

CLASS: IV

Subject: Computer

Topic: *More on paint*

Time Limit: 30 Mins

Worksheet No. : 13

Link;;

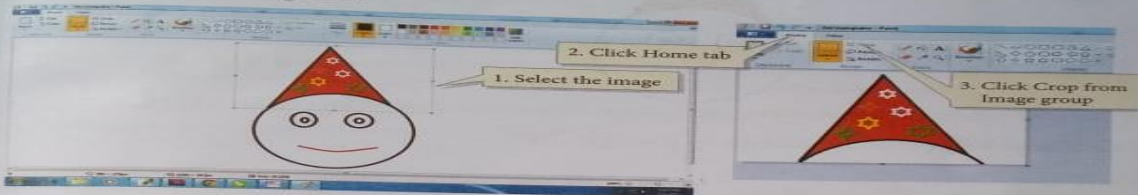
<https://drive.google.com/file/d/1Gju3Tx5hCbNQ7KmVvaxOS9YXyBnqEfYn/view?usp=sharing>

Crop

This option helps you to keep the selected area and delete everything outside it.
In simple words crop means to cut off.

Steps to crop an image:

Step 1 Select the part of an image you want to crop with the help of a desired selection option.



Step 2 Click **Home** tab.

Step 3 Click **Crop** from **Image** group.

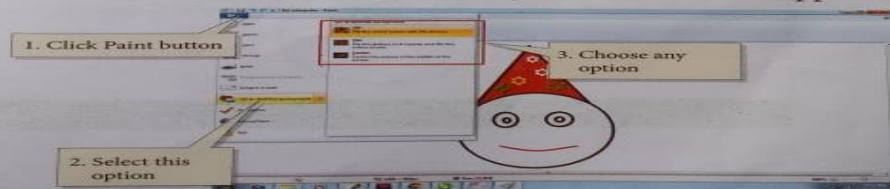
Setting Drawing/Image as Desktop Background

You can also save an image as a Desktop Background.

Steps to set an image as a desktop background:

Step 1 Click on **Paint** button.

Step 2 Select **Set as desktop background** option. A sub-menu appears.



Step 3 Choose any of the three options. **Fill**, **Tile** or **Center**.



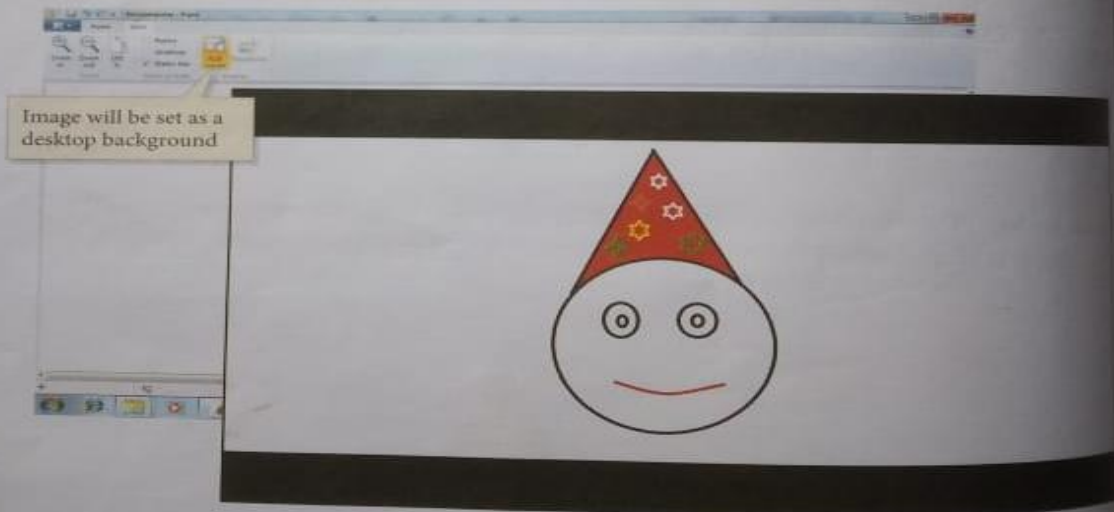
Image will be set as a desktop background

The image will be set as a desktop background.

Full Screen View

To view your drawing/image in full screen:

Click **View** → Click **Full Screen** in **Display** group.



To exit from Full Screen click the drawing.