

**COMMUNITY COLLEGE OF SOUTHERN NEVADA**  
**Department Of Computer Information Technology**  
**IS-101**  
(Mr. Harden's Sections)

**ASSIGNMENT #1**

**PURPOSE & OBJECTIVES:**

The purpose of this assignment includes:

1. To become familiar with features of Windows and Windows concepts and techniques such as:

- The Desktop and Icons;
- Menu selections;
- Launching an application;
- Pointing, dragging, and clicking a mouse;
- Use of Menu Bars, Toolbars, Status Bars, and Task Bars;
- Use of Minimize/Maximize, Reduce, and Close buttons;
- Sizing and dragging windows;
- Knowing concepts about storage devices, folders, and files;
- Saving & retrieving files.

by using an application that comes with Windows, i.e., **Paint** (a rudimentary graphics drawing program);

2. To learn to use **Paint** because:

- It will lead to learning Windows concepts listed above;
- It is frequently used to create graphics images that can be used in documents and web pages;
- It produces a standard form of graphics images recognized by many computers (\*.bmp (bit mapped graphics)).

**SPECIAL PRE-ASSIGNMENT INSTRUCTIONS:**

Upon completion of this assignment, you will need to save the assignment to a:

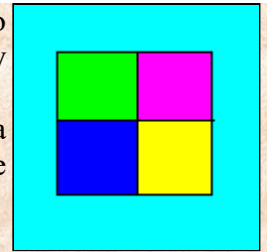
- Floppy disk or Zip drive;
- Your account on the UNLV Complabs Network;
- Your personal computer at home or work (if you work on your assignment off campus).

**Paint** normally saves an image file as a ".BMP" formatted image file. ".BMP" file sizes are very large. If saved as a ".BMP" file, your image for this assignment may require an entire floppy disk. To save disk space, it is recommended to save your **Paint** image files as ".GIF" formatted image files.

Check the version of **Paint** on the computer you are using to see if it supports ".GIF" files by doing the following:

- Launch **Paint** by clicking *Start-Programs-Accessories-Paint*;
- Click *File-Save As ...*
- In the "Save as type:" selection box, click the down pointing arrow;
- Look and see if an optional file type includes "GIF (\*.GIF)";
  - If YES, **Paint** is set to handle "GIF" formatted images. Click the "Cancel" button, close **Paint**, and proceed to SPECIFICATIONS & INSTRUCTIONS below;
  - If NO, **Paint** is not set to handle "GIF" formatted images. To set **Paint** to handle "GIF" formatted images, do the following:
    - Point the mouse pointer to the GIF image to right of this text;
    - Right click the mouse pointer while it is pointing the the image to the right;
    - Point and left-click the mouse to the selection "Save Picture As ..."

- Select where to save this "GIF" image. Unless you specify where to save the image, **Paint** may save the image in the Folder-Path of "My Document/My Pictures";
- Click the "Save" button to save the image to your computer. This is a "GIF" formatted image. Note where the image is being saved on the computer you are using;
- Go back to the window in which **Paint** is open;
- In **Paint**, click *File-Open*
- In the selection box "Files of type:" click the down pointing arrow and select "All Picture Files";
- Locate the saved "GIF" file you saved in the previous steps above (you must remember where you saved that file in that previous step);
- Click the "Open" Button;
- Click *File-Save* from **Paint**;
- Close **Paint**
- Proceed to SPECIFICATIONS & INSTRUCTIONS below;



In most cases, this sequence of steps will set **Paint** to include ".GIF" files as a format it will accept.

**PLEASE NOTE:** In some cases (especially older versions of **Paint**), these steps will have no effect on **Paint's** ability to process images with ".GIF" format. In such cases, **Paint** will display an error message stating "GIF" is an unsupported format. If this occurs on the computer you are using, you will have to save your image as the larger ".BMP" format.

## SPECIFICATIONS & INSTRUCTIONS:

To receive full credit, you must do the following:

1. Launch **PAINT** from Window's Accessories (*Start-Programs-Accessories-Paint*);
2. Create a masterpiece work of art using the **Paint** program:
  - Your artwork should relate to a semester break experience, family reunion, vacation, or special event you had because you will need the image created by Paint in this project for future assignments;
  - Do not make any indecent images;
  - Do not recreate the image shown in the sample. Create your own original image;
  - Use the features of Paint to do the following:
    - Size your image to 6 inches in width and 6 inches in height (*Image-Attributes*);
    - Using *File-Page Setup*, set:
      - Paper size to "Letter" (8.5 inches by 11 inches);
      - Left and right margins to 1.25 inches each;
      - Top and bottom margins of 0.75 inches each;
      - Orientation to "Portrait".
    - Demonstrate each of the following **Paint** features as follows:
      1. Fill with color  
(Be careful with this one - be sure to use it only with a fully enclosed shape)
      2. Pencil
      3. Airbrush
      4. Brush
      5. Line
      6. Curve  
(Suggestion: Pull 2 curves on the line. Sometimes pulling only one curve will not preserve the curve)
      7. Rectangle
      8. Polygon
      9. Ellipse
      10. Rounded Rectangle

3. Save (as a ".GIF" image, if you can, otherwise as a ".BMP" image) this (unlabeled) image on a floppy disk and on your home directory on the UNLV PC Network. **You will need this image for several future assignments!**;
4. Use the "Text" feature of **Paint** to write your Name, the last four digits of your Student ID#, Assignment#, and Section# (or day & time of class) in the upper right corner of your assignment;
5. Use the "Text" feature of **Paint** to label (by number) each of the numbered features given above;
6. Save (as a ".GIF" image, if you can, otherwise as a ".BMP" image) this (labeled) image on another floppy disk and on your home directory on the UNLV PC Network as a different file name;

### **ASSIGNMENT SUBMISSION:**

1. Print (*File-Print*) a copy of the labeled image and submit it on the due date as your assignment.
2. A color printout is not required - a black and white printout with gray tones is sufficient.
3. Be sure your Name, ID#, Section#, and Assignment# appears on the upper right corner of your assignment as specified above.

### **NOTES:**

1. To receive full credit, all specifications must be met.
2. A sample image meeting all the requirements is shown in the link below.
3. Be sure to save your work of art (in your student account and on floppy disks (redundancy of backup) ) for future use. **You will need it** for several future assignments.
4. Remember, your created image must be your own based on your experienced event. Do not recreate the image in the sample as your own.

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[Click Here To See Sample Of This Assignment](#)

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