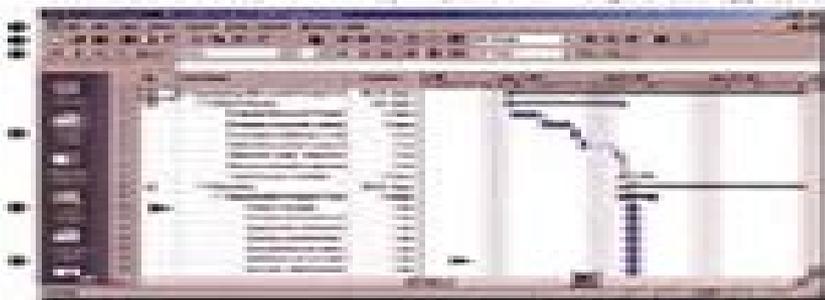# Project 2000

Getting Started

When Microsoft Project 2000 opens, the following screen appears:

- **Menu Bar** – contains all tools for use with Project 2000.
- **Standard Toolbar** – contains shortcut buttons for Project tools and features.
- **Formatting Toolbar** – contains shortcut buttons for text formatting tools.
- **View Bar** – provides access to the various ways you can view your project tasks, resources, and timelines.
- **Entry Table** – enables you to view, enter, prioritize, and edit tasks.
- **Gantt Chart** – displays task start time and duration, represented by horizontal task bars.

Using the View Bar

The **View Bar** appears on the left side of the **Project** window. Click one of the icons on the bar to go to the corresponding view of a project.

- **Calendar** – displays tasks in a monthly calendar format.
- **Gantt Chart** – displays basic task information organized in a table on the left and a bar graph on the right.
- **Network Diagram** – displays a flow chart of tasks and task dependencies. This was formerly called a "Pert Chart."
- **Task Usage** – displays tasks in a table with each assignment indented under the corresponding task.
- **Tracking Gantt** – displays baseline and scheduled start and finish dates next to each other for each task.
- **Resource Graph** – displays a graph of the allocation, work, or cost of resources over time.
- **Resource Sheet** – displays a table containing major resources.
- **Resource Usage** – displays resources in the resource pool with each assigned task indented under the corresponding resource.
- **More Views** – displays a window containing all the views Project offers as well as ways of creating new ones.

Note: If the View Bar is not visible, select View Bar from the View menu.

Starting a New Project

1. Click the **New** button.
2. Enter a start date along with other properties for your project in the **Project Information** dialog box.
3. Click the **OK** button.

Note: Select Project Information from the Project menu at any time to change your project information.

Opening a Project Template

1. Select **New** from the **File** menu, or press **Ctrl + N**.
2. Click the **Projects Templates** tab.
3. Select a template.
4. Click the **OK** button.
5. Enter a start date along with other properties for your project in the **Project Information** dialog box.
6. Click the **OK** button.

Saving a Project

1. Select **Save** from the **File** menu, or press **Ctrl + S**.
2. Navigate to the location where you want to save your file.
3. Enter a name for the project in the **File name** text box.
4. Click the **Save** button.
5. Project may ask you if you would like to save a baseline for your project. Select **Save "filename" without a baseline** or **Save "file name" with a baseline** from the dialog box and click the **OK** button.

Note: To quickly save your document after the initial save, click the Save button.

Entering Key Project Information

1. Select **Properties** from the **File** menu.
2. Click the **Summary** tab.
3. Enter information regarding your project in the spaces provided.
4. Click the **OK** button.

Using Combinations Views

Select **Split** from the **Window** menu to view two different views of a project simultaneously. Click a view from the **View Bar** to change the view present in the bottom pane.

Note: To return to viewing the top pane only, select Remove Split from the Window menu.

Microsoft Project 2000 Quick Source Reference Guide

R Barnett

Microsoft Project 2000 Quick Source Reference Guide:

Microsoft Project 2000 Quick Source Reference Guide Quick Source (Firm),Quick Source Staff,2000-09-01

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