After clicking on | Options... |, the following dialog box appears:

Save	Interface	Security	
Schedule	Calculation	Spelling	Collaborate
View	General	Edit	Calendar

Calendar options for 'Project3'

Week starts on: Sunday ▼

Fiscal year starts in: January ▼

☐ Use starting year for FY numbering

Default start time: 8:00 AM   These times are assigned to tasks when you enter a start or finish date without specifying a time. If you
Default end time: 5:00 PM   change this setting, consider matching the project calendar using the Change Working Time command on the Tools menu.

Hours per day: 8.00

Hours per week: 40.00

Days per month: 20

Set as Default

Help   OK   Cancel

Week starts on   Use this section to specify what day your week starts on.

Fiscal year starts in   Select the month your fiscal year begins. Check the box to use the calendar year in which the fiscal year begins or clear it to use the calendar year the fiscal year ends.

Default start time   Select the default starting time.

Default end time   Select the default ending time.

Hours per day   Enter the default working hours/day.

Hours per week   Enter the default working hours/week.

Days per month   Enter the working days/month.

When done, click | OK | to return to the original "Working Time" dialog box. From there, click | OK | to save changes.

CUSTOMIZING THE GANTT CHART

USAGE:

As mentioned, the Gantt chart is used to display the tasks using graphic bars and lines. Not only does this display the length of the tasks visually, it also gives you an overview of when the tasks are to be scheduled. In addition, the Gantt chart can show the dependencies between the tasks using lines and arrows to represent the connections.

However, the default layout of the Gantt chart provided by Microsoft does not display critical tasks as clearly as it should. Typically, Gantt charts display critical tasks with the color red.

If you wish to keep track of your critical tasks (as most managers would), you can customize the Gantt chart to show critical tasks.
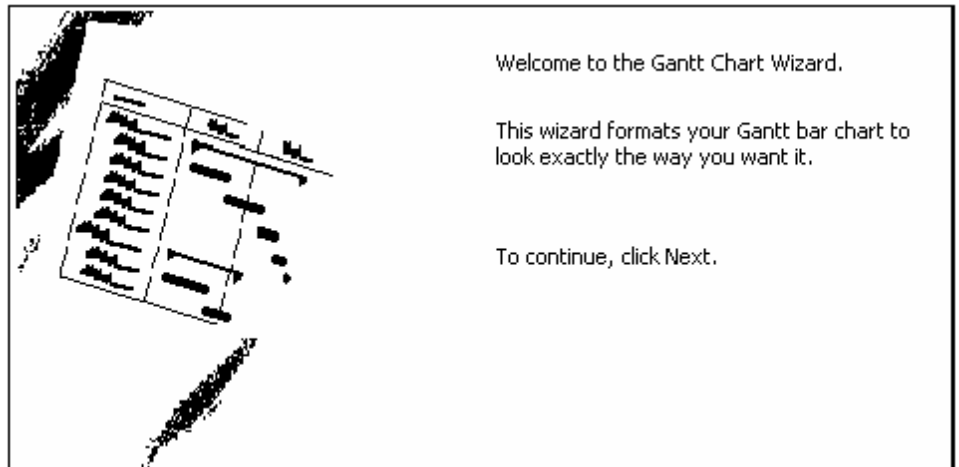
To customize the Gantt chart, you will use the **Gantt Chart Wizard** and follow the steps outlined below:

❶   Click on this tool to access the Gantt Chart Wizard.

Welcome to the Gantt Chart Wizard.

This wizard formats your Gantt bar chart to look exactly the way you want it.

To continue, click Next.

❷   Since the first screen within the Gantt Chart Wizard is simply a welcome message, click on Next> to immediately move on to the next step.