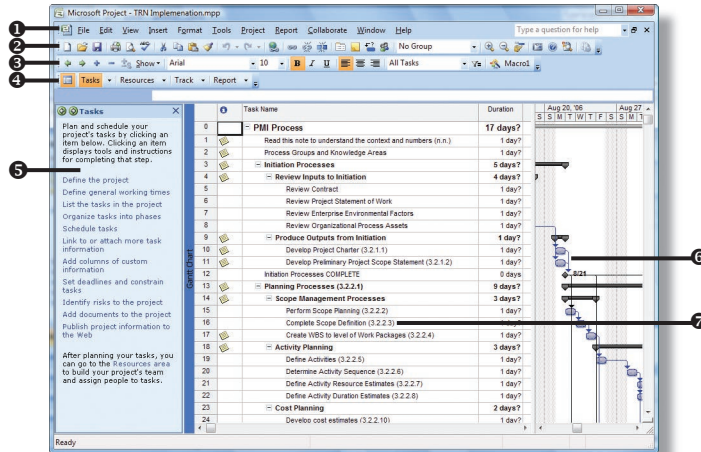




Getting Started The Project Window



- 1 **Menu Bar** – contains all tools for use with Project 2007.
- 2 **Standard Toolbar** – contains shortcuts for standard Project actions and tools.
- 3 **Formatting Toolbar** – contains shortcuts for applying formatting features.
- 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 the Project Guide.
- 6 **Gantt Chart** – displays task start times and duration.
- 7 **Task Sheet** – displays task information in a spreadsheet view.

Using the Project Guide

The Project Guide contains controls to guide you through the process of creating and maintaining a project.

- To turn on the Project Guide, select **Turn On Project Guide** from the **View** menu.
- To hide or display the Project Guide, click the **Show/Hide Project Guide** button on the **Project Guide** toolbar.
- To change the displayed topic in the Project Guide, click the **Tasks**, **Resources**, **Track**, or **Report** button on the **Project Guide** toolbar. You can also click the arrow on a button and select an action from the resulting menu.
- To navigate through the Project Guide, click the **Back** and **Forward** buttons at the top of the side pane.
- To turn off the Project Guide, select **Turn Off Project Guide** from the **View** menu.

Creating a New Project

1. Select **New** from the **File** menu.
2. Click the **Blank Project** shortcut in the **New Project** task pane.
3. Click the **Define the project** shortcut in the **Tasks** side pane.
4. Click the arrow on the **Enter the estimated date your project will begin** box and select a date from the resulting calendar.
5. Click the **Continue to Step 2** shortcut in the **Tasks** side pane.
6. Click the **Continue to Step 3** shortcut in the **Tasks** side pane.
7. Click the **Save and Finish** shortcut in the **Tasks** side pane.

Note: To quickly create a new blank project, click the **New** button on the **Standard** toolbar or press **Ctrl + N**.

Creating a New Project from an Existing Project

1. Select **New** from the **File** menu.
2. Click the **From existing project** shortcut in the **New Project** task pane.
3. Locate and select the file you want to use.
4. Click the **Create New** button.
5. Select **Save As** from the **File** menu.
6. Enter a name for the new project in the **File name** box.
7. Click the **Save** button.

Creating a Project from a Template

1. Select **New** from the **File** menu.
2. In the **New Project** task pane, do one of the following:
 - To use a template on your computer, click the **On computer** shortcut. Click on the **Project Templates** tab, select the template you want to use, and click the **OK** button.
 - To use a template on Office Online, click the **Templates on Office Online** shortcut.
 - To search for a template online, enter a word or phrase in the **Search online for** box and click the **Go** button.
 - To use a template on your organization's Web site, click the **On Web Sites** shortcut. Select the site you want to use and click the **Open** button.
 - To use a recently used template, select the template in the **Recently used templates** section.

Opening a Project

1. Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open** button on the **Standard** toolbar.
2. Locate and select the file you want to open.
3. Click the **Open** button.

Note: To open a recently used file, select the file name from the bottom of the **File** menu.

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.

Setting Up Project Information

1. Select **Project Information** from the **Project** menu.
2. Do any of the following:
 - To schedule the project from a start or finish date, click the arrow on the **Schedule from** box and select **Project Start Date** or **Project Finish Date** from the resulting menu. Select a start or finish date.
 - To set a status date, click the arrow on the **Status date** box and select a date from the resulting calendar.
 - To set a project calendar, click the arrow on the **Calendar** box and select a calendar type from the resulting menu.
3. Select additional options.
4. Click the **OK** button when you are finished.

Note: To set up the project calendar, select **Change Working Time** from the **Tools** menu.