

# Course : Canva: mastering visual creation tools

Practical course - 2d - 14h00 - Ref. NVA

Price : 1380 CHF E.T.

★★★★☆ 4,6 / 5

This training course will enable you to create professional, high-impact visual content: interface, advanced features, teamwork, optimized exports. Once you've completed the course, you'll be able to create attractive communication media tailored to your every need.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Master Canva's interface and basic functions
- ✓ Create and customize documents from templates
- ✓ Develop advanced visual creation skills
- ✓ Make the most of Canva's visual and graphic tools
- ✓ Collaborate on Canva projects

## Intended audience

Anyone wishing to develop their visual creation skills.

## Prerequisites

No special knowledge required.

## Course schedule

### 1 Introduction to Canva

- Introduction to the Canva user interface.
- Explore the tool's basic functions.
- Teamwork management.

### Hands-on work

Set up your account, choose your subscription and personalize your profile.

### PARTICIPANTS

Anyone wishing to develop their visual creation skills.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 2 Document creation

- Select and customize pre-existing templates.
- Modify text, images and other template elements.
- Adapt formats to different media (print, social networks, video).
- Export documents in various formats.

### Hands-on work

Customization of an invitation/flyer template and a video for marketing purposes.

## 3 Advanced customization

- Efficiently navigate models and resources.
- Create original designs by importing predefined, animated and external elements.
- Adapt a format to a specific use.
- Advanced modification of model elements.

### Hands-on work

Create a design from scratch by importing predefined, animated and external elements.

## 4 Make the most of Canva's visual and graphic tools

- Create and modify shapes and lines.
- Set up and use graphs and tables.
- Create and organize image grids.
- Add visual elements to your creations.

### Hands-on work

Add to the creation of shapes and graphics.

## 5 Media import

- Import external files.
- Photo integration and adjustments.
- Use videos and add soundtracks.

### Hands-on work

External media import and integration.

## 6 Advanced text editing and export

- Add text blocks from templates.
- Advanced typographic settings.
- Choice of export format (PDF, PNG, JPG).
- Options for file size, transparency and weight management.

### Hands-on work

Export management.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 7 Collaborative working

- Create and manage a team.
- Manage comments and modifications.
- Access the modification history.
- Follow best practices in collaborative working.

### Hands-on work

Best practices for collaborative work on Canva.

## Dates and locations

### REMOTE CLASS

2026 : 13 Apr., 18 June, 10 Aug., 10 Sep., 23 Nov.