



1. **Project Start Date** Project Information → Start Date (Forward Scheduling)
2. File → Options → Schedule → Week Start on → **Monday**
3. File → Options → Schedule → New Task Created → **Auto**
4. File → Options → Display → Currency → **INR**
5. **Date Format** - Options - General - Date Format
6. **Entry Bar** – File - Options – Display – Entry Bar – Tick Mark
7. **View Bar** – Right Click on timeline – Tick View Bar
8. Remove **non-mandatory** columns (Only Column can be hide)
9. Create Calendar Project - Change working time - **Create new calendar**
10. **Assignment unit** - Schedule - Schedule - Decimal (Resource calendar)



11. **Creating Task / Activity**
12. Auto Schedule Vs Manual Schedule – **Keep always Auto Schedule**
13. Understanding of **Summary Task, Task & Sub Task, Milestones**
14. **Task Duration**
15. **Task Logical Linking with Sequence (FS,SF,FF,SS)**
16. Working with **Work Breakdown Structure (WBS)**
17. **Critical Path** (Critical and Noncritical Activity)
18. Utilizing **slack time / Float** (Finishing Slack)
19. **Network Diagram** (Checking and removing Open Nodes)
20. Understanding of **Timeline**