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Notes {Computer Basics &Paint}

Fasil Yousf

United Community Handwara

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→ What is Computer?

→ A computer is an electronic device that accepts data (input), processes it according to instructions (programs), stores information and produces meaningful results (output).

BIOS

→ BIOS stands for Basic Input Output System. RAM = Random Access Memory. ROM = Read only Memory. is a firmware stored in the ROM chip of the motherboard that starts the computer, checks the hardware and loads the OS when the computer is turned ON.

→ Booting = Booting is the process of starting a computer and loading the OS into (ram) Memory.

operating system

Cold Booting (Hard)	Warm Booting (Soft)
→ Computer is started from OFF state	→ computer is restarted without turning OFF power.
→ Happens when we press power button	→ Uses restart option or ctrl + Alt + Delete
→ Takes more time.	→ Takes less time.

→ CMD = stands for Command Prompt. It is a text-based interface in Windows used to execute commands to control the computer. CMD Short cut = Win + R (win = windows key).

{close, Maximize and Minimize}

→ ✗ close Button = closes the window or program ends the current application. Shortcut: Alt + F4

→ ⬓ Maximize Button = Makes the window full screen click again to restore to normal size. (Win + ↑)

→ — Minimize Button = sends the window to the taskbar. Program keeps running in background (Win + ↓)

Settings also called control pannel.

→ Taskbar = A crucial strip on computer screen (usually at the bottom) that acts as a central hub for managing open programs, accessing apps, and viewing system status like time and notifications.

Key Components of the Taskbar.

→ ⊞ (Start Button) = Opens the start Menu to find all your programs and settings.

→ 🔍 Search = Search Bar/Icon: for searching files, apps and the web. Quick access & always pinned in Taskbar

→ [icons] = Pinned Applications and Open applications = Buttons representing currently running programs, allowing you to switch between them easily.

→ [∧ ENG IN 🔊× 🔋 7:59 AM 12/30/2025] : System tray / Notification-Bar contains the clock, calendar, network, volume and background app icons.
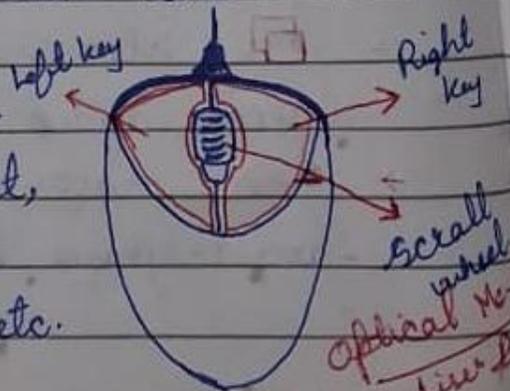
→ Icons: 📄 (file icon), 💾 (save icon), 🖥 (This PC)

🗑 (Recycle-Bin). These Icons are small graphical representation of a program or file. We need to double click an Icon to open the associated file or program.

{ MOUSE }

→ A mouse is a handheld painting device that controls a cursor on a computer screen, allowing users to select, click, drag and scroll items in their graphical user interface (GUI).

↑1 → Left key: the primary action button, Single click: used to select, double click: open applications.
↓ hald/ long press: dragging, dropping etc.

Left key ← 🖱 → Right key → Scroll wheel
Optical M-

output part &
keyboard = USB part
Universal series Bus. → Mouse/ keyboard
Both are input devices

2 → Right key = The secondary button, primarily used to open a context menu (or shortcut menu), that offers actions related / relevant to whatever you clicked on, like Copy, Paste, Delete. etc.

3 → Scroll wheel = a small wheel, usually on a computer mouse, used to navigate documents and web-pages vertically (up/down) without using the scroll bar.

Tab = 4 spaces/0.4.   { Keyboard }   standard keyboard 104 keys or 100 keys = d

→ A keyboard is a primary input device with keys (buttons) for like typing letters, numbers, and, symbols, and (commands) used to communicate with the computer. by pressing keys.

Sections / Parts of a keyboard.

1) → Alphanumeric keys: Alphab = Letters, Numeric = Numbers and include symbols. [A-Z, 0-9, @, #, &]

2) → Numeric keypad = A calculator-style section on the right for quick number entry, including (+, -, *, /) operators and Num Lock.

3) → Function keys (F1-F12): Located at the top, these perform shortcuts or software-specific tasks. F1 = for Help, F5 for refresh.

4) → Navigation keys / Arrow keys: control cursor movement and text editing (Home, End page, Page Up, Page Down, Insert Dable Delete)

5) → Modifier keys = change the function of other keys when held down (Shift, Ctrl, Win, Caps Lock, Tab).

6) → Special / System keys = Include spacebar, Enter, Backspace, Esc (escape).

7) → Indicator Lights = LEDs showing the status of Caps Lock, Num Lock and Scroll Lock.

a) **Print:** Select printer and number of copies and print, direct shortcut: ctrl + P.

b) **Page Setup:** allows to change the layout of the page.

c) **Print Preview:** which allows you to see your document as it will be printed.

6) **Properties:** It will show you a dialog box in which you can change units, colors, width and height

7) **Exit:** Allows you to exit paint window and close down the paint window screen.

{Clipboard Group}

→ Cut, Copy, Paste

– **cut:** It will remove the selected part from a image and save on clipboard.
Short cut: ctrl + X

→ **copy:** It will leave the selected part of image where it is, but copy it so you can place it else where on your drawing.
Short cut: ctrl + C.

→ **Paste:** It is a command mostly used to paste graphics after cut or copy from one place to another.
Short cut: ctrl + V
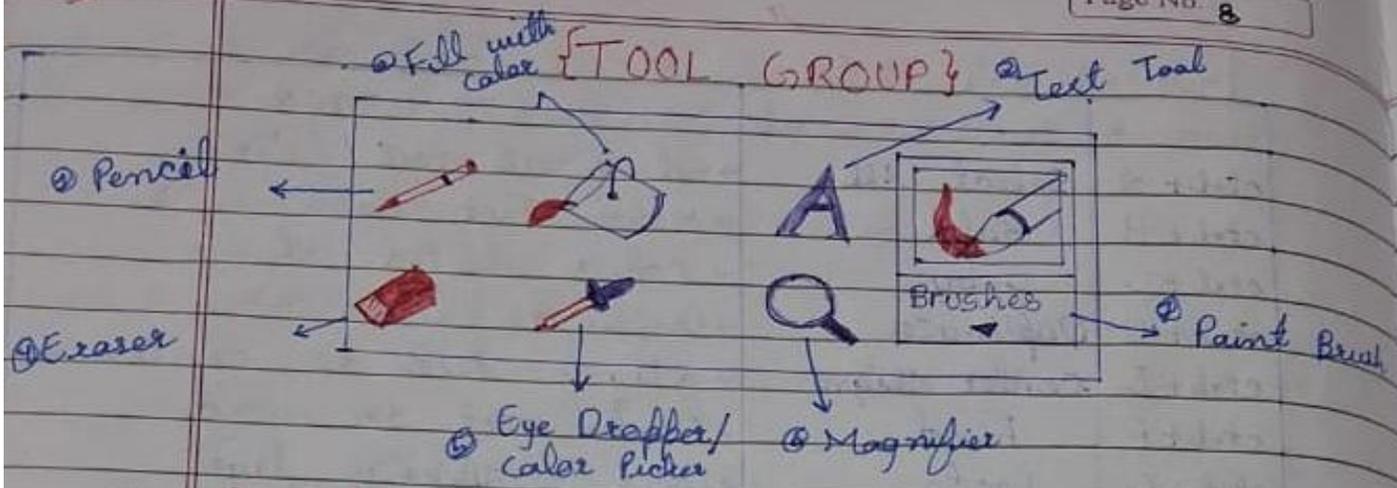
{IMAGE GROUP}

Select, crop, Resize, Rotate.

1) **Select:** Use the select option to select the part of the picture that you want to cut or copy, resize or era rotate.

→ **Rectangular Selection** = Used to select a rectangular or square area of image.

→ **Transparent Selection** = Makes the background of the selected area transparent, while moving

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or Copying it.

→ Free-Form Selection = used to select an irregular shape. ✓

→ Select all = used to select whole document
Short cut : ctrl + A

→ Crop = used to crop/trim the selected part of a picture or whole picture.

→ Rize Resize = Use this to resize the part of a picture or whole picture.

→ We can also use Resize to change whole document -wing Area background, by use of different Solid colors. (use three, two or more Solid Colors in pic.
  • click on Resize.
  • Unselect the "Maintain Aspect ratio", and select pixels (by Default it's selected perkontage).
  • Enter Vertical value 1 and horizontal any other (Hint more than 500px).
  • Then click OK.
  • Final step. Resize page any size, make sure to unselect Aspect ratio. and click OK.

→ Rotate : This tool is used to turn a image or selected part in a different direction to change its orientation.
  • Rotate Right 90°: Turns the image 90° Clock -wise, Top becomes right side.
  • Rotate Left 90°: Turns the image anti-clock -wise, and top becomes left side.
  • Rotate 180°: Turns the image upside down.
  • Flip Vertical : Image is flipped top to bottom.
  • Flip Horizontal : Image is flipped to left to right.

@ Fill with color {TOOL GROUP} @ Text Tool

@ Pencil

A

Brushes

@ Eraser

@ Paint Brush

⑤ Eye Dropper/ @ Magnifier
Color Picker

1) **Pencil:** Pencil is used to draw lines or draw free hands with different colors.

2) **Eraser** = The eraser allows us to erase the parts we don't want.

3) **Brush** = This tool provides various (9) varaties of brushes which we can use to enhance our draw

   9 types of Brushes in MS-Paint

   1) Brush
   2) Calligraphy brush
   3) Calligraphy Pen
   4) Air brush
   5) Oil brush
   6) Cray On
   7) Marker
   8) Natural pencil.
   9) Water color brush.

4) **Fill with color** = Using the "fill with color", to fill the entire drawing area or enclosed area.

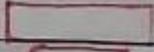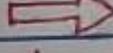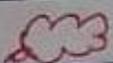5) **Text** = Text tool is used to enter / add text our drawing or picture.

6) **Color-Picker:** Use the color picker tool to set the current the foreground or background color by picking a color from the picture.

7) **Magnifier** = Use this tool to zoom in or zoom out a part of your picture.

{SHAPES GROUP}

→ The shapes group allows you to draw ready-made shapes.

There are 23 shapes in MS-Paint.

SHAPES	SHAPE NAME	USED FOR
—	Line	Draw a straight line.
~	Curve	Draw a line, allowed to curve it
O	Oval	Draw a oval or circle
▭	Rectangle	Draw a rect. or square
▢	Rounded Rect.	Draw a round corned rect. or square
Ƶ	Polygon	Draw a multi-side shape
△	Triangle	Draw 3 equal sides triangle
▷	Right Triangle	Draw a right angle triangle
◇	Diamond	Draw a diamond
⬠	Pentagon	Shape with 5 sides
⬡	Hexagon	Shape with 6 sides
⇨	Right Arrow	Draw a right headed arrow
⇦	Left Arrow	left headed arrow
⇧	Up Arrow	up headed arrow
⇩	Down Arrow	Down headed arrow.
✦	4 Point Star	Draw a star with 4 point.
☆	5 Point Star	Draw a 5 point star
⬭	Rounded Rect. callout	Draw a rounded rect. callout
⬭	Oval Callout	Draw a oval callout
☁	cloud callout	Draw a cloud callout
♡	Heart	Draw a heart
⚡	Lightning	Draw a bolt
✡	6 Point Star	Draw a 6 point star.

Tip = hold the shift key while drawing a shape to draw it perfectly

* → **Shape Outline:** Shape Outline controls the bor-der (outer line) of a shape.

We can choose:

1) color = (black, red, blue etc)
2) Thickness = (thin or thick)
3) Style = (Solid, crayon, marker, oil).

* → **Shape Fill:** Shape fill controls the inside Color of a shape.

Fill options:

• No Fill: only outline is visible.
• Solid Color: inside is filled with one color.

* → **Shape Outline Thickness:**

→ Shape outline thickness is used to change width (thickness) of the border of a shape.

→ MS-Paint provides us four thickness sizes.

1) 1px ——— : Very thin outline.
   Used for fine and neat drawings.

2) 3px ——— : Thin outline
   used for normal shapes.

3) 5px ▭ : Medium thick outline
   used to highlight shapes.

4) 8px ▬ : Very thick outline
   • Used for bold and visible shapes.

{COLOUR GROUP}

→ The Color Group in MS-paint is used to select change and manage Colors while drawing or coloring pictures.

Color 1	Color 2
→ It is primary Color.	→ It is Secondary Color.
→ Used for Drawing sha-pes, outline of shapes, Pencil and brush tool	→ Used for background color and eraser tool

{View Menu?}

→ The View Menu in MS-Paint is used to control how the drawing area and tools appears on the screen. It does not change the drawing, only the way you see and work on it.

Functions of View Menu:

1) Zoom In : Enlarges the picture. Helps in detailed drawing and editing small parts.
   Short cut: ctrl + Page Up/ Mouse scroll wheel up

2) Zoom Out: Reduces the picture size on screen. Helps in to see the whole drawing at once.
   Short cuts: ctrl + Page down./ Mouse scroll wheel down

3) 100%: Shows the picture at its arginal size. Used to view the real size of the drawing.
   Short cut: ctrl + 1

4) Rulers = Shows or hides on the top and left side, Helps in measuring and aligning drawings.
   Shortcut: Show ctrl + R , Hide ctrl

5) Gridlines : Displays grid lines over the canvas, helps in accurate drawing and alignment.
   Shortcut: ctrl + G

6) Status Bar = Shows or hides the status bar at the bottom, displays zoom level and picture size.

7) Full Screen: Opens the picture in full screen mode, Gives a clear and distraction-free view of the drawing.
   Shortcut : Full Screen = F11, close : Esc

PAINT
THE END