



CANVA PRO FOR SMART WORKING

Course ID : CANVA-L1



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Duration: 2 Days

(12 Hours) 09:00 AM – 04:00 PM



Price: 8,900 THB

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business, AI

This course focuses on leveraging Canva to improve daily work efficiency and elevate output quality. Participants will explore Canva's capabilities across both desktop and mobile platforms to create documents, articles, visual media, and videos. With its wide range of ready-to-use templates, Canva enables rapid and professional content creation.

Objectives

1. Equipping participants with the effective use of Canva tools
2. Enabling the use of AI features within Canva to support various tasks
3. Applying Canva to enhance productivity and improve work outcomes

Target Audience

1. Professionals seeking to work more efficiently with Canva
2. Business users designing presentations and marketing materials
3. Individuals interested in creating impactful presentations
4. Students aiming to deliver engaging academic presentations

System Requirements

1. Windows 10 / 11 operating system
2. A Canva Free account (with setup and login completed)

TRAINING TOPICS

DAY 1 Morning Session

9:00 AM – 12:00 PM

1. Canva Fundamentals

- Introducing Canva and its latest features
- Understanding account types: Free vs. Pro
- Exploring key strengths and limitations
- Reviewing the interface and basic functions
- Creating new designs: sizing, backgrounds, and text
- Selecting and editing fonts
- Inserting and adjusting images
- Using graphic elements and applying search techniques

2. Technical Canva Usage

- Customizing backgrounds and applying gradient effects
- Matching colors using keywords
- Selecting fonts and applying search tips (Thai & English)

- Styling text and applying enhancement techniques
- Managing elements and optimizing search
- Exploring recommended element keywords

3. Photo Editing with Canva

- Using photo-related apps and tools
- Editing with Magic Studio
 - BG Remover, BG Generator
 - Magic Eraser, Magic Grab
 - Grab Text, Magic Edit, Magic Expand
- Applying adjustments, filters, and effects
- Using the Magic Media app

DAY 1 Afternoon Session

1:00 PM – 4:00 PM

4. Professional Template Design

- Applying design principles and color theory
- Exploring composition and layout techniques
- Selecting and customizing templates
- Saving and publishing templates
- Using Canva Design Collaboration and sharing links
- Workshop: Customizing a brand template for personal or organizational use

5. Recommended Design Apps

- Exploring Magic Mockup and Magic Morph
- Using gradient tools
- Applying Lorem Ipsum text
- Using effects and enhancement apps

DAY 2 Morning Session

9:00 AM – 12:00 PM

6. Designing Print Media and Documents

- Creating documents, manuals, and guides
- Adding page numbers and structuring content
- Designing flowcharts and infographics
- Copying styles with Copy Styles and Paste Styles
- Adding hyperlinks
- Exporting interactive PDFs
- Workshop: Creating a business or research infographic with links and page numbers

7. Creating Professional Presentations

- Building presentations from scratch or using templates
- Selecting layouts, inserting elements, and applying styles
- Creating charts, diagrams, and animations
- Using presentation shortcuts
- Exporting presentations to PowerPoint (.pptx)
- Workshop: Designing a 6-slide product or project presentation

DAY 2 Afternoon Session

1:00 PM – 4:00 PM

8. Video and Motion Media Creation

- Navigating the Canva interface for video editing
- Editing videos and preparing files
- Using video and audio apps
- Adding sound, elements, effects, and animations
- Applying timing techniques
- Saving and publishing videos
- Workshop: Creating a 15–30 second promotional video

9. Summary and Q &A



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