

Module Drawing in Paint®

Lesson Topic Open and Save

In this lesson the learners will practice how to open and save drawings in Paint®.

Outcomes

- Explain why it is necessary to save work
- Understand the advantages of saving work on the computer
- Know how to save a drawing in Paint in the default location (My Documents)
- Know how to open a drawing from the default location

Materials Needed

- Transparency
- CD with presentation: *Save and Open*

Lesson

Content		Method
1	Introduction	Ask the learners why it is nice to work on a computer? Take it through to the workplace. Why is it easier for a secretary to work on a computer than on a typewriter? Guide the learners to get to the advantages of saving a document.
2	Advantages of saving	Use the transparency to explain the advantages of saving your work: <ul style="list-style-type: none"> - Quick: It saves time. Next time you can just open the document and continue to work. You do not have to redo everything. - Cheap: It saves money. You can change the document on the computer. You do not have to print every time. You only print the final drawing or document. - Convenient: You can work at home, save the document on a disk and continue to work at school or the office. - Easy: You can save your work as different types of documents. You can create a drawing and

		save it in a format that can be sent through e-mail.
3	Demonstration	Run the presentation. The presentation will demonstrate how to save a drawing and how to open a saved drawing. Let a few learners come and practice on the computer while the rest of the class watch. The repetition will make it easier to remember how to do it.
4	Practice	Use the set of posters to guide the learners on how to save. <ul style="list-style-type: none"> - The learners open Paint®. - They draw a quick picture. - They save the drawing with the guidance of the teacher.
5	Worksheet	The learners complete the worksheet. They have to cut out the labels at the bottom of the worksheet and stick them to the corresponding picture. The learners colour the pictures.

Assessment/ Assignment

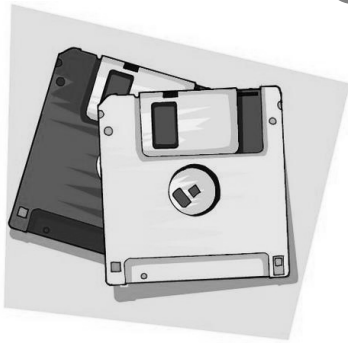
Assess the learners while they are practicing to save on the computer.

Assess the completed worksheet.

Notes

If you do not have enough computers for all the learners, let some of them complete the worksheet, while the rest practice on the computers. If you can get help from a parent or colleague, you can divide the class into two. One group does the advantages of saving and completes the worksheet. The second group views the demonstration and practice on the computer.

Save



Quick



Cheap

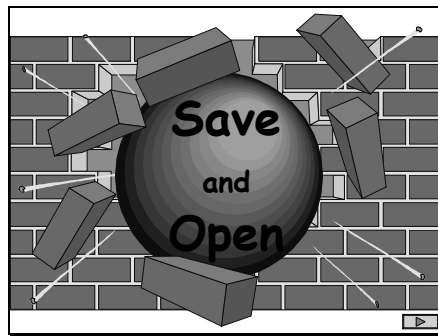


Convenient

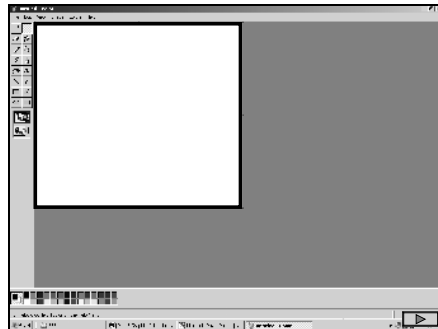


Easy

Slide 1

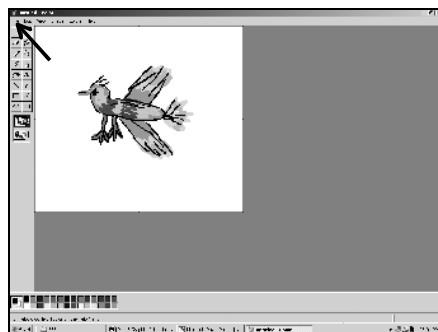


Slide 2



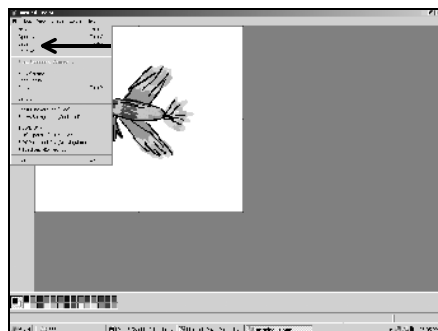
Open *Microsoft Paint®*.
Draw the picture in the *Drawing Area*.

Slide 3



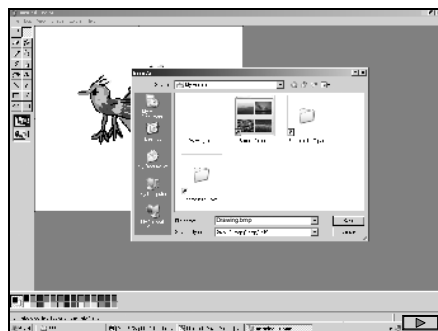
To save the drawing:
Click *File* in the *Menu bar*.

Slide 4



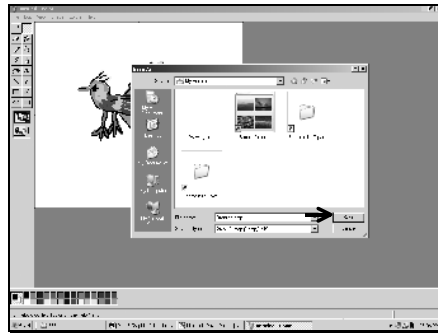
Click *Save*.

Slide 5



Give the drawing a name. You must give a name otherwise the computer will be able to identify the drawing. Name the drawing so that you can recognize it later again.

Slide 6



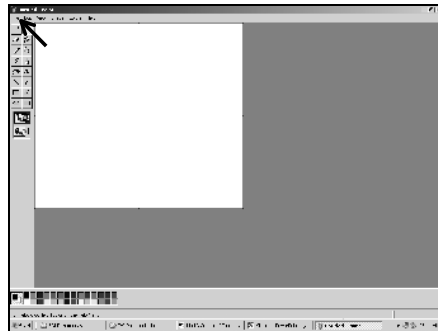
Click *Save* to save the drawing.

Slide 7



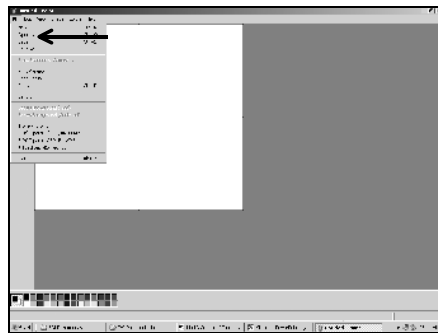
Your drawing is now saved on the computer. The name of the drawing appears at the top of the window.

Slide 8



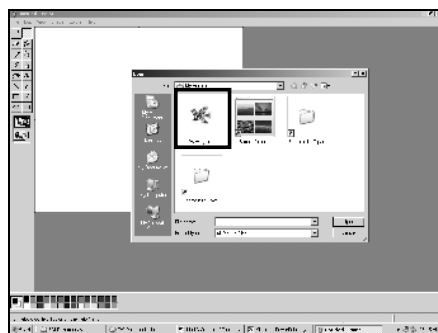
To open a drawing that you have saved earlier:
Open *Microsoft Paint®*.
Click *File*.

Slide 9



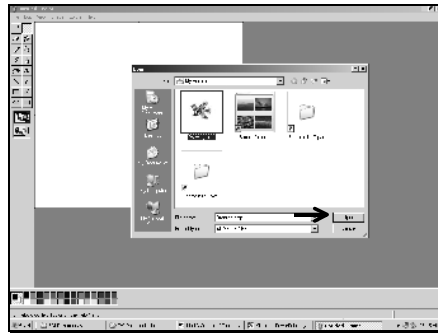
Click *Open*.

Slide 10



Click on the drawing you want to open.

Slide 11

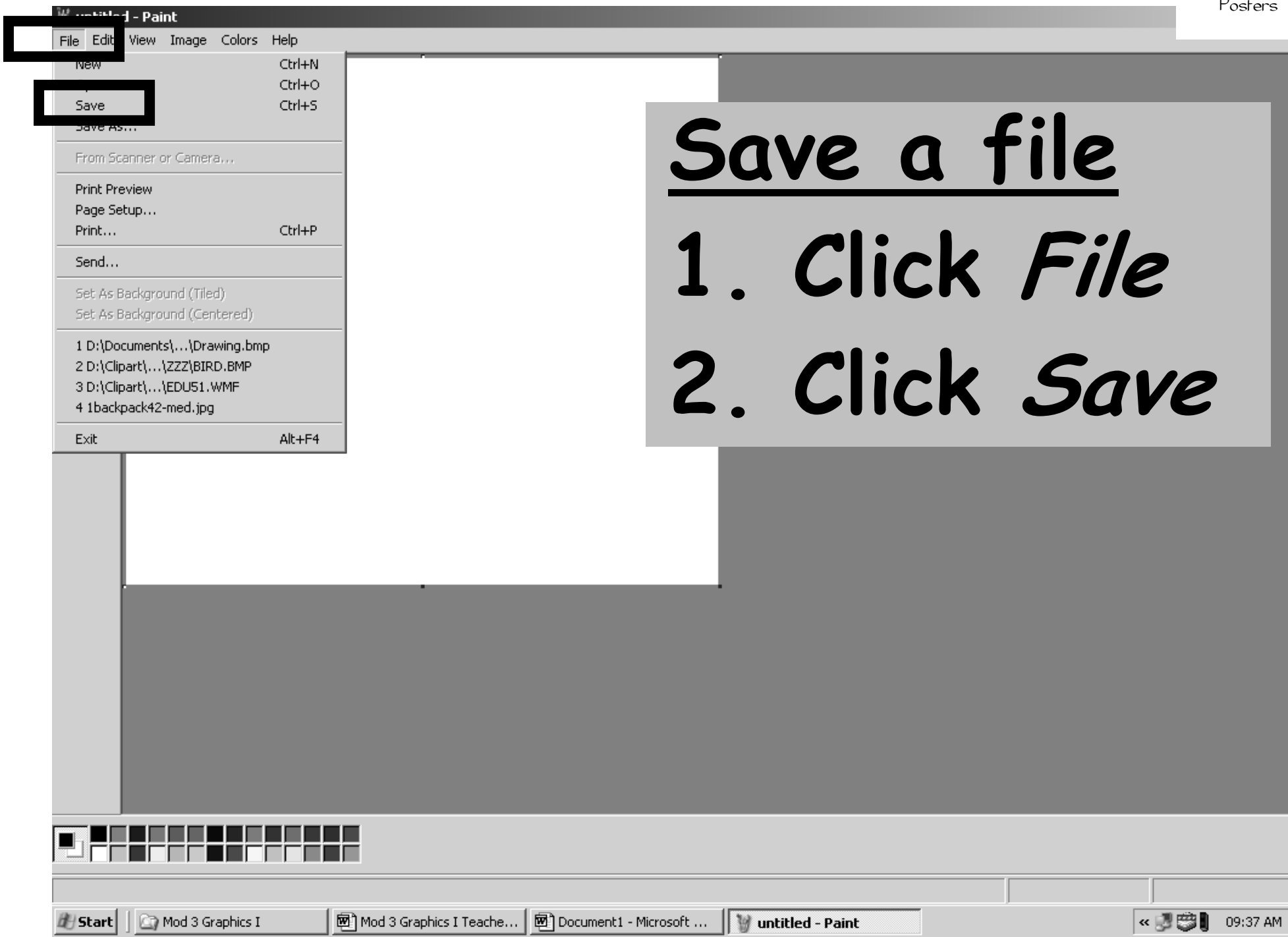


Click *Open*.

Slide 12



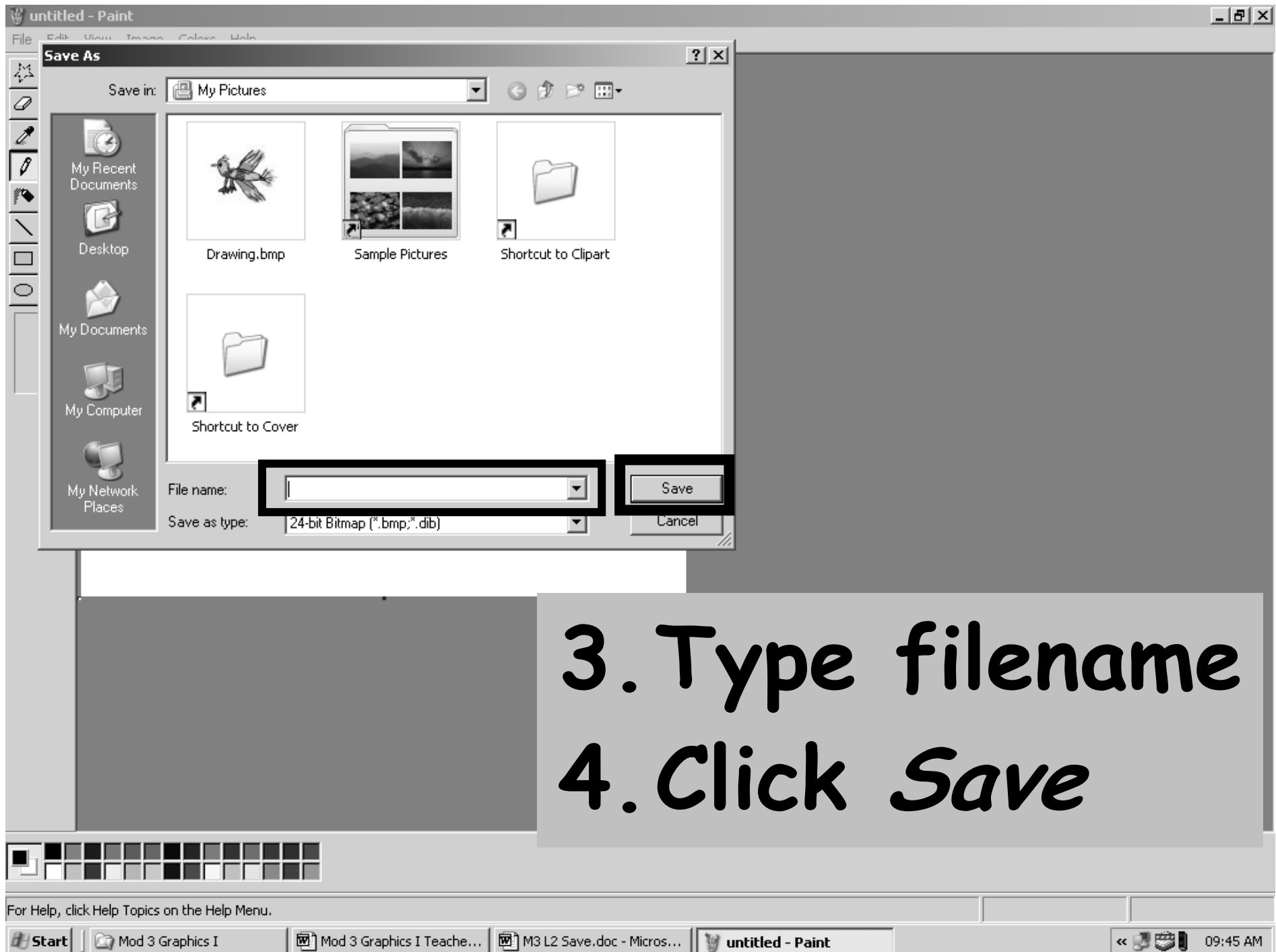
Your drawing is open and the name appears at the top of the window.

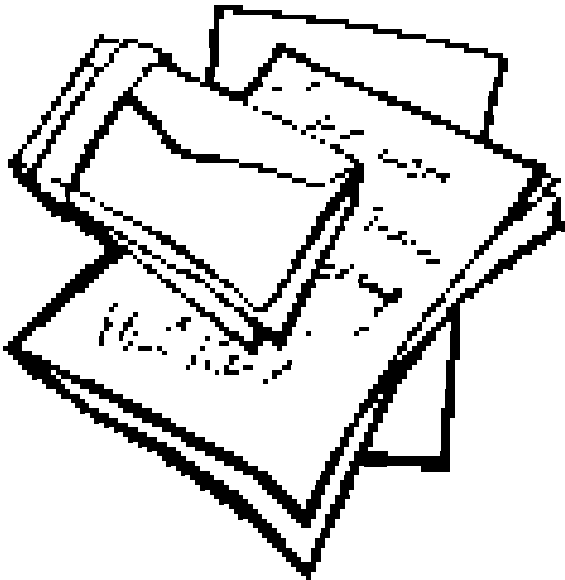


Save a file

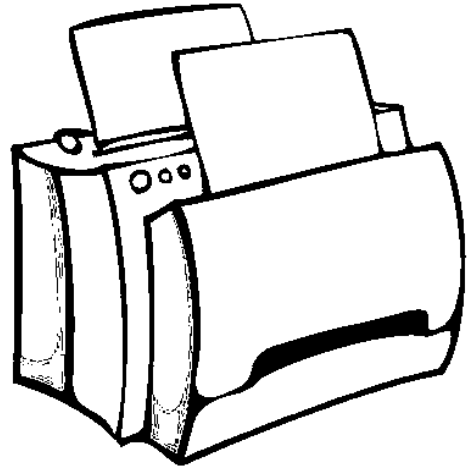
1. Click *File*

2. Click *Save*

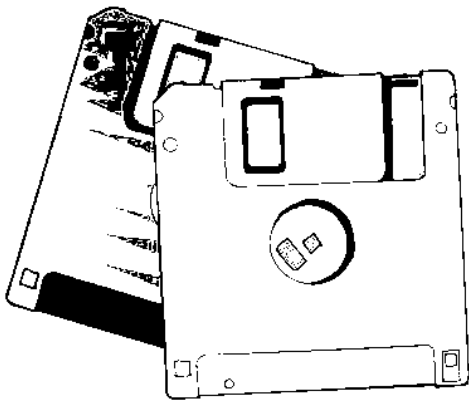




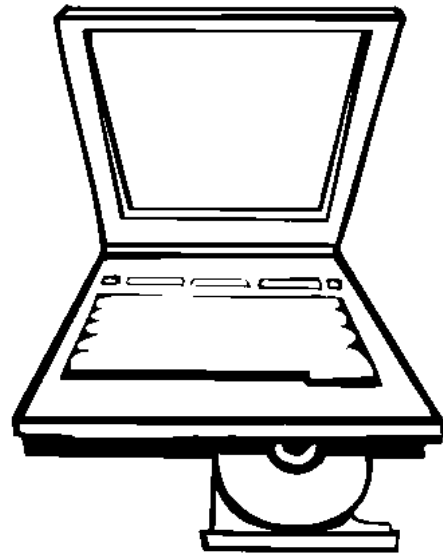
Easy



Cheap



Quick



Convenient

Easy

Convenient

Cheap

Quick

