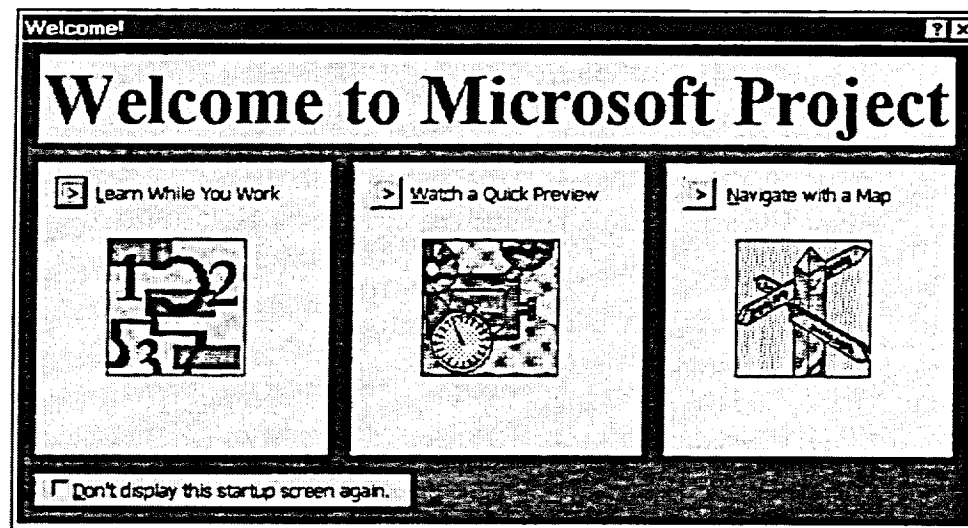


# Getting Started with Microsoft Project

To use Microsoft Project effectively, you need to know several basic skills and concepts, including how to start Microsoft Project, become familiar with the Microsoft Project window, and learn how to enter tasks.

## Starting Microsoft Project

When you start Microsoft Project, the Welcome! dialog box appears, as shown in **Figure 1-1**. This dialog box lets you create a new project with step-by-step instructions, watch a preview of Microsoft Project's features, or navigate through Microsoft Project using a map. Once you are familiar with Microsoft Project, you might want to select the *Don't display this startup screen again* check box to avoid having the Welcome! dialog box open every time you start Microsoft Project.



*Figure 1-1: The Welcome! Dialog Box*

### Method

To start Microsoft Project

1. On the taskbar, click the Start button.
2. From the Start menu, point to Programs.
3. From the Programs menu, choose Microsoft Project.
4. If necessary, in the Welcome! dialog box, click the Close button.