

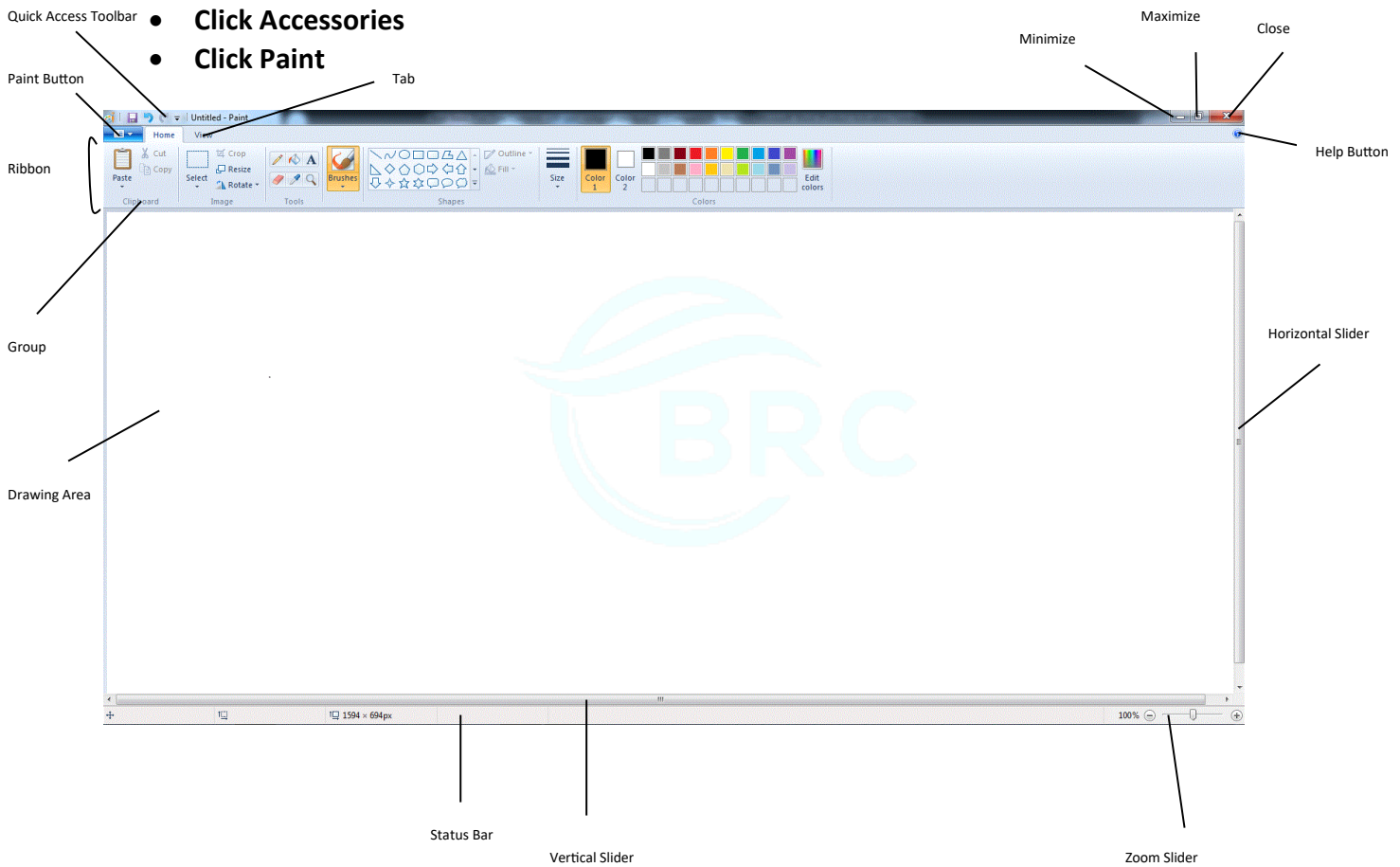
Paint

What is paint?

Paint is a create drawing on a blank drawing area. Many of the tools in paint use for create drawing.

How to start Paint in Computer?

- Click Start Button
- Click All program
- Click Accessories
- Click Paint

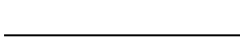


Home Tab

Home

Pencil Tool

Use the pencil tool create straight line of curve line.



Straight Line



Curve Line

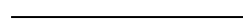
Fill with color

Its use to fill the color any shape or picture

Eraser

Erase any picture or shape

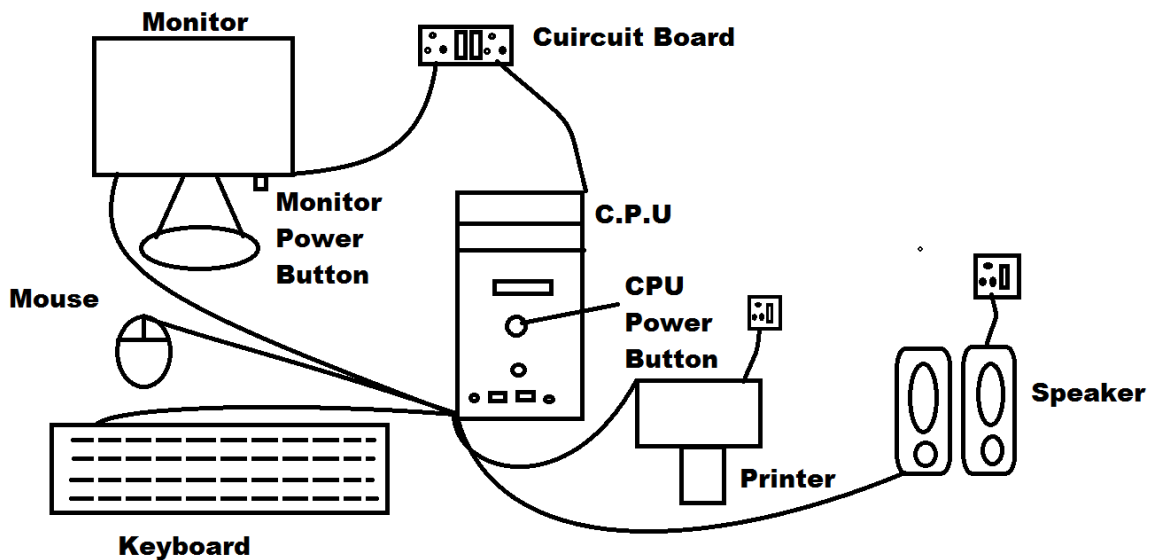
Line Tool

Create straight line 

Curve Tool

Create curve line but use to three steps 

Make this design



Undo 

Go to Backward.

Redo 

Go to forward.

Brush Tool 

Brush Tool use to create straight line or curve but that have a different texture. By using different – different brushes

Use the brush tool

- Click Brush Button
- Choose you want to

Polygon Tool 

Its use to draw custom shape

Color Picker 

Copy color another shape or picture

Text Tool 

Text tool use to type text in your picture

Select 

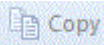
Select text or picture for editing or change color.

Shapes 

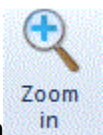
Create new shapes for ex. Square, Circle, Triangle, Star, Heart, and Arrow.

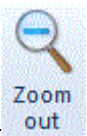


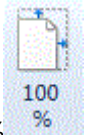
For Ex.

- 2) For Copying 
- Select Text or picture
 - Click Copy
 - Go to place where you want to copy
 - Click Paste

View Tab 

- 1) Zoom in 
- Big size your picture

- 2) Zoom Out 
- Small Size your picture

- 3) 100% 
- Actual size your picture




Rulers Rulers

Show set your margin from the page setup

- Show Rulers
 - Click ruler check box
- Hide rulers
 - Click ruler check box

Status Bar Status bar

Show or hide zoom slider and give the details page width and height

Full Screen 

Full screen your picture after click

Paint Button

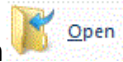


1) New



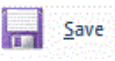
- Create a new page
 - Click Paint Button
 - Click New

2) Open



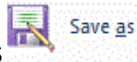
- Open an existing picture
 - Click Paint Button
 - Click open
 - Find your picture
 - Click Open

3) Save



- Save a new document or picture.
 - Click Paint Button
 - Click Save
 - Find your Location
 - Enter File Name
 - Click Save

4) Save As



-
- Click Paint Button
- Click Save As
- Find your Location
- Enter File Name
- Save


5) Print



- Click Paint Button
- Click Print
- Select Printer
- Click Print

- 6) Print Preview  **Print preview**
Preview and make changes before printing.

- See your document or picture before printing
 - Click Menu
 - Click Print
 - Click Print preview
 - See your picture before printing

- 7) Print Setup  **Page setup**
Change the layout of the picture.

- Set page margin
 - Top
 - Bottom
 - Left
 - Right

- 8) Set as desktop background  **Set as desktop background**

- Set your picture in desktop background.
 - Click Paint Button
 - Click save
 - Click set as desktop background

- 9) Properties  **Properties**

- Set drawing area page width and height
 - Click paint button
 - Click properties
 - Enter width and height
 - Click Ok

- 10) Exit / Close  **Exit**

- Close your document after save

Clipboard Group

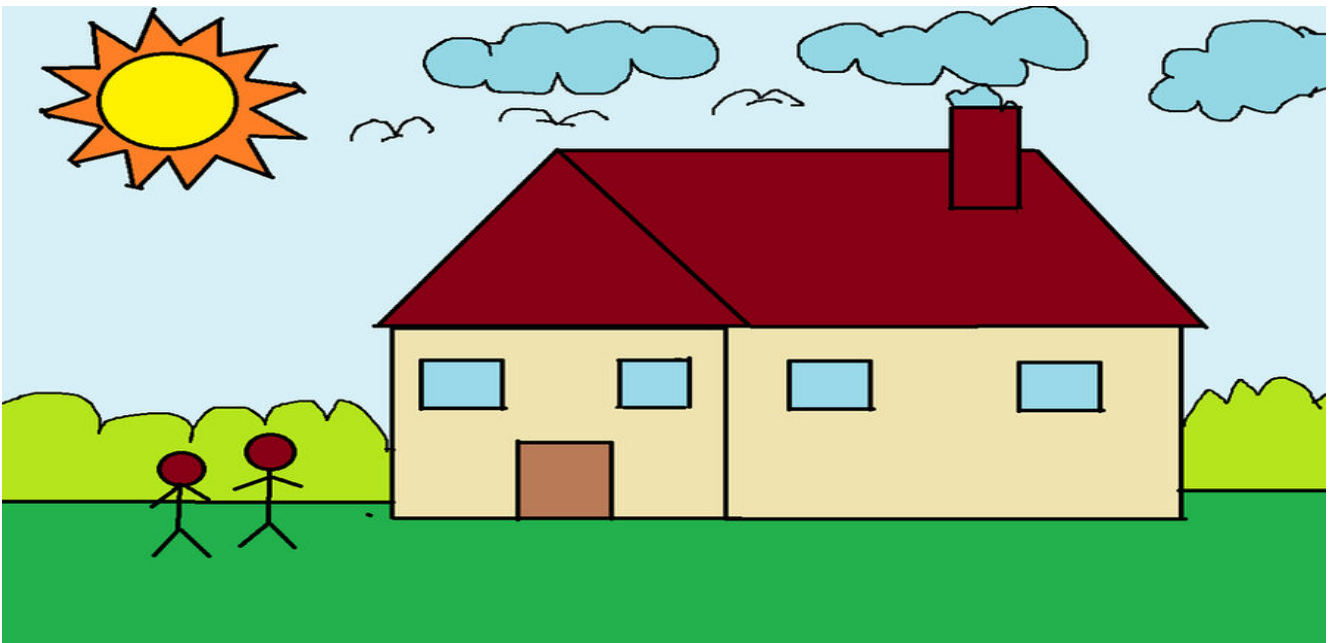
Cut, Copy, Paste

- 1) For Moving  **Cut**

- Select Text or Picture
- Click Cut
- Go to place where you want to move
- Click Paste

Shortcut Key	Shortcut Key Effect
Ctrl+A	Select all page content
Ctrl+B	Making selected text bold
Ctrl+C	Copy the selected portion
Ctrl+E	Open the image properties dialog box
Ctrl+G	To show or hide gridlines
Ctrl+I	Italic the selected text
Ctrl+N	Create a new image
Ctrl+O	Open an existing image
Ctrl+P	Print an image
Ctrl+R	Display or hiding the ruler
Ctrl+S	Save untitled or changes in image
Ctrl+U	Underline the selected text
Ctrl+V	Paste the copied content
Ctrl+W	Open the resize & skew dialog box
Ctrl+X	Cut the selected portion
Ctrl+Y	Redo/ Forward changes
Ctrl+Z	Undo/ Backward changes
Ctrl+plus sign (+)	Increase the size of brush, line, shape or eraser by one pixel
Ctrl+minus sign (-)	Decrease the size of brush, line, shape or eraser by one pixel
Ctrl+Page Up or Scroll Up	Zoom in
Ctrl+Page Down or Scroll Down	Zoom out
Right arrow	Move the selected or the active shape one pixel to the right
Left arrow	Move the selected or the active shape one pixel to the left
Down arrow	Move the selected or the active shape down one pixel
Up arrow	Move the selected or the active shape up one pixel
F1	Open the help window
F10	Show/Hide the menu bar shortcut key option
F11	Display an image in full screen
F12	Save the image as a new file & in other format
Alt+F4	Close WordPad window

Painting Projects





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