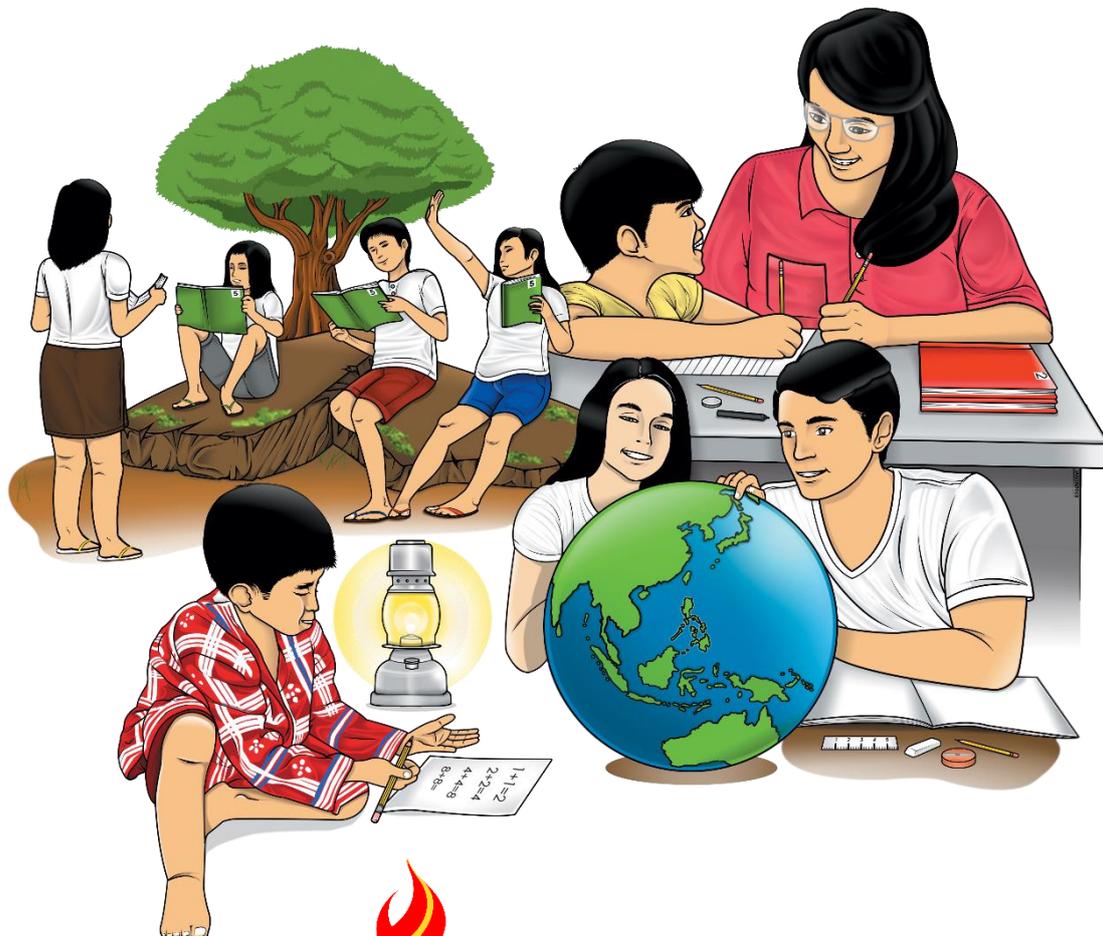


6

MAPEH - Arts

Quarter 1 – Module 3: Concepts on the Use of Computer Software



GOVERNMENT PROPERTY
NOT FOR SALE

MAPEH – Arts Grade 6
Alternative Delivery Mode
Quarter 1 – Module 3: Concepts on the Use of Computer Software
First Edition, 2020

Republic Act 8293, section 176 states that: No copyright shall subsist in any work of the Government of the Philippines. However, prior approval of the government agency or office wherein the work is created shall be necessary for exploitation of such work for profit. Such agency or office may, among other things, impose as a condition the payment of royalties.

Borrowed materials (i.e., songs, stories, poems, pictures, photos, brand names, trademarks, etc.) included in this module are owned by their respective copyright holders. Every effort has been exerted to locate and seek permission to use these materials from their respective copyright owners. The publisher and authors do not represent nor claim ownership over them.

Published by the Department of Education
Secretary: Leonor Magtolis Briones
Undersecretary: Diosdado M. San Antonio

Development Team of the Module

Author: Roselyn T. Navida
Editor: Gerry D. Almanon
Reviewers: Rebecca Y. Ibarreta, Mahnnie Q. Tolentino, Hajji S. Tropa
Illustrator: Roselyn T. Navida
Layout Artist: Roselyn T. Navida
Management Team: Ramir B. Uytico, Pedro T. Escobarte
Miguel Mac D. Aposin, Jerson B. Labos
Elena P. Gonzaga, Donald T. Genine, Celestino S. Dalumpines IV
Dobie Parohinog, Mahnnie Q. Tolentino
Rebecca Y. Ibarreta, Hajji S. Tropa
Ana Maria D. Arboleda, Annalyn N. Bebita
Jeannen C. Borreros

Printed in the Philippines by _____

Department of Education – Region VI - Western Visayas

Office Address: Duran St., Iloilo City
Telefax: (033) 336-2816, (033) 509 7653
E-mail Address: region6@deped.gov.ph

MAPEH - Arts

Quarter 1 – Module 3:

Concepts on the Use

of Computer Software

Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.



What I Need to Know

This module was designed and written with you in mind. It is here to help you master the Concepts on the Use of Computer Software's. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of pupils. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the module you are now using.

The module aims that a learner can applies concepts on the use of the software (A6PR – Ib) and is divided into three lessons, namely:

- Lesson 1 – What are Computer Software
- Lesson 2 – Concepts on the Use of Computer Software
- Lesson 3 – Applying Concepts on the Use of Software

After going through this module, you are expected to:

1. recall what are computer software;
2. discuss the concepts on the use of software;
3. applies concepts on the use of software.



What I Know

Read the statements comprehensively. Choose the correct answer by writing the corresponding letter in a separate sheet of paper.

1. A collection of instructions that enable the user to interact with a computer, it's hardware, or perform tasks.
A. Application software
B. Programming Software
C. Computer Software
D. System Software
2. Popular example of applications software.
A. Application Software
B. Programming Software
C. Computer Software
D. Microsoft Office Suite
3. A kind of computer software which is used exclusively by computer programmers.
A. Application software
B. Programming Software
C. Computer Software
D. System Software

4. The software used by the computer to translate inputs from various sources into a language which a machine can understand.
- | | |
|-------------------------|----------------------|
| A. Application Software | C. Computer Software |
| B. Programming Software | D. System Software |
5. _____ is created to manipulate data.
- | | |
|-------------------------|----------------------|
| A. Application software | C. Computer Software |
| B. Programming Software | D. System Software |
6. A piece of application software that allows the user to create, edit, format, and print written documents.
- | | |
|---------------|--------------------|
| A. PowerPoint | C. Microsoft Word |
| B. Publisher | D. Microsoft Excel |
7. Applications used to connect to the internet.
- | | |
|--------------------|-------------------|
| A. Microsoft Excel | C. Microsoft Word |
| B. Mozilla Firefox | D. Microsoft Word |
8.  What is this application?
- | | |
|---------------|------------------------|
| A. PowerPoint | C. Microsoft Word |
| B. MS Paint | D. Microsoft Publisher |
9.  is an application that stands for?
- | | |
|-------------|-------------------|
| A. GIMP | C. Microsoft Word |
| B. MS Paint | D. Photo Editor |
10.  What is this application software?
- | | |
|--------------|------------------------|
| A. Photoshop | C. MS Paint |
| B. GIMP | D. Microsoft Publisher |

Lesson

1

Computer Software

We are in the world of modern technologies where people at a young age know how to use gadgets like cellphones and computers.



What's In

Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.

1. It is the roughness or smoothness of an artwork.
 - A. Balance
 - B. Texture
 - C. Variety
 - D. Emphasis
2. This is the feeling of harmony among all parts of the artwork.
 - A. Repetition
 - B. Movements
 - C. Unity
 - D. Emphasis
3. Created when one or more elements of design are used repeatedly to create a feeling of organized movement.
 - A. Balance
 - B. Emphasis
 - C. Rhythm
 - D. Figure
4. The following are principles of arts except one?
 - A. Balance
 - B. Emphasis
 - C. Rhythm
 - D. Figure
5. It is a part of the design that catches the viewer's attention?
 - A. Movements
 - B. Repetition
 - C. Emphasis
 - D. Variety



Notes to the Teacher

The teacher will provide pictures as examples so that the learner can easily understand what is being discussed in this module. He/she should also monitor closely the progress of the child. It is strongly advised that there will be once a week interaction with the teacher and learner.



What's New

Look at the picture/icon/logo below.



1.



2.



3.

- ✓ What can you say about these pictures?
- ✓ Where can you find these?
- ✓ Can you identify them?
- ✓ What do you think is the use of these applications?



What is It

Computer Software

Software is a collection of instructions that enable the user to interact with a computer, its hardware, or perform tasks. Without software, most computers would be useless.

Three Types of Computer Software

1. Systems Software or Operating system is the software used by the computer to translate inputs from various sources into a language which a machine can understand. It coordinates the different hardware components of a computer. Example is the Microsoft.
2. Programming Software is a kind of computer software which is used exclusively by computer programmers.
3. Application Software is used to interact with a computer. Popular examples of application software are the Microsoft Office suite which includes Word, Excel and PowerPoint. Applications we use to connect to the internet are internet explorer and Mozilla Firefox.

How important is computer software in making painting today?

The first step is drawing your image. Then scan it into your computer and finally, use a computer program to transform your work by cropping, editing, enhancing, lightening, darkening, shading, adding color, layering, styling, or just about any other editing graphic you can think of.

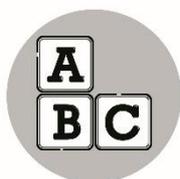
To get started with digital painting, the following could be of great help.

1. **GIMP** - a free and open-source raster graphics editor used for image retouching and editing.
2. **Photo Editor** - an application used for editing photos.
3. **Photoshop** - turn on photos into fantastical works of art. Crop, combine retouch and restore.
4. **Paint (windows)** - for Laptop / desktop PC. A simple raster graphics editor that has been included with all version of Microsoft windows.
5. **Inkscape** - a professional quality vector graphics software which runs on Linux, Mac OS X and Windows desktop computers.

Here are some software tools used in digital printing.

The software above has several tools that provide all the colors that is needed to make the coloring in your painting easy.

1. **Burn Tool** - darkens the image. Just drag the tool over the image.
2. **Crop Tool** - changes the size of the image. Select the area you want to crop and press enter.
3. **Eraser Tool** - erases part of the image in a certain layer by flattening the image or go through every layer to delete the part.
4. **Type Tool** - puts texts in a picture.
5. **Pencil Tool and Brush Tool** - these tools draw or paint a line. To change the color of the paint brush, click on the color picker.



What's More

Match the following pictures to the name of the application software. Write the letter of the correct answer on a separate sheet of paper.

- | | |
|---|----------------|
| 1. A professional quality vector graphics software which runs on Linux, Mac OS X and Windows desktop computers. | A. Paint |
| 2. A free and open-source raster graphics editor used for image retouching and editing. | B. Eraser Tool |
| 3. A simple raster graphics editor that has been included with all version of Microsoft windows. | C. GIMP |
| 4. Turn on photos into fantastical works of art. Crop, combine retouch and restore. | D. Inkscape |
| 5. A tool that erases part of the image that is not needed. | E. Photoshop |



What I Have Learned

- ✓ Computer Software is a collection of instructions that enable the user to interact with a computer, its hardware, or perform tasks. Without software, most computers would be useless.

- ✓ The three types of Software are:
 1. Systems Software
 2. Application Software
 3. Programming Software

- ✓ Computer software usually used in painting or logo designing are:
 1. MS Paint
 2. Photoshop
 3. Inkscape
 4. GIMP
 5. Photo Editor

- ✓ Some of the software tools in phot/ picture editing are:
 1. Eraser Tool
 2. Pencil and Brush Tool
 3. Type Tool
 4. Crop Tool
 5. Burn Tool



What I Can Do

Answer the following questions. (5 pts. each)

1. What is a computer software?
2. What are computer software tools used in photo/picture editing?



Assessment

Identify the following. Choose the correct answer from the word bank. Write your answer on a separate sheet of paper.

Computer Software	Programming Software
Microsoft Office	
Application Software	Systems Software

1. A collection of instructions that enable the user to interact with a computer, it's hardware, or perform tasks.
2. A kind of computer software which is used exclusively by computer programmers.
3. The software used by the computer to translate inputs from various sources into a language which a machine can understand.
4. This is used to interact with a computer.
5. Popular example of applications software.



Additional Activities

Familiarize yourself with the different computer software and tools and or install one application in your tablet, cellphone or laptop.



What I Know

Identify the following. Choose your answer from the word bank. Write it on a separate sheet of paper.

Microsoft Excel	Microsoft Word	Keyboard
Mouse	Photoshop	Printer
Microsoft Publisher	Computer Case	
Speakers	PowerPoint	

1. A piece of application software that allows the user to create, edit, format, and print written documents.
2. It is a raster graphics editor.
3. A desktop publishing application from Microsoft, differing from Microsoft word in that the emphasis is placed on page layout and design rather than text composition and proofing.
4. A computer-based document that displays data in a grid format and allows the user to enter and manipulate data, and to perform accounting functions.
5. This application gives you access to the familiar tool you already know. Design, edit, view, present, or share presentations quickly.
6. The metal and plastic box that contains the main components of the computer, including the motherboard, central processing unit (CPU), and power supply.
7. Another important tool for communicating with computers. Commonly known as a pointing device, it lets you point to objects on the screen, click on them, and move them.
8. Used to print documents, photos, and anything else that appears on your screen.
9. Output devices, which means they send information from the computer to the user—in this case, they allow you to hear sound and music.
10. One of the main ways to communicate with a computer. This has a direct communication with the unit for what you do here appears right away in the monitor.

Lesson

2

Concepts on the Use of Computer Software

Concepts mean an idea or understanding on the use of Computer software. Software will not move or functional without moving or using the basic parts of the computer (hardware).



What's In

Read the statements comprehensively. Choose the correct answer by writing the corresponding letter in a separate sheet of paper.

1. A collection of instructions that enable the user to interact with a computer, it's hardware, or perform tasks.
 - A. Application Software
 - B. Programming Software
 - C. Computer Software
 - D. System Software
2. Popular example of applications software.
 - A. Application Software
 - B. Programming Software
 - C. Computer Software
 - D. Microsoft Office Suite
3. A kind of computer software which is used exclusively by computer programmers.
 - A. Application Software
 - B. Programming Software
 - C. Computer Software
 - D. System Software
4. The software used by the computer to translate inputs from various sources into a language which a machine can understand.
 - A. Application Software
 - B. Programming Software
 - C. Computer Software
 - D. System Software
5. _____ is created to manipulate data.
 - A. Application Software
 - B. Programming Software
 - C. Computer Software
 - D. System Software



Notes to the Teacher

The teacher will provide pictures as examples so that the learner can easily understand what is being discussed in this module. He/she should also provide a laptop for the learner to have his/her hands-on activity. Monitoring closely the progress of the child is a must for the teacher. It is strongly advised that there will be once a week interaction with the learner and the teacher.



What's New

What are the uses of these application software for?



Microsoft Office Word



Microsoft Office Excel



Photoshop



What is It

Application Software

These programs are created to facilitate a variety of functions, including but not limited to:

- ✓ Managing information
- ✓ Manipulating data
- ✓ Constructing visuals
- ✓ Coordinating resources
- ✓ Calculating figures

Commonly Used Application Software

Word Processor is a piece of application software that allows the user to create, edit, format, and print written documents.

Spreadsheet/Excel is a computer-based document that displays data in a grid format and allows the user to enter and manipulate data, and to perform accounting functions.

Adobe Photoshop is a raster graphics editor.

PowerPoint is a presentation program, created by Robert Gaskins and Dennis Austin. It gives you access to the familiar tool you already know. Design, edit, view, present or share presentations quickly.

Publisher is a desktop publishing application from Microsoft, differing from Microsoft word in that the emphasis is placed on page layout and design rather than text composition and proofing.

Basic Parts of the Computer and their Function

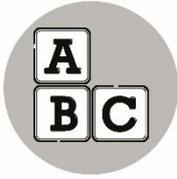
1. The **computer case** is the metal and plastic box that **contains the main components** of the computer, including the motherboard, central processing unit (CPU), and power supply. The front of the case usually has an **On/Off button** and one or more **optical drives**.
2. The **monitor** works with a **video card**, located inside the computer case, to display images and text on the screen. Most monitors have **control buttons** that allow you to change your monitor's display settings, and some monitors also have built-in speakers. Newer monitors usually have **LCD** (liquid crystal display) or **LED** (light-emitting diode) displays.

3. The **keyboard** is one of the main ways to communicate with a computer. There are many different types of keyboards, but most are **very similar** and allow you to accomplish the same basic tasks.
4. The **mouse** is another important tool for communicating with computers. Commonly known as a **pointing device**, it lets you point to objects on the screen, **click** on them, and **move** them.

There are two main mouse types: **optical** and **mechanical**. The optical mouse uses an electronic eye to detect movement and is easier to clean. The mechanical mouse uses a rolling ball to detect movement and requires regular cleaning to work properly.

5. A **printer** is used to **print documents, photos, and anything else that appears on your screen**. There are many types of printers, including **inkjet**, **laser**, and **photo** printers. There are even **all-in-one printers**, which can also scan and copy documents.
6. **Speakers** and **headphones** are output devices, which means they send information from the computer to the user—in this case, they allow you to **hear sound and music**. Depending on the model, they may connect to the **audio port** or the **USB port**. Some monitors also have built-in speakers.
7. **Scanners** a device that scans documents or captures images from photographic prints, posters, magazine pages, and similar sources for computer editing and display.

There will be other parts of a computer not listed on this module but you only need the parts that you can see and use/manipulate to produce a simple output.



What's More

You will need:

1. Laptop or Desktop Computer
2. Any application software you are familiar with

What to do:

1. Try to explore the software applications most especially discussed on the laptop or desktop computer.
2. Select one from the software presented and make /create a document or design.
3. Discuss or tell something about your experience.



What I Have Learned

Application software programs are created to facilitate a variety of functions, including but not limited to:

- ✓ Managing information
- ✓ Manipulating data
- ✓ Constructing visuals
- ✓ Coordinating resources
- ✓ Calculating figures

The most commonly used softwares are the following:

- ✓ Microsoft word
- ✓ Microsoft excel
- ✓ PowerPoint
- ✓ Publisher
- ✓ Photoshop



What I Can Do

What are the Elements of Art present in this commercial art? Write your answer on a separate sheet of paper.

A

1.



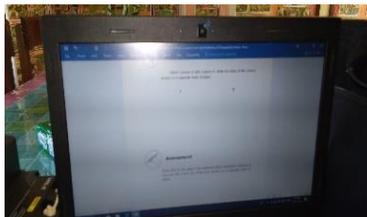
2.



3.



4.



5.



B

A. Mouse

B. Printer

C. Monitor

D. Speaker

E. Keyboard

Note: All photographs on this page were created by Roselyn T. Navida



Assessment

Write YES if the statement about application software is true and NO if it is not. Write your answer on a separate sheet of paper.

1. Application software is created to manipulate data.
2. Microsoft word is also called spreadsheet.
3. Publisher application is used for page layout and design.
4. Microsoft PowerPoint application is used for slide presentations.
5. Adding pictures in a slide presentation is not applicable.



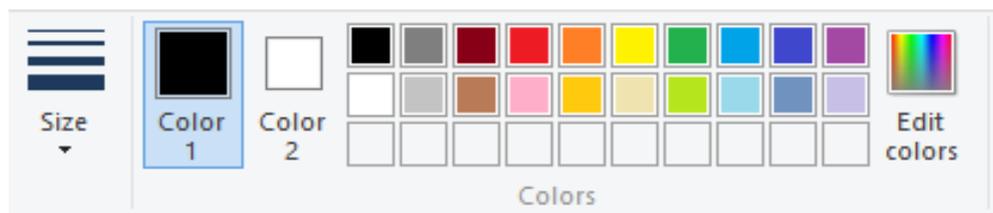
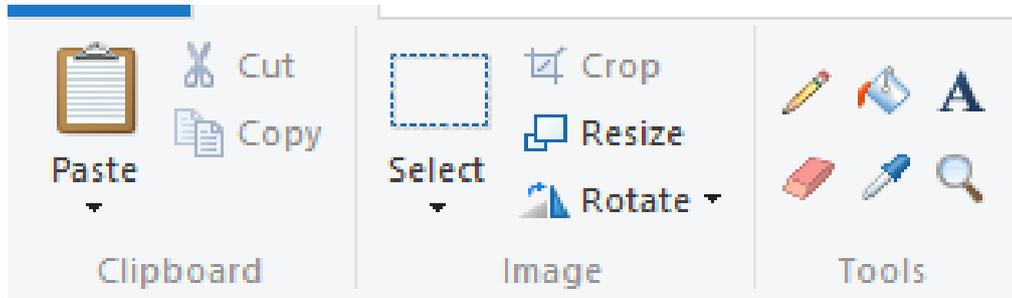
Additional Activities

(Let the learner explore the different applications in the laptop or desktop computer.) Prepare for a hands-on activity next lesson.



What I Know

Identify ten (10) tools that is needed in painting using MS Paint application software.



Note: All photographs on this page were created by Roselyn T. Navida

Lesson

3

Applying Concepts on the Use of Software

Application of Concepts would be an interesting topic for a learner. Manipulating gadgets and computer is easier than listening to lessons and reading notes.



What's In

What is being described in the sentences? Write the correct answer on a separate sheet of paper. Word bank is provided for you.

Microsoft Excel	PowerPoint	
Mouse	Computer Case	Printer

1. A computer-based document that displays data in a grid format and allows the user to enter and manipulate data, and to perform accounting functions.
2. This application gives you access to the familiar tool you already know. Design, edit, view, present or share presentations quickly.
3. The metal and plastic box that contains the main components of the computer, including the motherboard, central processing unit (CPU), and power supply.
4. Another important tool for communicating with computers. Commonly known as a pointing device, it lets you point to objects on the screen, click on them, and move them.
5. Used to print documents, photos, and anything else that appears on your screen.



Notes to the Teacher

The teacher will provide pictures as examples so that the learner can easily understand what is being discussed in this module. He/she should also provide a laptop for the learner to have his/her hands-on activity. Monitoring closely the progress of the child is a must for the teacher. It is strongly advised that there will be once a week interaction with the learner and the teacher.



What's New

Watch a video to acquaint you on how to use the tools in MS Paint. Search the video using the link below.

<https://youtu.be/wMQP7KVc8mE>



What is It

How to Use Microsoft Paint in Windows

The tools and features of this application is limited compare to other photo editors, it still has its use in Windows 7 and 8.1. It is used to resize, rotate or crop images, as well as to add various new elements such as text boxes or shapes. Paint can also convert images between popular image formats such as GIF, JPEG, BMP and PNG but it cannot work with layers.

The operation is divided into eight (8) parts:

Part 1 – Opening Paint

- Step 1: Click Windows logo in the bottom-left corner of the screen.
- Step 2: Type in (paint). This will search your computer for the Paint Program.
- Step 3: Look for the Paint app icon. In the Start menu, look for the Paint app icon, which resembles a paint palette with paint on it.
- Step 4: Click (Paint). It's next to the Paint app icon. Doing so will open a new Paint window.

Part 2 – Drawing and Erasing

- Step 1: Review the toolbar. The toolbar, which is at the top of the Paint window, is where you'll find all of the options used to interact with the Paint canvas.
- Step 2: Select a primary color. Click any color in the palette that's in the top-right side of the Paint window to apply it to the "Color 1" box. This is the color that you'll use when using the left mouse button on the canvas.
You can create a custom color by clicking Edit colors in the upper-right corner of the window, selecting a color and shade you want to use in the color wheel, and clicking OK.
- Step 3: Select a secondary color. Click the "Color 2" box to the left of the color palette, then click the color you'd like to use as your secondary color. You'll activate this color by using the right mouse button on the canvas.

- Step 4: Select a brush type. Click the Brushes option at the top of the Paint window, then click the type of brush tip you want to use. This is what affects the line size, shape, and width options. If you just want to draw a regular free-form line, click the pencil-shaped “Pencil” icon in the “Tools” section.
- Step 5: Select a line thickness. Click the Size option to the left of the color palette, then click the line thickness you want to use while drawing.
- Step 6: Click and drag across the canvas to draw. Holding down the left mouse button while dragging will draw your line. You can click and drag with the right mouse button to use your secondary color.
- Step 7: Fill a section with color. Click the “Fill with color” tool, which resembles a paint bucket, in the “Tools” section, then click the canvas to change an entire section of it to your primary color (you can right-click to use your secondary color instead).
- If you have the canvas sectioned off (e.g., a line dividing the canvas in two), only the section in which you click will be filled with color.
- If your canvas is blank or contains no full sections, your whole canvas will be filled in when you use the “Fill with color” tool.
- Step 8: Erase mistakes. You use the eraser function by clicking the pink “Eraser” icon in the “Tools” section and then clicking and dragging the eraser over the portion of the image you want to erase.

Part 3 – Creating a Shape

- Step 1: Select a color. Click the color you want to use as your shape’s outline.
- Step 2: Select a “Fill” color if necessary. If you want to fill the shape with a color rather than just drawing the outline of the shape, click the “color 2” box and then click the color you want to use for the fill color.
- Step 3: Find a shape to use. In the “Shapes” section of the toolbar, scroll up or down to see all of the available shapes.
- Step 4: Select your preferred shape. Click the shape you want to use to select it.
- Step 5: Select a line thickness. Click Size, then click the line thickness you want to use in the resulting drop-down menu.
- Step 6: Select an “Outline” option if needed. By default, the shape’s outline will be the same color as “Color 1” box; if you want to change the consistency of the color or remove it entirely, click the Outline drop – down box, then click an option (e.g., No Outline) to apply it.
- Step 7: Select a “Fill” option if you like. If you selected a “Fill” color, you can add the “Fill” option to your shape: click Fill, then click Solid color.
- Step 8: Click and drag diagonally across the canvas. This will draw your shape.
- Step 9: Anchor the shape. Once the shape fits the size and location you had in mind, release the mouse button and click outside of the Paint canvas.

Part 4 – Adding Text

- Step 1: Select a text color. Click the “Color 1” box, then click the color you want to use.
- Step 2: Click A. It’s at the top of the window.

- Step 3: Select a location for your text. Find the place on your canvas in which you want to place the text, then click the place in question. You should see a dotted line indicating a text box appear.
- Step 4: Change the text's font. In the "Font" section of the toolbar, click the top text box and then click the font you want to use in the resulting drop-down menu.
- Step 5: Change the font's size. Click the number below the font name, then click the number you want to use for your font.
- Step 6: Add formatting to the text. If you want to bold, italicize, and/or underline your text, click the B, I, and/or U button(s) in the "Font" section of the toolbar.
- Step 7: Increase the text box's size if necessary. Since you adjusted the default font and size, you may need to enlarge the text box. You can do this by placing your mouse cursor over one of the corners of the text box and then dragging diagonally away from the text box's center.
- Step 8: Enter your text. In the text box, type in the text that you want to display.
- Step 9: Give your text a background if you like. If you don't want your text to sit on whatever background items are on your canvas, click Opaque in the "Background" section of the toolbar.
- Step 10: Anchor your text. When you're done editing your text, click anywhere on the canvas (or outside of it) to anchor the text. Once it has been anchored, you can't move it.

Part 5 – Opening an Image

- Step 1: Click File. It's in the top-left corner of the Paint window. A menu will appear.
- Step 2: Click Open. This is in the middle of the menu. Doing so opens a File Explorer window.
- Step 3: Select a photo. Go to the file location of the photo that you want to open in Paint, then click the photo to select it.
- Step 4: Click Open. It's in the bottom-right corner of the window. Your photo will be uploaded to paint, and your paint canvas should resize to fit the photo.
- Step 5: Use the right-click menu to open images in Paint. If you ever want to open an image in Paint when Paint isn't already open, you can right-click the image, select Open with in the drop-down menu, and click Paint in the resulting pop-out menu.

Part 6 – Use the right-click menu to open images in Paint

- Step 1: Click Select. It's in the upper – left side of the Paint toolbar. A drop-down menu will appear.
- Step 2: Click Rectangular selection. This is in the drop-down menu. If you want to draw the selection by hand, click Free-form selection.
- Step 3: Create your own selection. Click and drag diagonally from the top-left side of the area you want to save down to the bottom-right side, then release the mouse button. If you are using a free-form selection, click and drag around an item you want to crop, making sure to connect the two ends of the selection before proceeding.

- Step 4: Click Crop. It's at the top of the Paint window. Doing so will remove any part of the photo that's outside of the selected area, leaving only the area inside of the selection. If you want to cut your selected section out of the photo, press Del.
- Step 5: Click Rotate. This option is at the top of the paint window. A drop-down menu will appear.
- Step 6: Select a rotation option. Click one of the rotation options in the drop-down menu to apply it to the photo.

Part 7 – Resizing an Image

- Step 1: Click Resize. It's in the Paint toolbar. A pop-up window will appear.
- Step 2: Check the "Maintain aspect ratio" box. This option is in the middle of the window. Doing so ensures that any changes you make to either of the size values won't distort your photo.
- Step 3: Check the "percentage" box. It's at the top of the window. If you want to resize to a specific pixel rating, check the "Pixels" box instead.
- Step 4: Change the "horizontal" value. In the horizontal text box, type in whatever number you want to use to resize your photo. If you're using pixels instead of a percentage, you'll type the number of pixels to use into the horizontal text box.
- Step 5: Skew your photo if you like. Skewing a photo will angle it to the left or right. To skew your photo, type a number into the "Horizontal" and/or "Vertical" text fields under the "Skew(degrees)" heading.

Part 8 – Saving Your Project

- Step 1: Save changes to an existing Paint Project. If you've already saved your project, you can press Ctrl+S (or click the floppy disk icon in the upper – left corner of the screen) to save the changes.
- Step 2: Click File. It's in the top-left corner of the paint window. The menu will appear.
- Step 3: Select Save As. This option is in the middle of the menu. Selecting it prompts another menu to appear to it's right.
- Step 4: Click JPEG picture. It's in the right-hand menu. A "Save As" window will open. You can select any other picture format.
- Step 5: Enter a file name. In the "file name" text box, type whatever you want to name your project.
- Step 6: Select a save location. Click a folder on the left side of the window (e.g. Desktop) to select it as the place in which to save your project.
- Step 7: Click Save. It's in the bottom-right corner of the window. Doing so will save your file under your selected name in your specified save location.



What's More

You will need:

1. Laptop (teacher will provide)
2. printer
3. Coupon bond

What to do:

1. Using MS Paint in the laptop, create a figure of your choice using the tools.
2. Color the picture using the color tools.
3. Print your work.
4. Submit on time.

Note: Your output will be rated using a rubric below.

Student Name: _____

CATEGORY	1 Beginning	2 Developing	3 Proficient	4 Advanced
Performance	Work was unorganized and students were not focused on the task.	Students followed some of the directions for the assignment.	Students followed all of the instructions.	Students followed all of the directions and instructions and went beyond expectations.
Teamwork	Only one of the team members did the assigned work.	Most of the team members worked together on the task at hand.	All members participated and completed the work.	All members of the team participated collaboratively, and worked well together.
Understanding	Students did not understand the goal of the activity.	With guidance, students began to understand how to work together and complete the assignment.	Students understood the goal of the activity and were able to complete it.	Students met the goal of the activity, went beyond expectations, and contributed to the share.



What I Have Learned

- ✓ Using Microsoft Paint in windows is divided into five (5) parts namely:
 - Opening Paint
 - Drawing and Erasing
 - Creating a Shape
 - Adding Text
 - Opening an Image
 - Cropping and Rotating an Image
 - Resizing an Image
 - Saving Your Project
- ✓ Each of the parts has corresponding steps to be followed in order to smoothly create a self – fulfilling project.



What I Can Do

Watch the video tutorial on using MS Paint from this URL.

<https://youtu.be/dMrPEx2LT7o>



Assessment

After watching the video tutorial, create your own painting using MS Paint. Your work will be rated by the rubric below.

Student Name: _____

CATEGORY	1 Beginning	2 Developing	3 Proficient	4 Advanced
Performance	Work was unorganized and students were not focused on the task.	Students followed some of the directions for the assignment.	Students followed all of the instructions.	Students followed all of the directions and instructions and went beyond expectations.
Teamwork	Only one of the team members did the assigned work.	Most of the team members worked together on the task at hand.	All members participated and completed the work.	All members of the team participated collaboratively, and worked well together.
Understanding	Students did not understand the goal of the activity.	With guidance, students began to understand how to work together and complete the assignment.	Students understood the goal of the activity and were able to complete it.	Students met the goal of the activity, went beyond expectations, and contributed to the share.



Additional Activities

Study this logo. What does it represent?





Answer Key: Lesson 1

<p>What I Can Do</p> <p>Answers vary</p> <p>Assessment</p> <ol style="list-style-type: none">1. Computer Software2. Programming Software3. System Software4. Application Software5. Microsoft Office	<p>What's In</p> <ol style="list-style-type: none">1. B2. C3. C4. D5. C <p>What's More</p> <ol style="list-style-type: none">1. D2. C3. A4. E5. B	<p>What I Know</p> <ol style="list-style-type: none">1. C2. D3. B4. D5. A6. C7. B8. B9. A10. A
--	---	--



Answer Key: Lesson 2

<p>What I Can Do</p> <ol style="list-style-type: none">1. B2. E3. A4. C5. D <p>Assessment</p> <ol style="list-style-type: none">1. YES2. NO3. YES4. YES5. NO	<p>What's In</p> <ol style="list-style-type: none">1. C2. D3. B4. D5. A <p>What's New</p> <p>Answers may vary</p> <p>What's More</p> <p>Answers may vary</p>	<p>What I Know</p> <ol style="list-style-type: none">1. Microsoft Word2. Photoshop3. Publisher4. Microsoft Excel5. Powerpoint6. Computer Case7. Mouse8. Printer9. Speaker10. Keyboard
--	---	---



Answer Key: Lesson 3

<p>What's I Can Do</p> <p>Watch video</p> <p>Assessment</p> <p>c/o rubric</p>	<p>What's In</p> <ol style="list-style-type: none">1. Microsoft Excel2. Powerpoint3. Computer Case4. Mouse5. Printer <p>What's New</p> <p>Answers may vary</p> <p>What's More</p> <p>c/o rubric</p>	<p>What I Know</p> <ol style="list-style-type: none">1. Brushes2. Shapes3. Pencil4. Eraser5. Text tool6. Colors7. Paint BucketTool8. Magnifier9. Color Picker10. Crop Tool11. Rotate12. Resize
---	--	---

References

Retrieved from:

<https://www.bing.com/images/search?view=detailV2&id=14C4BE4B912DC893A5FF7B401DC18C9E98626758&thid=OIP.5lOTxxUywmU6yUvo6cNDwHaKL&mediaurl=https%3A%2F%2Fi.pining.com%2Foriginals%2Fe6%2F53%2F93>

<https://www.iconarchive.com>

<https://www.studylib.net>

<https://www.pngtree.com>

<https://www.study.com/academy/lesson>

<https://www.streetdirectory.com>

<https://wikipedia.org>

<https://www.readwritethink.org/lesson1063>

<https://www.techwall.com/articles>

<https://www.wikihow.com/Use-Microsoft-Paint-in-Windows>

<https://www.wisegeek.com/what-is-computer-software.htm>

<https://www.photoshop.com>

<https://inkscape.org>

<https://edu.gcfglobal.org/en/computerbasics/basic-parts-of-a-computer/1/>

For inquiries or feedback, please write or call:

Department of Education - Bureau of Learning Resources (DepEd-BLR)

Ground Floor, Bonifacio Bldg., DepEd Complex
Meralco Avenue, Pasig City, Philippines 1600

Telefax: (632) 8634-1072; 8634-1054; 8631-4985

Email Address: blr.lrqad@deped.gov.ph * blr.lrpd@deped.gov.ph