**Creating Project:**

You want to start a project file for b with a start date of October 15, 2013 .

**MS Project 2010 Setup**

The Human Resources department has issues a list of company holidays for 2013. As

project manager, you want to ensure that Project considers these company holidays

when scheduling tasks in your project.

ProjectA+ HOLIDAYS

|  |  |  |
| --- | --- | --- |
| Hajj Break | 9/10/2013 | 21/10/2013 |

**Calendar Setup:**

You will now create a calendar for this project by accounting for the extra non-working times reflected by statutory holidays.

1. Name the new base calendar. In the Change Working Time dialog box, click ***Create New Calendar***. The Create New Base Calendar dialog box opens. Click the **Create new base calendar** radio button, type **A+Calendar**  as the name of the new calendar in the **Name** text box, and then click ***OK* .**
2. change holidays, (non-working days) on this calendar.
3. Set the working times as follow:
   1. for all working days (**Sun,Mon,Tus,Wed,Thu)** there are two periods: From **8:00 a.m.** to **12:00 p.m**. and from **1:00 a.m**. to **4:30 p.m.**
   2. **Saturday**  **from 8:00 a.m. to 12:00 p.m.**
   3. set the **Friday** as a non-working day.
4. For Calendar options for this project: “Select “All New Projects”

* For Scheduling options for this project: select “All New Projects”
* For New Tasks Created: select “Auto Scheduled”
* For Duration is entered in: select “weeks”

Click *OK* when finished

1. Check the calendar and ensure you have made no errors when entering the non-working days. Click OK.
2. Apply the new **A+ calendar** to the project. Within the **Project Information** box , select **A+ calendar** from the **Calendar** pull down menu. Click **OK***.* This assigns the A+Calendar as the base calendar for this project.

Learn Microsoft Project in 16 minutes

<https://www.youtube.com/watch?v=sPwURRG9_Gs>

# Microsoft Project 2010: Creating a Calendar

<https://www.youtube.com/watch?v=vVyibonKSs4>