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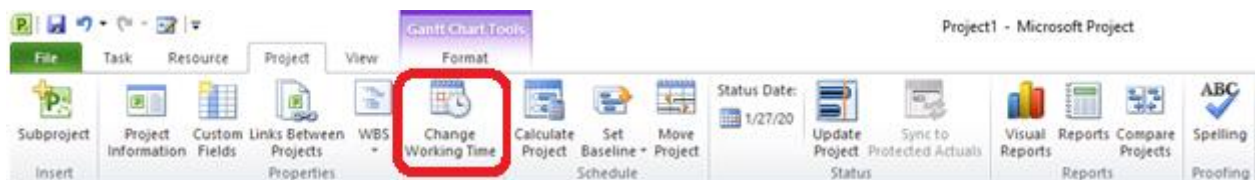
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Launch Tip of the Month December 2020

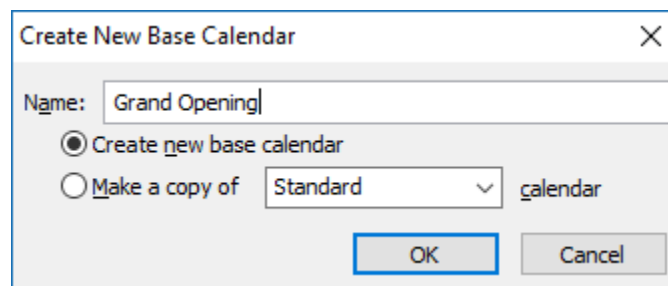
Microsoft Project helps users schedule tasks that are part of a project. The program uses logic to place tasks on the calendar when necessary previous tasks have been completed and resources are available.

However, sometimes other considerations determine the appropriate time to perform a task. In addition to using a Project Calendar and Resource Calendars to determine timing of events, you can use Task Calendars as well. For example, you might need to schedule the Grand Opening of a new plant on a Monday.

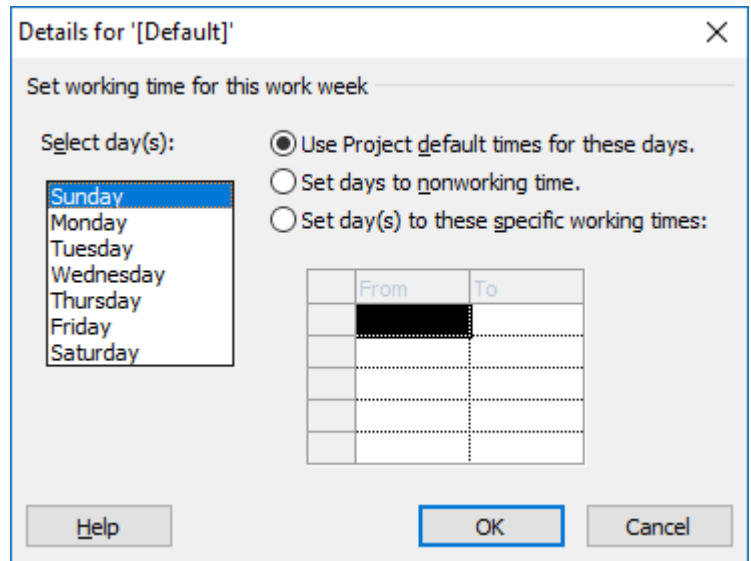
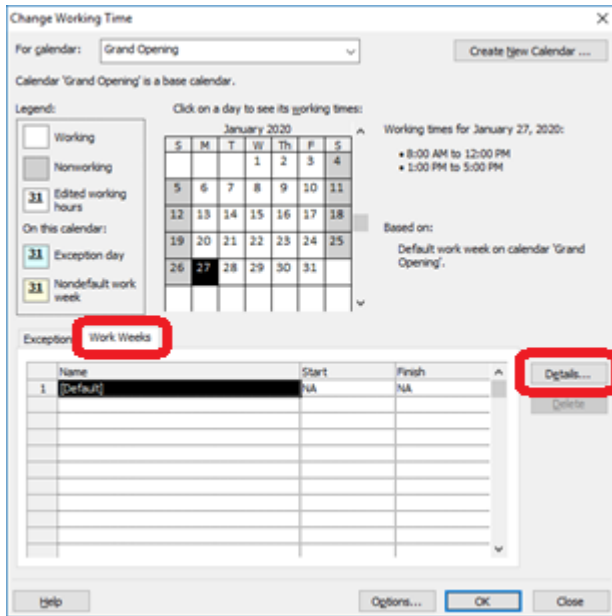
1. First, create a new calendar by selecting Change Working Time on the Project Ribbon.



2. Name the calendar.
3. Select Create a new base calendar
4. Click OK.

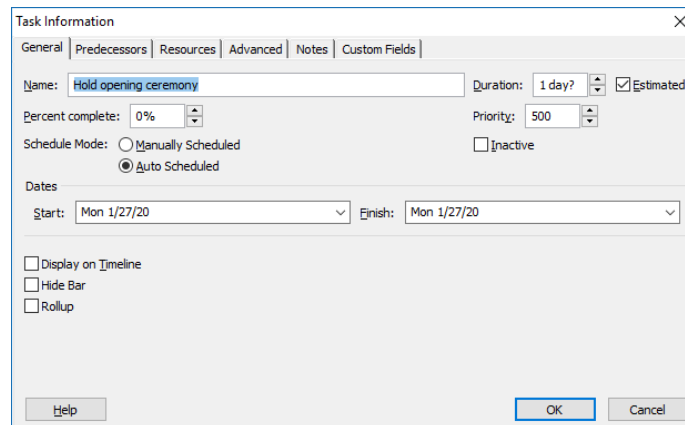


5. Select the Work Weeks tab and then click Details.

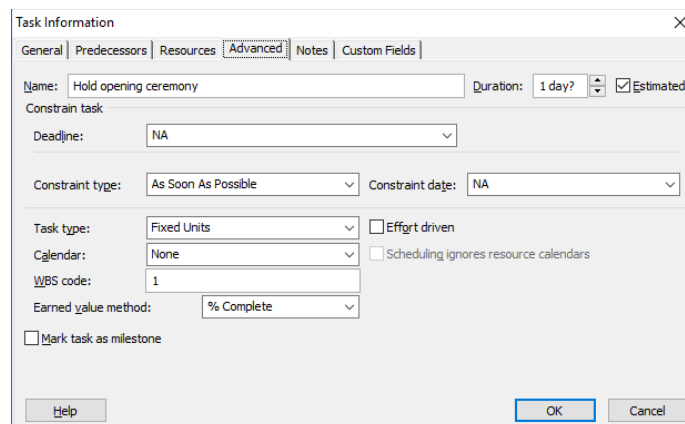


6. Change the workhours so that Monday is the only workday for the entire week and click OK.

7. Double-click the task that needs to be scheduled on a Monday. This opens the Task Information dialog box.



8. Select the Advanced tab.



9. Choose the newly created calendar from the Calendar drop-down.
10. Decide whether you want the Task Calendar AND Resource Calendars to determine the timing of the event or just the Task Calendar.

Now, the Grand Opening will fall on the first available Monday!

Want to learn more about Microsoft Project? Launch offers both introductory and advanced classes.

Featured Course: Introduction to Microsoft Project

- Steps to building a project
- Getting help
- Sizing columns
- Displaying the task form
- Toggling between active/Inactive panes
- Entering tasks
- Entering durations
- Creating milestones
- Creating summary tasks
- Outlining
- Obtaining project status
- Linking
- Setting up relationships
- Slack, lag and lead
- Formatting text
- Displaying the critical path in the Gantt chart
- Task information
- Working with the Network Diagram
- Using the mouse in the Gantt chart
- Creating a resource pool
- Assigning resources
- Understanding the Standard calendar
- Creating a base calendar
- Altering resource calendars
- Identifying overallocations
- Remediating overallocations
- Setting the baseline
- Entering actual dates
- Displaying the Tracking Gantt view
- Printing
- Creating reports

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