
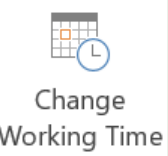


Microsoft Project Setup Cheat Sheet

<p>GANTT CHART</p>	<p>View Bar right click the view bar to the left of the screen and choose View Bar to display Project views permanently</p>
<p>Project Information ▾ Start Date Today</p>	<p>File Info go to File, Info to set the start date for the project, then choose Project Information to populate the Project title, author, company and any other required fields which can be later used to auto populate headers and footers in reports</p>
<p><input checked="" type="checkbox"/> Project Summary Task</p>	<p>Format Tab go to the Format tab and tick the Project Summary Task check box to display Project Summary Task information at the top of your Project</p>
	<p>Quick Access Toolbar add your favourite commands to the Quick Access Toolbar, to do this, right click any button and choose Add to Quick Access toolbar</p>
 <p>Change Working Time</p>	<p>Change Working Time from the Project tab, select Change Working Time and add any non-work days as exceptions. Include public holidays and work shut down weeks. You can also use the Work Weeks tab in this dialog box to set working times for your default working days</p>
<p>FILE</p>	<p>Default Options in the File, Options dialog box you can change default options including:-</p> <ul style="list-style-type: none"> • On the General tab, set the default date format • On the Schedule tab, set scheduling options for All New Projects to include All New Tasks are Auto Scheduled. This best practice approach is close to the classic MS Project rather than the Excel method of manually scheduling.