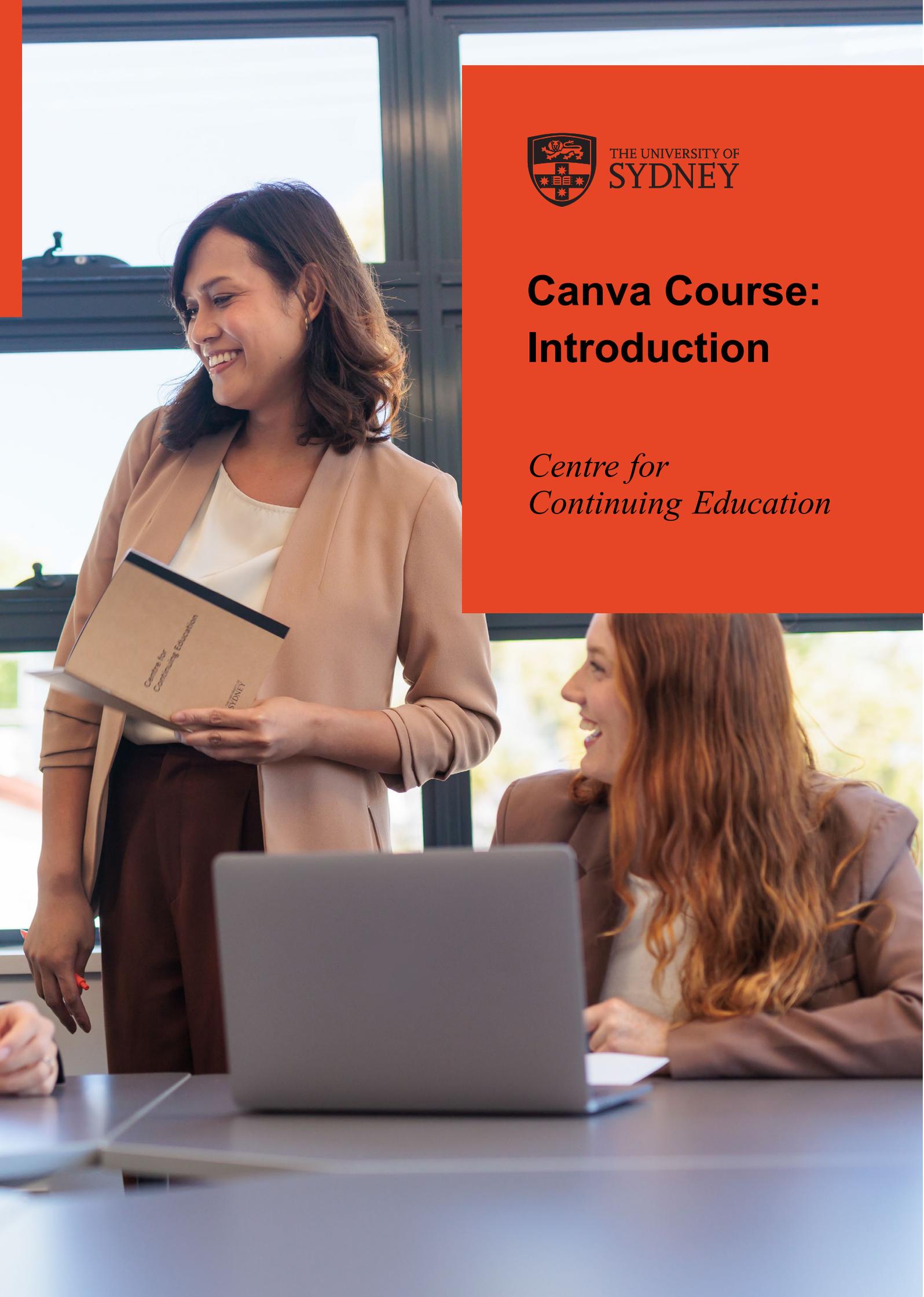




THE UNIVERSITY OF
SYDNEY

Canva Course: Introduction

*Centre for
Continuing Education*



Canva Course: Introduction



In this half-day Canva training course, you'll learn how to create beautiful, professional graphic designs, even if you have no prior design experience. Effortlessly create eye-catching graphics using Canva's intuitive templates, drag-and-drop features, and extensive content library, and explore Canva AI and Magic Write. You will design portfolios, presentations, marketing material, print material, posters, videos, social media posts, and web layouts from scratch with Canva, an all-in-one design tool.

Intended audience

This course is ideal for beginners with little to no graphic design experience, who want to learn how to use Canva to create professional-quality designs.



Course duration

1 session, 4 hours total



Time

9am – 1pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Prerequisites

You should be familiar with the basic functions of a computer operating system such as navigating the environment using a mouse and keyboard, starting applications, copying and pasting objects, formatting text, creating folders, opening files, saving files, accessing the Internet, and using common web browsers.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

The aims of this course are to:

- provide you with the skills and knowledge to create professional-quality graphic designs using Canva, regardless of prior design experience
- provide hands-on training to help you understand and utilise Canva's features effectively, enabling you to produce stunning and impactful visuals
- confidently create and customise graphic designs for various purposes, such as presentations, social media posts, portfolios, and more, using Canva's tools and resources
- show you how to navigate Canva's user-friendly interface, utilise its drag-and-drop functionality, choose and customise templates, and access its vast content library to design professional-quality visuals from scratch.



Outcomes

By the end of this course, you should be able to:

- navigate the Canva Editor
- create a new document from scratch
- use and customise templates
- upload and use photos
- use Canva's design elements
- work with text
- work with colours
- work with graphics and images
- upload videos and audio
- share your designs in multiple formats.



Content

Opening Canva and exploring Canva's homepage

- What is Canva?
- Logging into your Canva account
- Account settings
- Free versus Pro versions
- Homepage overview
- Navigating the various Editor panels & tabs

Creating your first design

- Multiple ways to start a design
- Using the Quick Start icons
- Creating a design button
- Search bar

- Creating a design using a template
- Creating a custom size
- Setting width & height dimensions

Canva Editor

- Canva Editor
- Design tab – templates
- Design tab – styles

Elements

- Elements tab
- Element types
- Shapes & graphic elements
- Arrange & align layers
- Rearrange layers



Content cont...

Typography

- Creating text
- Text toolbar controls
- Editing text
- Creating a QR code

Photos

- Uploading images
- Editing images
- Frames and grids

Video and audio

- Creating a video
- Editing a video on the timeline
- Adding transitions

- Adding text and graphics
- Adding audio
- Creating an animation

Projects and settings

- Project panel
- Settings

Share and download

- Sharing and downloading
- Collaborating
- Creating a public link
- Publishing to social media
- Downloading finished designs
- Printing with Canva online



“Great teacher and great content. Facilitator was patient and covered all we needed too good time management.”

Rebecca McCartney

“It was a fantastic and really professional session, with a highly qualified group of participants. I'd love to find out more about the next step in the course, as this was just the introductory one. Thanks again!”

Mohammed Agha



Delivery style

Half-day workshop using your own device. You will need a Canva account (free or Pro) to participate.

Materials

Course materials, including a course manual, are provided electronically



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

Centre for Continuing Education
+61 2 7255 1577

cce.sydney.edu.au

Follow us

 [@ccesydney](https://www.facebook.com/ccesydney)

 [@centreforcontinuingeducation](https://www.youtube.com/channel/UC...)

 [ccesydney](https://www.linkedin.com/company/ccesydney)