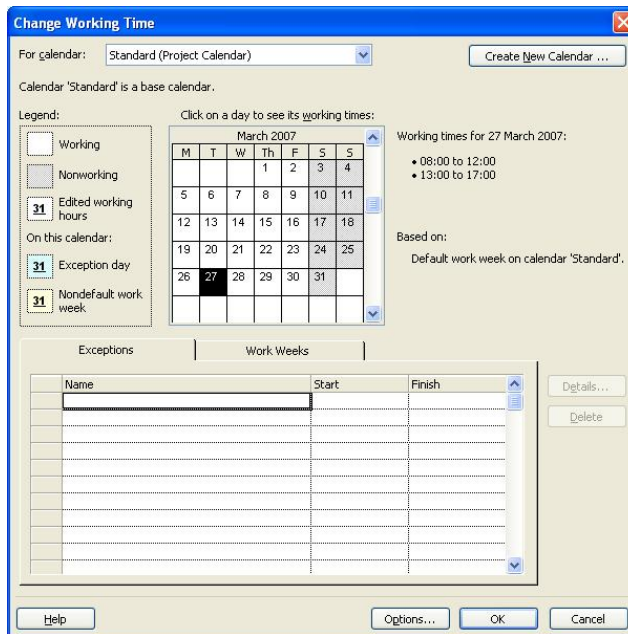


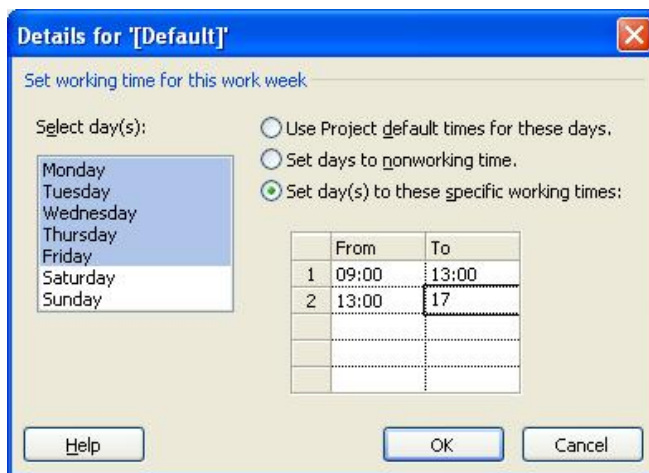
The Project Calendar

Changing the Project's Working Hours

1. Click on the Tools menu
2. Click on Change Working Time



4. Select the Work Weeks tab
5. Click on the Details button
6. Select the days and times you wish to change



7. Click OK

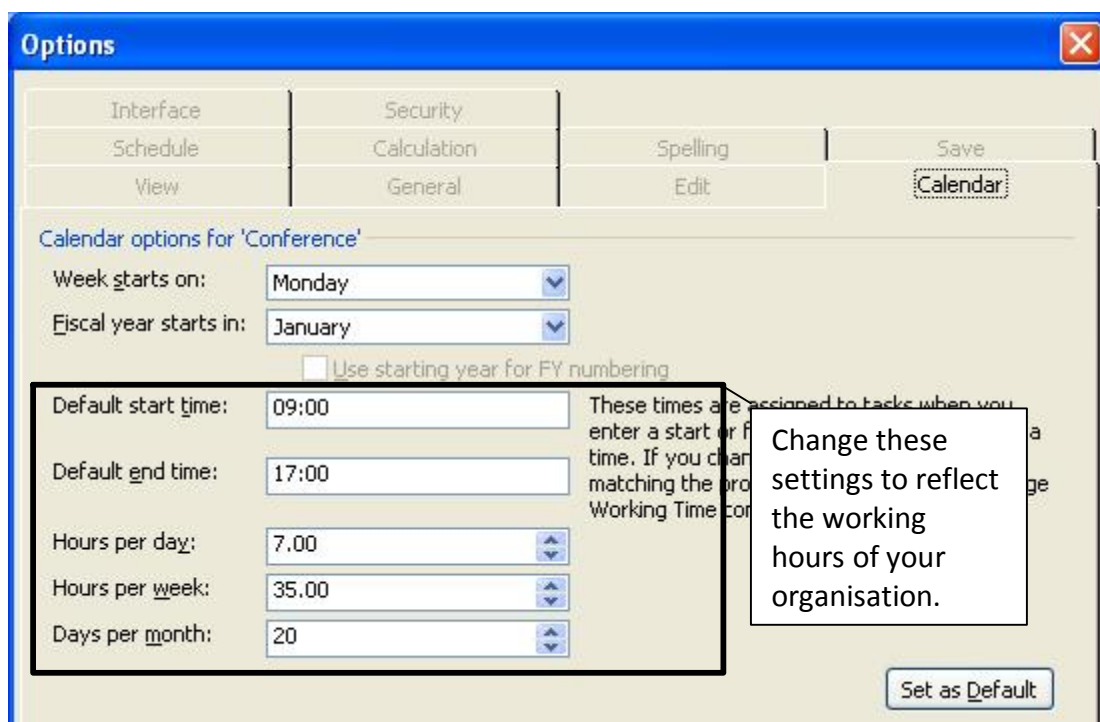
Changing how many hours project assigns to a task entered as 1 day, 1 week or 1 month

When you enter task durations of days, weeks or months. MS Project needs to know

- How many hours equal a day?
- How many hours equal a week?
- How many days per month
- At what time of the day do I schedule tasks to start if no time is specified?

Project needs this information to correctly schedule tasks and calculate costs.

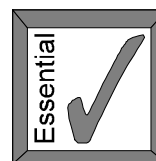
1. Click on the Tools menu
2. Click on Change Working Time
3. Click on Options



4. Enter your Start and Finish times
5. Fill in the number of hours you want to assign to a day and week (don't forget to exclude your lunch hours)
6. Fill in the number of days per month if required
7. Click OK

Careful...

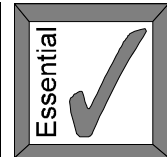
The default start/end times are entered with a colon, e.g. 08:30 = eight thirty (colon represents hrs and minutes). Hours per day and hours per week are entered with a decimal point, e.g. 07.50 = seven and a half hours.



Setting public holidays

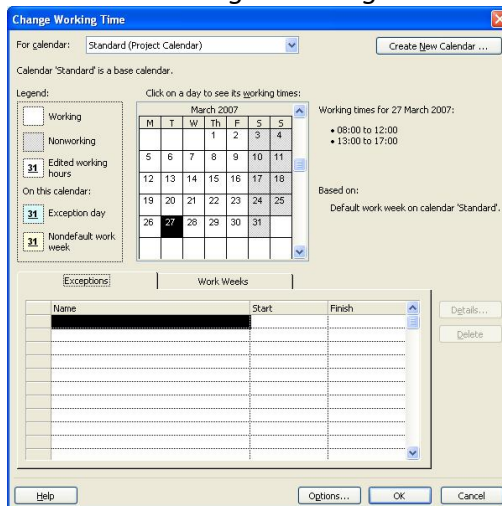
Public Holidays

Only Saturdays and Sundays are set up as non-working time in MS Project as standard, so unless you want to work Christmas day you will have to edit the Calendars.



To set public holidays you need to change the **Standard (Project Calendar)**

1. Click on the Tools menu
2. Click on Change Working Time



3. Select the Exceptions tab
4. Enter the names and durations of the Exceptions which will probably be Public Holidays <http://www.dti.gov.uk/employment/bank-public-holidays>

	Name	Start	Finish
1	Good Friday	06/04/2007	06/04/2007
2	Easter Monday	09/04/2007	09/04/2007

6. Click OK
7. To view these changes scroll through the calendar to the date you set

