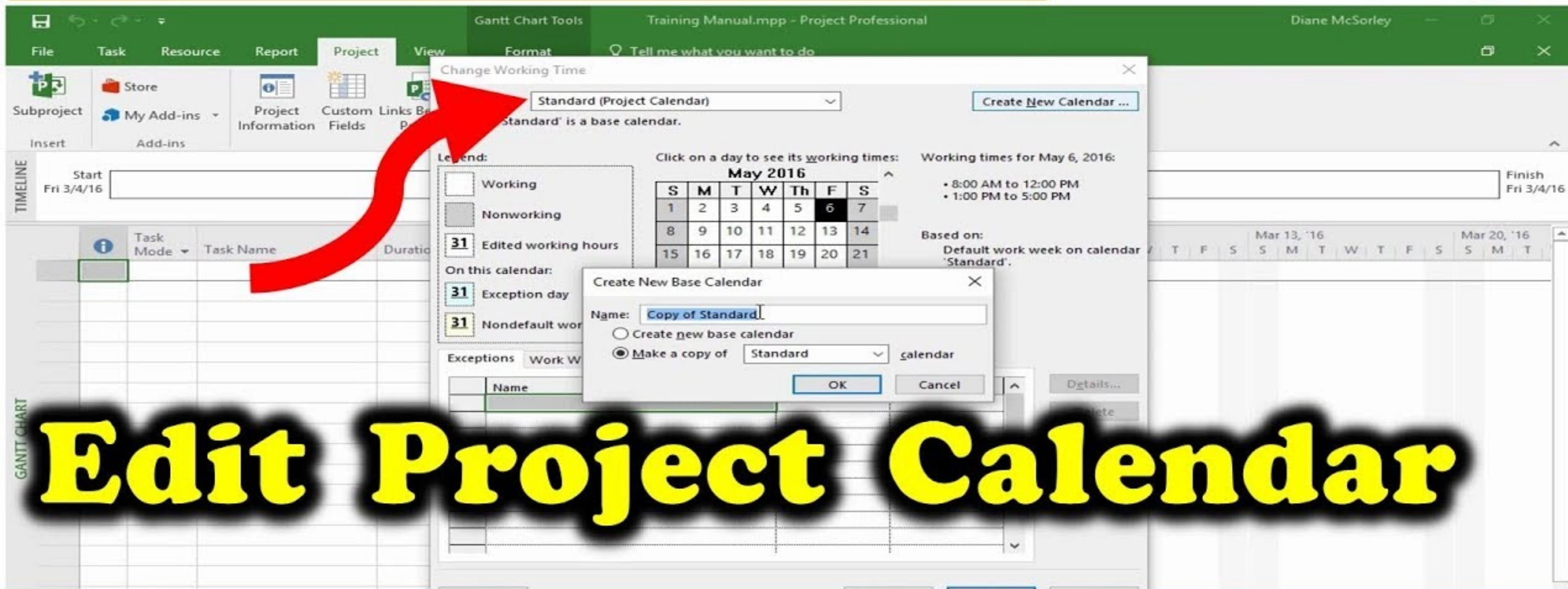


MS Project 2016



The screenshot shows the Microsoft Project 2016 interface. The 'Project' tab is selected in the ribbon. The 'Change Working Time' dialog box is open, showing the 'Standard (Project Calendar)' selected. A red arrow points from the 'Project' tab to this dialog box. The 'Create New Base Calendar' dialog box is also open, showing the 'Copy of Standard' name and the 'Make a copy of' option selected. The background shows the Gantt chart and task list.

Change Working Time

Standard (Project Calendar) Create New Calendar ...

Standard is a base calendar.

Legend:

- Working
- Nonworking
- 31 Edited working hours

On this calendar:

- 31 Exception day
- 31 Nondefault work

Exceptions Work W

Click on a day to see its working times:

May 2016

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

Working times for May 6, 2016:

- 8:00 AM to 12:00 PM
- 1:00 PM to 5:00 PM

Based on: Default work week on calendar 'Standard'.

Create New Base Calendar

Name: Copy of Standard

☐ Create new base calendar

☒ Make a copy of Standard calendar

OK Cancel

How to edit Project calendar in Microsoft Project ???