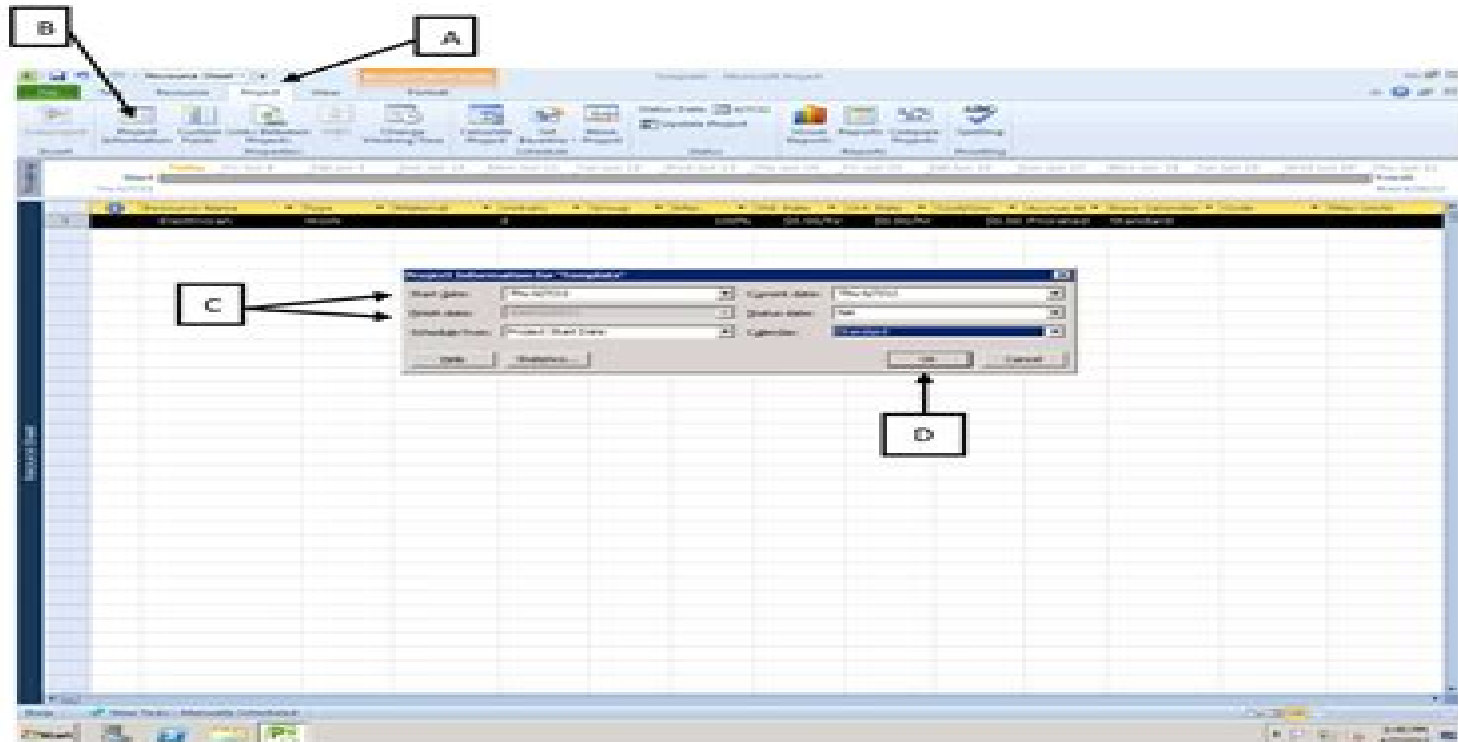


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1. Open Microsoft Project Template found at G:/DATA/Projects(Do not use DZ)/Microsoft Project
-Save As using the project's title as the Microsoft Project file name

2. Set Project Start/End Dates

- Go to the Project Tab
- Select Project Information
- Edit the Project Start date in the window that appears.
- Hit OK.



Microsoft Project Training Manual

Paul E. Harris



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