Changing the Default Settings

Microsoft Project has a number of default settings that can be set at the beginning of your project to suit your needs. For example, in the Options dialog box, shown in **Figure 1-8**, you can use the Calendar page to specify on which day a week starts. In some cases, you might be required to choose the Set as Default button to have the settings apply to all projects.

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Schedule View	Calculation General	Spelling Edit	Workgroup Calendar
Calendar options for Pr	oject2'		OK
Week <u>s</u> tarts on:	Monday]	Cancel
Eiscal year starts in:	January •		
	F yse starting y	ear for FY numbering	
Default start time:	7:30 AM		
Default end time:	4:30 PM		
Hours per day:	8.00		
Hours per <u>w</u> eek:	40.00		
		Set as Default	

Figure 1-8: The Calendar Page of the Options Dialog Box

Method

To change the default settings

- 1. From the Tools menu, choose Options.
- 2. In the Options dialog box, select the appropriate tab.

- 3. On the page, select the desired options.
- 4. If necessary, choose Set as Default.
- 5. Choose OK.