



Creating with Canva: The Basics

Course ID #:7000-1008-ZZ-Z

Hours: 4

Course Content

Course Description:

Build confidence fast with Canva's modern design workspace. In Creating with Canva – The Basics, participants learn how to navigate Canva's interface, understand plan options, and create polished designs using ready-to-use templates and smart tools. This hands-on course focuses on everyday business and personal design needs—without overwhelm. You'll explore how Canva now blends templates, simple automation, and AI-assisted tools to help anyone create clean, professional visuals in minutes.

Prerequisites:

Fundamental computer skills

Topics:

Lessons:

- Intro to Canva
- Explore Plan Options: Free vs Pro
- Utilize Templates & Tools
- Modify Templates to Personalize
- Upload Your Content
- Download Your Designs
- Share with Teammates
- Share to Other Apps

• Potential Practice Activities:

- Build a Logo
- Design a Business Card
- Make a Flyer
- Create a Social Media Graphic
- Craft & Present a Presentation
- Experiment with Video Content
- Practice Uploading and Downloading Content

Register for this class by visiting us at:

www.tcworkshop.com or calling us at 800-639-3535



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NASBA Information

Level: Intermediate

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Fields: Computer Software & Applications

CPEs: 14

Policies: Course Registration, Cancellation, Refund and Complaint Resolution

For more information regarding administrative policies such as complaint and refund, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

Official National Registry Statement:

The Computer Workshop is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credits. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org

NOTE: Since our information is in multiple places on our web site or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.