

Course & Test Series

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

...many more

abhyasonline.in

Working With Canva Tools

Working With Canva Tools

1. Introduction to Canva Tools

Canva provides a simple, user-friendly editor that allows users to create designs using drag-and-drop tools. Understanding these tools helps in creating attractive and professional designs easily.

2. Using the Editor: Canvas, Pages & Layers

Canvas

- The **canvas** is the main design area
- All text, images, and elements are placed on the canvas
- Size of canvas depends on the design type (poster, post, presentation, etc.)

Pages

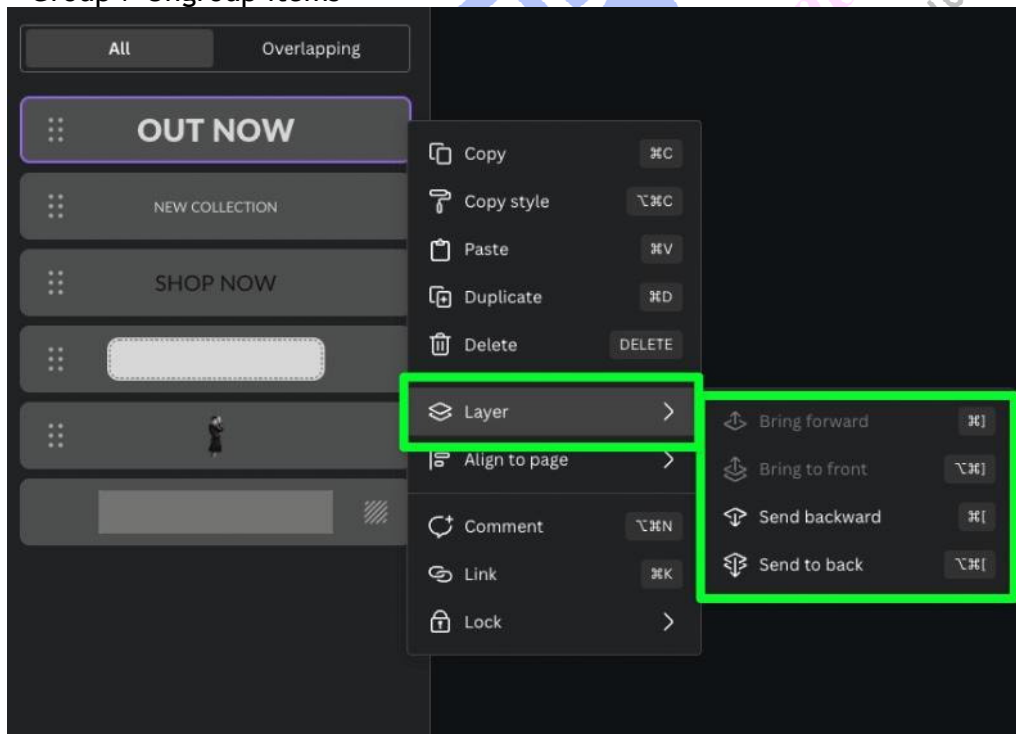
- A design can have **multiple pages**
- Used for presentations, brochures, and social media carousels
- Pages can be added, duplicated, deleted, or rearranged

Layers

- Each element is placed on a separate **layer**
- Layers control the order of elements (front or back)

Layer Options:

- Bring forward / Send backward
- Lock / Unlock elements
- Group / Ungroup items



**Course
&
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &
Insurance**

 **Central Govt.
Service**

 **State Govt.
Services**

 **LAW
Entrance**

 **MBA
Entrance**

 **Railways & Metro
Services**

...many more

abhyasonline.in

Working With Canva Tools

3. Adding Text, Images, Shapes & Icons

Adding Text

- Canva provides text boxes and text styles
- Different fonts, sizes, and colors can be used
- Headings, subheadings, and body text are available

Adding Images

- Use Canva's free stock images
- Images can be resized, cropped, and adjusted

Shapes

- Shapes like rectangles, circles, and lines are used for layout design
- Helpful for backgrounds, highlights, and borders

Icons

- Icons are small graphic symbols
- Used to represent ideas visually
- Available in the **Elements** section

4. Using Backgrounds & Colors

Backgrounds

- Backgrounds fill the entire canvas
- Canva provides solid colors, gradients, and image backgrounds

Colors

- Colors enhance visual appeal
- Users can select colors from:
 - Color palette
 - Custom color codes

Tips:

- Use limited colors
- Ensure good contrast between text and background

5. Uploading Your Own Images & Videos

Uploading Files

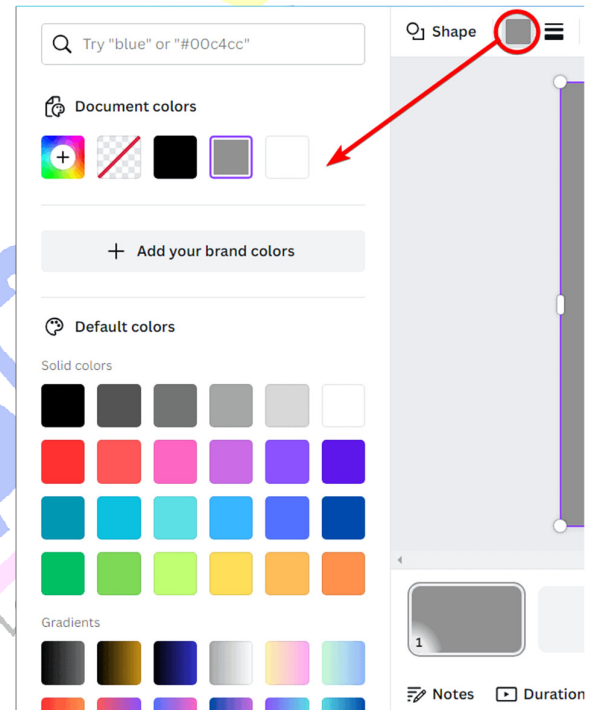
- Canva allows uploading:
 - Images
 - Videos
 - Audio files

Steps:

1. Click **Uploads**
2. Choose files from device
3. Drag and drop onto canvas

Uses:

- Personal photos
- Company logos



**Course
&
Test Series**

Working With Canva Tools

- Custom videos

6. Using Elements (Photos, Graphics, Stickers, Charts)

Photos

- High-quality stock photos
- Used for backgrounds and visual appeal

Graphics

- Illustrations and vector designs
- Used for creative designs

Stickers

- Animated or decorative elements
- Commonly used in social media posts

Charts

- Used to represent data visually
- Includes bar charts, pie charts, and line charts

How to Use Elements:

1. Go to **Elements**
2. Select required element
3. Drag and drop onto canvas
4. Resize or customize

Assignment: Computer Skills Poster in Canva

Objective

Create a **Computer Skills** poster in Canva using layers and background colors only (no images).

Steps in Canva

Step 1: Create Design

- Open Canva → Create a Design → Poster (A4)

Step 2: Background (Bottom Layer)

- Click the page
- Apply a **light background color**

Step 3: Title Box (Middle Layer)

- Elements → Shapes → Rectangle
- Use a **dark color**
- Place it at the top

Step 4: Title Text (Top Layer)

- Text → Add a Heading
- Type **COMPUTER SKILLS COURSE**
- Color: **White**
- Place over the rectangle

Step 5: Skills Section

- Add another rectangle (light shade)

Banking & Insurance

Central Govt. Service

State Govt. Services

LAW Entrance

MBA Entrance

Railways & Metro Services

...many more

abhyasonline.in

Course
&
Test Series

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**


 **MBA Entrance**

 **Railways & Metro Services**

...many more

abhyasonline.in

Working With Canva Tools

- Add text:
 - Basics of Computer
 - MS Word
 - MS Excel
 - MS PowerPoint
 - Internet & Email
- Step 6: Course Details**
 - Add one more rectangle at the bottom
 - Add text:
 - Duration: 3 Months
 - Mode: Online / Offline
 - Certificate Provided
- Step 7: Arrange Layers**
 - Position → Forward / Backward
 - Order: **Background** → **Shapes** → **Text**
- Step 8: Lock Background**
 - Select background → **Lock** 

Computer Courses

Skills You Will Learn

- Basics of Computer
- MS Word
- MS Excel
- MS PowerPoint
- Internet & Email

Course Details

- Duration: 3 Months
- Mode: Offline / Online
- Suitable for Beginners
- Certificate Provided