

MS-Windows Assignments:

MS-Windows Second Assignment

1. Open Paint from Start menu search box
2. Draw Rectangle using rectangle tool
3. Select brush->Crayon
4. Change brush color to Red
5. Paint Red color with above Crayon brush inside rectangle
6. Select Text tool
7. Type your name at center of above Red rectangle
8. Change Color green, Font size to 48, Bold and Underline above text
9. Select above graphic with Rectangle selection tool
10. Copy the above image part
11. Open Word pad from Accessories
12. Paste the above-copied image
13. Increase its size to fit page width
14. Insert both current date and time below this image
15. On the Home tab, in the Insert group, click Picture.
16. Locate the picture that you want to insert, and then click Open.
17. On the Home tab, in the Insert group, click Paint drawing.
18. Create the drawing that you want to insert and then close Paint.
19. Change page margins with 0.5 inches
20. Save this file in "E:\User" folder
21. Show both paint and Wordpad windows as Stacked (Right click on Taskbar)
22. Save paint image with any name
23. Close Both Windows using Keyboard shortcuts
24. Open another word pad window from Run command (Win+R)
25. Open word pad file created above from recent documents (Right click on word pad button on taskbar)