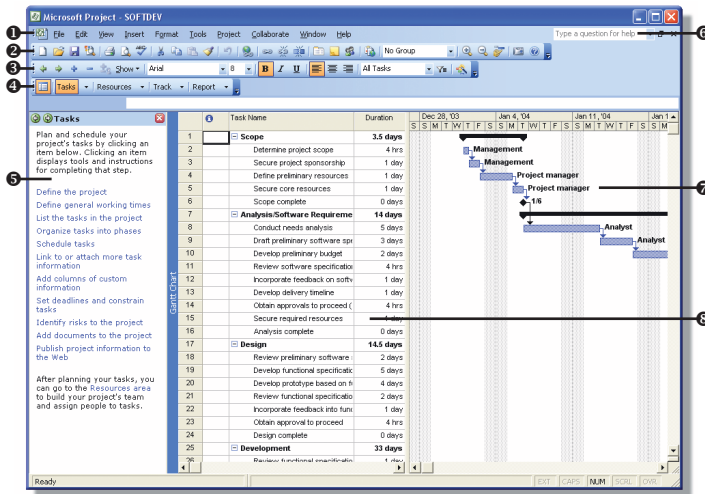




Getting Started

The Project Window



- 1 **Menu Bar** – contains all tools for use with Project 2003.
 - 2 **Standard Toolbar** – contains shortcuts for standard Project actions and tools.
 - 3 **Formatting Toolbar** – contains shortcuts for applying formatting features to text.
 - 4 **Project Guide Toolbar** – displays controls that help you define your project, manage tasks and resources, track progress, and report information.
 - 5 **Side Pane** – displays Project Guide information.
 - 6 **Type a Question for Help Box** – provides quick access to help when you have a question.
 - 7 **Gantt Chart** – displays task start time and duration, represented by horizontal task bars (called **Gantt bars**).
 - 8 **Task Sheet** – enables you to enter, view, edit, and prioritize tasks.
- Note: To hide or display a toolbar, select **Toolbars** from the **View** menu and select the toolbar from the resulting menu.*

Using the Task Pane

The task pane replaces commonly-used dialog boxes. For example, when you select **New** from the **File** menu, the **New Project** task pane appears.

- To change the task category, click the down arrow on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back** and **Forward** buttons, or click the **Home** button to return to the **Getting Started** task pane.



Using the Getting Started Task Pane

The **Getting Started** task pane appears when you open Project 2003. It allows you to search for Help topics, open recent Project files, create a new project, and access Microsoft Office Online.

Using Smart Tags

Smart Tags enable you to perform actions that you would normally need to open other features to do. For example, when you delete a task name, the **Delete Options** smart tag button will appear. Click the button to select from a list of options.

Using the Project Guide

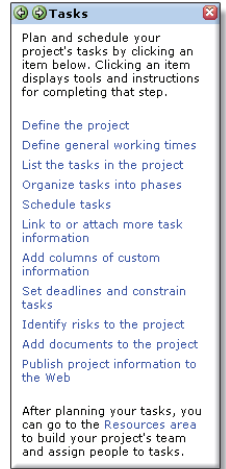


The **Project Guide** contains controls to guide you through your project. Use the **Project Guide** toolbar to help you define your project, work with tasks and resources, track the progress of your project, and report and output information. The **Project Guide** appears in the side pane on the left side of the Project window when you make selections on the **Project Guide** toolbar.

Throughout the **Project Guide**, Project 2003 offers help on managing your project. Click the **Hint** icon to display a quick hint on the current topic. Click the **More Information** icon for an overview of the current topic, as well as a link to **Microsoft Project Help**.

To navigate through the **Project Guide**, click the **Back** and **Forward** buttons. To hide the side pane, click the **Close** button.

*Note: You cannot simultaneously view the **Project Guide** side pane and the task pane.*



Starting a New Project

1. Press **Ctrl + N** or click the **New** button on the **Standard** toolbar. (You can also select **New** from the **File** menu. On the **New Project** task pane, click the **Blank Project** shortcut in the **New** section.)
2. Click **Define the project** on the **Tasks** side pane.
3. Follow the instructions in the **Define the Project Wizard** to begin to set up the parameters of your project.
4. Click **Save and Finish** to exit the wizard.

*Note: To start a new project based on an existing project, click the **From existing project** shortcut in the **New** section of the **New Project** task pane. Locate and select the file you want and click the **Create New** button.*

Starting a New Project from a Template

1. Select **New** from the **File** menu. The **New Project** task pane will appear.
2. In the **Templates** section, do one of the following:
 - Enter a word or phrase in the **Search online for** box and click the **Go** button to search for templates online.
 - Click the **Templates on Office Online** shortcut to go to the **Microsoft Office Online Templates** home page.
 - Click the **On my computer** shortcut, click the **Project Templates** tab, select a template, and click the **OK** button.

*Note: If you have recently used a template, it will appear on the **New Project** task pane under **Recently used templates**. Click the **template shortcut** to open it.*

Saving a Project

1. Select **Save** from the **File** menu, press **Ctrl + S**, or click the **Save** button on the **Standard** toolbar.
2. Select a location where you want to save the file.
3. Enter a name for the project in the **File name** box.
4. Click the **Save** button.