Name:_____   Date:_____

Topic: <u>Opening document and closing document in Ms Paint</u>

1.Arrange the steps to **OPEN an existing document** (DRAG AND DROP in the box provided)
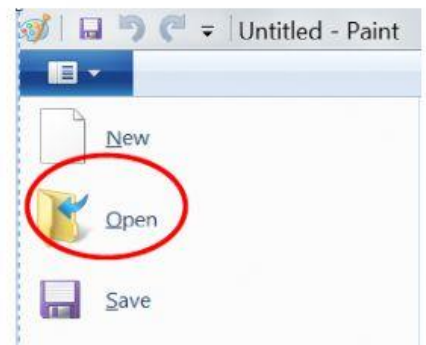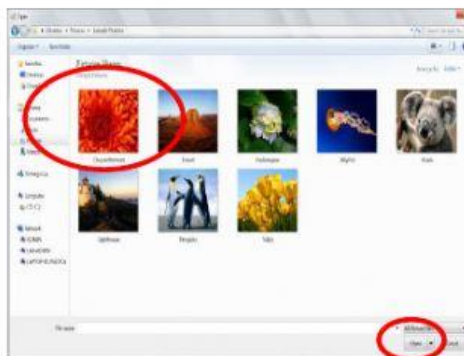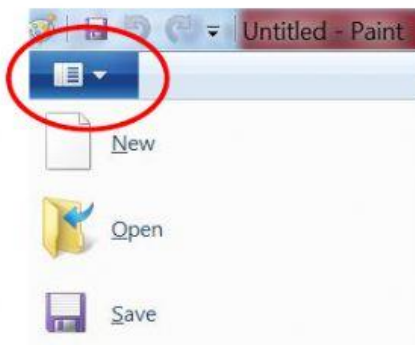
STEP 1	STEP 2	STEP 3

Click on the '**Paint**' button   Click on '**Open**'   Click on the **File** to open. Click '**Open**'

2. Arrange the steps to **CLOSE a document** (DRAG AND DROP in the box provided)

STEP 1	STEP 2

Click on the '**Paint**' button

Click on '**Close**'