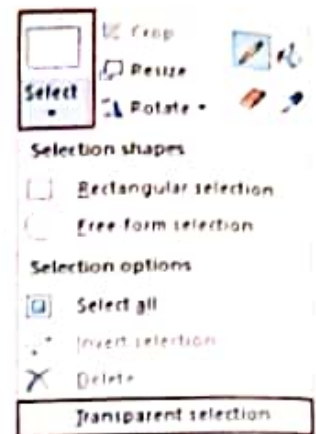


When we select a part of our drawing using the Select tool, a part of the background also gets selected. To remove this background, select **Transparent selection** in the drop-down menu of the **Select** tool.



Copying an object

We may want to repeat an object in our drawing. For that, we can use the **Copy** option. It makes a copy of any object in our drawing which can be used as many times in the file as we want.

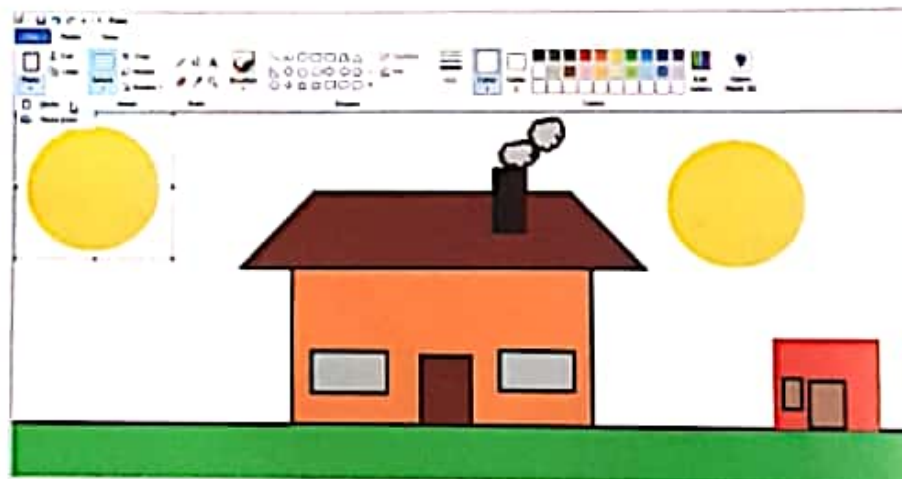
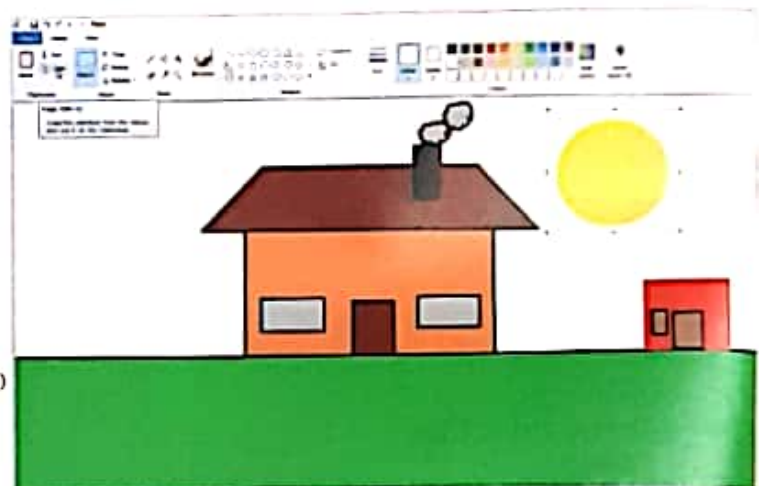
To copy an object, follow these steps.

1. Select the object that needs to

be copied using the Select tool, about which we had learnt earlier.

2. Click Copy in the Clipboard group of the Home tab.


3. Click Paste in the Clipboard group. A copy of the object appears at the top-left corner of the canvas. You can drag it to any location you want.



Moving an object

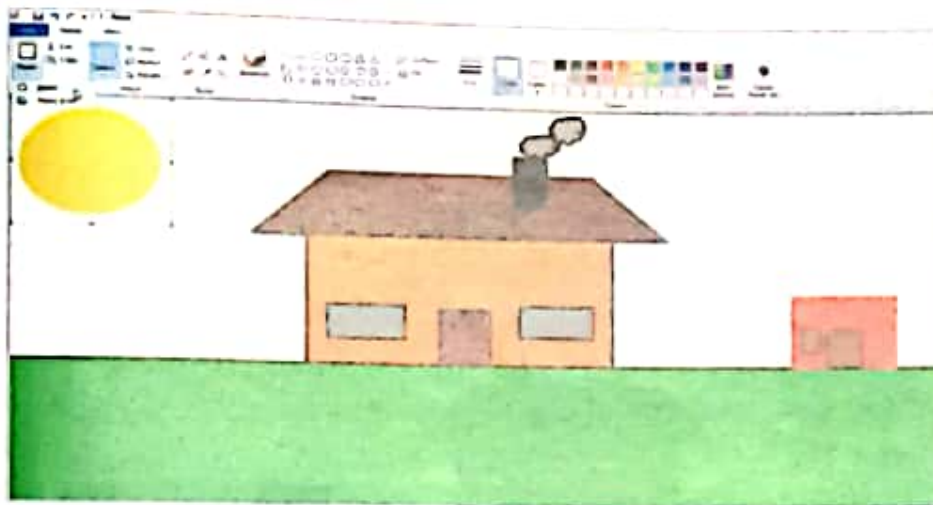
We may want to change the location of an object in our drawing. Instead of erasing it and redrawing it in another location, we can simply move the object to the desired location. We can do this using the **Cut** option.

To move an object, follow these steps.

1. Select the object that needs to be moved using the Select tool.
2. Click Cut  in the Clipboard group of the Home tab. The object disappears from the canvas.

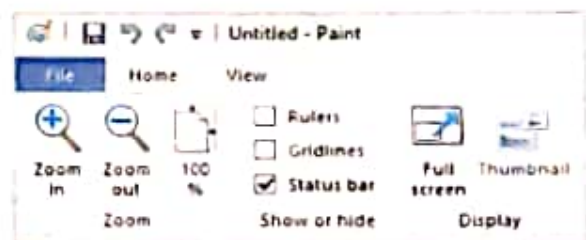
3. Click Paste  in the Clipboard



group. The object reappears at the top-left corner of the canvas. Now you can drag and move it to any location you want.



Zooming a drawing

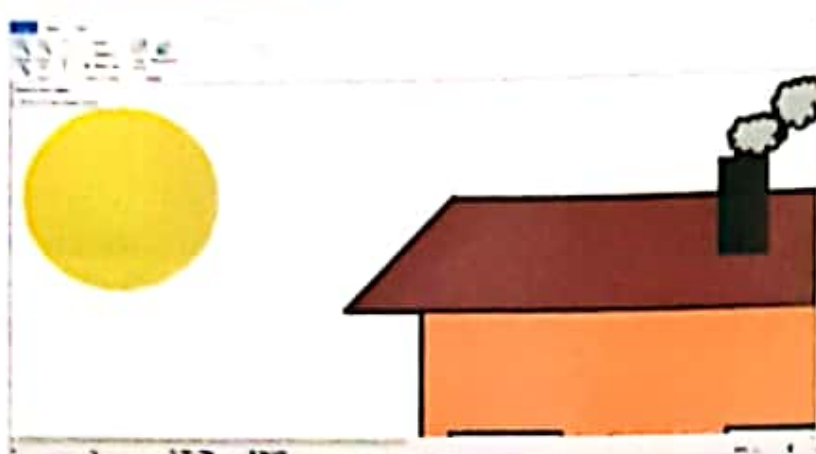
While working on MS Paint, we may want to take a closer look at our drawing. We have the **Zoom** group in the **View** tab to help us do that.



- **Zoom in** : This makes our drawing appear bigger and lets us take a closer look at it. By zooming in, we can make changes to any small part of our drawing.
- **Zoom out** : This makes our drawing appear smaller and provides us its overall look. It helps us view the complete drawing to see if our changes are correct.

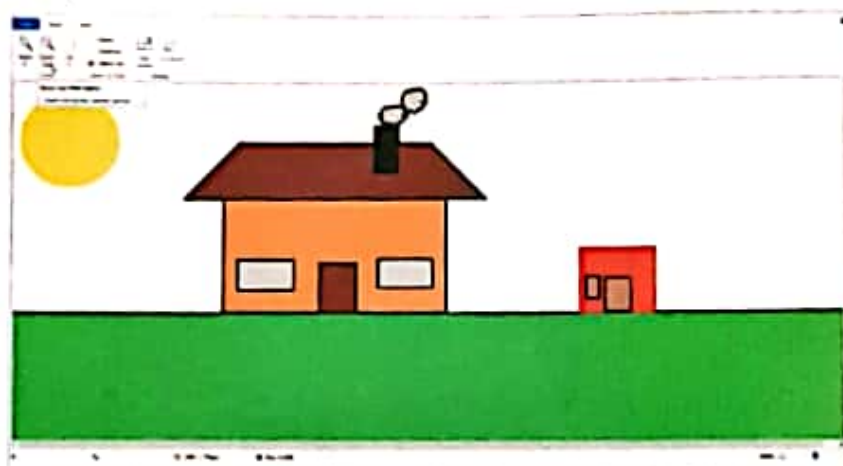
To zoom in, follow these steps.


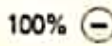


1. Click the View tab.
2. Click Zoom in  to increase the size of the drawing.



To zoom out, follow these steps.

1. Click the View tab.
2. Click Zoom out  to decrease the size of the drawing.



 We can also zoom in/out using the Zoom slider    at the bottom-right corner of the Paint window.

Setting a drawing as desktop background

We can set our drawing as our desktop background.

To set our drawing as the desktop background, follow these steps.

1. Click the File tab.
2. Select Set as desktop background from the menu options.
3. Select any of the three options shown in the sub-menu: Fill, Tile and Center.
 - **Fill** – The drawing fills the entire desktop.

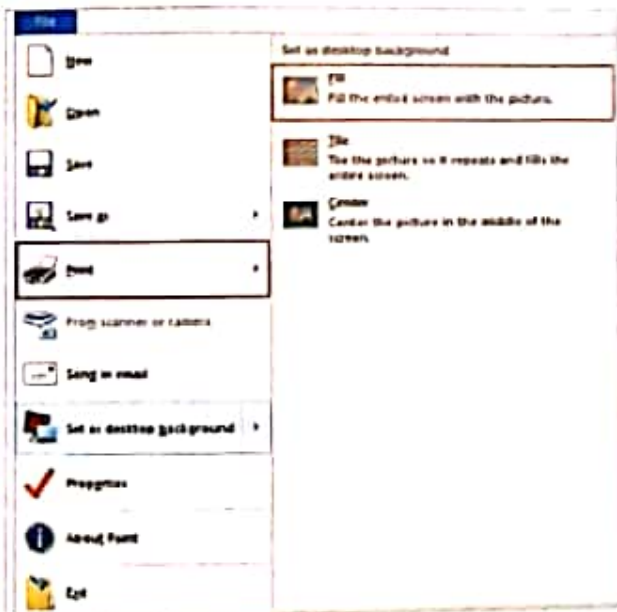
- **Tile** - The drawing repeats itself and fills the desktop.
- **Center** - The drawing appears in the middle of the screen.



Printing a drawing

To print a drawing, follow these steps.

1. Click the File tab.
2. Click Print. Select Print from the sub-menu options. The Print dialog box appears.
3. Select the printer and click Print in the dialog box.



Press Ctrl + P to print a drawing.