

Method

To save an unnamed project

1. From the File menu, choose Save As.
or
1. On the Standard toolbar, click the Save button.
2. In the File Save dialog box, from the Save in drop-down list, select a drive and/or folder.
3. In the File name combo box, type the project file name.
4. Choose Save.
5. If necessary, in the Planning Wizard dialog box, select the *Save Project without a baseline* option button and select the *Don't tell me about this again* check box.
6. Choose OK.

To save a named project

1. From the File menu, choose Save.
or
1. On the Standard toolbar, click the Save button.

Exercise

In the following exercise, you will save the project you are working on, close the project file and exit Microsoft Project.

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| 1. From the File menu, choose Save | <i>The File Save dialog box appears. The File name combo box is selected.</i> |
| 2. From the Save in drop-down list, select drive H: | <i>The contents of drive H: appear.</i> |
| 3. From the list of folders, double-click Doc | <i>The contents of the Doc folder appear.</i> |
| 4. In the File name combo box, type My Manual | |
| 5. Choose Save | <i>The Planning Wizard dialog box appears.</i> |
| 6. Make sure the <i>Save Project without a baseline</i> option button is selected | |
| 7. Select the <i>Don't tell me about this again</i> check box | |