

**Course
&
Test Series**

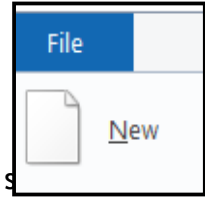
MS Paint

Module 4 - File Operations and Advanced Techniques in Paint

File Operations in Microsoft Paint

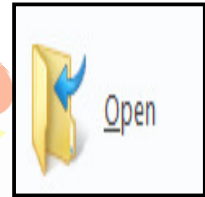
1. New File

- Creates a new blank canvas.
- Shortcut: Ctrl + N
- If the current canvas has unsaved changes, Paint prompts you to save before clearing.



2. Open File

- Opens an existing image file.
- Supported formats include BMP, JPEG, PNG, GIF, and TIFF.
- Shortcut: Ctrl + O



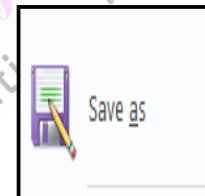
3. Save

- Saves the current image.
- Shortcut: Ctrl + S
- If the file is new, it will prompt for a name and format.



4. Save As

- Saves a copy of the image with a new name or format.
- Shortcut: F12 or via menu.
- Allows saving as BMP, JPEG, PNG, GIF.



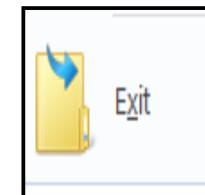
5. Print

- Prints the current image.
- Shortcut: Ctrl + P



6. Exit

- Closes Paint.
- Prompts to save if there are unsaved changes.



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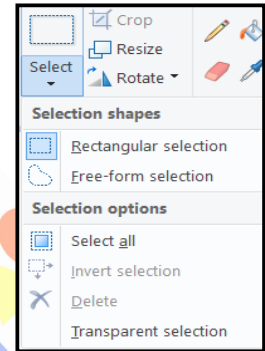
MS Paint

Advanced Techniques in Microsoft Paint

Although Paint is quite simple, you can do some neat things with it:

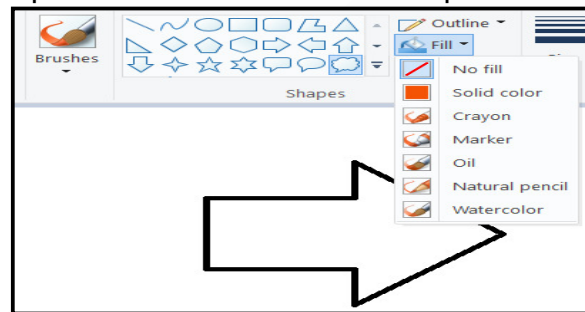
1. Using Selection Tools

- Rectangular Selection: Select part of the image for copying, cutting, or moving.
- Free-form Selection: Select irregular shapes.
- Transparent Selection: Makes the white background of your selection transparent (under the Select menu).



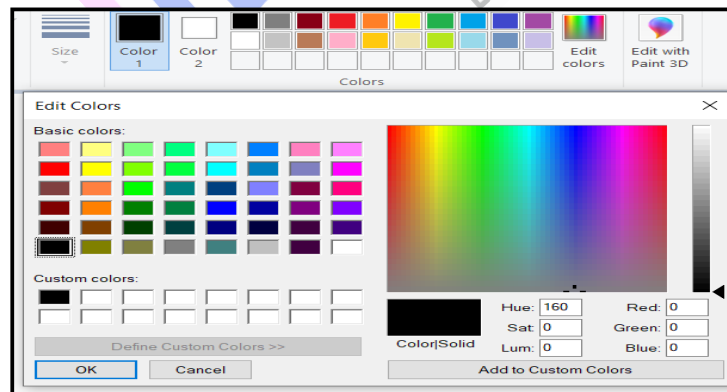
2. Using Brushes and Shapes

- Customize brush size and style for different effects.
- Use shapes (rectangle, ellipse, arrows) with or without fill.
- Combine shapes and brushes to create complex drawings.



3. Color Editing

- Use Edit Colors to create custom colors.
- Use the Eyedropper tool to pick colors from your image.
- Use Fill tool to change background or areas.



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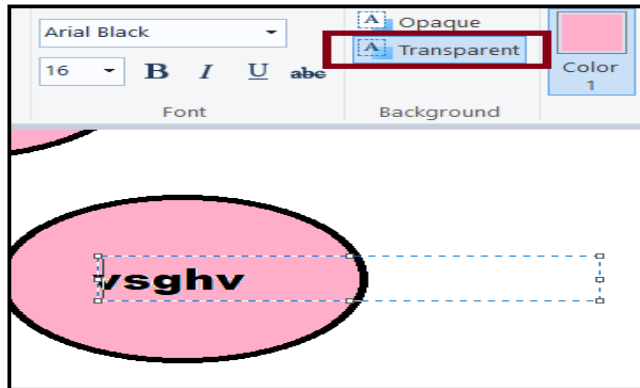
...many more

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MS Paint

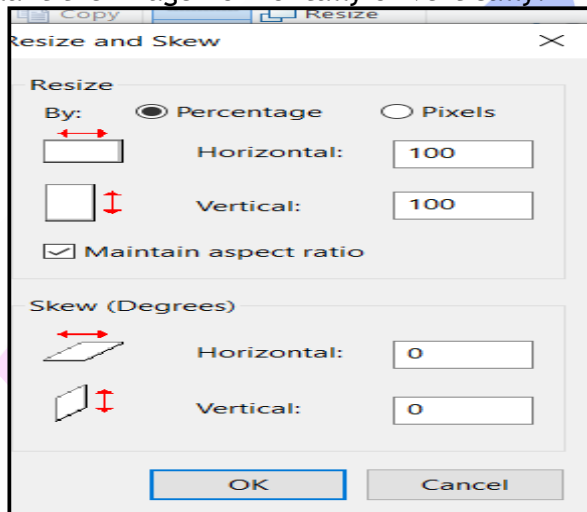
4. Text Tool with Transparency

- When typing, the background can be set to transparent or opaque.
- Transparent lets the text appear over the image without blocking underlying pixels.



5. Image Resizing and Skewing

- **Resize:** Change image dimensions proportionally or freely.
- **Skew:** Slant the image horizontally or vertically.



6. Image Cropping

- Select an area and crop to remove unwanted parts.
- Using Zoom for Detail Work
- Zoom in to edit fine details pixel-by-pixel.

