

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.

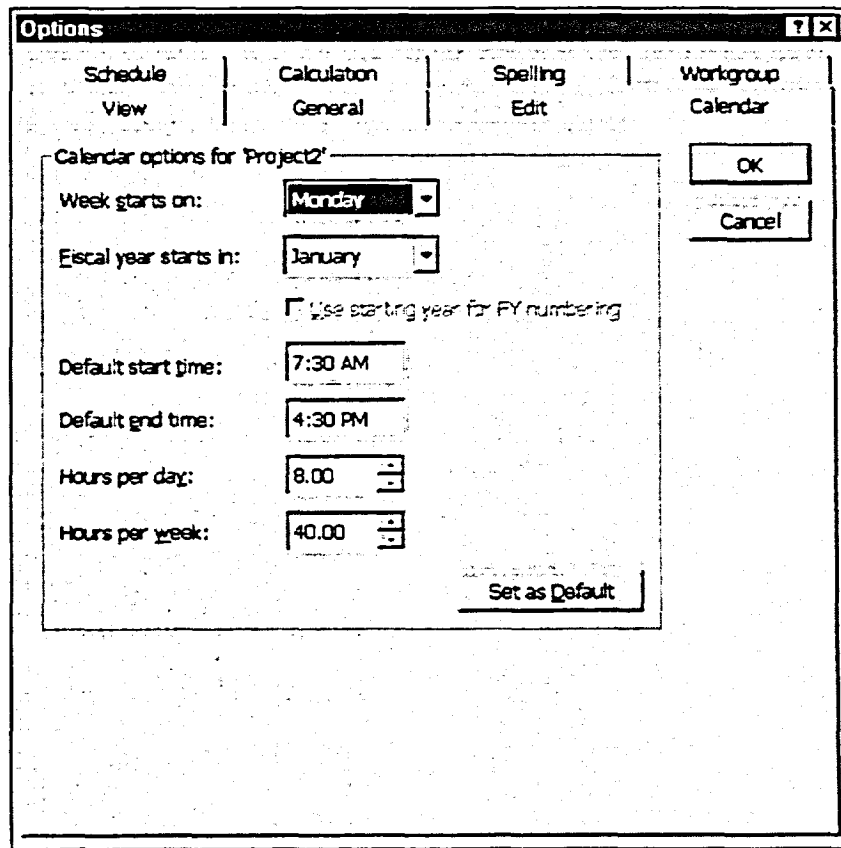


Figure 1-8: The Calendar Page of the Options Dialog Box

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.