** E- Support and Learning Material / Session 2020-2021**

**PAKISTAN SCHOOL, M/O EDUCATION, KINGDOM OF BAHRAIN**

**Subject: Computer Grade: 3**

**Book: OXFORD KEYBOARD Book-3 (Third Edition)**

**FIRST TERM NOTES**

**Chapter 2:- More About Paint**

**Topic: - Moving and Copying Objects (Week 4)**

**OBJECTIVE**

The student should be able to:

* **Identify** how to select objects.

(i) Differentiate between Rectangular Selection tool and Free form selection tool.

* **Describe** the selection tool.

(ii) How to select a drawing or part of a drawing using the Select tool.

**Q1. Fill in the blanks:-**

1. The **\_Cut\_\_** option is used to cut the selected part of a drawing.
2. The **\_Copy\_\_** option is used to duplicate a selected part of a drawing.
3. The Keyboard shortcut for the Cut option is **\_Ctrl+X\_\_.**

**Q2.Write T for the true statement and F for the false one.**

1. The keyboard shortcut for the Cut option is Ctrl+R. **\_False\_**
2. The Keyboard shortcut for the Paste is Ctrl+V. **\_True\_\_**
3. The Keyboard shortcut for the Copy option is Ctrl+C. **\_True\_\_**

**Q3. Answer the following:-**

1. **What do you use the Paint software for?**

Ans: The Paint software is used to draw, colour, and edit pictures.

1. **What are the functions of the Cut and Paste tools?**

Ans: The function of the Cut and Paste tool is to Cut the selected data from its original position, and then insert where Paste command is given.

1. **What tool will you use to duplicate an image of a kite you have drawn? Outline the steps you will take to do so.**

Ans: The Copy tool is used to duplicate the image of the kite you have drawn. You will take the following steps to do so:

• Click the Select option.

• Drag the mouse to select the kite and then click on the Copy command.

• Click on Paste.

• Drag the picture of the pasted kite to wherever you want it on the drawing area.

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