# 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.

---

## ( 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.

## 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.