

Canva for Professionals: Build Impactful Graphics with Ease

Introduction to the Canva Training

Getting Started with Canva

- Understand the fundamentals of graphic design
- Discover Canva's interface and core features
- Overview of the different plans (Free, Pro, Team, etc.)

First Steps with Canva

- Create and configure your account
- Introduction to the user interface
- Navigate the menus and workspace
- Organize your content: folders and subfolders
- Adjust account settings to suit your workflow
- Create a new design from a template or blank format
- Hands-on with the editor and design tools

Graphic Design Basics in Canva

- Using and customizing templates
- Managing multi-page designs
- Simple compositions with images
- Inserting and editing graphic elements
- Typography: adding, styling, and arranging text
- Adding music, interactive links, photos, and videos
- Using charts and graphs
- Advanced features: animations, backgrounds, element locking, etc.
- App integrations: YouTube, Google Maps, and more
- Download and share your designs (PDF, PNG, web link, etc.)

Creating Presentations and Icons

- Explore various presentation formats
- Design dynamic and professional presentations
- Create and customize graphic icons

Collaborating with Canva

- Invite and manage team members
- Create, share, and co-edit designs
- Organize shared files into team folders

Recommended Complementary Training

[Publisher Training – Layout and Design of Professional Print Materials](#)