

5

More on MS Paint

Learning Objectives



In this chapter, you will be learning about:

- Starting MS Paint
- Parts of Paint window
- Polygon tool, Pencil tool, Airbrush tool and Text tool
- The Color boxes
- Callout Feature
- Selecting an image
- Cut, Copy and Paste
- Resize feature and Skew feature
- Rotate and Flip

Let us quickly revise what we learnt about paint.

STARTING MS PAINT

To start MS Paint, follow these steps:

Step 1: Click on the **Start** button

Step 2: Click on **All Programs** (Fig. 1).



Fig. 1: Clicking on All Programs



Fig. 2: Clicking on Accessories

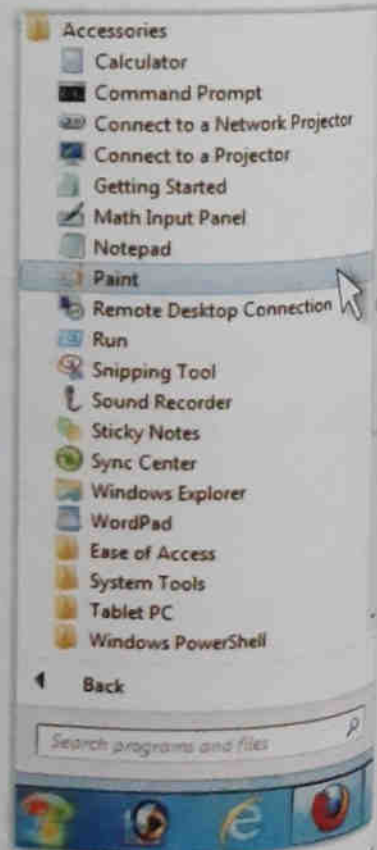


Fig. 3: Clicking on Paint

Step 3: Click on **Accessories** (Fig. 2).

Step 4: Click on **Paint** (Fig. 3).

The MS Paint window opens.

PARTS OF MS PAINT WINDOW

The MS Paint window (Fig. 4) consists of many parts as shown below:

PAINT BUTTON

RIBBON

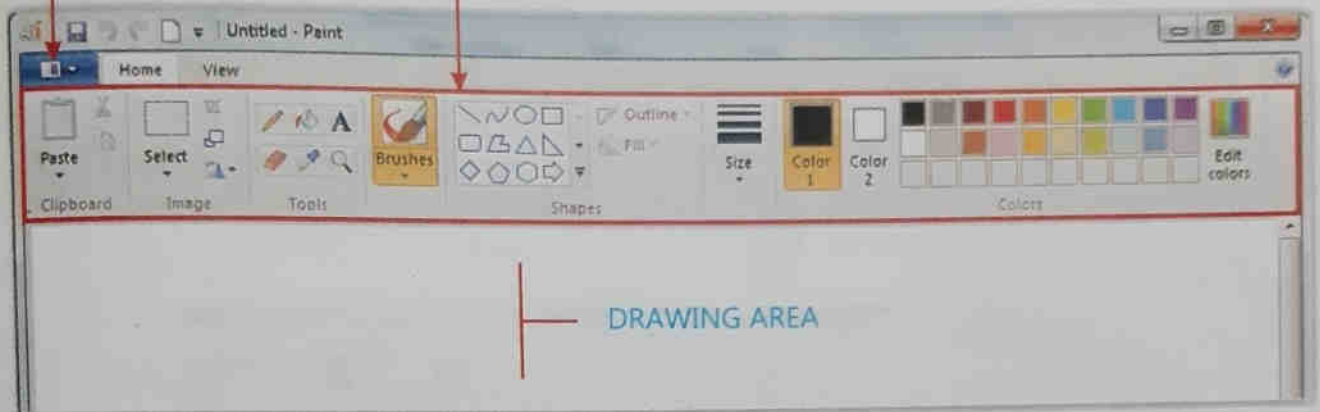



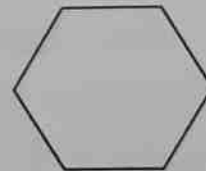
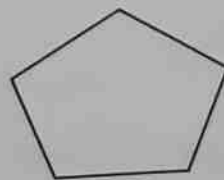
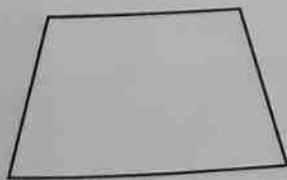


Fig. 4: The MS Paint window

- **Paint button** offers many options such as opening, saving or printing a drawing.
- **Drawing area** is the blank area where you can draw and paint.
- **Ribbon** contains different groups and each group contains different tools.
- **Minimize**  **button** allows you to minimise the Paint window.
- **Maximize**  **button** allows you to maximise the Paint window. This button changes to Restore Down button when you have maximised the window. The Restore Down button allows you to reduce the size of the Paint window.
- **Close**  **button** allows you to close the Paint program.

POLYGON TOOL

A polygon is a closed shape made up of straight lines. Shown here are a few polygons.



To use the Polygon tool, follow these steps:

Step 1: Click on the **Polygon** tool in the **Shapes** group (Fig. 5).

Step 2: Select a color from the **Colors** group (Fig. 6).



Fig. 5: The Shapes group

Step 3: Click in the **Drawing area** and drag the pointer to draw a straight line.

Step 4: Release the mouse button.

Step 5: Move the mouse and click on any point in the Drawing area.
The point gets connected to the end point of the line you had drawn earlier.

Step 6: Repeat the above step to draw as many lines as you want for your polygon.

Step 7: Connect the last line to the first line by clicking on the starting point.
The polygon is complete (Fig. 7).



Fig. 6: Selecting a color

Fact Byte

A polygon having five sides is called a **pentagon** and a polygon having six sides is called a **hexagon**.

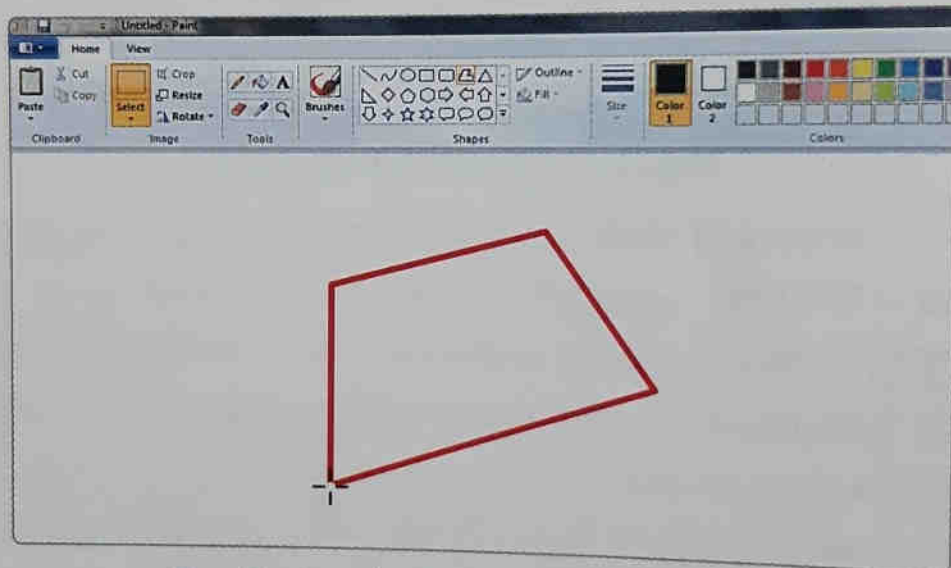


Fig. 7: A polygon having four sides

PENCIL TOOL



Sometimes, we wish to draw curved lines. We can do this with the help of the **Pencil** tool of the Tools group.

To use the Pencil tool, follow these steps:

Step 1: Click on the **Pencil** tool (Fig. 8).

Step 2: Click on **Size** and select a line size (Fig. 9).

Step 3: Select a color from the **Colors** group (Fig. 10).

Step 4: Start freehand drawing in the **Drawing area** by dragging the pointer (Fig. 11).



Fig. 8

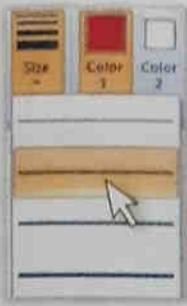


Fig. 9



Fig. 10

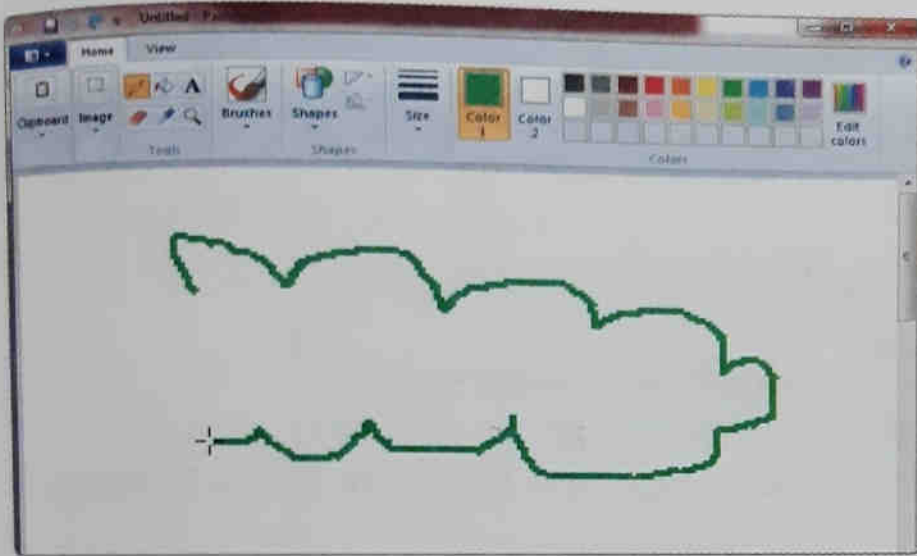


Fig. 11

Activity Time

Write your name using the Pencil tool in MS Paint. Use a different color for each letter.

AIRBRUSH TOOL



The Airbrush tool colors your drawing like a spray paint can.

To use the Airbrush tool, follow these steps:

Step 1: Click on the down arrow under the **Brushes** tool (Fig. 12).

Step 2: Select the **Airbrush** tool from the given options (Fig. 13).

Step 3: Click on **Size** and select a brush size of your choice (Fig. 14).



Fig. 12



Fig. 13



Fig. 14



Fig. 15

Step 4: Select a color from the **Colors** group (Fig. 15).

Step 5: Click in the **Drawing area** and drag the pointer to paint (Fig. 16).



Fig. 16

TEXT TOOL

You can also write your name on your drawing.

The **Text** tool of the Tools group allows you to type text anywhere in the Drawing area of the MS Paint window.

To use the Text tool, follow these steps:

Step 1: Click on the **Text** tool (Fig. 17).

Step 2: Select a color from the **Colors** group (Fig. 18).

Step 3: Click in the **Drawing area** where you want to type text (Fig. 19).
A box with dotted outline appears with a cursor blinking inside.

Step 4: Type your name in the text box (Fig. 19).



Fig. 17

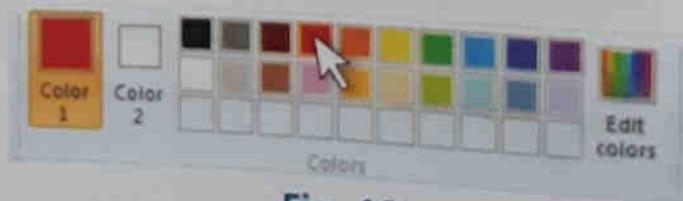


Fig. 18

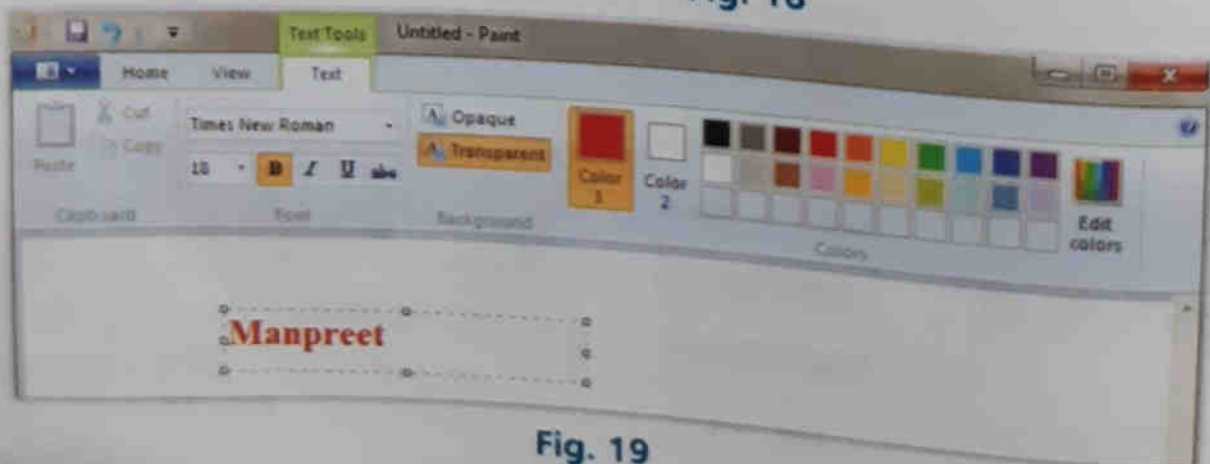


Fig. 19

Changing Font Size, Style and Color

While typing text in the Drawing area of MS Paint, a **Text Tools** tab appears on the Ribbon. With the help of its **Font** group, you can change the font, font size, and font style of the text. You can also change the color of your text in MS Paint. But, for doing all this, you first need to select the text. It can be done by any one of the following methods:

- Drag over the text and select it with the help of the mouse.
- Use the **Shift** key along with the **Arrow** keys on the keyboard to select the text.

Once you have selected the text,

- you can change its font, size and style with the help of the **Font** group appearing on the Ribbon (Fig. 20).

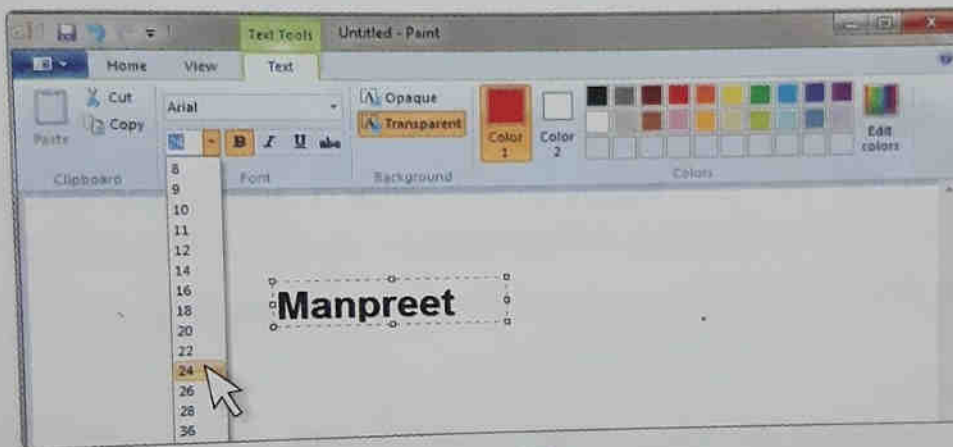


Fig. 20

- you can change its color by selecting the color of your choice from the **Colors** group (Fig. 21).



Fig. 21

Smart Byte

You can type inside a Text box only till you have not clicked outside it. Once you have clicked outside the Text box, you cannot type in that box again.

Test Yourself

1. Tick (✓) the one that has been colored with the Airbrush tool.



2. Draw a circle and a rectangle using the tools of the Shapes group. Color them with the help of the Airbrush tool in two different colors.

THE COLOR BOXES

On the Ribbon, you can see two boxes called **Color 1** and **Color 2**. Color 1 is the outline color. Color 2 is used as the inside color.

Let us draw the following picture using these Color boxes (Fig. 22).

COLOR 1 BUTTON

COLOR 2 BUTTON

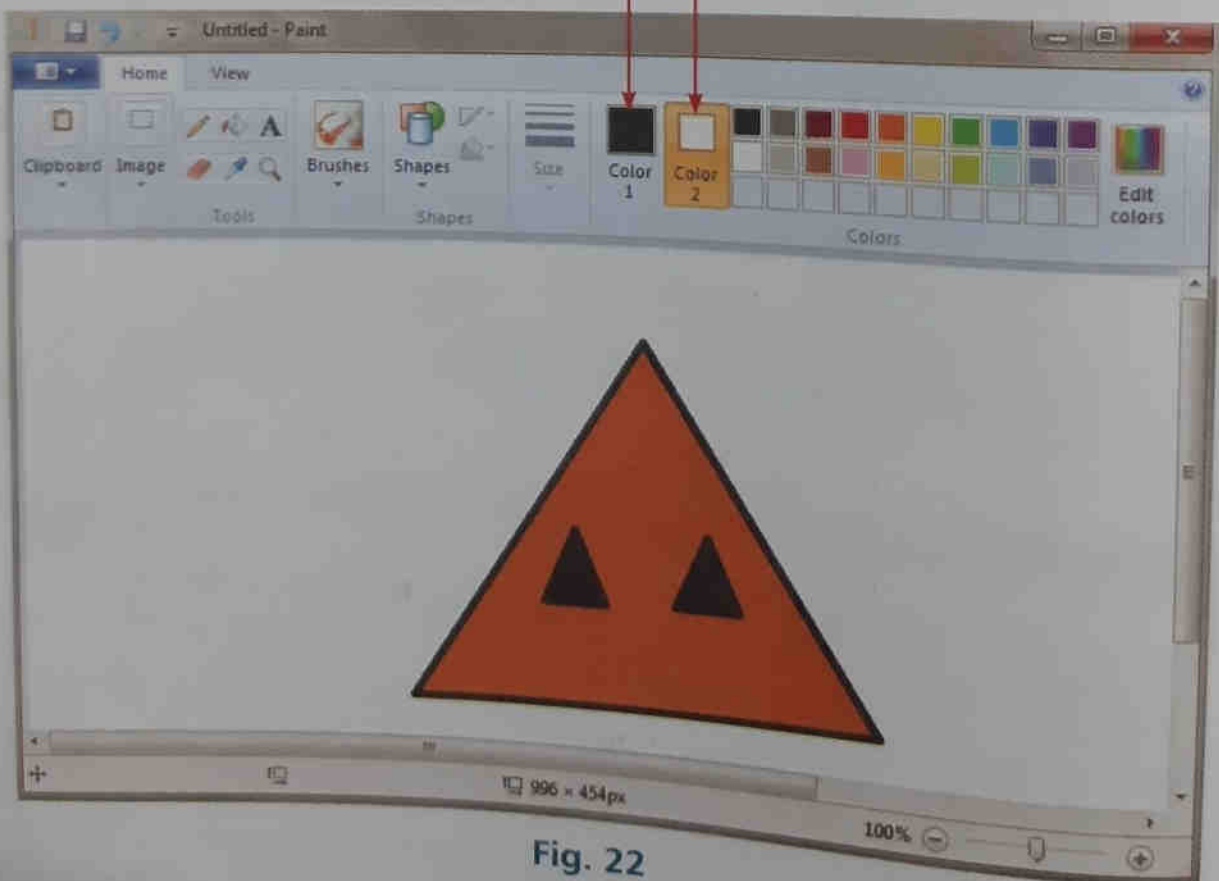



Fig. 22

- Step 1: Click on **Color 1**.
- Step 2: Select black color from the **Colors** group.
- Step 3: Click on **Color 2**.
- Step 4: Select orange color from the **Colors** group.
- Step 5: Click on the **Triangle** tool of the **Shapes** group.
- Step 6: Click on the **Fill** button  of the **Shapes** group.
- Step 7: Select **Solid color** from the given options.
- Step 8: Click in the **Drawing area** and drag the pointer.
- Step 9: Click anywhere in the blank area.
- Step 10: Click on **Color 2**.
- Step 11: Select black color from the **Colors** group.
- Step 12: Click inside the triangle (drawn in step 8) and drag the pointer to draw a smaller triangle.
- Step 13: Draw another triangle by repeating the previous step.

Your picture is ready!

Fact Byte

You can give different color effects to a shape using the options under the Fill button.



MAKING YOUR OWN COLOR

There are many colors available in the **Colors** group of MS Paint. You can also make your own colors. Let us see how.

Step 1: Select a color of your choice from the **Colors** group.

Step 2: Click on the **Edit colors** button.

The Edit Colors dialog box appears (Fig. 23).

Step 3: Drag the slider up or down to get the desired shade of the selected color.

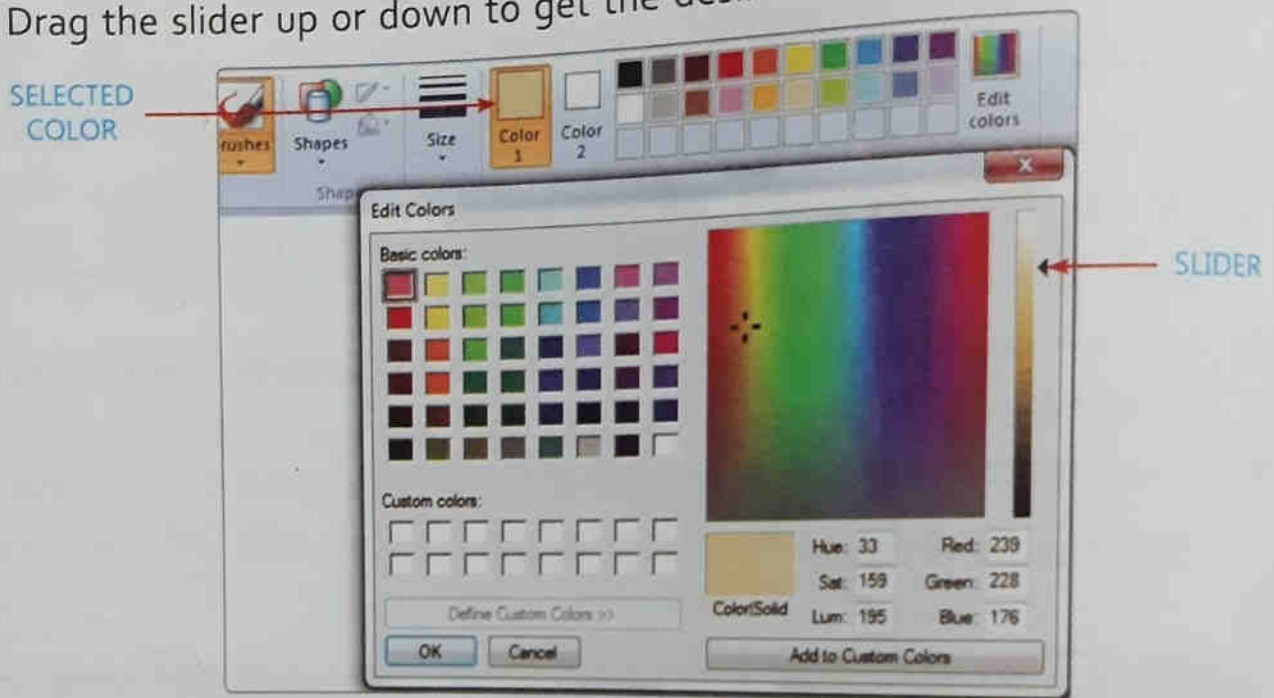


Fig. 23

Step 4: Click on **Add to Custom Colors** button.

Step 5: Click on **OK**.

Your new custom color is now available in the **Colors** group.

CALLOUT FEATURE

In Paint, you can draw bubbles along with the drawing and type text in these bubbles to show the character speaking—just like we see in a comic strip! This can be done by using the **Callout** feature.

To use the Callout feature, follow these steps:

Step 1: Draw any character of your choice (Fig. 24).

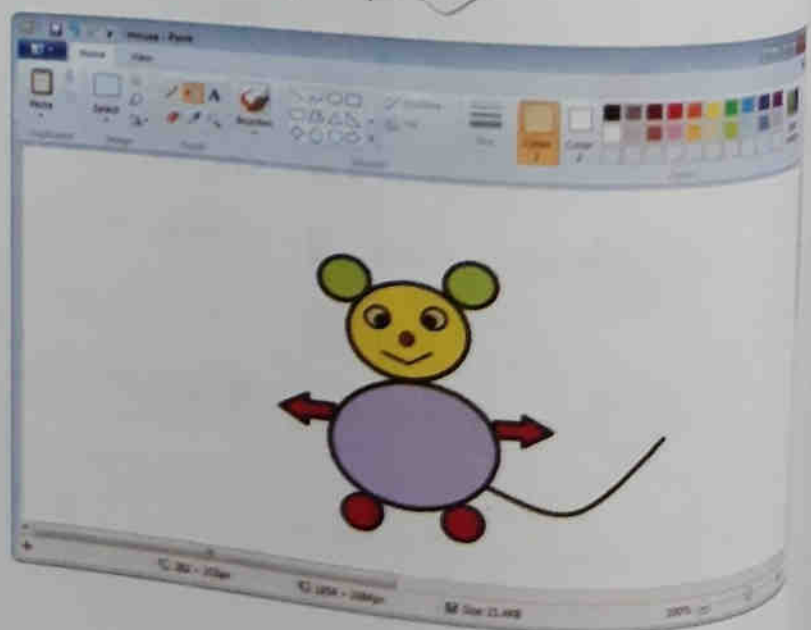


Fig. 24

Step 2: Click on a callout button on the **Shapes** group (Fig. 25). There are three types of callouts. You can choose any one of the three types of callouts.



Fig. 25

Step 3: Drag and drop the mouse on the screen to make the callout appear just next to the character's mouth (Fig. 26).

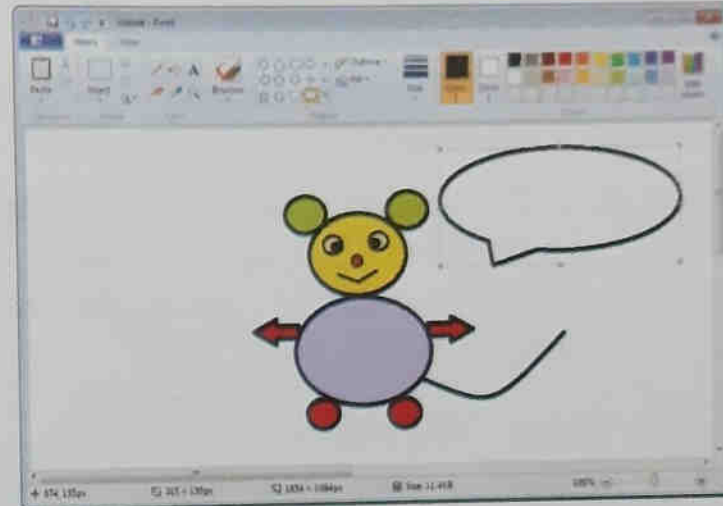


Fig. 26

Step 4: Click on the **Text** tool (Fig. 27).



Fig. 27

Step 5: Drag and drop the mouse inside the callout.

Step 6: Type the character's dialogue (Fig. 28).

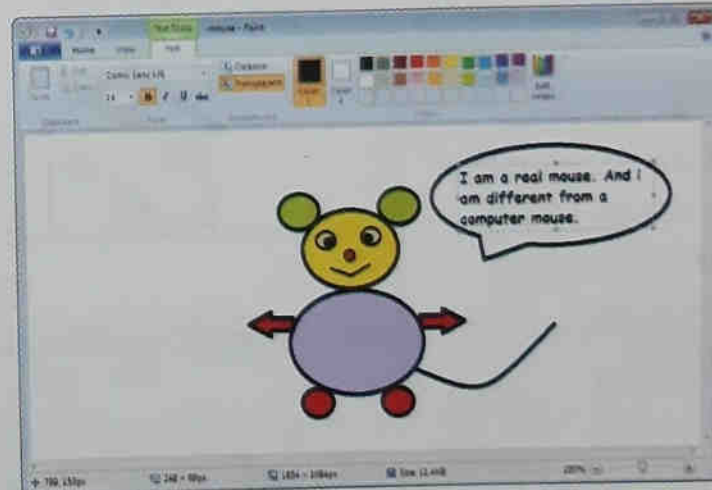


Fig. 28

Activity Time


1. Open **Paint**.
2. Using the **Text tool** type LEARN ABOUT Callout. Your text should be in Times New Roman font, Bold, Font size 32 and in red color.
3. Draw three friends.
4. Show these friends telling about their favourite food in these callouts.


SELECTING AN IMAGE

In Paint, you can not only draw an image but also Cut, Copy, Paste, Crop, Resize and Rotate it. However, let us first learn how to select an image or a part of it.

Rectangular Selection

To select a part of your drawing, follow these steps:

Step 1: Click on the down arrow on the Select button  in the Image group on the Home tab (Fig. 29).

Step 2: Click on the Rectangular selection  (Fig. 29).

Step 3: Click and drag the mouse over the area to be selected. *Your selection will have a dotted rectangular box around it* (Fig. 29).

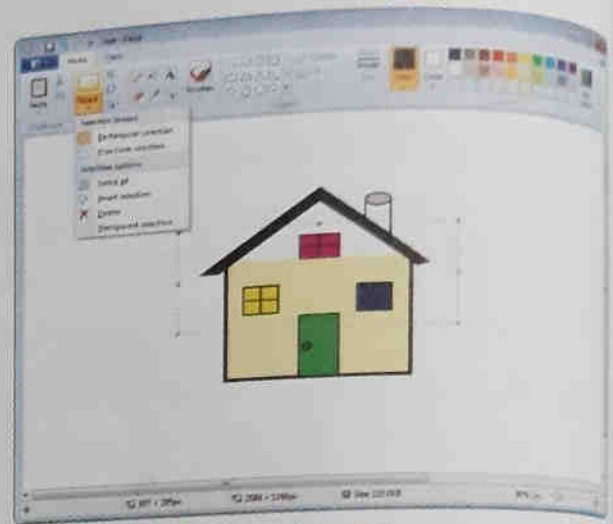


Fig. 29

Free-form Selection

You can also select your drawing in any shape. You can use the **Free-form** selection option. To use the Free-form selection, follow these steps:

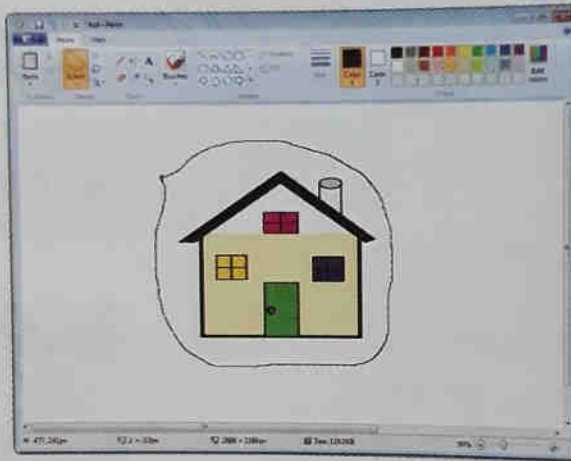


Fig. 30

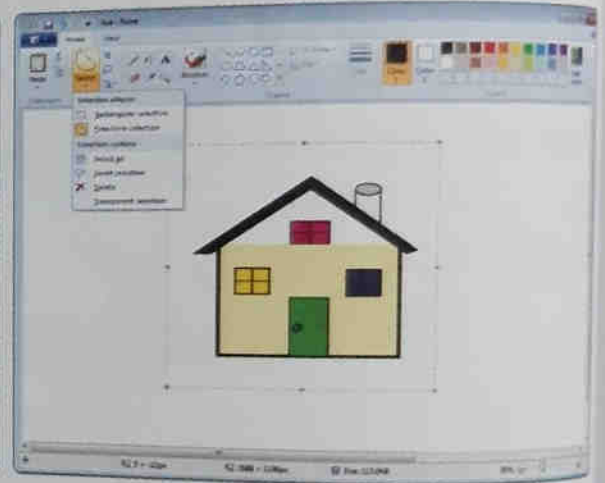




Fig. 31

Step 1: Click on the down arrow on the Select button  in the Image group. *A list of options will appear.*

Step 2: Click on the Free-form selection .

Step 3: Click and drag the mouse in any desired shape (Fig. 30). *When you are done, your selection will have a dotted rectangular box around it* (Fig. 31).

Select all

The **Select all** option  from the drop down menu that appears on clicking the down arrow on the Select button can be used to select the entire drawing (Fig. 32).

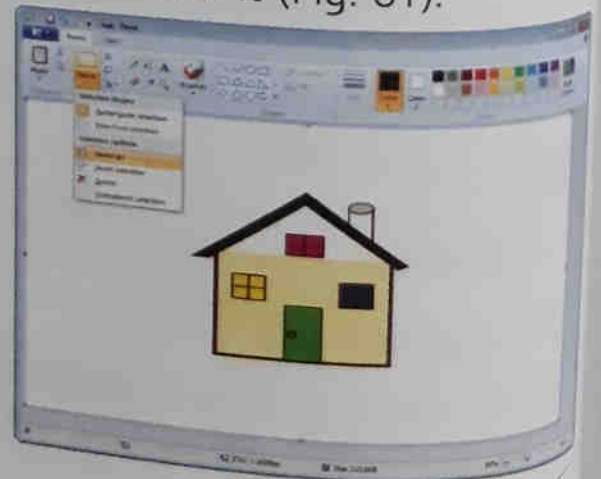


Fig. 32

CUT, COPY AND PASTE

We can use features like Cut, Copy and Paste in Paint with the help of the Clipboard group of the Home tab.

Cut and Paste

The Cut feature is used to remove the selected part of an image.

The removed part can be pasted anywhere else in the drawing.


Follow these steps to use the Cut and Paste features.

Step 1: Make a drawing in Paint (Fig. 33).


Step 2: Click on Select button arrow .

Step 3: Click on Rectangular selection (or any other option you want).

Step 4: Select a part of the drawing or the entire drawing.

Step 5: Click on the Cut button .

The selected part or the drawing gets cut.

Step 6: Click on the Paste button  and move around the drawing. Place it wherever you want (Fig. 34)!

Fact Byte

When we Cut or Copy something, it goes to the clipboard. On giving the Paste command at a place, the Copied or the Cut content from the clipboard is copied to that place.

Keyboard Shortcut

Here are the keyboard shortcuts to cut, copy and paste an image: Ctrl + X for Cut, Ctrl + C for Copy and Ctrl + V for Paste.



Fig. 33: Before using the Cut and Paste command

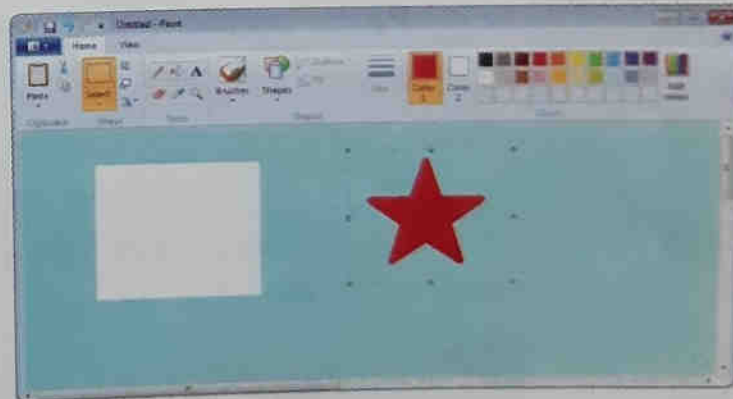


Fig. 34: After using the Cut and Paste command

Smart Byte

To move a part of an image, simply select the part and drag it anywhere on the screen. You need not use the Cut and Paste feature!

Copy and Paste

Sometimes, we need to paste a particular image a number of times. For example, if we want to draw a piece of cloth with many red circles, we have to copy the red circle. To do so, we can use the Copy and Paste feature.


Follow these steps to make a piece of cloth with a number of red circles (Fig. 35).


Step 1: Click on **Color 1**.

Step 2: Click on grey color.

Step 3: Click on **Color 2**.

Step 4: Click on red color.

Step 5: Click on the **Oval** shape button .

Step 6: Click on the **Fill** button .


A drop down menu will appear.


Step 7: Click on the **Solid color** option



Step 8: Drag and drop the mouse once on the screen to make a red circle.


Step 9: Click on the **Select** button, and then, **Rectangular Selection** from the drop down menu.

Step 10: Click and drag the mouse button to select the circle drawn earlier in the drawing area. Click on **Copy** button  in the Clipboard group.

Step 11: Click on **Paste** button . *You will see another circle on the screen.*

Step 12: Drag it to another place.

Step 13: Continue pasting as many circles as you want! *You can now fill the cloth with green color. To do so, click on Color 2, and then, click on the green color.*

Step 14: Click on the Fill with color  tool and right-click anywhere in the empty area on the screen.

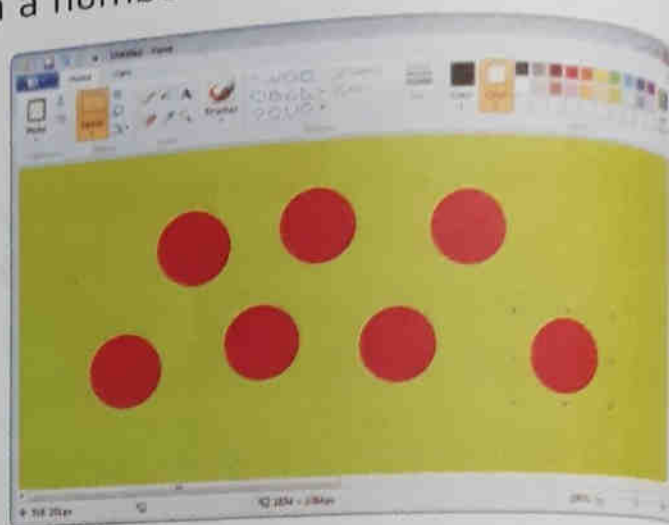
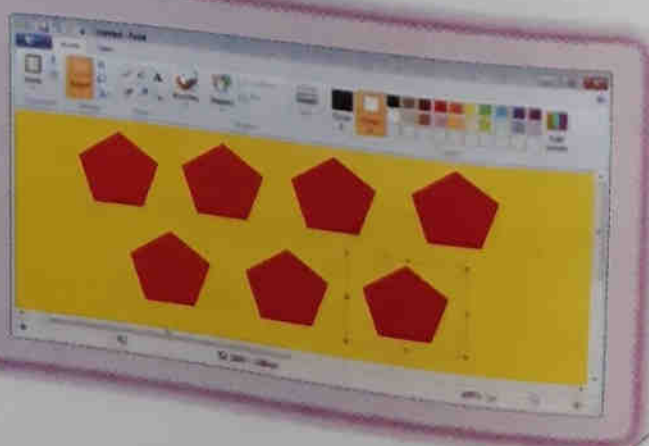


Fig. 35: Creating multiple figures using Copy and Paste commands

Activity Time

Design a gift paper as shown alongside.




Resize Feature

To change the size of a part of an image or the whole image, we use the Resize feature of Paint. We can even increase or decrease the size of the image.

To resize a part of an image, follow these steps:

Step 1: Make a drawing, say a hut.

Step 2: Click on the Select button and select the hut.

Step 3: Click on the Resize button  in the Image group of the Home tab. *The Resize and Skew window opens (Fig. 36).*

Step 4: Under the Resize group, mention the Horizontal and Vertical percentages for resize (for example, 50% each).

Step 5: Click on OK. *The hut gets reduced to half its original size!*

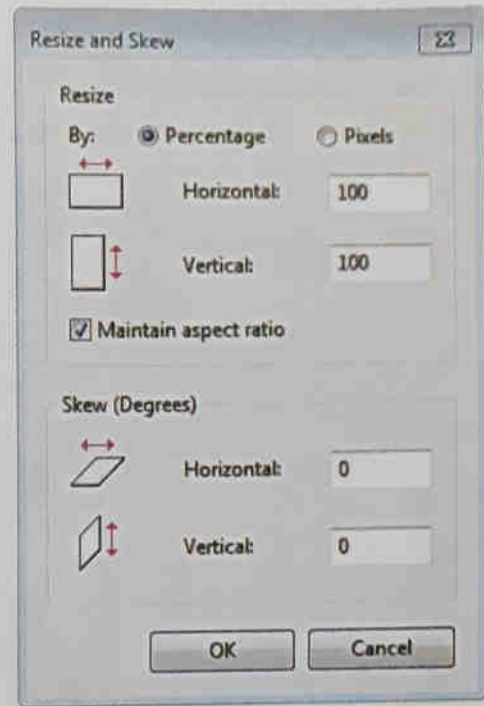


Fig. 36: The Resize and Skew window

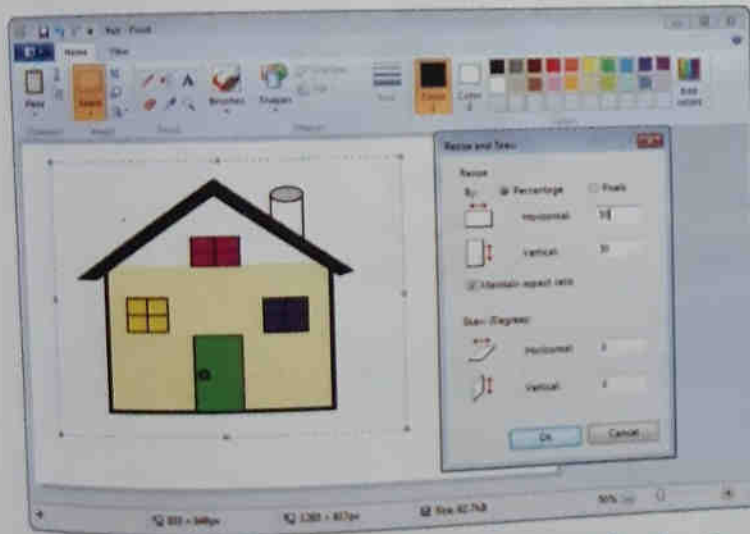


Fig. 37: Before using the Resize feature

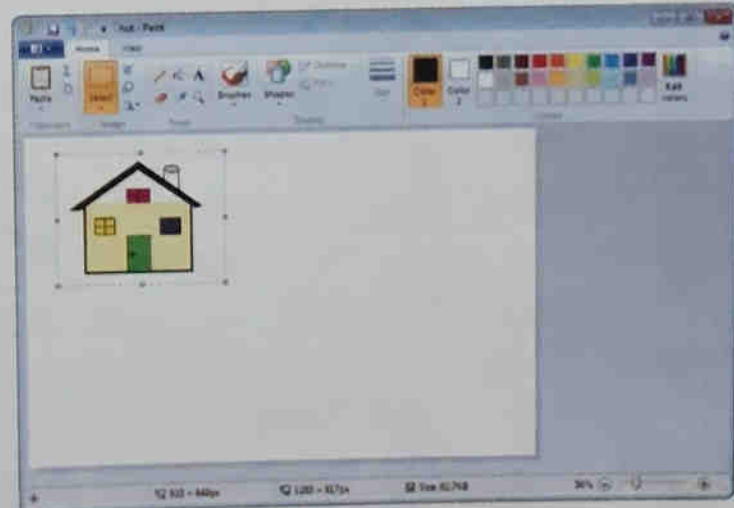


Fig. 38: After using the Resize feature

Fact Byte

The original size of the drawing is taken as 100%. The size can be changed accordingly. For example, 50% would mean half the size while 200% would mean double the size.

Skew Feature

To skew a drawing means to shift it at an angle. Skew is done by mentioning the degree of angle by which you want your drawing to be shifted. Here are some examples (Fig. 39):

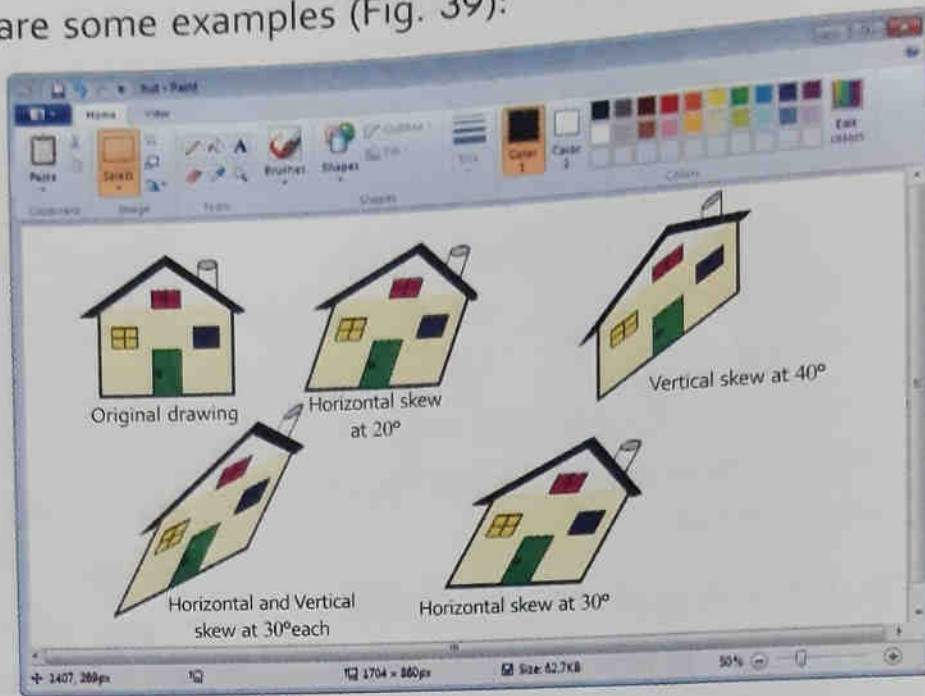


Fig. 39: Different Skew effects on a picture

To skew a drawing, or a part of it, follow these steps:

Step 1: Draw your picture or the one as shown here.

Step 2: Select the picture or a part of it.

Step 3: Click on the **Resize** button in the **Image** group of the **Home** tab.
The Resize and Skew window opens.

Step 4: Under the **Skew** group, type some value, say 30 in horizontal and 10 in vertical skew boxes.

Step 4: Click on **OK**. See the change in the picture.

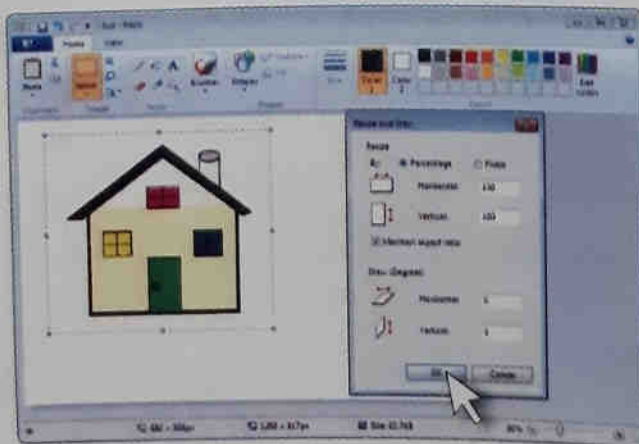


Fig. 40: Before using Skew feature

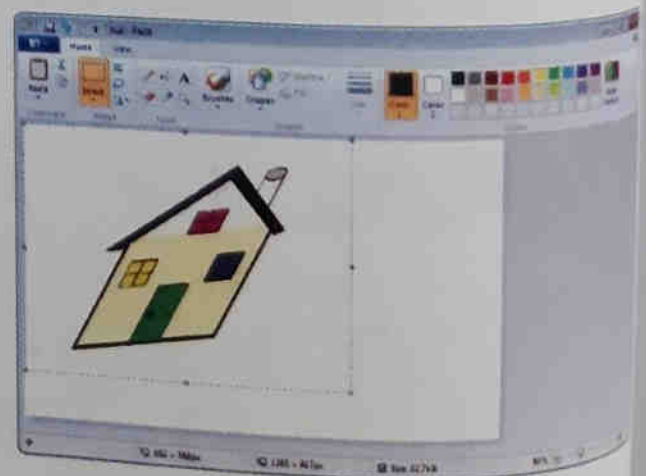


Fig. 41: After using Skew feature

Rotate and Flip

You can rotate or flip your drawing or a portion of it.

Rotate means to move a picture or a portion of it clockwise or anticlockwise.

Flip means to turn a picture or a portion of it upside down or left to right.

Here are some examples (Fig. 42):

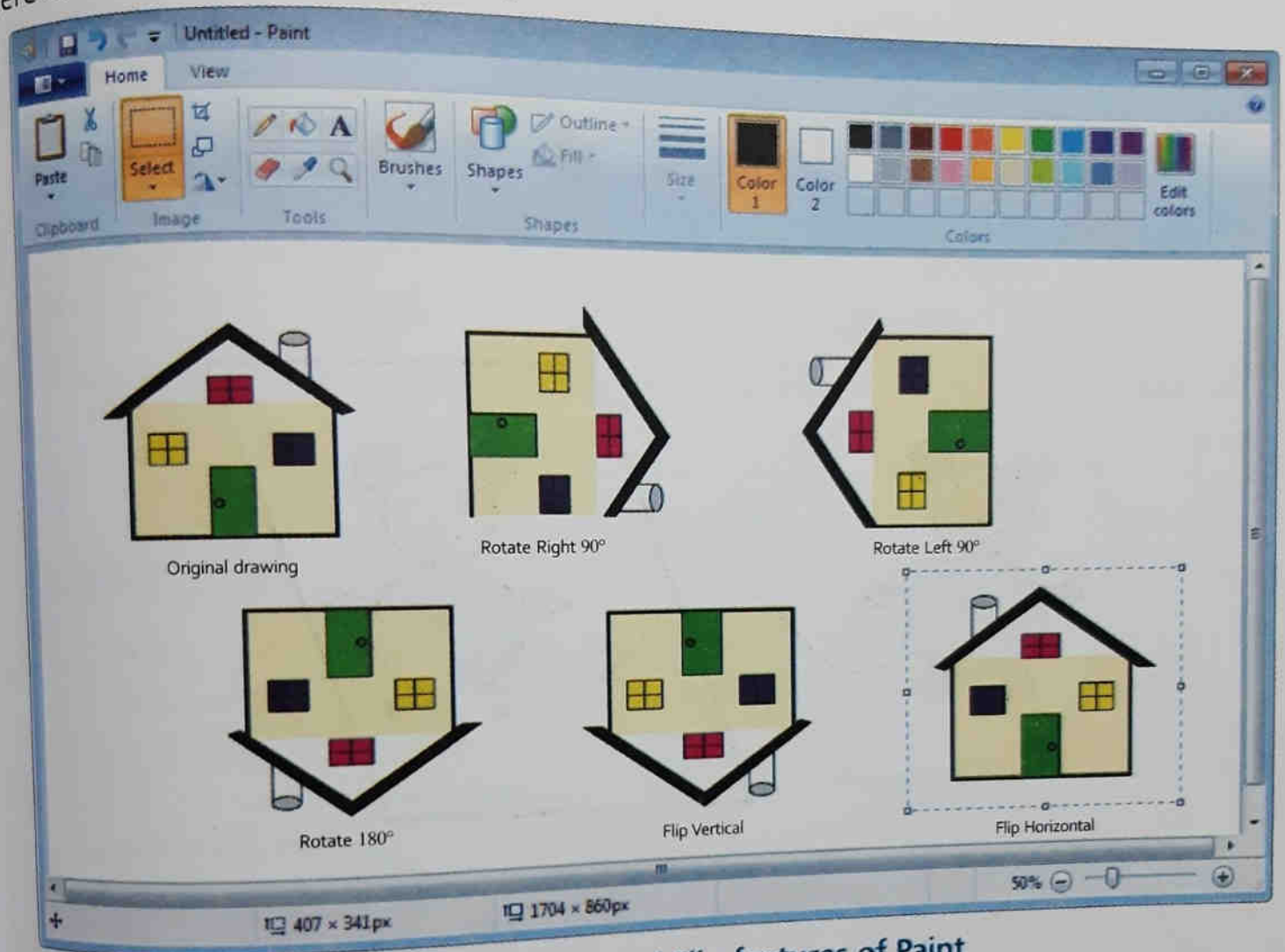


Fig. 42: Rotate and Flip features of Paint

To flip or rotate a picture, or a part of it, follow these steps:

Step 1: Make your drawing.

Step 2: Select your drawing or the part that you want to rotate or flip.

Step 3: Click on the **Rotate** button.

Step 4: Choose the type of flip or rotation desired.



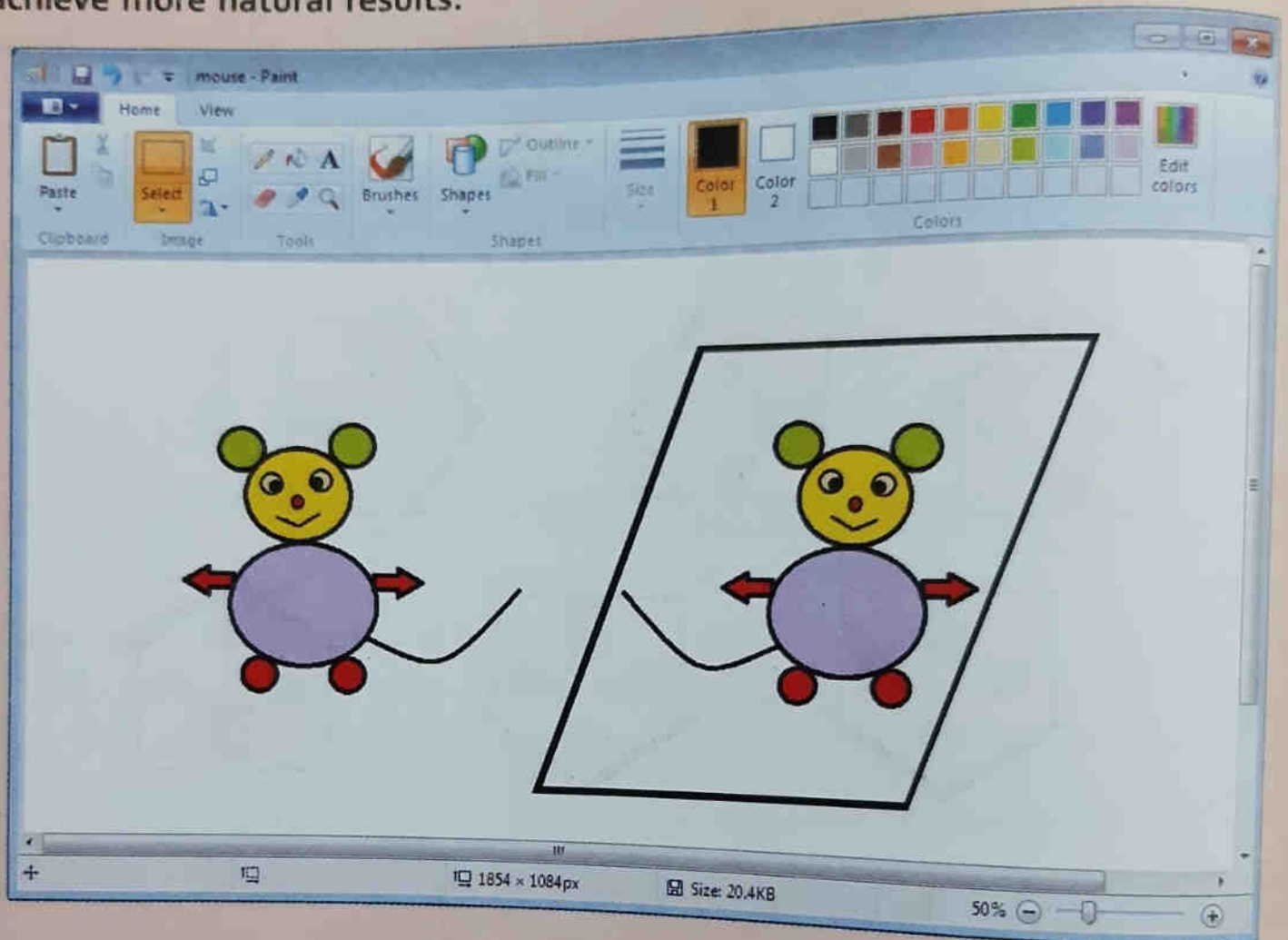
The Rotate picture options

Smart Byte

'Flip horizontal' gives the mirror image of a drawing.

Solved Lab Activity

Use the flip horizontal feature to draw a real mouse looking at its own image in the mirror (as shown below). You can also combine a little bit of skew to achieve more natural results.



Solution

- Step 1:** Click on Color 1 and select black color.
- Step 2:** Click on Color 2 and select yellow color.
- Step 3:** Click on the Oval shape and draw the mouse's face and eyes.
- Step 4:** Click on Color 2 and select violet color.
- Step 5:** Again click on the Oval shape and draw the mouse's lower body.
- Step 6:** Click on Color 2 and select red color.
- Step 7:** Click on the Right and Left Arrow shapes to draw the hands.

- Step 8:** Click on the Oval shape to draw the legs and the nose.
- Step 9:** Using the Curve tool, draw the tail and mouth.
- Step 10:** Click on Color 2 and select green color.
- Step 11:** Click on the Oval shape and draw ears.
- Step 12:** Click on the Rectangle shape and draw a rectangle.
- Step 13:** Skew the rectangle horizontally at 20 degrees. This is the mirror as shown in the illustration.
- Step 14:** Copy and paste the mouse in the mirror.
- Step 15:** Select it and flip horizontally. Your picture is ready!

Recall Time

- ◆ The Polygon tool is available in the Shapes group.
- ◆ The Pencil tool and Text tool are available in the Tools group.
- ◆ The Brushes tool offers nine different types of brushes.
- ◆ Color 1 is the outline color whereas Color 2 is used as the inside color.
- ◆ You can also make your own color in Paint.
- ◆ The Callout feature is present in the Shapes group.
- ◆ You can select the entire image or a part of the image.
- ◆ You can Cut, Copy and Paste the entire image or a part of it.
- ◆ You can change the size of a part of an image or the whole image by using the Resize feature.
- ◆ To Skew a drawing means to shift it at an angle.
- ◆ Flip means to turn a picture or a portion of it upside down or left to right.



A. Tick (✓) the correct option.

- This tool is not present in the Tools group.
 - Pencil
 - Polygon
 - Text
 - Eraser
- This is not a shape of the callout available in Paint.
 - Cloud
 - Oval
 - Star
 - Rounded rectangular
- This lets us select our drawing in any shape.
 - Rectangular selection
 - Select all
 - Free-form selection
 - None of these
- This is a keyboard shortcut to copy an image or a part of it.
 - Ctrl + X
 - Ctrl + V
 - Ctrl + C
 - None of these
- This means to shift an image at an angle.
 - Resize
 - Rotate
 - Skew
 - Flip

B. Fill in the blanks using the words given in the clue box.

Resize Paste Text Select all down

- While typing text in the Drawing area of Paint, a _____ Tools tab appears on the Ribbon.
- The _____ option appears on clicking the down arrow on the Select button.
- Ctrl + V is a keyboard shortcut for _____.
- The _____ feature allows to increase or decrease the size of the image.
- Flip means to turn a picture or portion of it upside _____ or left to right.

C. Tick (✓) the correct statements and cross (X) out the incorrect ones.

1. The Pencil tool can be used to draw curved lines.
2. The Airbrush tool colors your drawing like a spray paint can.
3. The Edit Colors option helps us to make our own color.
4. The Select option is present in the Clipboard group.
5. Rotate means to move a picture or a portion of it clockwise only.

D. Answer the following questions.


1. Write the steps to draw a pentagon in Paint.
2. How many color boxes are present in Paint. Which color is used for which purpose?
3. How is the Rectangular selection different from the Free-form selection?
4. How do Copy and Paste commands help in Paint?
5. How is Rotate 180° different from Flip horizontal?



Lab Activity

1. Draw the scenery shown below using different tools of MS Paint.



2. Click on the drop down arrow on the Brushes  tool and identify the nine options available there. Write the names of all the brushes you see there.

Note to the Teacher

- ◆ Demonstrate the uses of the various tools of MS Paint and encourage the students to use all the tools to make attractive and colorful drawings.

