

BHARATHIAR UNIVERSITY: COIMBATORE 641046
CERTIFICATE IN OFFICE PAINT (PAINT BRUSH)

(For the CCII students admitted from the academic year 2016-17 onwards)

SCHEME OF EXAMINATION

PAPER	TOTAL MARKS	DURATION
PAPER – I THEORY EXAMINATION (60 – Objective type of questions only)	100	2 HOURS
PAPER – II PRACTICAL EXAMINATION	100	2 HOURS
PAPER – III PROJECT ACTIVITY (One – project submission only)	100	-
TOTAL	300	-

Applicable to Students in Class 2 and above

PAPER I

Unit I

Basic Windows Operations: History of Windows - Date and Time Properties - Task bar - Cascading Windows - **Working with notepad:** Opening a Notepad - How to Use the File Menu - Entering The Text And Editing - Save A File.

Unit II

Basics of MS Paint: An Introduction to MS Paint –Working Environment – **Basic operations:** Open a New File – Creation of simple image using pencil tool- Save a File – Close a File – **Shapes:** Shapes –Lines- **Colors:** set color – edit color – Tool bar identification.

Unit III

Image Selection: Rectangular Selection – Free Form Selection – Select All – Invert Selection – Delete Selection – Transparent Selection – **Size:** How to set the size of an image?- **Display:** Full Screen – Thumbnail.

Unit IV






Draw Pictures: Draw Image using Tools and Shapes– Fill With Color – Insert Text – Eraser Tool – Color Picker Tool – **View:** Zoom In – Zoom Out- **Brushes:** Paint Brush – Calligraphy Brush – Airbrush – Oil Brush – Crayon – Marker – Natural Pencil – Watercolor Brush

Unit V

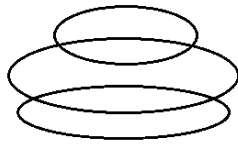
Picture Formatting: Importing an Image -Crop –Resize – Rotate- **Image properties**–Ruler– Gridlines – Status Bar – Magnifier Tool – Customize Quick Access Toolbar.

PAPER II – PRACTICAL

1. Open a Notepad & type a Paragraph about yourself and set the font “**Times New Roman**” and font size as **18**.
2. Open a Notepad and type your day to day activities. Display the current date and time using “**Time/Data**” option in the Edit function.
3. Create a simple image using Pencil & Eraser tool and also draw pictures using **shape tools**.
4. Draw the following shapes and give colors of your own choice to all the shapes using “Fill with color” tool

-  Rectangle
-  Circle
-  Triangle
-  Star
-  Rhombus

5. Select the ellipse tool and draw the following diagram.

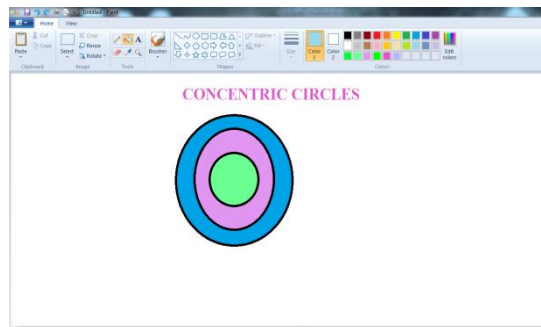


Select the Eraser Tool to modify the previous program so that it looks like the Figure below.



6. Type the name of your friends in MS Paint using text tool and write your name in 10 different colors.

7. Draw 4 concentric circles and fill with different colors and give the title as "CONCENTRIC CIRCLES". Save the picture by naming it as "Circle".



8. Using Brush, Draw a rainbow and save it in the name "rain bow" using Color tool change colors in reverse order.








9. Select a different brush and write your name. Do this with the different types brushes and with different colors

10. Insert or draw a picture in MS Paint and set it as your desktop background.

GUIDELINES FOR PROJECT ACTIVITY

Students shall be formed in groups. Out of 10 programs given, students are expected to solve any 5 programs, by choosing at least 2 programs from Question nos. 1 to 5 and 3 programs from Question nos. 6 to 10.

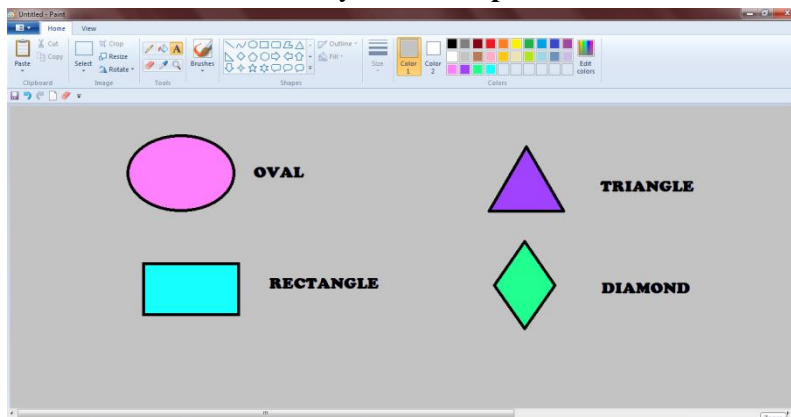
Following shall be featured in project report:

-  Aim
-  List of Tools used
-  Description of the Tools
-  Step by Step Procedure
-  Output
-  Screen shot print outs
-  Result

Paper III - Project

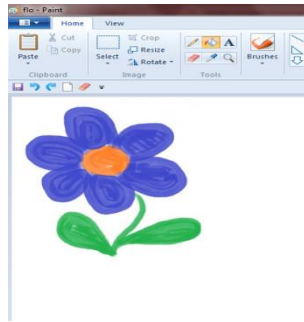
Project Questions:

1. a) Open MS Paint and draw stars from the **shapes** in the “Home” group. Give different colors to the stars using the “**Fill with color**” tool.
b) Choose a color from one of the star using “**color picker**” tool and write your name above the stars using the tool.
2. Open MS paint and insert various shapes and type the name of the tool using the **text tool** as given below. Give a background color and colors for using the “**Fill with color**” tool. Set the font size as “**20**” and font style as “**Cooper Black**”.



3. Open MS Paint and create a **smiley face** and give color to your drawing. Using **eraser** tool , erase the mouth of your smiley.
4. Open MS Paint and draw scenery and give appropriate colors.

5. Open an existing **image** from your “pictures library” in paint application. Give a title to your image using **text tool**. Also type few lines in the picture using text tool and make the text to be **transparent**.
6. Import an image in paint from “pictures library”. **Resize** the image by changing the **pixels** in “Resize and skew” dialog box. Type a paragraph in the picture and make the picture to be “opaque”.
7. Draw any flower using **brush** tool. Add your creativity to your drawing



8. Using different brushes and colors, draw an image using your creativity.
9. Import the image from “Pictures library” and crop the image and rotate the image with 180°.Resize the image by changing the percentage in the “Resize and skew” dialog box.
10. Open a notepad and type few lines about your **best friend**. Change the font style and font size of the text. Also perform cut and paste operations.