

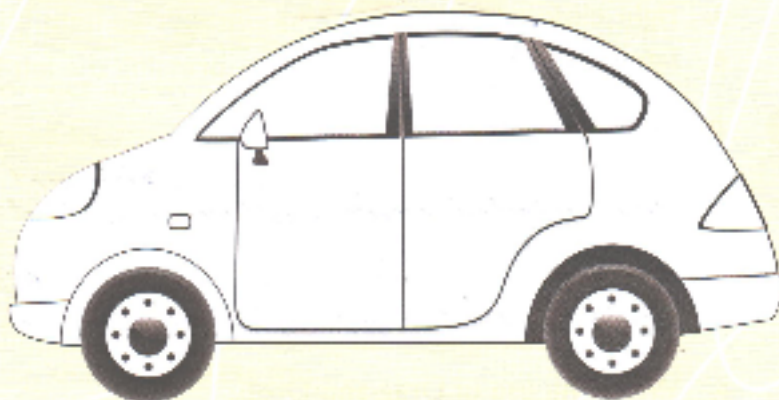


What is MS-Paint?
It is a simple program
to draw, colour and edit
Pictures.

Fun with MS Paint

CHAPTER CONNECT

Help Mini to colour the picture of her toy car.



Introduction

Hello children, today we are going to learn about an interesting activity that we can do on a computer.

Yes, we will draw and paint today. The Paint program helps us to draw and colour the pictures.



Topics Covered

- Starting MS Paint
- Using Shapes Group
- Using Tools Group
- Saving the Drawing
- Closing Paint Window
- Opening the Saved Drawing



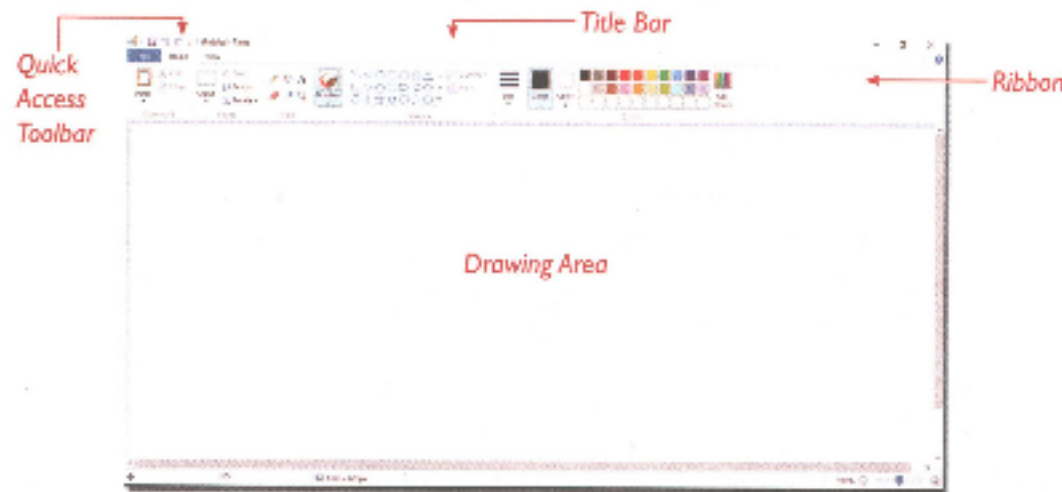
STARTING MS PAINT

To start MS-Paint, follow the given steps :

- Step 1. Click on **Start** button which is placed on very left bottom corner of desktop.
- Step 2. Click on the **All apps** option.
- Step 3. Select **Windows Accessories** and then choose **Paint** option.



After opening MS Paint, we will get the following screen.



Let us look at the different parts of the Paint window :

- **Ribbon** – It contains three tabs : File, Home and View. Each tab contains one or more command groups. Each command group contains tools with which we draw and paint.
- **Canvas or Drawing area** – It is the area where we draw and paint. This area is used for making colourful drawings.
- **Quick Access Toolbar** – It contains the buttons to do common tasks.
- **Title Bar** – It displays the program name and the file name.



USING SHAPES GROUP


Look at the **Shapes** group on the ribbon of a Paint window. It has many tools that we can use to draw different types of readymade shapes like rectangles, ellipses, triangles, arrows, hearts, stars and many more.



Drawing A Straight Line

Step 1. Click on the **Home** tab.

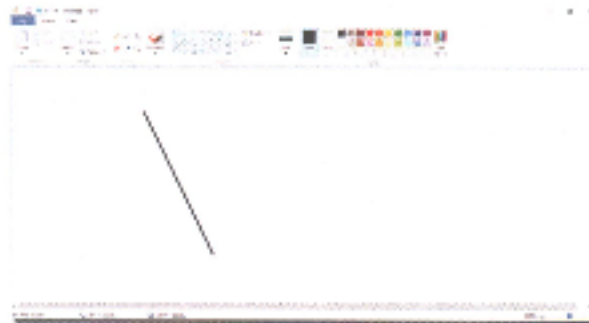
Step 2. Select the **Line** tool  in the **Shapes** group.

Step 3. Select any colour from the **Colors** group and the line thickness from the **Size** button .

Step 4. Move the mouse pointer to the Drawing area.

Step 5. Press and hold down the left mouse button and drag the mouse pointer on the Drawing area.


Note that a line is drawn on the screen while dragging the mouse.



Step 6. Release the mouse button when we want to end the line.

Curve Tool

Step 1. Click on the **Home** tab.

Step 2. Click on the **Curve** tool  in the **Shapes** group.

Step 3. Select a colour and the required thickness.



Step 4. Bring the mouse pointer on the Drawing area.

Step 5. Click and drag the pointer to draw a line.

Step 6. Move the pointer to the point where we want to add a curve.
Click and drag the line to draw a curve.

Rectangle Tool

We can use the **Rectangle** tool to draw rectangles and squares.

To draw a rectangle, follow these steps :

Step 1. Left-click on the **Rectangle** tool .

Step 2. Choose a colour and a line thickness.

Step 3. Move the mouse pointer to the drawing area. Keep the left mouse button pressed and drag the pointer to make a rectangle.



Oval Tool

We can use the **Oval** tool to draw circles and ovals.

To draw a rectangle, follow these steps :

Step 1. Left-click on the **Oval** tool .

Step 2. Choose a colour and a line thickness.

Step 3. Move the mouse pointer to the drawing area. Keep the left mouse button pressed and drag the pointer to make an oval.






Cyber Tid Bits

If we want to draw a circle using the **Oval** tool, or a square using the **Rectangle** tool, press and hold the **Shift** key as we drag the mouse.

Polygon Tool

Step 1. Select the **Polygon** tool  from the **Shapes** group.

Step 2. Select the thickness of a line by clicking on the **Size** button and colour from the **Colors** group.

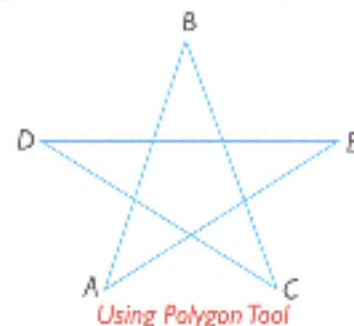


Step 3. Draw a line AB by clicking and dragging the mouse from point A and releasing the button at point B.

Step 4. Move the pointer to point C and click once. The line BC will be drawn.

Step 5. Bring the mouse pointer to point D and click once. Further click the left mouse button at point E.

Step 6. Double-click at the final point A, to close the shape.



USING TOOLS GROUP


The **Tools** group has many tools that have different functions. These tools help us in making drawings.



Pencil Tool

The **Pencil** tool works like a real pencil. It is used for free-hand drawing. To draw a figure using the Pencil tool, follow these steps :

Step 1. Left-click on the **Home** tab.

Step 2. In the **Tools** group, left-click on the **Pencil** tool .

Step 3. Bring the mouse pointer to the drawing area. Left-click and hold the left mouse button as we draw.



Eraser Tool

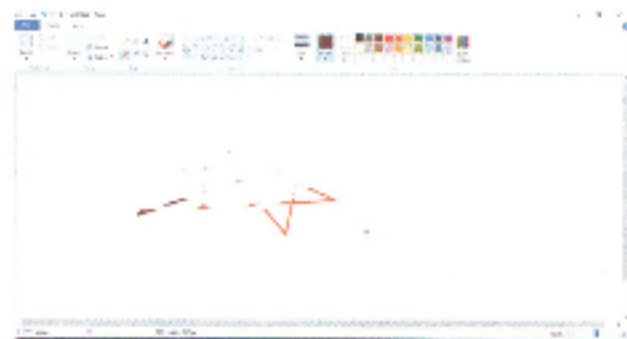
The **Eraser** tool is used to rub out a part of the drawing. To erase the drawing, follow these steps :

Step 1. In the **Tools** group, click the **Eraser** tool .

Step 2. Click the **Size** button and then select a size for the eraser.

Step 3. Bring the mouse pointer to the drawing area.


Step 4. Left-click and drag the mouse over the part of the drawing that we want to rub out.



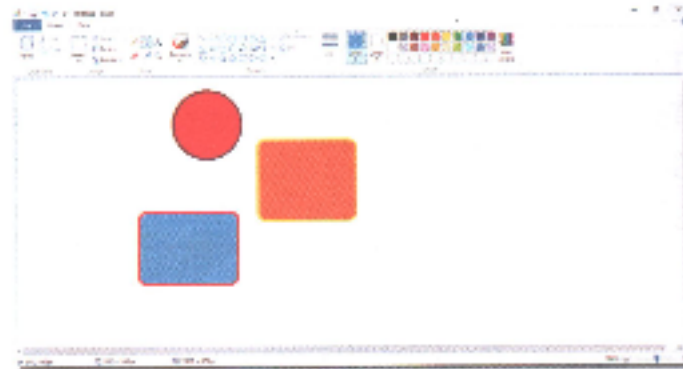
Fill with Color Tool

This tool is used to fill a selected colour in any closed shape. It makes our drawing colourful. Let us first draw a rectangle in Paint. Then, follow the steps given below to fill the figures with colour.



Step 1. In the **Tools** group, click the **Fill with color** tool .

Step 2. In the **Color** group, click **Color 1** and then select a colour. Similarly, click **Color 2** and select a colour.



Step 3. Bring the mouse pointer to the canvas.

Step 4. Left-click inside the shape to fill it with **Color 1** and right-click to fill it with **Color 2**.

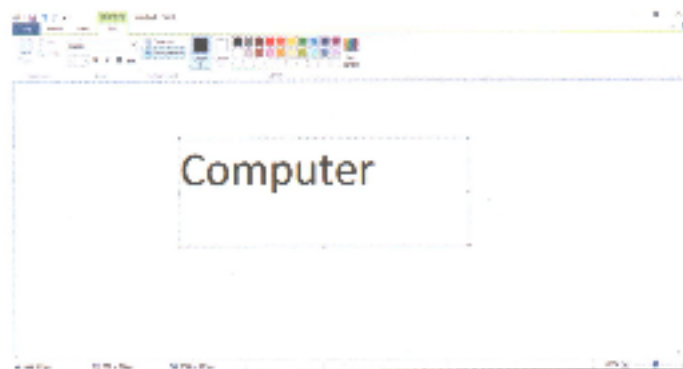
Text Tool

We can use the **Text** tool to type text in a drawing, as follows :

Step 1. In the **Tools** group, click the **Text** tool .

Step 2. Click in the drawing area where we want to add text.

Step 3. Notice that the **Text** tab appears in the main toolbar. In the **Font** group, select the font size and style.



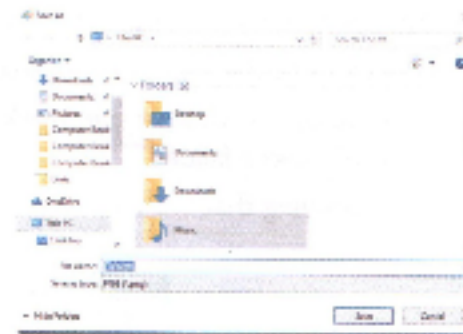
Step 4. In the **Colors** group, click **Color 1** and then click a colour for the text.

Step 5. Type the text.

SAVING THE DRAWING

It is important to save our work at short intervals, so that we do not lose it in case of power failure.


- Step 1. Click on the **File** tab and select the **Save** option. The **Save As** window appears on the screen.
- Step 2. Type a name in the **File name** box. Click on the **Save** button. Now, our drawing is saved in the computer.



Saving a Drawing

CLOSING PAINT WINDOW

In order to close the Paint window :

- Click on the Close button **X** placed at the top right corner of the window. Or Click on the **File** tab and select the **Exit** option .

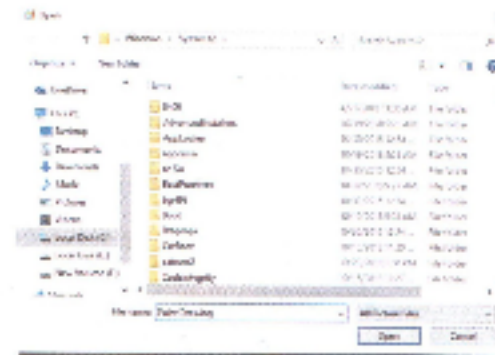


Closing Paint Window

OPENING THE SAVED DRAWING

The drawing that we have saved can be opened anytime. To open a saved drawing :

- Step 1. Click on the **File** tab and select the **Open** option.
- Step 2. The **Open** dialog box appears. Select the location where the file is saved. Select the file name that we want to open.
- Step 3. Click on the **Open** button. We will find the same drawing.



Open Window



Recap

- The Paint program helps us to draw and colour the picture.
- Canvas area or drawing area is used for making colourful drawings.
- Shapes group has many tools we can use to draw different types of shapes.
- We can use the rectangle tool to draw rectangles and squares.
- It is important to save our work at short intervals, so that we do not lose it in case of power failure.
- The drawing that we have saved can be opened anytime.

EVALUATE

A Tick (✓) the correct answer.

1. The blank space where we draw pictures is called :

- (a) canvas (b) sheet (c) paper

2. Ribbon contains :

- (a) tabs (b) groups (c) both

3. For typing text in a drawing, we use :





- (a) Text tool in Tools group
(b) Text tool in Shapes group
(c) Text tool in Font group

B Fill in the blanks using the given words.

canvas saved shapes closed

1. The blank space in MS Paint is known as canvas.
2. A set of readymade shapes is available in shapes group.
3. We can fill colours in closed shapes.
4. The Saved drawing can be opened anytime.

C Match the following icons to their functions.

- | | |
|--|-----------------------|
| 1.  | a. To open a file |
| 2.  | b. To draw shapes |
| 3.  | c. To save a file |
| 4.  | d. To erase a drawing |

D Answer the following questions.

1. Write the steps to start MS Paint.

Start → All Programs → windows Accessories → Paint

2. Explain different parts of the Paint window.

Ribbon, Canvas, Quick Access toolbar, Title bar

3. Which tool can be used to draw circles and ovals?

Oval tool can be used to draw circles and ovals.

4. Write steps to draw a straight line.

*Click Home Tab → Line tool → shape group → select color group and size group
drag and draw line on screen.*



IN THE COMPUTER LAB

- Open the Paint program by clicking on the Start > All Apps > Windows Accessories > Paint.
- Make a greeting card for your friend on his/her birthday using different tools.

Save the file by clicking on the Save As button.

