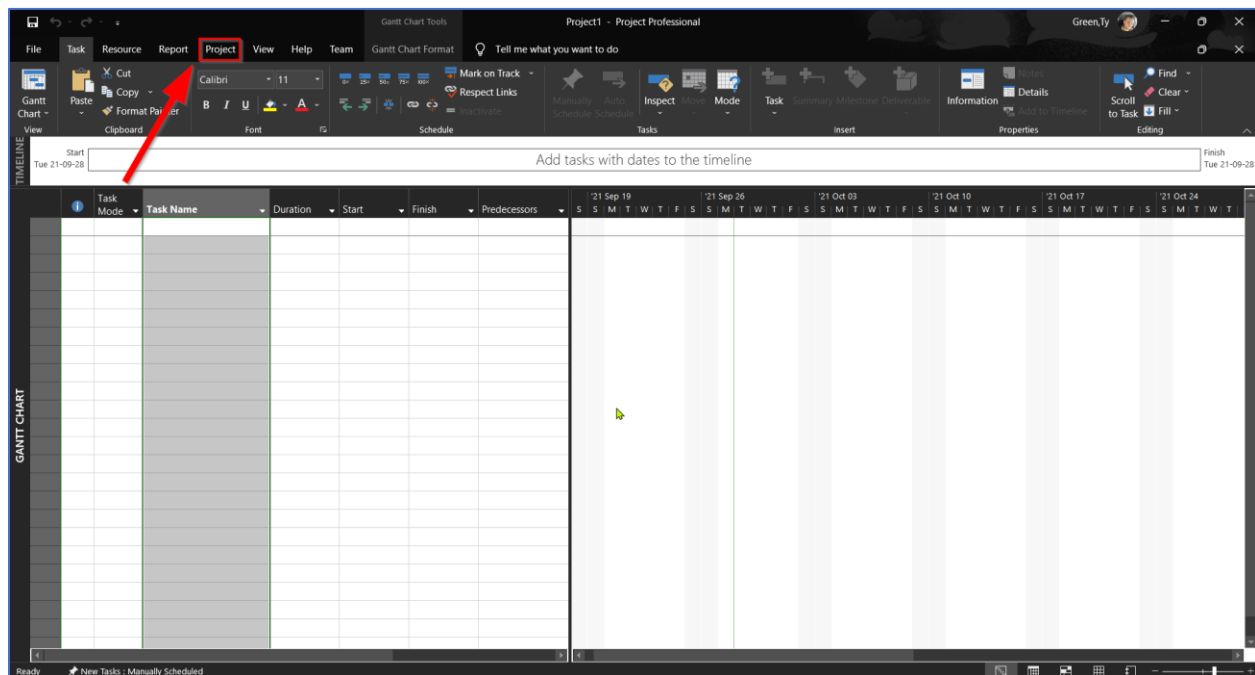


How To: Create a New Project in Microsoft Project

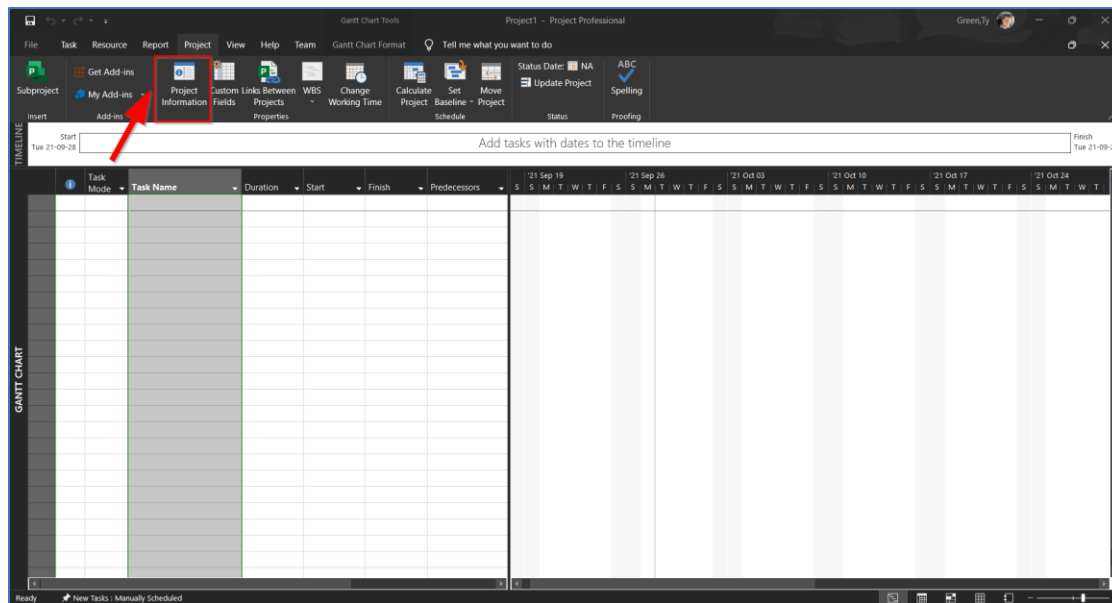
Open Microsoft Project and click the **Blank Project** icon:



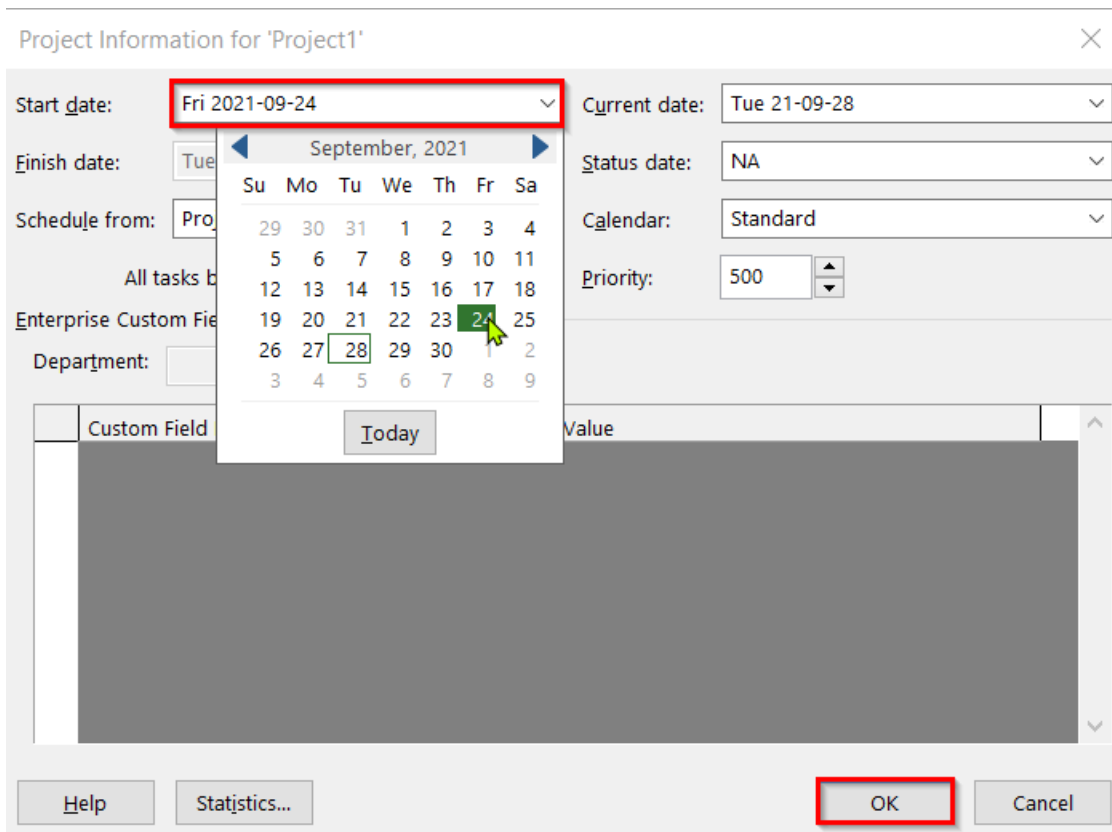
Click the **Project** tab:



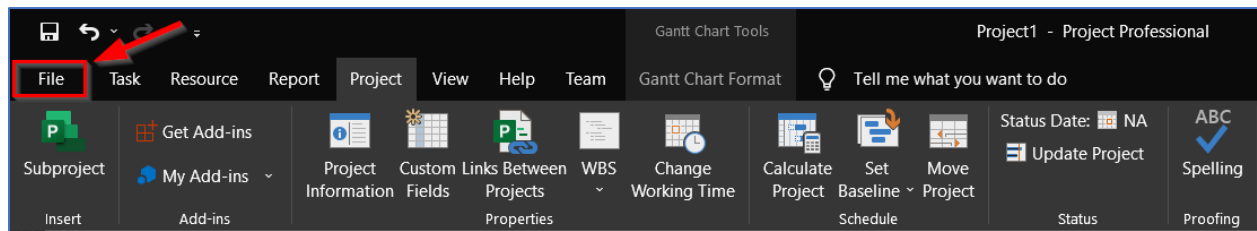
Click the **Project Information** icon:



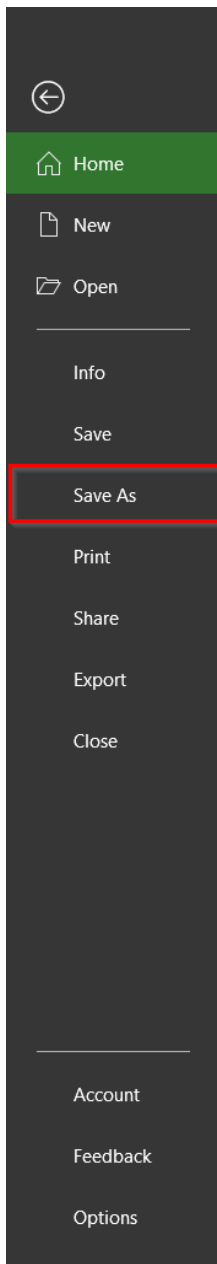
In the window that opens, click the **Start date** box to select a project start date from the drop-down calendar. Click **OK**:



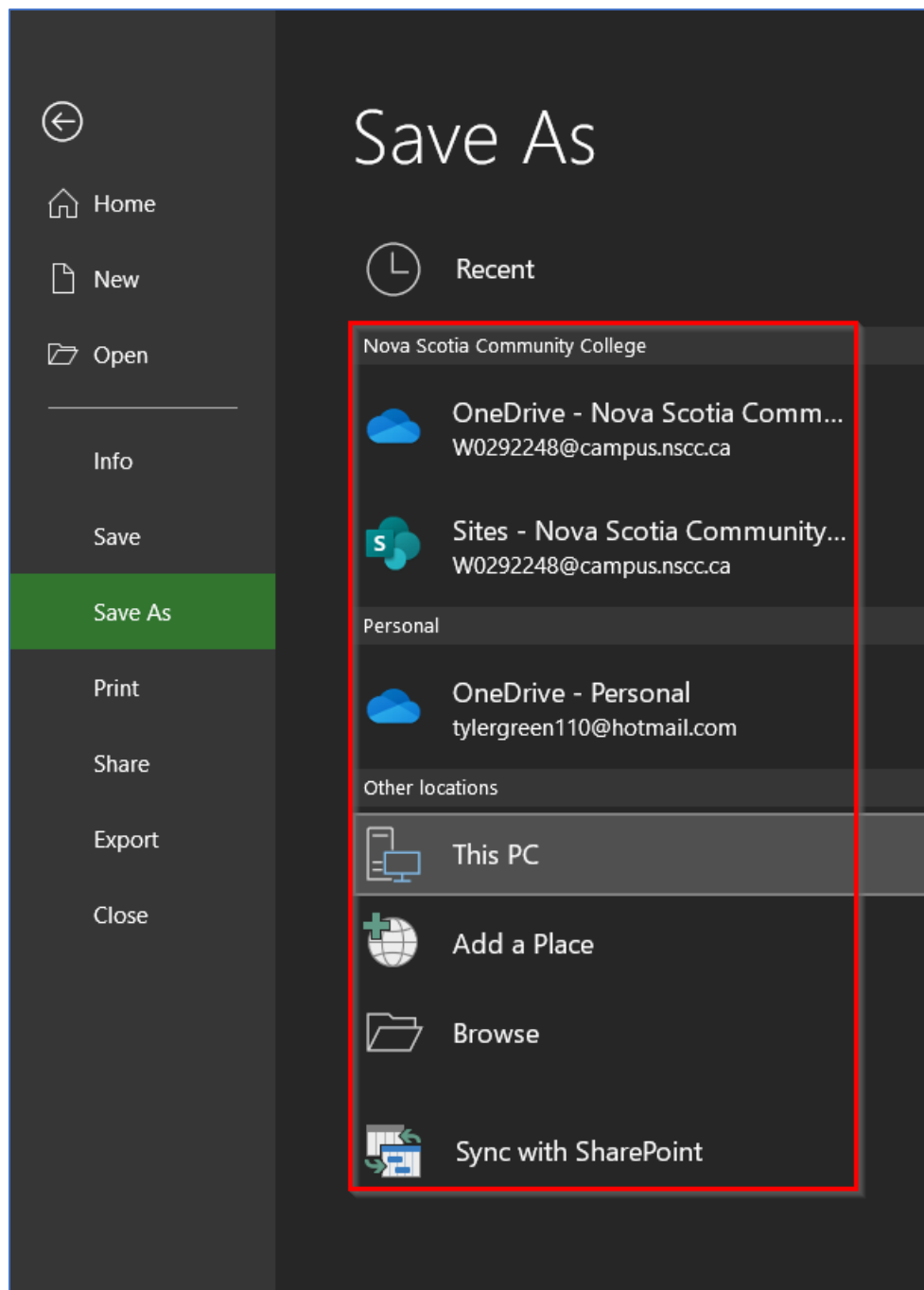
To save the project, click the **File** tab:



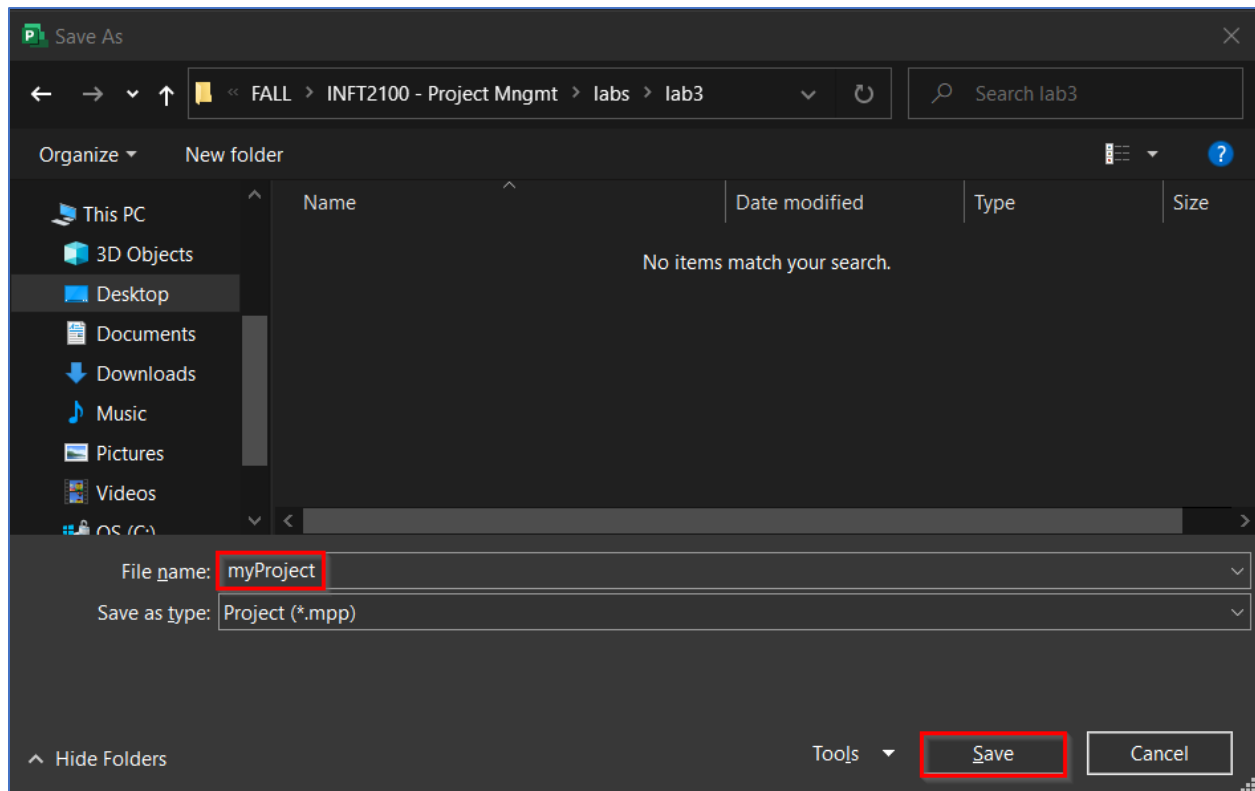
In the left-hand menu that opens, click **Save As**:



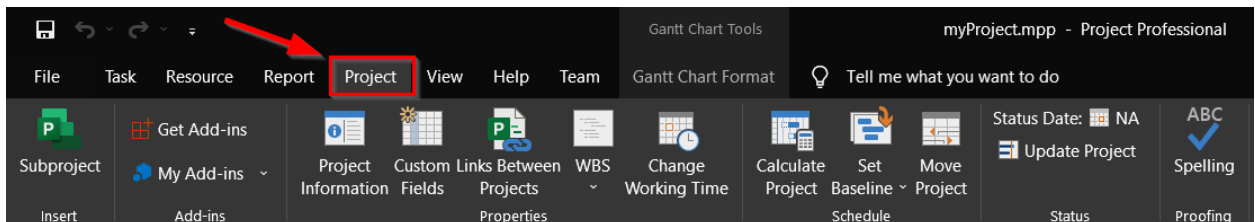
Click on the location to save your project file to:



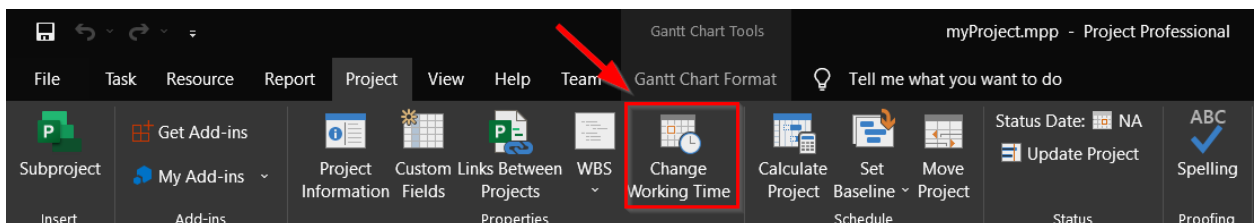
Click the **File name:** box and type a name for your project. Click **Save**:



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:

- Working
- Nonworking
- 31 Edited working hours
- On this calendar:
 - 31 Exception day
 - 31 Nondefault work week

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

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

Help Options... OK Cancel Details... Delete

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:

The screenshot shows the 'Exceptions' dialog box with the 'Work Weeks' tab active. The main table contains the following data:

ID	Name	Start	Finish
1	Thanksgiving	2021-10-11	2021-10-11

A calendar for October 2021 is displayed, with the date 12 selected. The calendar also indicates that the 28th is a holiday. The 'Today' button is located at the bottom of the calendar.

Buttons visible in the dialog include 'Details...', 'Delete', 'Help', 'Options...', 'OK', and 'Cancel'.

Repeat the previous step for all known holidays. Click OK to save your changes:

Exceptions

Work Weeks

	Name	Start	Finish
1	Thanksgiving	2021-10-11	2021-10-11
2	Remembrance Day	2021-11-11	2021-11-11

Details...

Delete

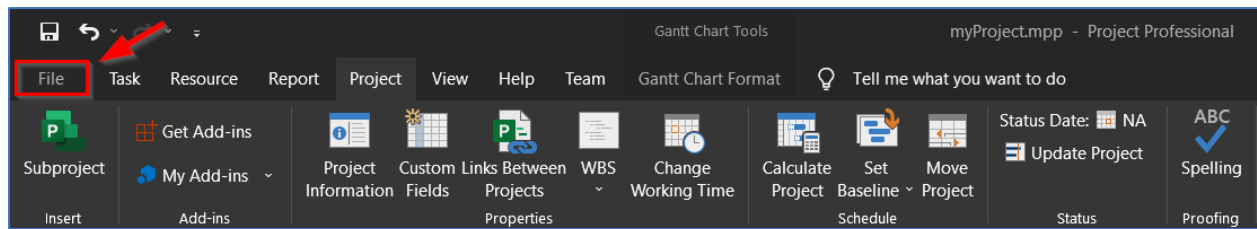
Help

Options...

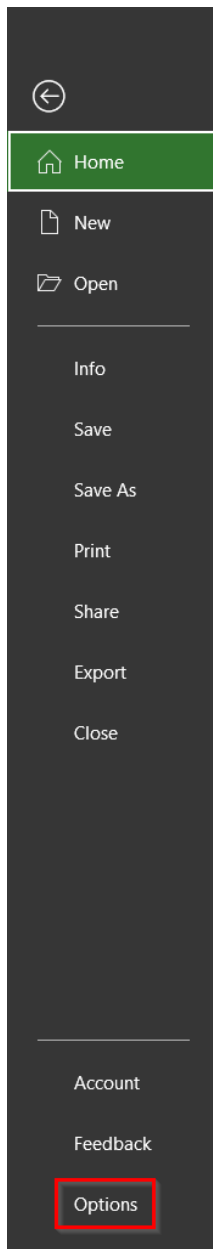
OK

Cancel

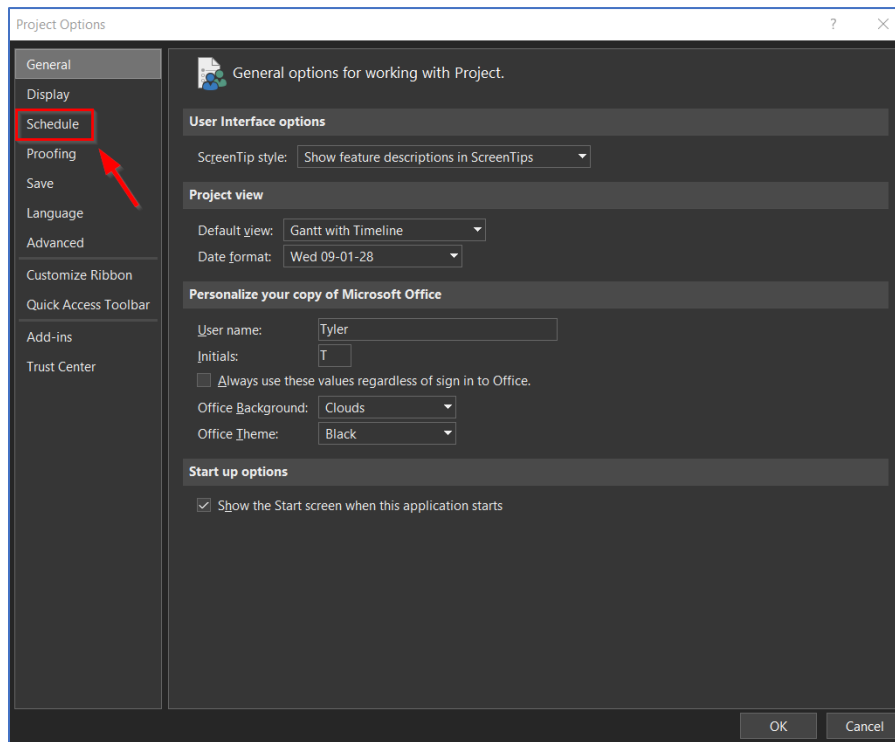
Click the File tab:



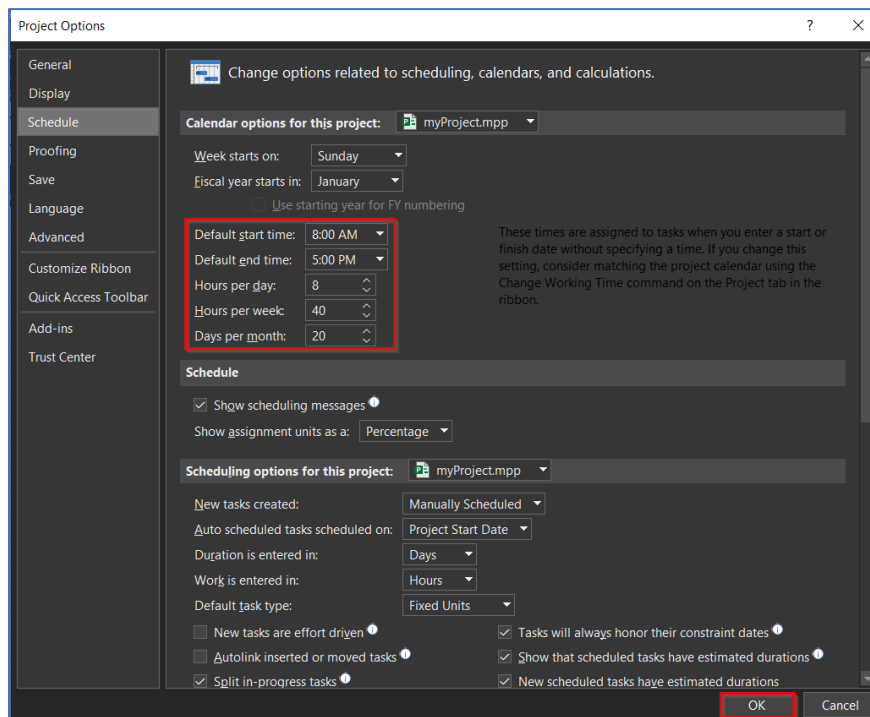
In the left-hand menu, click **Options**:



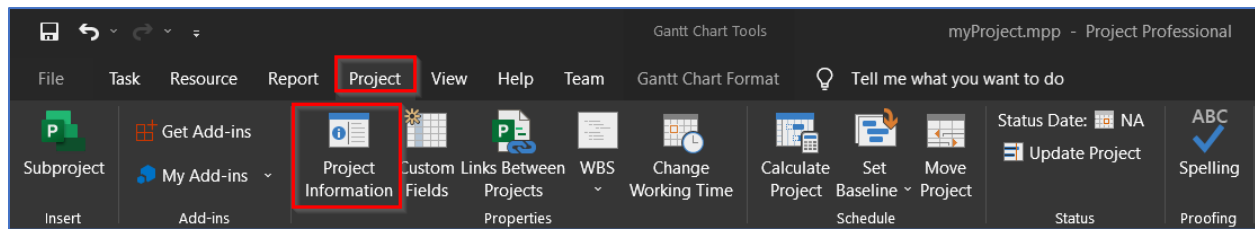
In the left-hand menu of the window that opens, click **Schedule**:



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:

A screenshot of the 'Project Information for 'myProject'' dialog box. The 'Calendar:' drop-down menu is set to 'Standard' and is highlighted with a red box. The 'OK' button at the bottom right is also highlighted with a red box. The dialog box contains the following fields:

- Start date: Fri 21-09-24
- Current date: Tue 21-09-28
- Finish date: Fri 21-09-24
- Status date: NA
- Schedule from: Project Start Date
- Calendar: Standard
- Priority: 500
- Enterprise Custom Fields section with a Department drop-down and a table for Custom Field Name and Value.