

### Exercise

In the following exercise, you will change default settings.

1. From the Tools menu, choose Options *The Options dialog box appears.*
2. Select the Calendar tab *The Calendar page appears.*
3. In the Calendar options for 'Project2' area, from the *Week starts on* drop-down list, select Monday
4. In the Default start time text box, select the text, and type **7:30 AM** *The existing text is replaced with the new start time.*
5. In the Default end time text box, select the text, and type **4:30 PM** *The new end time replaces the existing text.*
6. Choose OK *The Options dialog box closes.*