



Class: First Stage

Subject: computer applications

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Windows Operating System

Paint



Paint

Paint is a graphics application program used to create drawings or images.

Can only create/edit bitmap graphics (.bmp)

Bitmap Graphics:

- Screen divided into pixels (pels)

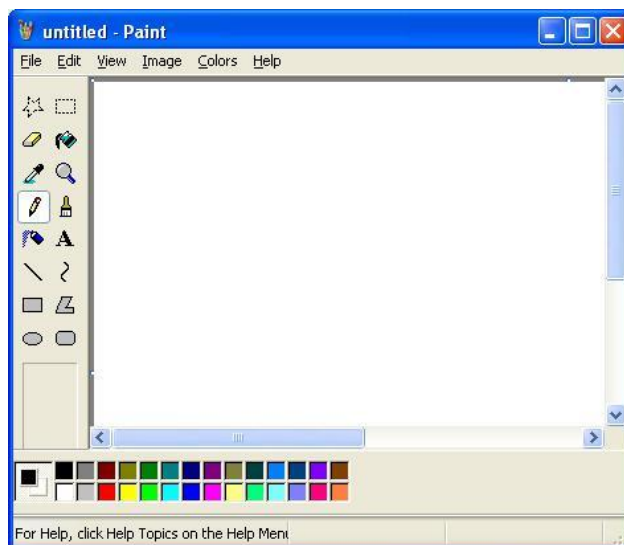
- Drawing = turning pixels on or off in different colours

- Detailed

- Take up lots of disk space

- Resolution is fixed

If installed programs (such as Office) have correct graphic filters, Paint can read TIFF, JPEG, GIF, PCX, Targa and Kodak Photo CD files. Save Paint files in GIF and JPEG format. Images created can stand alone or be copied to other documents. Graphics files are identified by file extensions.



Paint Window

The Paint window has many components, some are common to all windows programs, others are not.

Menu Bar – location of choices consistent:

Choices available depend on program's purpose.

Paint choices different than word processing – task different.

New choice – Image.

Tool Box - is actually a toolbar that you select your drawing tools from.

Below the Tool Box is an area called the Tool Options box where the options available for the selected tool are displayed.

Color Box - contains the colors you can use in Paint. The foreground color is the color you draw with. The background color is the color of your drawing area.

Drawing area - is like a canvas and is the area where you draw. Default drawing tool – pencil. Cursor assumes shape of selected drawing tool.

The Tools:

Free-Form Select – Selects a free form cutout in a drawing.

Select – Selects a rectangular cutout.

Erase/Color Eraser – Changes the foreground color to the background color.

Fill With Color – Fills a bordered area with the selected foreground color.

Pick Color – Picks a color in your drawing and uses it as your foreground color or background color.

Magnifier – Magnifies a selected area.

Pencil – Creates a free-form line.

Brush – Draws a free-form brush stroke.

Airbrush – Creates a spray can effect.

Text – Places text in the drawing.

Line – Draws a straight line.

Curve – Draws a straight line, then curves it.

Rectangle – Creates a rectangle or square.

Polygon – Draws a shape with an unlimited number of sides.

Ellipse – Creates a circle or ellipse.

Rounded Rectangle – Creates a round-cornered rectangle or square.

Fill Styles:

When you select a shape tool, three choices appear in the Tool Options area. Each of these choices is a fill style.

The effect of each of the fill styles depends on the mouse button used to draw the shape.

•Using the Left mouse button:

Top: Outline in foreground color. No fill color.

Middle: Outline in foreground color. Fill in background color.

Bottom: Solid shape in background color. Has no outline.

•Using the Right mouse button:

Top: Outline in background color. No fill color.

Middle: Outline in background color. Fill in foreground color.

Bottom: solid shape in foreground color. Has no outline.

• Picture Characteristics

Paint used to view existing picture.

Paint can be used to create a new picture.

Standard settings for new picture.

Creates picture with default
settings.

You can change these default settings.

- **The Shape Tools**

The Shape tools let you work with pre-defined shapes unlike the free-form tools.

Shape tools include Rectangle, Ellipse, Polygon, and Rounded Rectangle.

Less color means a smaller file.

- **Importing and Exporting Graphics**

To import is to bring a drawing into your picture from a graphic file.

To export is to save to file a graphic image.

Clip art is a collection of many, usually small, images that you can add to your graphics.

Clip art can be purchased.

Can alter clip art and save it as new drawing.

- **Using Text and Other Pictures in a**

- Drawing**

You can also add text to your pictures.

You can choose different fonts and styles for your text line in a word processor.

Characters from the font Wingdings can be imported to add pictures to your drawing.

- **Printing in Paint**

You can print any picture that you create or view in Paint.

Graphics take much longer to print than text and the quality of the printout will depend on the quality of the printer.

If the printer is not a color printer, the picture will print in shades of gray.

- **Using Drawings as Background**

Any drawing you create in Paint can be used as desktop background.

1. Using Windows XP Calculator

Like a calculator you keep in a desk drawer, the Windows Calculator is small but saves you time by performing all the calculations common to a standard calculator.

The Standard Windows Calculator, works so much like a pocket calculator that you need little help getting started.

To display the Calculator, open the Start menu and choose Programs, Accessories, Calculator. The Calculator opens in the same view (Standard or Scientific) in which it was displayed the last time it was used.

To close the Calculator, click the Close button in the title bar. If you use the Calculator frequently, however, don't close it; click the Minimize button to minimize the Calculator to a button on the taskbar.

The Calculator has only three menus: Edit, View, and Help. The Edit menu contains two simple commands for copying and pasting; the View menu switches between the Standard and Scientific views; and the Help menu is the same as in all Windows accessories.

2. Operating the Calculator

To use the Calculator with the mouse, just click the appropriate numbers and sign keys, like you would press buttons on a desk calculator. Numbers appear in the display window as you select them, and the results appear after the calculations are performed. To enter numbers from the keyboard, use either the numbers across the top of the keyboard or those on the numeric keypad (you must first press the NumLock key if the NumLock feature is not enabled). To calculate, press the keys on the keyboard that match the Calculator keys.

