

# CANVA TRAINING CLASSES



JACKIE BROWN  
CONSULTING

## **Canva I: Basics Training- February 2nd 11:00 a - 12:30 p**

Bring your laptops as we will be working together on the following tasks:

1. Review the various graphics that are available.
2. Creating a Canva Team on your account
3. Finding Templates for your graphics
4. Exploring the available Apps
5. Setting up project folders
6. Creating a Brand Kit
7. Creating a business card example
8. Creating a Facebook post
9. Creating an Instagram story post
10. Creating a LinkedIn header graphic

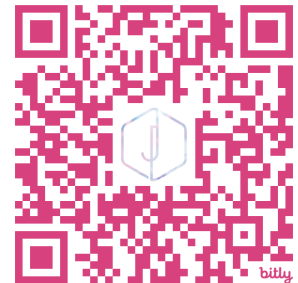


<https://bit.ly/JBCCanvaBasicsFeb2>

## **Canva II: Intermediate Training- February 9th; 11:00a to 12:30p**

Bring your laptops as we will be working together on the following tasks:

1. Creating and editing your Brand Kit
2. Copy and Paste Features
3. Finding the right-sized graphic for your social media platform
4. Resizing graphics for different social media platforms
5. Creating multiples of a graphic and saving them individually
6. Saving graphics as Brand Templates to reuse later
7. Posting through Canva's social media scheduler
8. Animating posts and saving as MP4



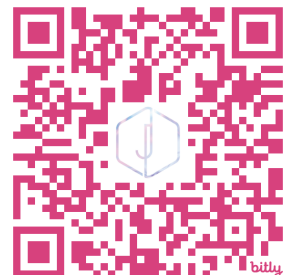
<https://bit.ly/JBCCanvaIntermediateFeb9>



## **Canva III: Advanced Training- February 22nd; 11:00a to 12:30p**

Bring your laptops as we will be working together on the following tasks:

1. Uploading images and removing the background/expanding the background/adjusting the images/removing parts of the image
2. Uploading videos from your phone and editing them
3. Bulk Creating for quotes/reviews/etc.
4. Creating multiple-page social media reels/videos
5. App options to connect to other software (some accounts necessary)



<https://bit.ly/JBCCanvaAdvancedFeb22>