

MS PAINT

(NOTES)

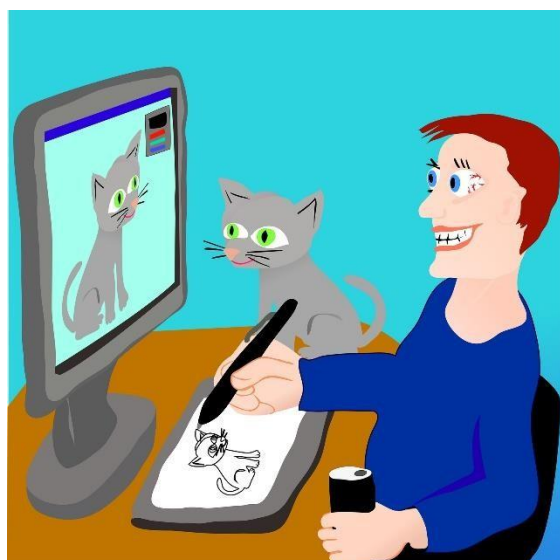
Note to tutors and students

The Graphics section of Level 4 Computer Applications can be utilised by several different applications, and there is no stipulation from QQI (formerly FETAC) on which to use. So it's your choice! Possibilities include:

- A Paint application
- A word processing application with clipart
- Slide show application

And more....provided that all the learning outcomes can be covered.

I have always chosen Paint for several reasons:



- I think it's more challenging than other applications.
- As well as being challenging, it somehow seems like a fun way to end a class (especially with some quiet music in the background)
- Students feel achievement when they get it right.
- Students seem to all be very chilled and in good humour when working on their images!
- It feels more like a graphic application than word processing or slide shows.
- The learning outcomes closely match the application and its features.
- Microsoft Paint is available free on Windows' computers so all students can practise at home without having to purchase software.

If, however, you prefer a different application, this booklet is not for you!

Introduction

MS Paint is a drawing or painting tool, which is included in all versions of Microsoft Windows.

Where to find Paint in Windows:

1. Click on Start.
2. Click on All apps.
3. Scroll to Windows Accessories.
4. Click on Paint.

You can also type Paint into the search box.

Note

- Open the Paint application at the start of the lesson and exit from Paint at the end of the lesson.
- Copy the drawings as accurately as you can. Keep dimensions roughly the same.
- Hints are represented with a text box and star. ★
- Where clipart needs to be inserted, download the images from here: <http://educoot.org/for-tutors/> Clipart needs to be resized and placed in the correct position.

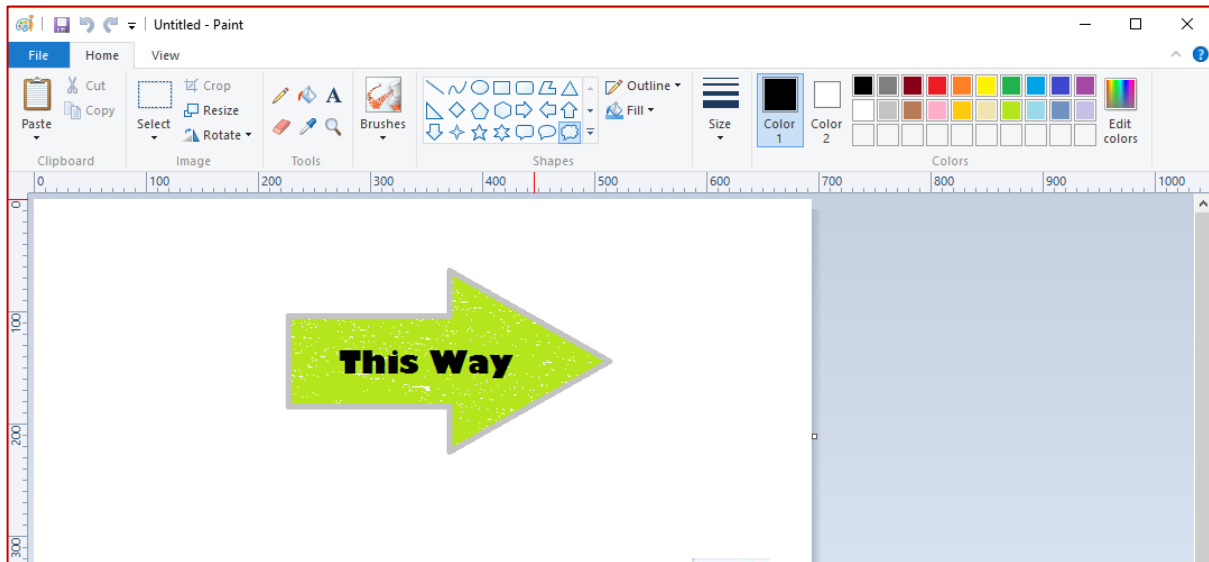


Learning outcomes

- Identify applications suitable for graphics software
- Use the terminology appropriate to graphics software accurately
- Use graphics software to create drawings to include clipart, colour, shape, size, text, enhance text
- Produce a hard copy of drawings modified using colour, shape and size.

Example of using Paint

This is your screen:



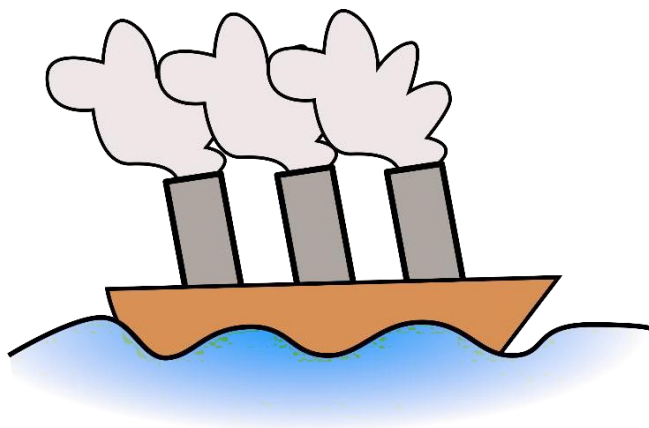
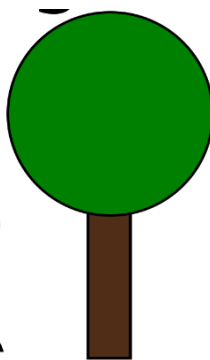
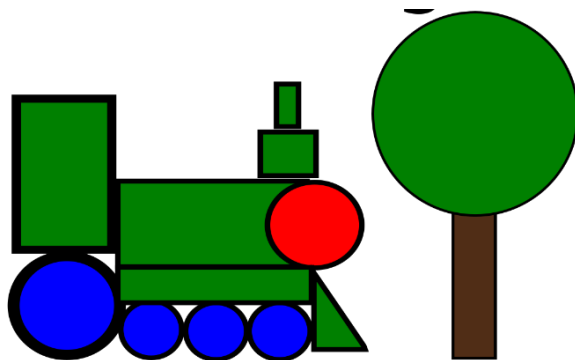
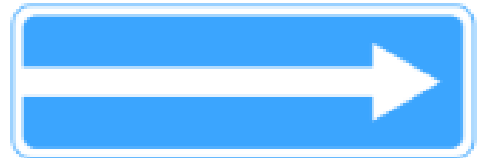
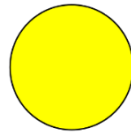
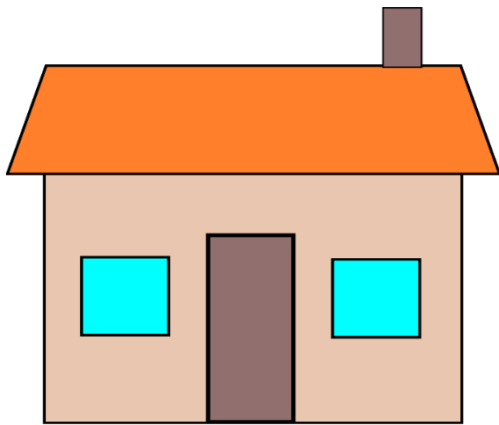
- Click on a shape or the pencil to start drawing 
- Click on the paint pot and then your chosen colour to fill with color 
- Use the text tool to write text. Change the font type, font colour and font size to suit your graph 
- Use the Select tool to move or amend an object 
- Save your drawing. Give it a file name related to the graph 
- Print your drawing. Click into Page Set up to ensure that your drawing fits on the page. (You can choose the option to Fit to ...)



Microsoft Paint Exercise 1

A. Practise using Paint by copying these shapes.

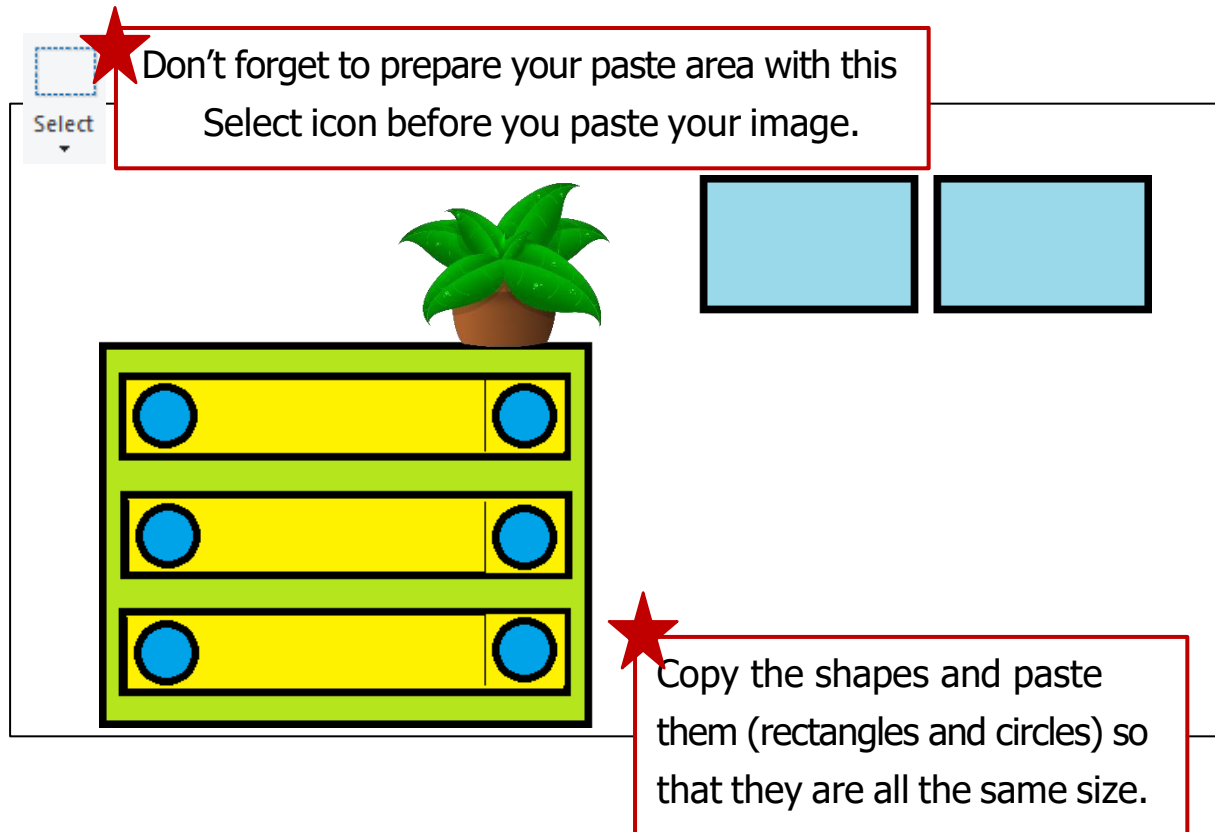
B. Use colours of your choice.



Microsoft Paint Exercise 2

A. Draw / Design the picture below, without the plant.

B. Use colours of your choice.



C. Add the plant clipart and place it on top of the cupboard.

D. Use some freehand drawing.

E. Save your drawing as Room in your own folder.

F. Print your drawing. It must fit on an A4 page.

Hints & Tips:

To paste into your document, use the Select tool to create a shape (example: rectangle) and paste into this shape. You cannot copy and paste without this tool.

Microsoft Paint Exercise 3

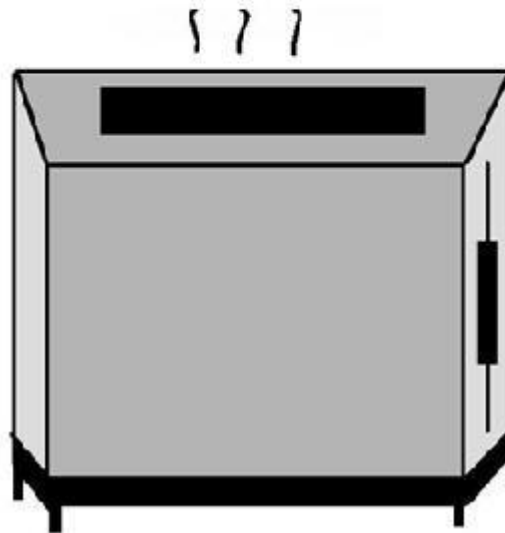
A. Copy the picture as accurately as you can, without the toast.



Use the Select tool to copy and paste the toast.



Use the paint pot to shade in shapes.



You could start the toaster with a square in the middle.

- B. Use colours of your choice.
- C. Add the toast clipart.
- D. Use some freehand drawing.
- E. Save your drawing as *Toaster* in your own folder.
- F. Print your drawing. It must fit on an A4 page.

Hints & Tips:

When you make a mistake use Ctrl + Z to Undo, or use the Undo button.



You can also redo an action.

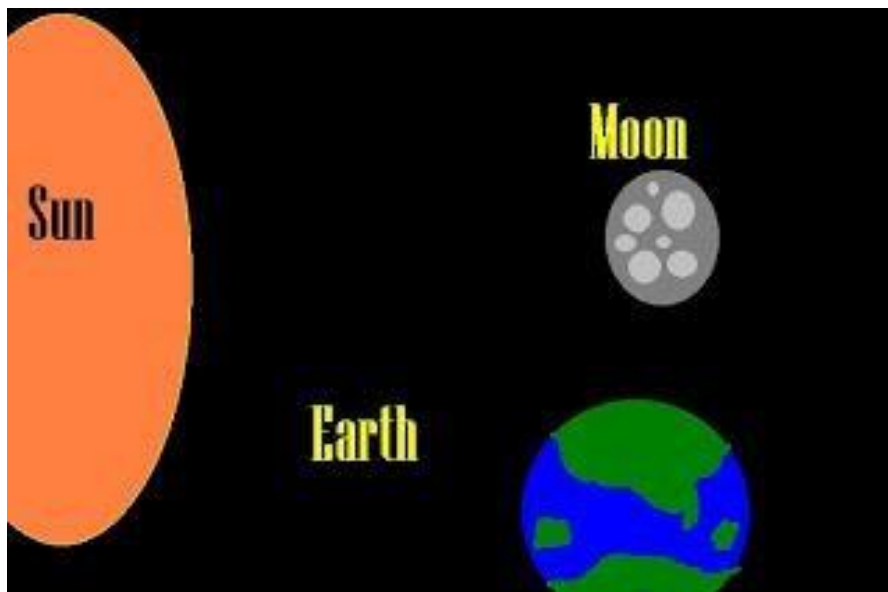
Microsoft Paint Exercise 4

A. Copy the picture as accurately as you can.

B. Copy the same colours as the original.



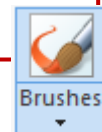
To write the text, use the Text tool.



Use the paint pot to colour the background black.



Use the pencil to draw on Earth. Use a thicker line for drawing – click into Brushes.



C. Save your drawing as Space.

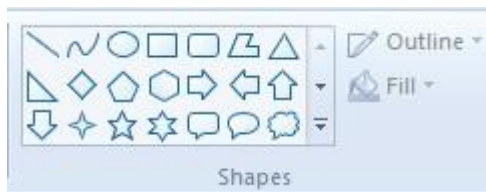
Hints & Tips:

To make your drawings accurate, use the Zoom icon. You can find it under the View Tab.



Microsoft Paint Exercise 5

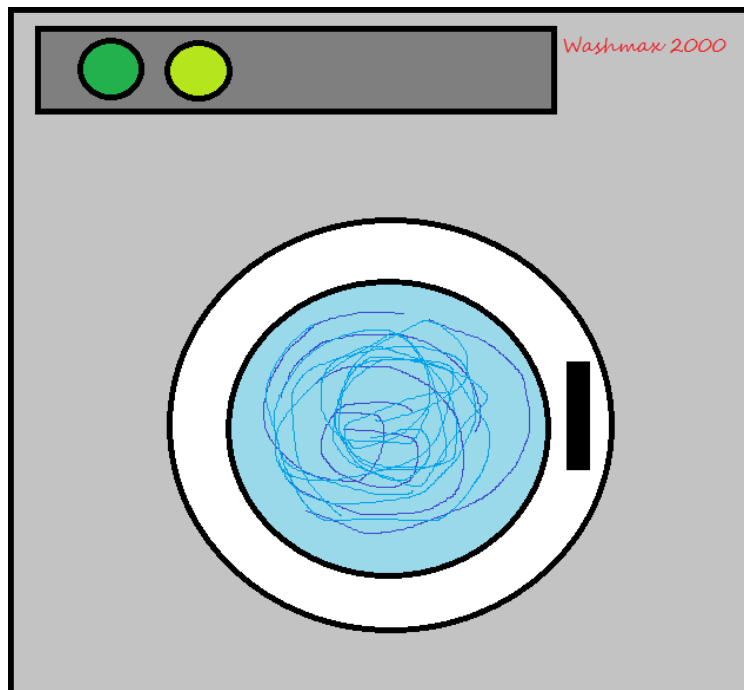
- A. Copy the drawing of the washing machine below as accurately as you can.
- B. Read the hints to help you.
- C. Save the picture as *Washing*.
- D. Print it, ensuring that it fits onto an A4 sheet.



Use shapes to draw the parts of the washing machine.



Use the paint pot to colour single colours.



Use the text tool for the writing below:

Washmax 2000



Use the pencil for the washing in the middle.



Hints & Tips:

Use the eraser to rub out mistakes.

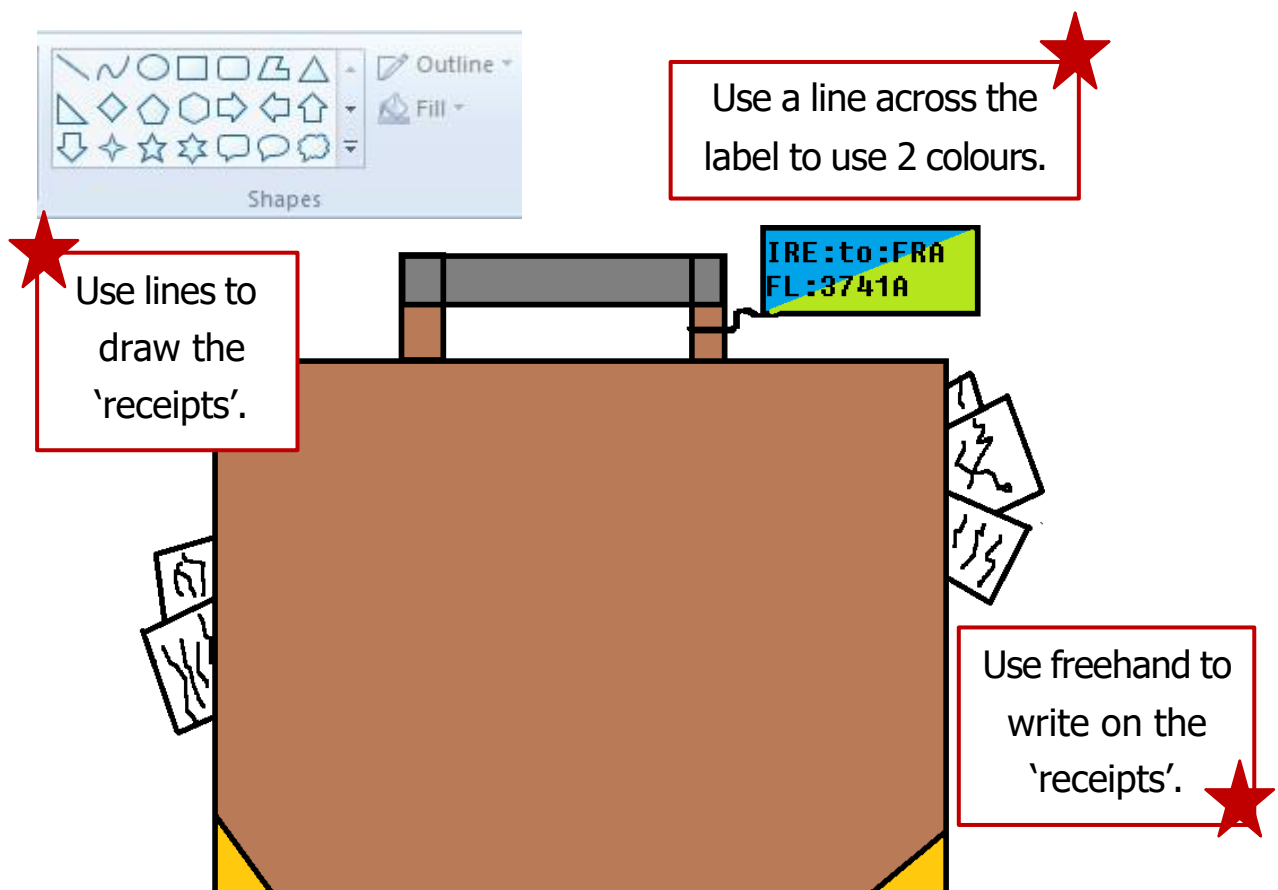


Microsoft Paint Exercise 6

A. Copy the picture as accurately as you can.

B. Save it as Travel.

C. Use your own colours.



Hints & Tips:

When drawing or writing with lines, you can change the thickness of the lines by clicking into Size.



Microsoft Paint Exercise 7

A. Copy the picture as accurately as you can.

B. Save it as Cake.

C. Use your own colours.



Use shapes to draw the parts of the cake. They are mainly rectangles.



Use the pencil to draw the icing freehand.



To make the flames, use a yellow and orange paintbrush.



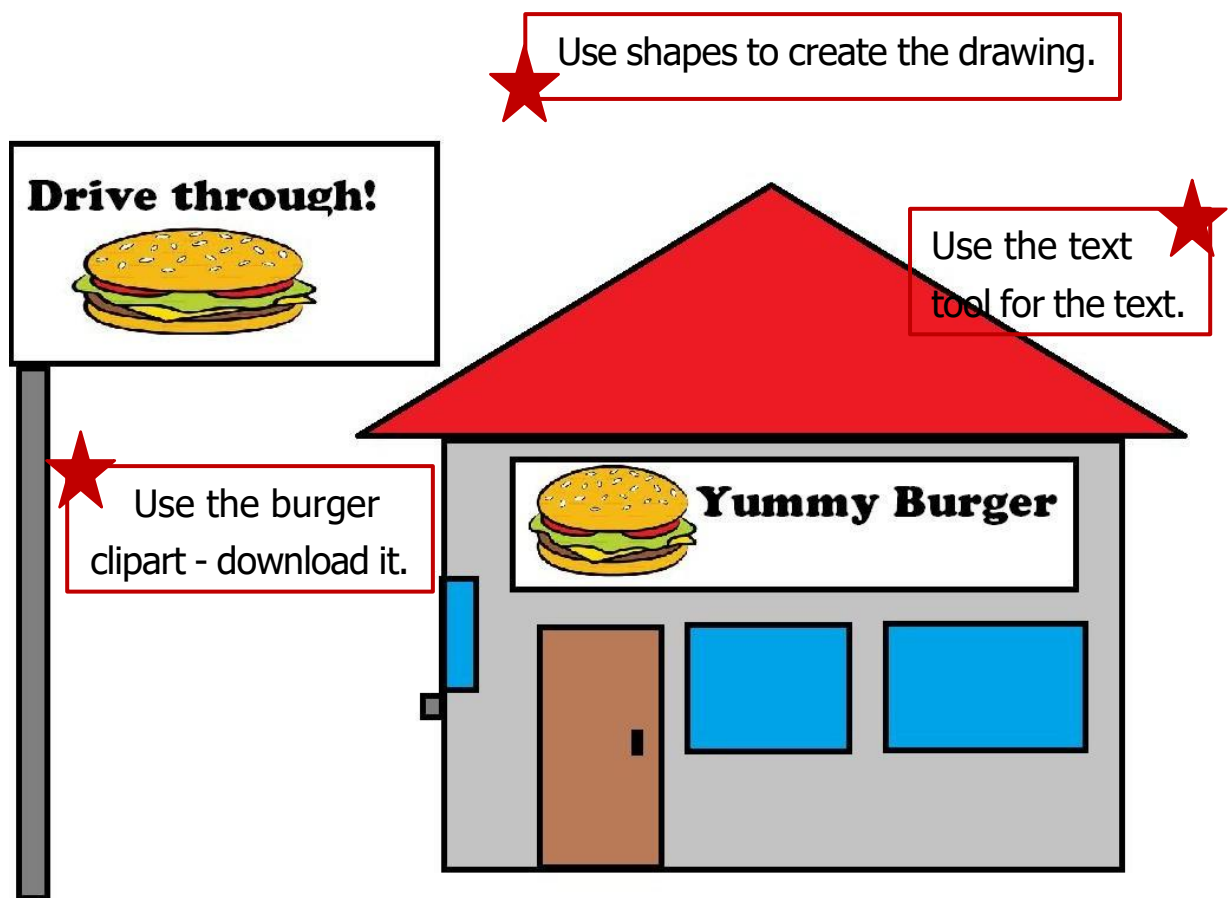
Hints & Tips:

When drawing shapes, and you need to shade them in, always ensure you enclose the shape or else the colour will spill out!



Microsoft Paint Exercise 8

- A. Copy the drawing below as accurately as you can.
- B. Use the same colours.
- C. Read the hints to help you.
- D. Use the spray paint to add some grass to the drawing.
- E. Add some of your own details to the drawing.
- F. Save the picture as FastFood.
- G. Print it, ensuring that it fits onto an A4 sheet.



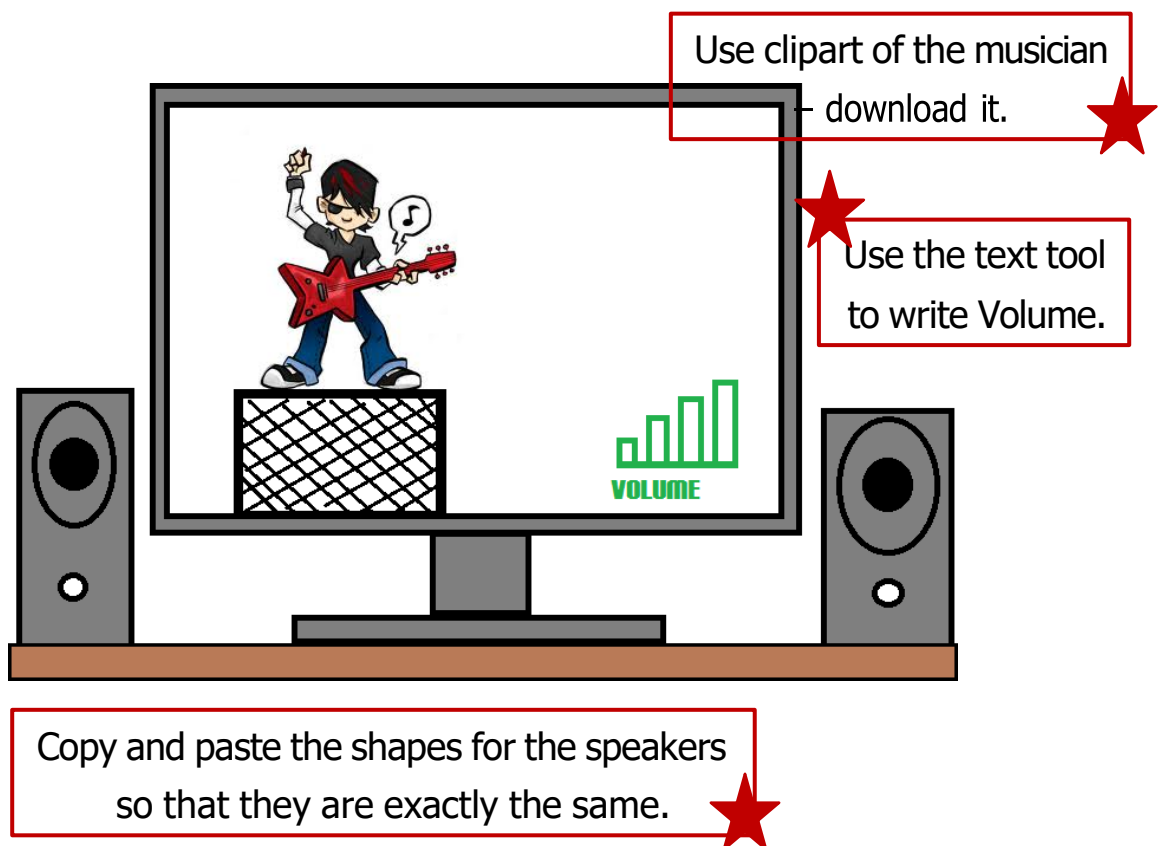
Hints & Tips:

To find the spray paint, click into Brushes and then choose the spray paint. You can also choose different spray sizes.



Microsoft Paint Exercise 9

- A. Copy the drawing below, without the musician, as accurately as you can.
- B. Use colours of your choice but keep white areas white.
- C. Download and insert the clipart Musician.
- D. Once you have completed the drawing, change the white round buttons on the speakers to square buttons.
- E. Save the picture as Rock.
- F. Print it, ensuring that it fits onto an A4 sheet.

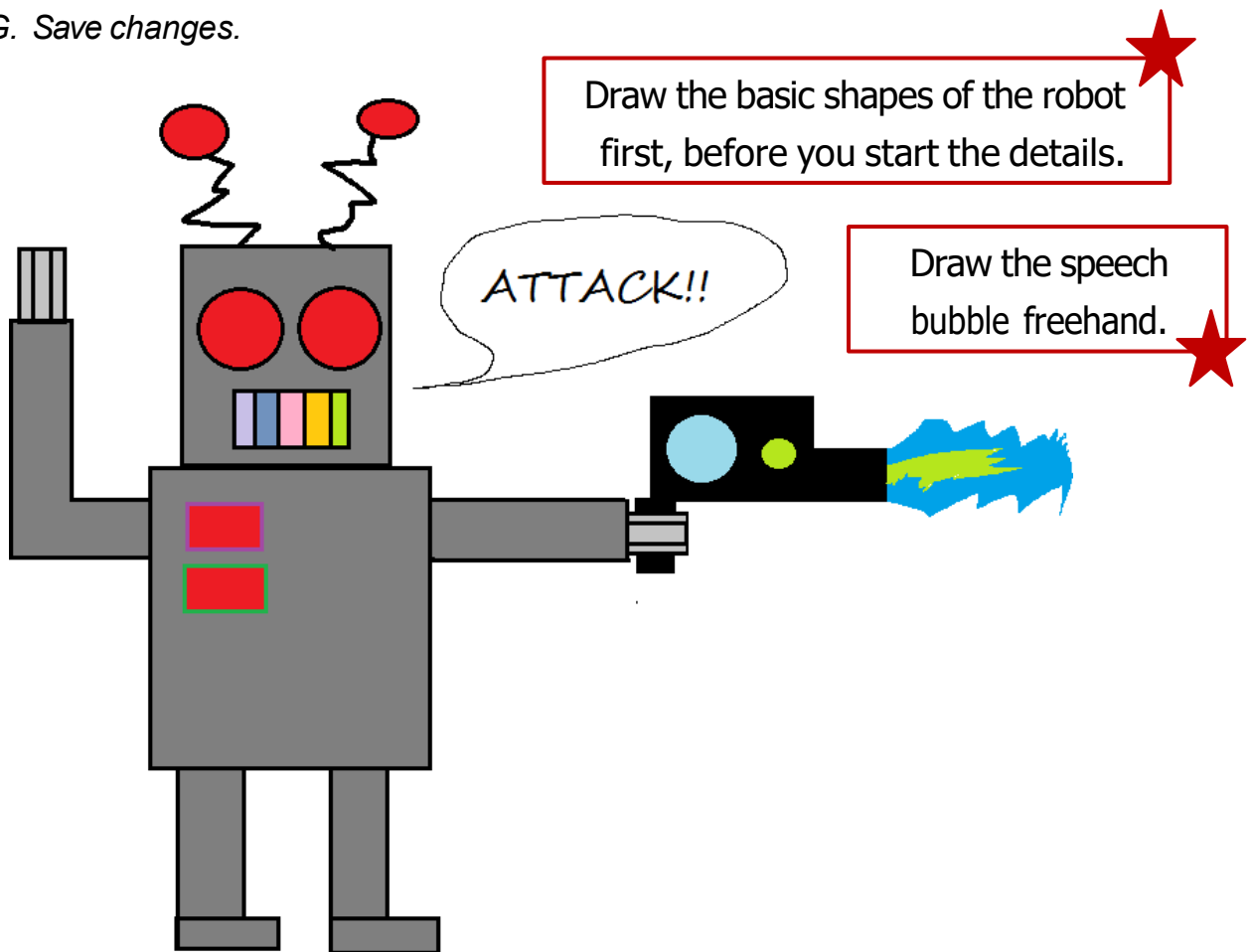


Hints & Tips:

To delete, use the Select tool to choose what you want deleted. Draw a shape around the item to be deleted. Right click and delete.

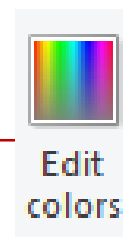
Microsoft Paint Exercise 10

- A. Copy the drawing below as accurately as you can.
- B. Use similar colours.
- C. Read the hints to help you.
- D. Save the picture as Robot.
- E. Print it, ensuring that it fits onto an A4 sheet.
- F. Change the colour of the robot's feet to red.
- G. Save changes.



Hints & Tips:

To get more colours than those displayed, click into Edit colours.

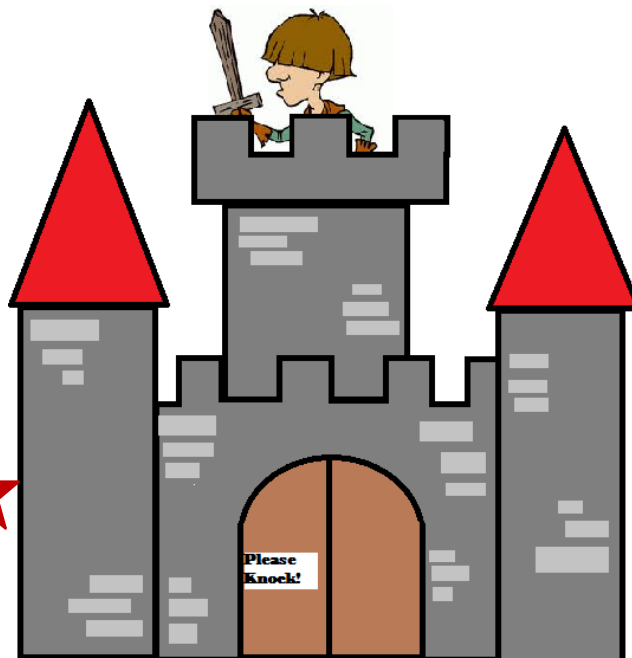


Microsoft Paint Exercise 11

- A. Copy the drawing below as accurately as you can.
- B. Use similar colours.
- C. Insert, resize and position the clipart Knight.
- D. Save the picture as Castle
- E. Print it, ensuring that it fits onto an A4 sheet.

Add clipart to the castle – download it.

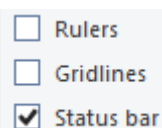
For the turrets of the castle, it might be easier to draw shapes and then use the eraser to rub out lines.



For the rounded door, you could draw a circle and then rub out parts you don't want.

Hints & Tips:

In the View tab, you can switch on Rulers. This can be helpful if you are trying to line up objects, etc.



Microsoft Paint Exercise 12

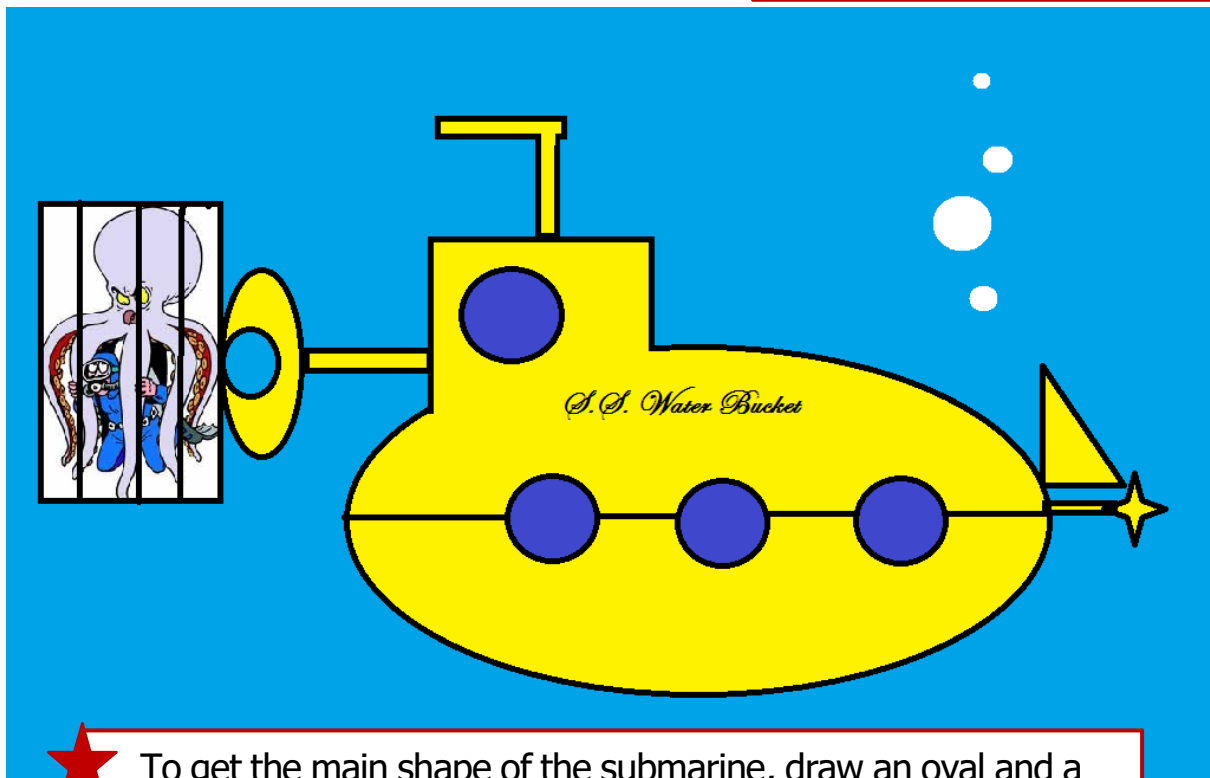
- A. Copy the drawing below as accurately as you can.
- B. Use similar colours.
- C. Download and insert the image Octopus.
- D. Save the picture as Submarine.
- E. Print it, ensuring that it fits onto an A4 sheet.



Add the octopus clipart– download it.



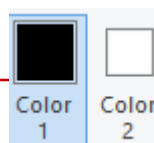
Use the star shape for the end of the submarine.



To get the main shape of the submarine, draw an oval and a square. Then rub out unwanted lines.

Hints & Tips:

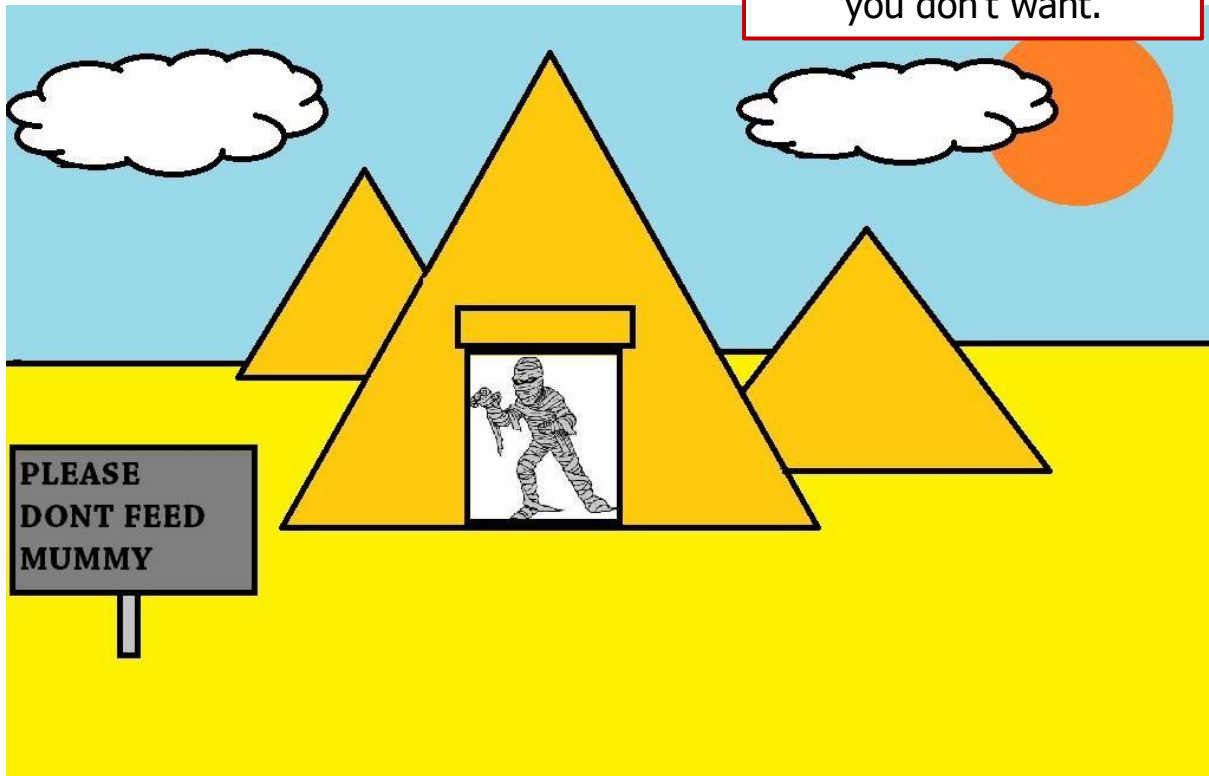
The foreground is called “Colour 1,” the background “Colour 2.” You can change these with the colour palette.



Microsoft Paint Exercise 13

- A. Copy the drawing below, without the mummy, as accurately as you can.
- B. Use similar colours.
- C. Save the picture as Mummy.
- D. Print it, ensuring that it fits onto an A4 sheet.

Draw the clouds by hand or use shapes (speech bubbles) and erase parts you don't want.



- E. Correct the sign – change dont to don't.
- F. Centre the text in the sign.
- G. Insert the clipart and resize as necessary.
- H. Make one of the pyramids brown.
- I. Remove one of the clouds.
- J. Save as Mummy 2.

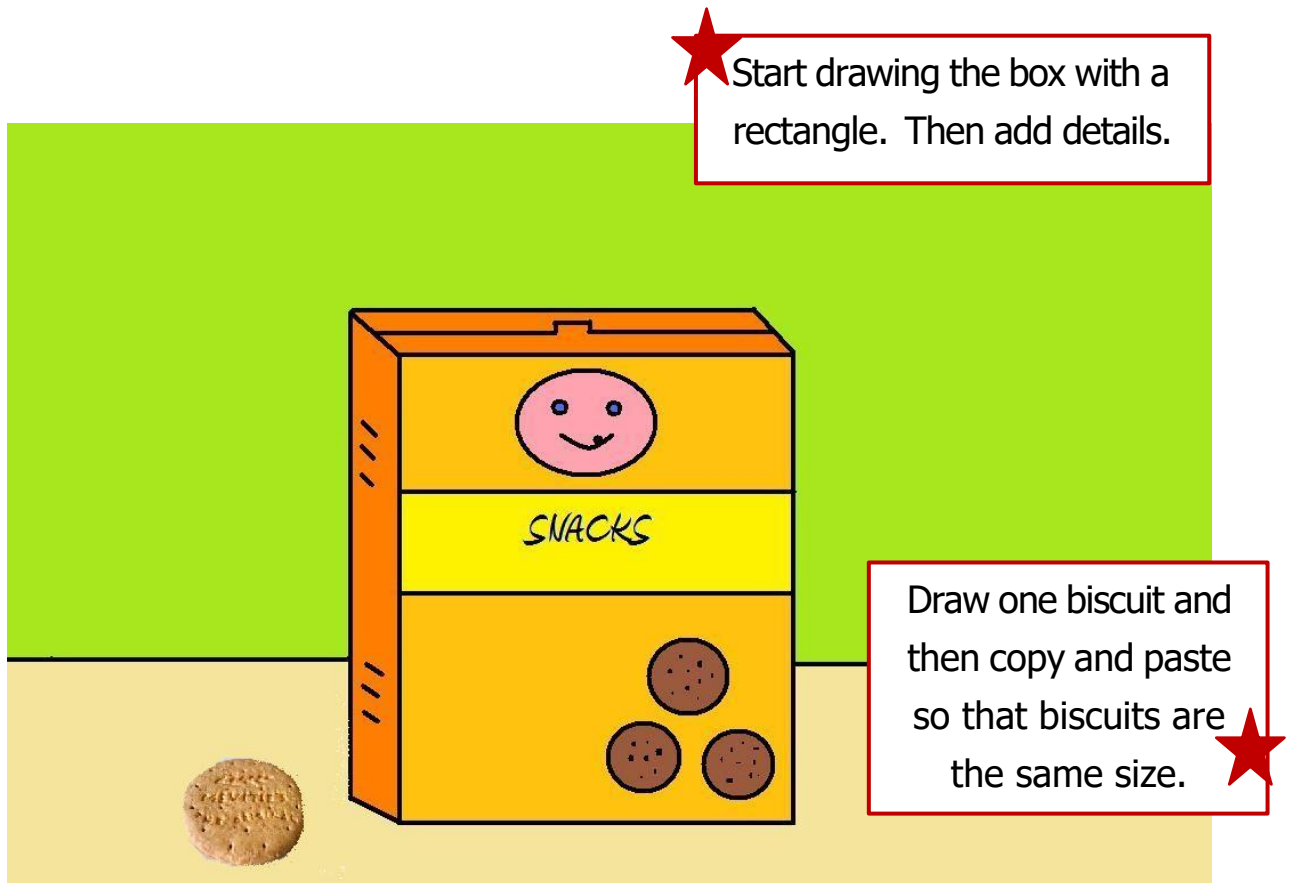
Hints & Tips:



Use Pick Colour to set the current foreground or background colour. Click Pick Colour, and then click the colour in your picture that you want to set as the foreground colour, or right-click the colour in your picture that you want to set as the background colour.

Microsoft Paint Exercise 14

- A. Copy the drawing below, without the biscuit, as accurately as you can.
- B. Use similar colours.
- C. Save the picture as *Snacks*.
- D. Print it, ensuring that it fits onto an A4 sheet.

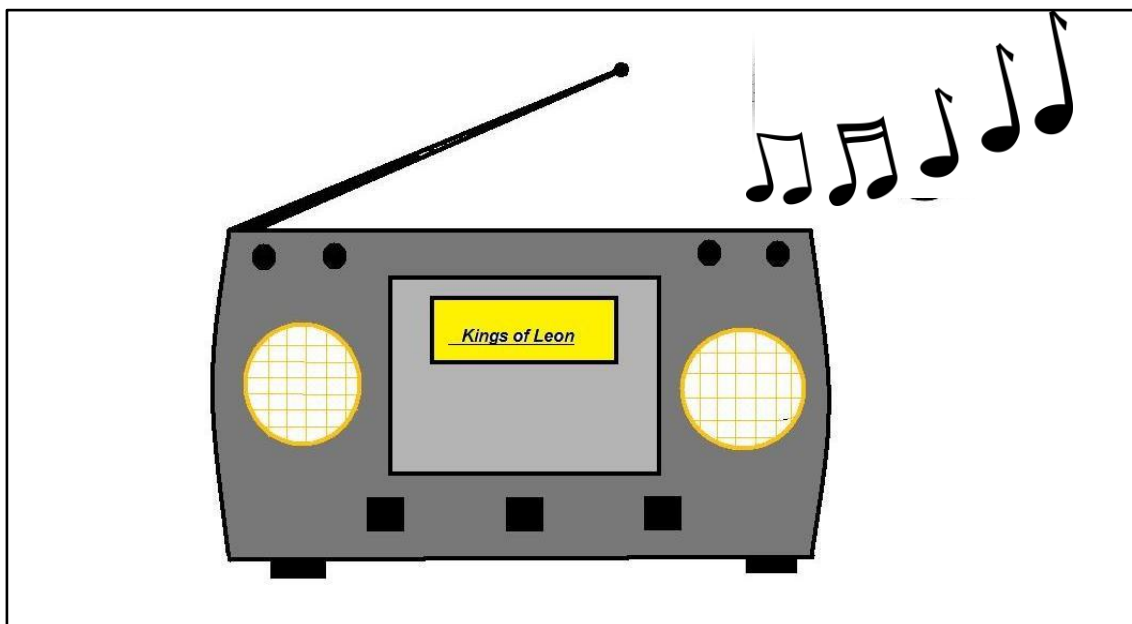


Hints & Tips:

To change the size of an image, use the Select tool to select an area of the image and then drag the corner of the image to make it bigger or smaller.

Microsoft Paint Exercise 15

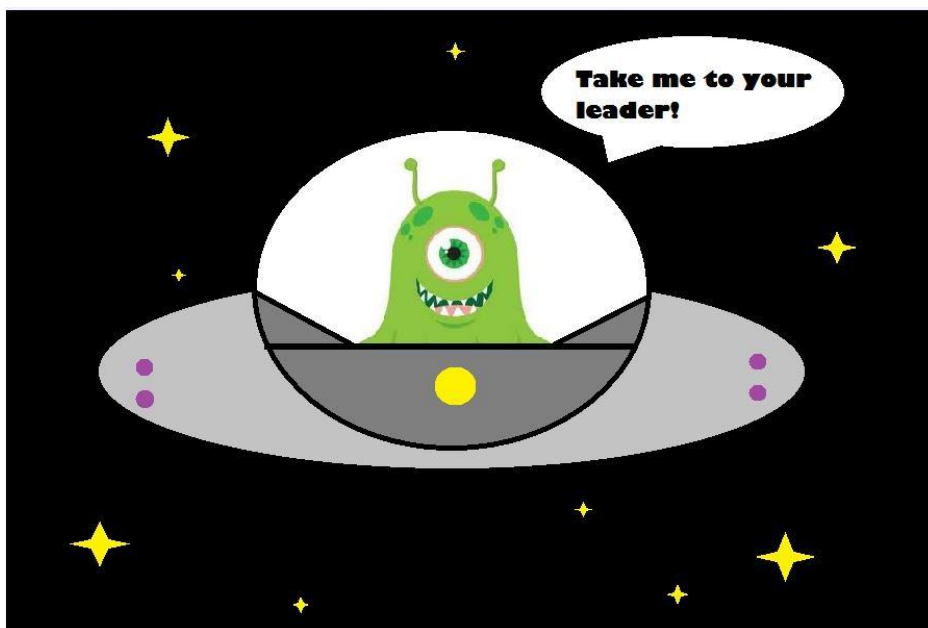
- A. Produce the following drawing below, to the approximate shape and proportions shown.
- B. Do not use text or freehand yet.
- C. Download and insert a clipart picture Notes.
- D. Resize the clipart and position it as in the drawing below.
- E. Save your drawing as Stereo.
- F. Print 1 copy of your drawing.



- G. Use freehand to draw a surface for the stereo.
- H. Write your initials on the stereo in the bottom right hand corner.
- I. Use colours to enhance your picture, similar to the example.
- J. For the words Kings of Leon use the font Arial, size 12. Make the text bold, underlined and italics.
- K. Change the colour of the song display.
- L. Change one of the square buttons on the stereo to a round button.
- M. Make the end of the aerial slightly bigger.
- N. Save your drawing as Stereo 2.
- O. Print 1 copy of your drawing.

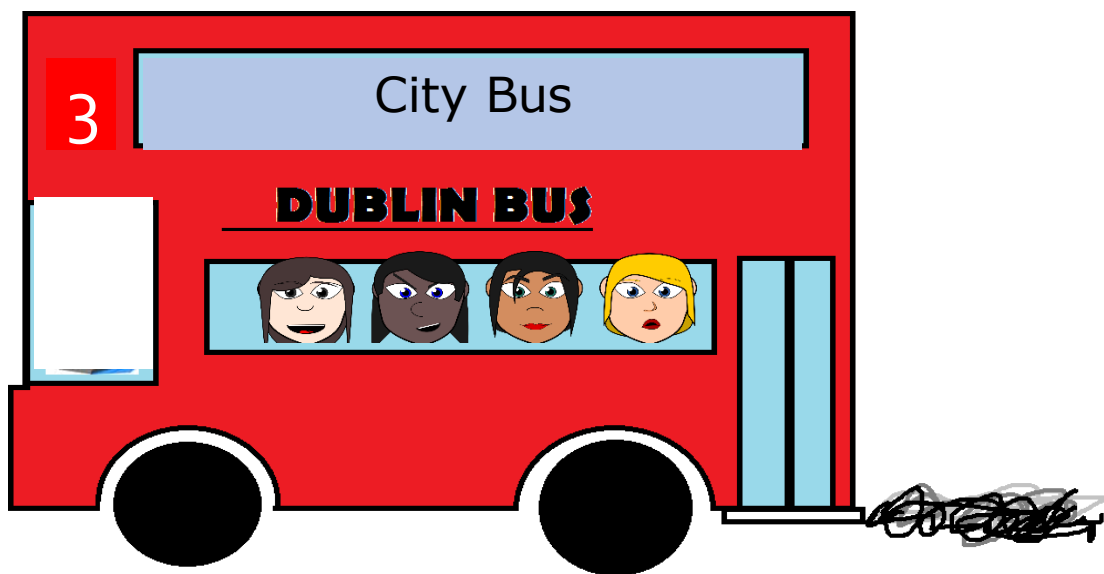
Microsoft Paint Exercise 16

1. Open the graphics software.
2. Produce the following drawing below, to the approximate shape and proportions show. Use colours to enhance your picture, similar to the example.
3. Download and insert the clipart picture Alien. Resize the picture if necessary and position the clipart in the correct position.
4. For the text *Take me to your leader!* use the font Cambria and a suitable size.. Make the text bold, underlined and italics.
5. Save your drawing as Spaceship.
6. Print 1 copy of your drawing. Your drawing must be printed in landscape orientation and the scaling must be adjusted to 100%.



Microsoft Paint Exercise 17

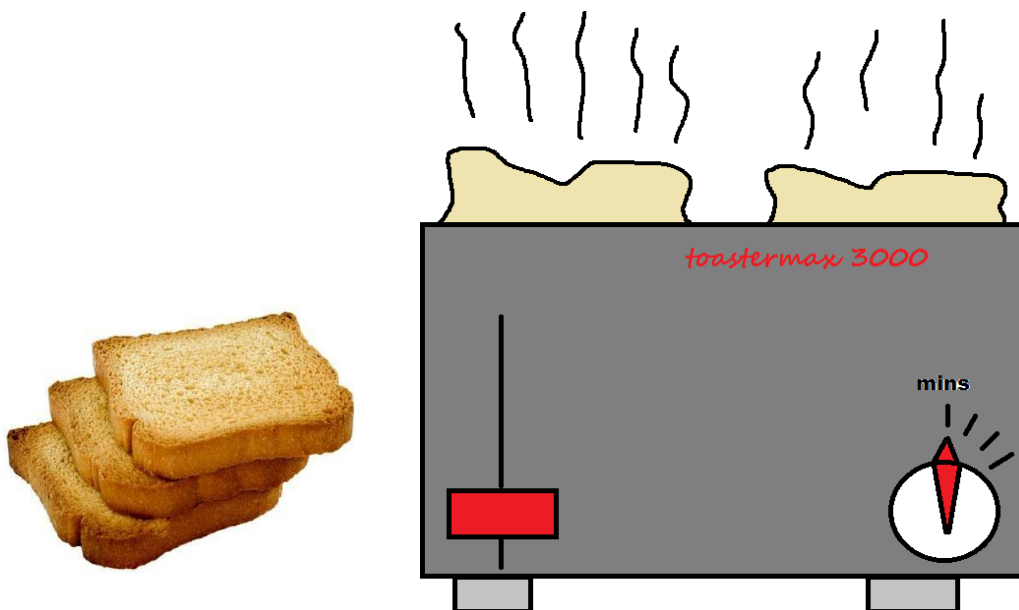
- A. Produce the following drawing below, to the approximate shape and proportions show.
- B. Do not use text or freehand yet.
- C. Download and insert the clipart picture Faces.
- D. Reduce the size of the clipart and position it as in the drawing below.
- E. Save your drawing as Bus.
- F. Print 1 copy of your drawing.



- G. Use freehand to write the number of the bus (3).
- H. Write your first name in freehand under the bus.
- I. Use colours to enhance your picture, similar to the example.
- J. For the text DUBLIN BUS use the font Berlin Sans FB, size 36. Make the text bold, underlined and italics.
- K. For the text City Bus use a font of your choice.
- L. Change the colour of the doors.
- M. Change the black circle (luggage compartment) between the wheels to a rectangle.
- N. Make the wheels of the bus slightly bigger.
- O. Save your drawing as Bus 2.
- P. Print 1 copy of your drawing.

Microsoft Paint Exercise 18

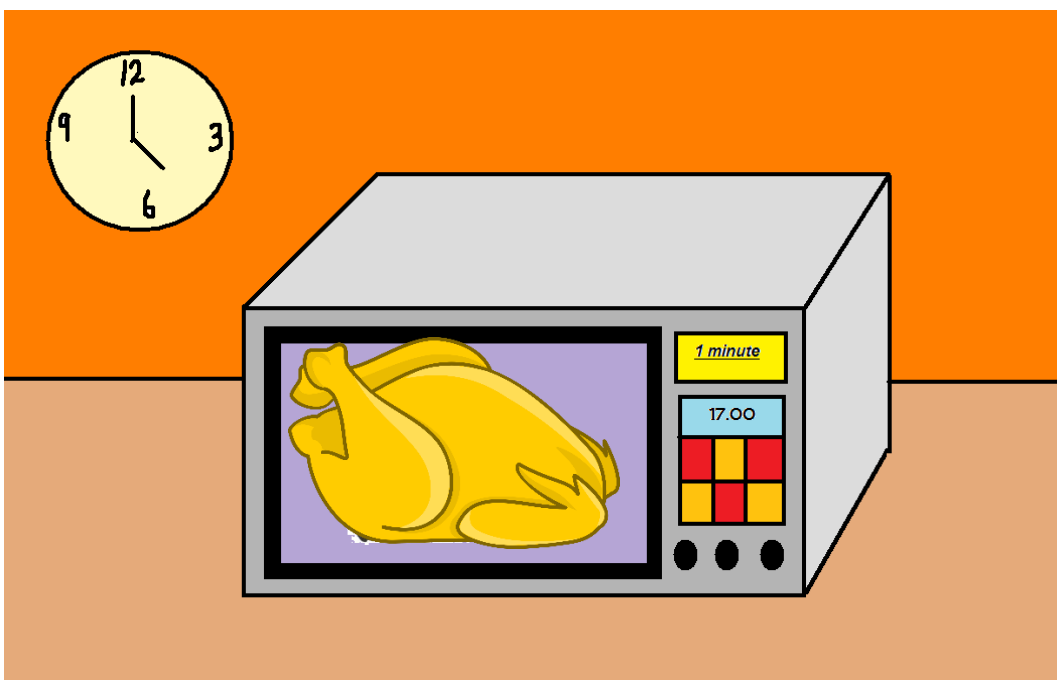
- A. Produce the following drawing below, to the approximate shape and proportions show. Use freehand to draw the toast.
- B. Do not use text yet.
- C. From your flashdrive, insert a clipart picture toast.
- D. Reduce the size of the clipart and position it as in the drawing below.
- E. Save your drawing as toast.
- F. Print 1 copy of your drawing.



- G. Write your initials in freehand under the toaster.
- H. Use colours to enhance your picture, similar to the example.
- I. For the text Toastermax 3000 use the font Biondi, size 36. Make the text bold, underlined and italics.
- J. For the text Mins use a font of your choice.
- K. Change the colour of the legs of the toaster.
- L. Change the rectangle button to a square.
- M. Make the dial showing minutes slightly bigger.
- N. Save your drawing as toast 2.
- O. Print 1 copy of your drawing.

Microsoft Paint Exercise 19

- A. Produce the following drawing below, to the approximate shape and proportions show.
- B. Do not use text or freehand yet.
- C. Download and insert a clipart picture Chicken.
- D. Reduce the size of the clipart and position it as in the drawing below.
- E. Save your drawing as Oven.
- F. Print 1 copy of your drawing.



- G. Use freehand to write the numbers on the wall clock.
- H. Write your first name in freehand on the wall.
- I. Use colours to enhance your picture, similar to the example.
- J. For the time 1 minute use the font Arial, size 12. Make the text bold, underlined and italics.
- K. For the time 17.00 use a font of your choice.
- L. Change the colour of the countertop.
- M. Change one of the round buttons on the microwave to a square button.
- N. Make the clock on the wall slightly bigger.
- O. Save your drawing as Oven 2.
- P. Print 1 copy of your drawing.

Microsoft Paint Exercise 20

- A. Create a logo for a business.
- B. Examples: for a computer shop, a greengrocer, a garage, an education centre, a restaurant, a sports club, or anything you choose!
- C. Get ideas by looking at other business/popular logos.
- D. You can insert clipart.
- E. Save your drawing as Logo.
- F. Print your logo. Use Page Setup to fit your logo to the page.

**Ensure your logo represents the business and contains some text.*

Examples of logos:



Examples of theory

A. Explain 5 tasks you could undertake with a graphics application.

B. Give an explanation of the following terms:



i. toolbar

ii. fill

iii. eraser

iv. jpeg

v. print preview

vi. zoom

vii. colour palette

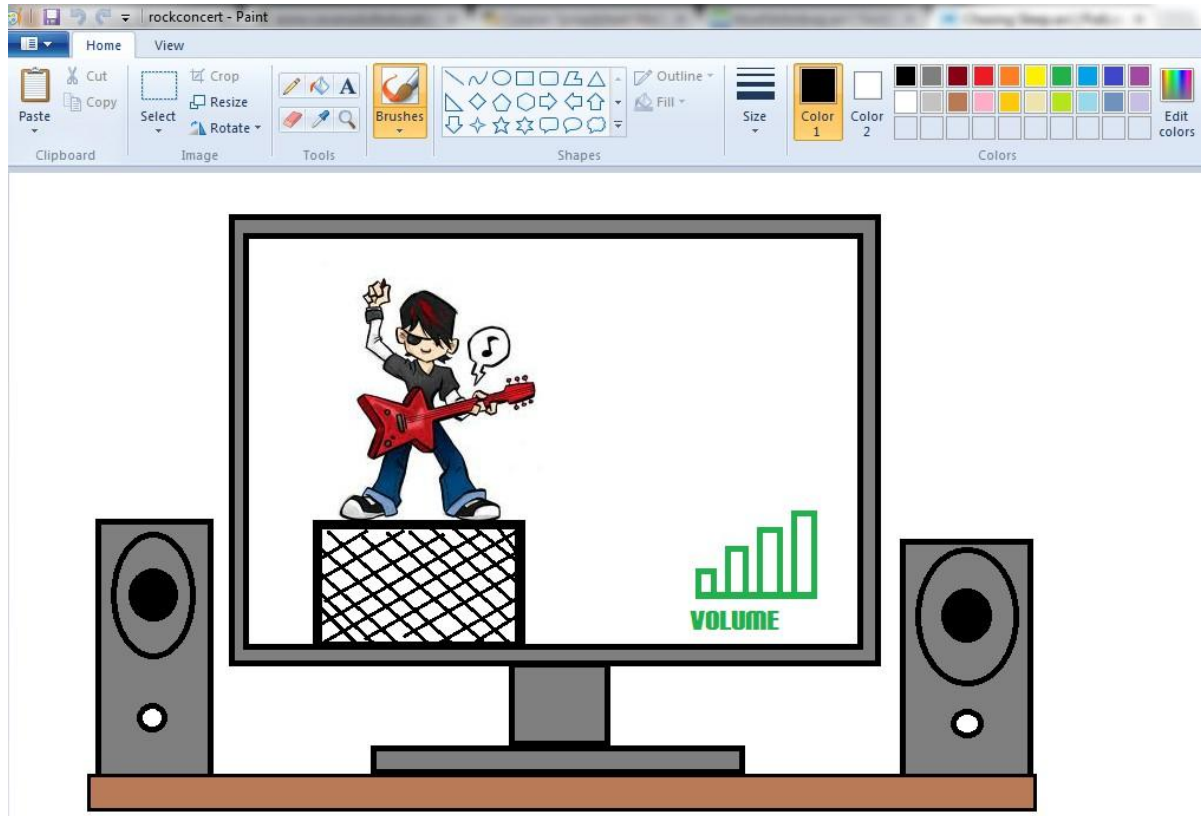
viii. freehand

ix. clipart

x. delete



- C. To show your understanding of Microsoft Paint, label the drawing with the following labels: zoom tool, eraser, line thickness, example clipart, arrow shape, line tool, get more colours, add text, document title, save icon, undo, select, rotate, icon, fill, freehand tool, copy, colour 2. You only need to use each label once.



- D. What is a graphics application?

- E. Name 3 common graphics applications:

Extra drawings

