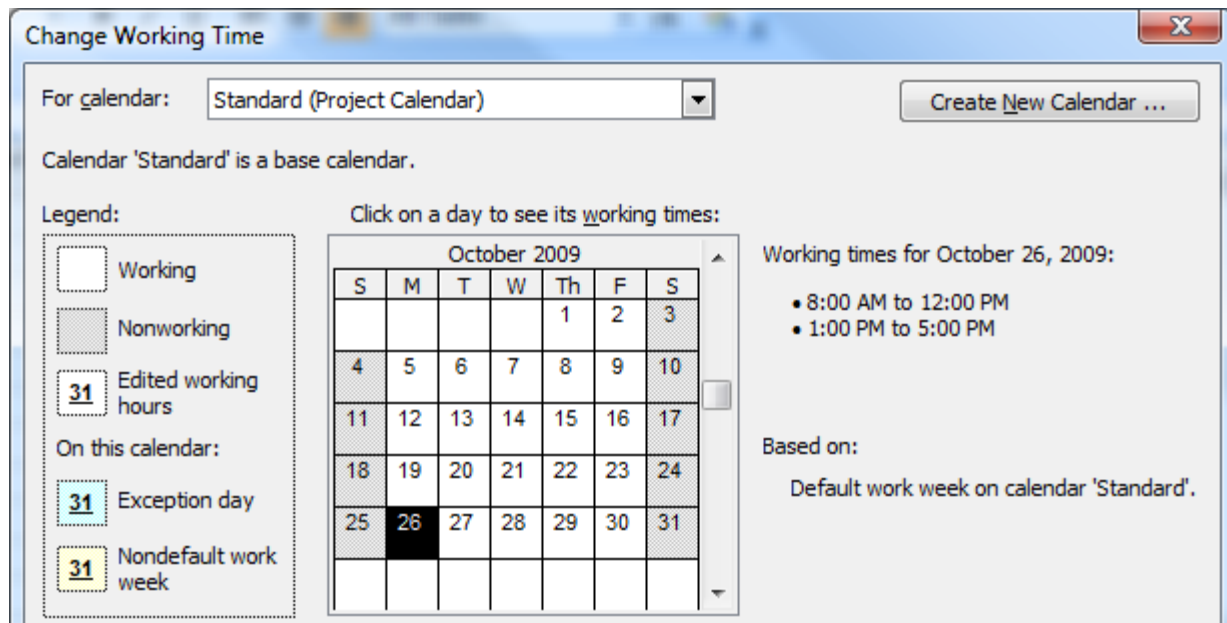


MS Project 2010 New Calendar Features

The main calendar view located in the menu (Tools→Change Working Time) is used to define new base calendars and modify resource calendars.

You can create multiple base calendars used to define a group of resources.

These calendars can define the Exceptions (holidays) and Work Week (abnormal work week or non-holidays).



Legend

Working (White box) - These are normal working days.

Nonworking (Gray box) - Shows that nonworking days are drawn on the calendar as a gray box.

Edited working hours (Underlined) - Shows the days whose working hours have been modified from the default.

Exception day (Blue box/underlined) - Shows the days changed for every week, such as every Friday, have been changed from the default. These changes are made on the Exceptions tab.

Non-default work week (yellow/Underlined) - Shows a non-default work week. Such changes are made on the Work Weeks tab.

Calendar Exceptions Tab

Use the **Exceptions** tab to set occasional variances to the normal working times for the selected calendar. Examples of such exceptions include holidays, personal time off, vacations, and so on.

Change Working Time

For calendar: Standard (Project Calendar) Create New Calendar ...

Calendar 'Standard' is a base calendar.

Legend:

- Working
- Nonworking
- Edited working hours
- On this calendar:
 - Exception day
 - Nondefault work week

Click on a day to see its working times:

July 2006

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 7, 2006 is nonworking.

Based on:
Exception 'altermagting Friday' on calendar 'Standard'.

Exceptions		Work Weeks	
	Name	Start	Finish
1	[Unnamed]	7/3/2006	7/4/2006
2	altermagting Friday	7/3/2006	12/8/2006
3	[Unnamed]	9/4/2006	9/4/2006
4	test	11/3/2009	11/3/2009

Details...
Delete

Name - Click the next available row in the **Name** column and type the name of the exception.

Start - Enter the start date for the exception.

Finish - Enter the finish date for the exception.

Details - With the exception row still selected, click this button to open the **Details** dialog box. Here, you can specify non-default working times for the exception dates, and any recurrence pattern, if applicable. You can also double-click anywhere in the exception row to open the **Details** dialog box.

Delete - Use this button to remove selected exceptions.

Set working times for these exceptions

Nonworking
 Working times:

From: To:

Recurrence pattern

Daily Recur every week(s) on:

Weekly

Monthly Sunday Monday Tuesday Wednesday

Yearly Thursday Friday Saturday

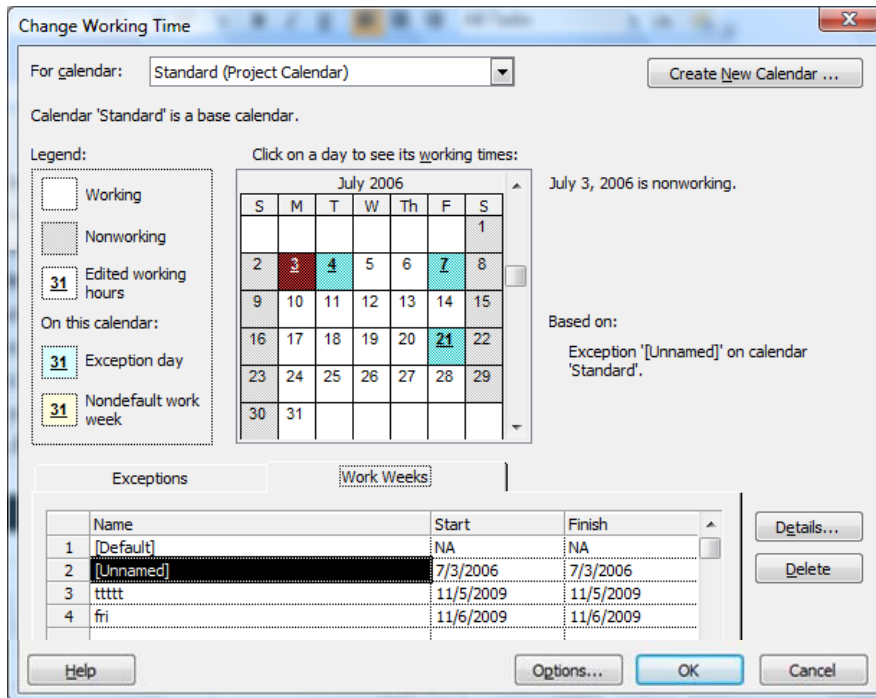
Range of recurrence

Start: End after: occurrences

End by:

Calendar Work Weeks

Use the **Work Weeks** tab to set up the normal work week for the selected calendar. For example, if a resource does not work on Fridays, use the Work Weeks tab to change every Friday to a nonworking day. Also use the Work Weeks tab to set up alternate or temporary work weeks for the selected calendar. For example, you can specify that your project team will be working an extended work week for a rush project throughout April, or a reduced work week throughout August.



Name - Click the next available row in the Name column and type the name of the work week change you want to make. You cannot change the name or dates of the Default row, although you can change the details for the default work week. **Start** - Enter the first date on which the work week change should take effect. **Finish** - Enter the last date on which the work week change should take effect.

Delete - Use this button to remove a selected work week row. The Default work week cannot be deleted.

Details - With the edited work week row still selected, click this button to open the Details dialog box and specify changes to days of the week from the default. You can also double-click anywhere in the work week row to open the Details dialog box.

