To create a new project file

1. On the Standard toolbar, click the New button.
   or
1. From the File menu, choose New.
2. In the Project Information dialog box, choose OK to accept the current date as the Start date.
   or
2. In the Project Information dialog box, in the Start date combo box, enter a date and choose OK.
   or
2. In the Project Information dialog box, from the Schedule from drop-down list, select Project Finish Date and then, in the Finish Date combo box, enter a date and choose OK.

To record project information

1. From the File menu, choose Properties.
2. If necessary, select the Summary tab.
3. On the Summary page, in the Title, Subject, Author, Manager and Company text boxes, enter the appropriate information.
4. On the Summary page, in the Comments text box, type the project goals and scope.
5. Choose OK.

To change the default settings

1. From the Tools menu, choose Options.
2. In the Options dialog box, select the appropriate tab.
3. On the page, select the desired options.
4. If necessary, choose Set as Default.
5. Choose OK.

To enter tasks and durations one field at a time

1. In the Task Name column, select the first available field and type the name of the task.
2. Press TAB
3. In the Duration column, type the value of the duration. If the duration is anything other than days, type **m** for minutes, **h** for hours, or **w** for weeks.
4. Press ENTER
5. Press LEFT ARROW to return to the Task Name column and repeat steps 1 through 4 as required.

To enter tasks and durations by selecting a range

1. Select the first field of the desired range.
2. Drag the mouse through the range of fields you want to include.
3. In the first field, type the desired information.
4. Press TAB
5. In the Duration column, type the appropriate information.
6. Repeat steps 4 and 5 as required.

To navigate in the Gantt Chart view

1. Use the appropriate keystroke or mouse movement.