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# Self-Check Exercise

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1. Start Microsoft Project.
2. In the Welcome dialog box, select the *Don't display this startup screen again* check box and close the Welcome dialog box.
3. Close the bubble help and the Office Assistant.
4. Create a new project file.
5. Give the project a start date of October 1, 1998.
6. Change the calendar options so the week starts on Monday with a start time of 7:30 AM and an end time of 4:30 PM.
7. Record the following project information: a title of **Office Move**, and your name as the manager for this project.
8. Enter the following tasks: