

MS-PAINT

Introduction:

Paint is a drawing tool. It is a part of Windows. You can use to create simple or elaborate drawings. These drawings can be either black-and-white or color, and can be saved as bitmap files.

Choose **Start > Search> Paint** to open the main Paint Window.

Title Bar:

It is positioned top of windows. It shows the name of the application, document or File name.

Menu Bar:

It is positioned below the title bar. It contains File, Edit, View, Image, Options, and Help etc.

Tool Box

It has 16 Tools like Pencil, Eraser, and Line Etc. We can use these tools for Drawing Something.

Color Box

It has many Colors. You can use these Colors for your painting.

Status Bar

It shows the status of our Mouse Pointer and other options.

Scroll Bar: [Horizontal and Vertical]:

We use this option when the document does not fit in the window or Zoomed.

Minimize Button:

With the help of this option you can reduce the window to an icon and arrange it on the desktop. This option does not quit the application.

Maximize Button:

With the help of this option you can enlarge the active window so that it fills the entire desktop.

Close Button:

This icon is used to close your current application windows.

FILE MENU:**New:**

The new command is used to create a new file document.

Open:

The open command is used to opens an existing document.

Save:

The save command is used to save the active document or the changes in the existing file.

Save As:

The Save As command is used to save the active document with a New name.

Print Preview:

The Print Preview command is used to Display the full pages.

Page Setup:

The page setup command is used to change the page layout left, Right, Top and Bottom margins.

Print:

The print command is used to print the active document and sets printing options.

Send:

The send command is used to send a picture by using mailer box.

Set As wallpaper:

To set the active File on the desktop wallpaper.

Exit:

To Close the paint.

Home Menu

Undo:

To undo the last action or step.

Redo:

To redo the previously undone action.

Cut:

To cut the selection from the active document and places it on the clipboard.

Copy:

To copy the selection and puts it on the clipboard.

Paste:

To Paste the cut or copied contents from clipboard.

Clear Selection:

To deletes the selection but it cannot be paste.

Select All:

To select the all text and graphics in the selected object.

Paste From:

This option is used to paste another file into the active file.

VIEW MENU:**Zoom:**

- **Normal Size:** To Zoom the picture to 100%.

- **Large Size:** To Zoom the picture to 400%.

- **Custom:** To Display the zooms size Like 100% to 800%.

Show Grid:

Shows or hides the grid lines on large size zoom.

IMAGE MENU:

Flip/Rotate:

To Flip or Rotate the picture or a selection of currently using File.

Stretch/Skew:

To Stretch or skews the picture or your text or a selection of your currently using file.

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