

MS Paint Notes

1. MS Paint kya hai?

MS Paint Microsoft Windows ka ek **basic drawing / image editing software** hai. Iska use drawing, coloring, simple photo editing, crop, resize, text likhne ke liye hota hai.

2. Tabs in MS Paint (Total Tabs)

MS Paint me mainly 3 tabs hote hain:

1. **File Tab**
2. **Home Tab**
3. **View Tab**

☞ **Total Tabs = 3**

3. File Tab (File Menu)

File Tab ka use file se related kaam ke liye hota hai.

File Tab ke Options:

- **New** – New drawing banane ke liye
- **Open** – Pehle se bani image open karne ke liye
- **Save** – Current file save karne ke liye
- **Save As** – File ko new name ya new format me save karne ke liye
- **Print** – Image print karne ke liye
- **From Scanner or Camera** – Scanner/Camera se image lane ke liye
- **Exit** – MS Paint band karne ke liye

4. Home Tab

Home Tab me sabhi main tools hote hain jo drawing aur editing ke kaam aate hain.

Home Tab ke Groups:

(A) Clipboard Group

- Paste
- Cut
- Copy

(B) Image Group

- Select
- Crop
- Resize
- Rotate

(C) Tools Group

- Pencil
- Fill with Color
- Text Tool
- Eraser
- Color Picker
- Magnifier

(D) Brushes Group

- Different types ke brushes (Airbrush, Oil Brush, Marker, etc.)

(E) Shapes Group

- Line, Rectangle, Circle, Arrow, etc.
- Outline & Fill options

(F) Colors Group

- Color 1 (Foreground color)
- Color 2 (Background color)
- Edit Colors

5. View Tab

View Tab ka use screen view aur zoom control karne ke liye hota hai.

View Tab ke Options:

- **Zoom In** – Image ko bada dikhane ke liye
- **Zoom Out** – Image ko chhota dikhane ke liye
- **100%** – Original size me dekhne ke liye
- **Rulers** – Measurement scale dikhane ke liye

- **Gridlines** – Drawing me boxes dikhane ke liye
- **Status Bar** – Image size aur zoom level dikhane ke liye

6. Maximum Zoom & Minimum Zoom

- **Maximum Zoom = 800%**
- **Minimum Zoom = 12.5%**

7. Extension Name of MS Paint File

MS Paint file ka default extension:

- **.bmp** (Bitmap Image File)

Other supported extensions:

- .jpg / .jpeg
- .png
- .gif
- .tiff

8. Important Exam Points ★

- MS Paint ek **graphics editor** hai
- Total Tabs = **3**
- Default Extension = **.bmp**
- Max Zoom = **800%**
- Min Zoom = **12.5%**

MS Paint Shortcut Keys (Easy List) 📌📄

📁 File Related

- **Ctrl + N** – New file
- **Ctrl + O** – Open file
- **Ctrl + S** – Save
- **Ctrl + P** – Print
- **Ctrl + W** – Close Paint

✚ Edit Commands

- **Ctrl + Z** – Undo
- **Ctrl + Y** – Redo
- **Ctrl + X** – Cut
- **Ctrl + C** – Copy
- **Ctrl + V** – Paste
- **Ctrl + A** – Select All
- **Delete** – Delete selection

🖋 Tools Shortcuts

- **B** – Brush
- **P** – Pencil
- **E** – Eraser
- **F** – Fill with color
- **T** – Text tool
- **I** – Color Picker
- **M** – Magnifier (Zoom)

■ Selection & View

- **Ctrl + +** – Zoom In
- **Ctrl + -** – Zoom Out
- **Ctrl + Page Up** – Rotate Right
- **Ctrl + Page Down** – Rotate Left

🎨 Colors

- **Ctrl + Shift + C** – Copy color
- **Ctrl + Shift + V** – Paste color

📐 Shapes

- **Shift + Drag** – Perfect square / circle
- **Ctrl + Drag** – Draw from center