



# SMME Clinic Masterclass

## CANVA follow-up

**Carolyn Botha**

SCA Computer Software Training & Support

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# Presentations

Creating impressive slides

Canva's online **drag and drop**  
presentation maker

<https://www.canva.com/create/powerpoint-alternative>

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# How to create a presentation without PowerPoint

## Find the right template

Explore our vast library of simple presentations, educational slideshows, events and special interests video presentations, start-up and business presentations, creative sales and advertising pitch decks, and more. Each template comes with multiple pages.

## Explore features

Browse millions of free professional photos, images, illustrations, icons, charts, grids, and other graphics. Use the “Present” feature to go live directly from Canva. You can even crowdsource questions from your audience while presenting.

## Customize your slides

Upload your own photos, videos, images, or branding elements to your slides. Mix and match elements from different templates. Experiment with different backgrounds, color schemes, fonts, animations, and effects.

## Save and present

Save and download your presentation as PNG, JPEG, PDF, or PPTX files. Share your work with colleagues and collaborate in real-time. Present confidently with “standard” or “presenter view” presentation modes.

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# Presenter view

11:13pm

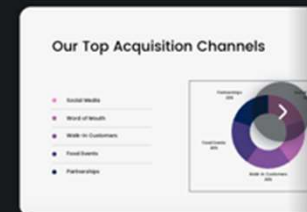
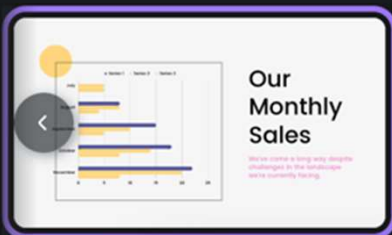
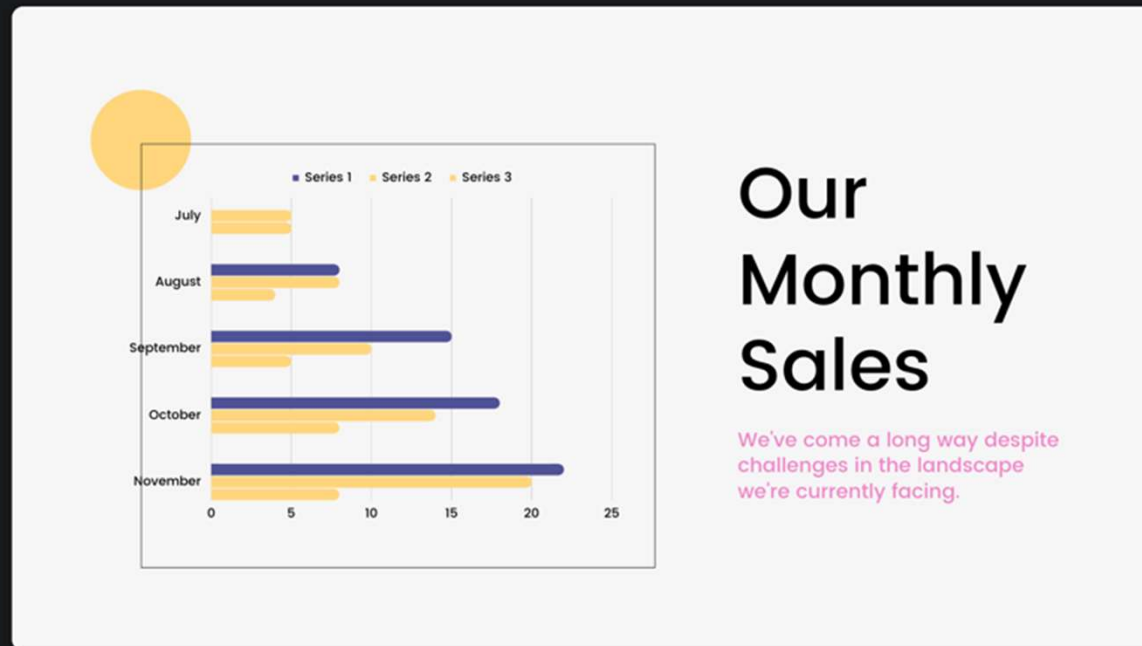
00:28



Notes

Canva Live

*Add notes to your design*



# Reports

Wow your co-workers and managers  
with reports that are easy on the eye  
and crying out to be read

<https://www.canva.com/create/reports/>

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# How to make a report

## Explore templates

Waiting for inspiration to strike? Browse Canva's library of report templates. Find a layout for every industry, theme and style you can imagine. Click on the template you like to make it yours.

## Discover features

Add images and text to your page using the drag-and-drop tool. Canva's got millions of stock photos, images, illustrations, icons, shapes, charts and other graphics to help you deck out your design.

## Make it unique

Upload your own personal or professional branding elements, images or illustrations. Resize and rearrange elements on the page to adjust the layout. Experiment with color and font combinations.

## Download and print

Download and save your report as a print-ready PDF or share online in a few easy clicks.

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# Recap – first session

## Branding

## Settings

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## Marketing

Is like asking  
someone on  
a date

## Branding

Is the reason  
they say yes

## Customer experience

Is the reason  
they come  
back for more  
and stay

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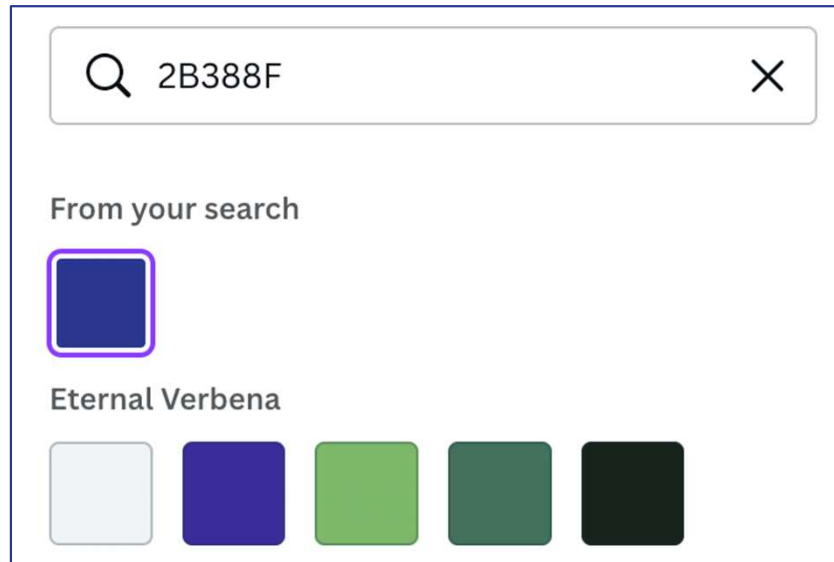
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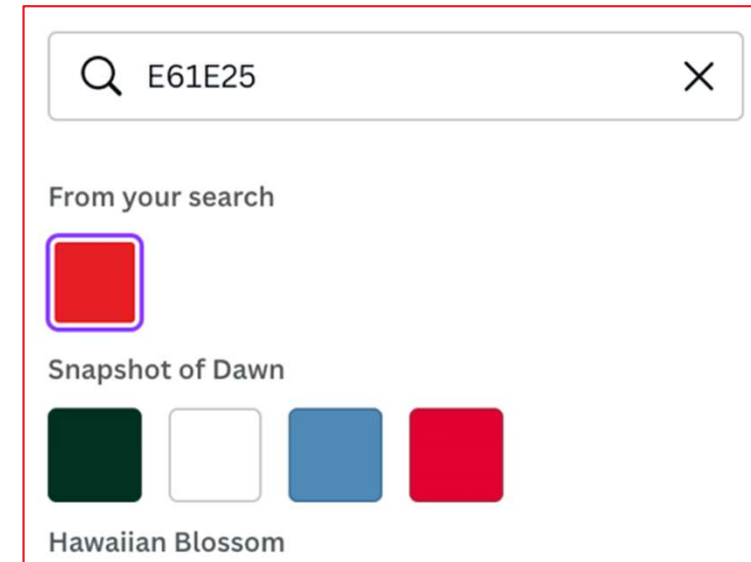


# Branding – colour codes & font

Blue = 2B388F



Red = E61E25



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# Settings

Show rulers and guides



Show margins



Show print bleed



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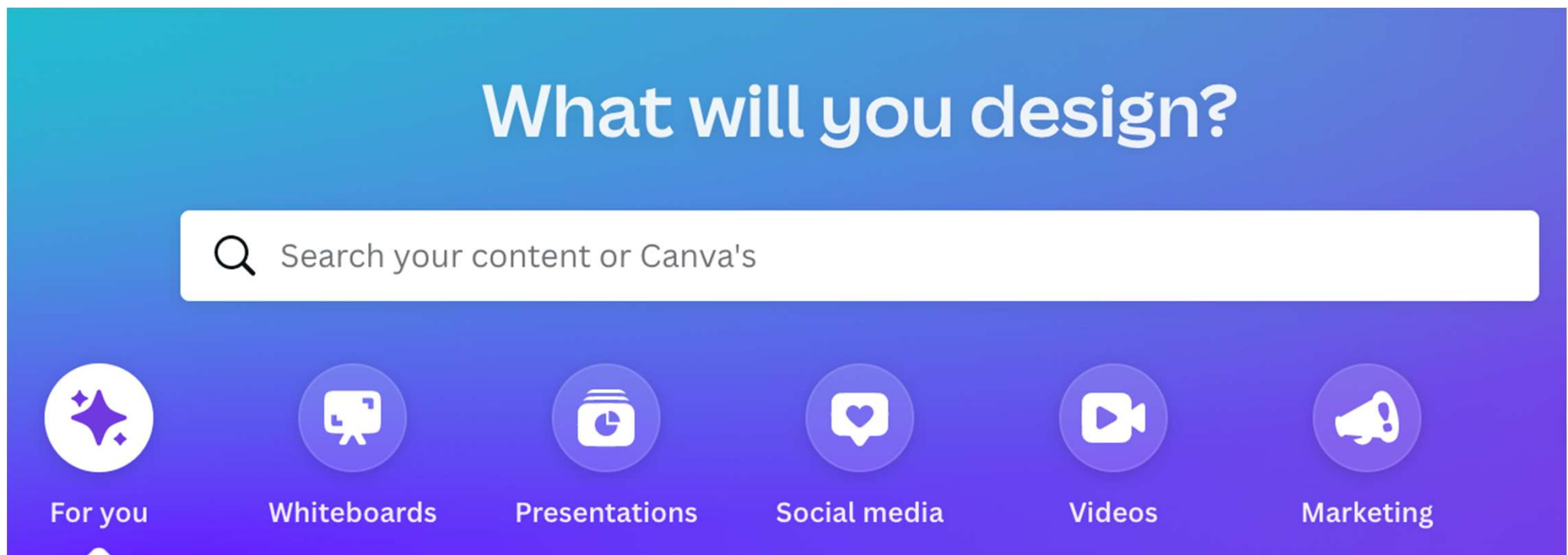
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# Online tool



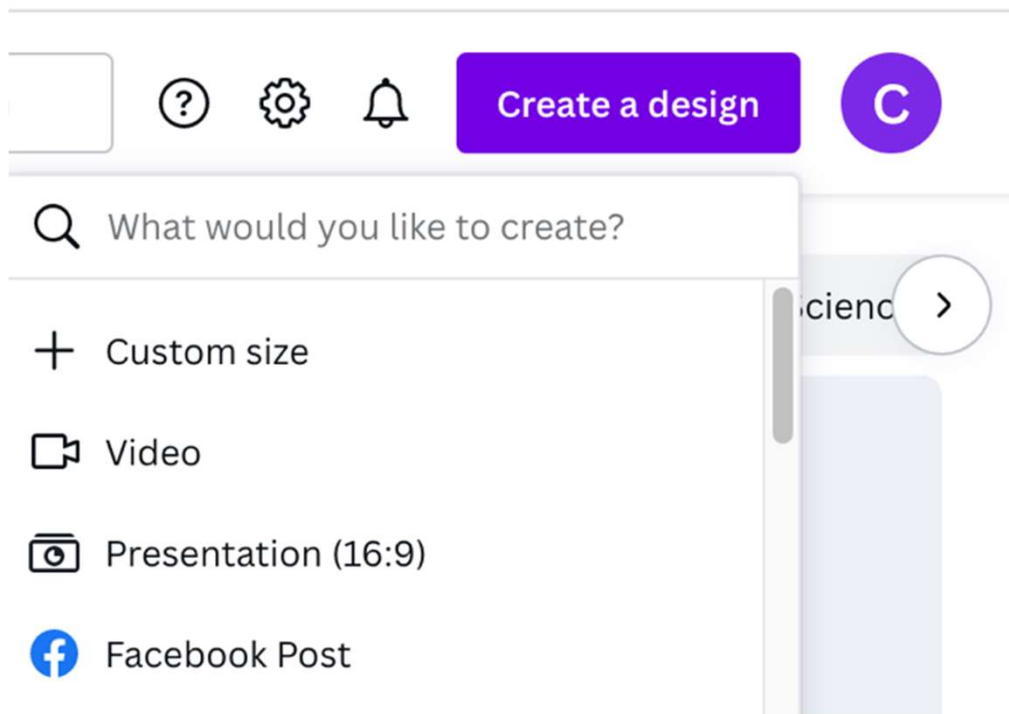
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# Create a design - Templates



-  Poster (Portrait)
-  Facebook Cover
-  Instagram Post (Square)
-  Logo

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# Free | Pro | Teams

## Canva Free

For anyone wanting to design anything, on your own or with others.

### ZARO.00

/year for one or more people

Get started

Features you'll love:

- ✓ Drag-and-drop editor for easy customizations
- ✓ 250,000+ free templates

## 👑 Canva Pro

For individuals, solopreneurs and freelance designers who want unlimited access to premium content, to create professional designs with ease and scale their productivity. **For one person only.**

### ZAR899.99

/year for one person

Start your free Pro trial

Features you'll love:

- ✓ 100+ million premium stock photos, videos, audio and graphics

## 👑 Canva for Teams

All the great features of Canva Pro, plus we think you'll love these features designed to allow teams of all sizes to collaborate with ease.

**Plan for 2+ people.**

### ZAR1,419.90

/year for the first 5 people\*

Start your free Teams trial

Features teams will love:

- ✓ 100+ million premium stock photos, videos, audio and graphics

<https://www.canva.com/pricing/>

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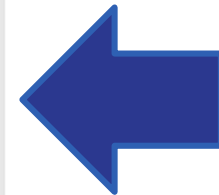
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# Premium (Pro) version

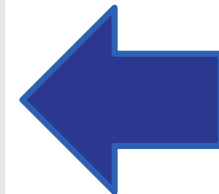
## Tools



Brand



Content Planner



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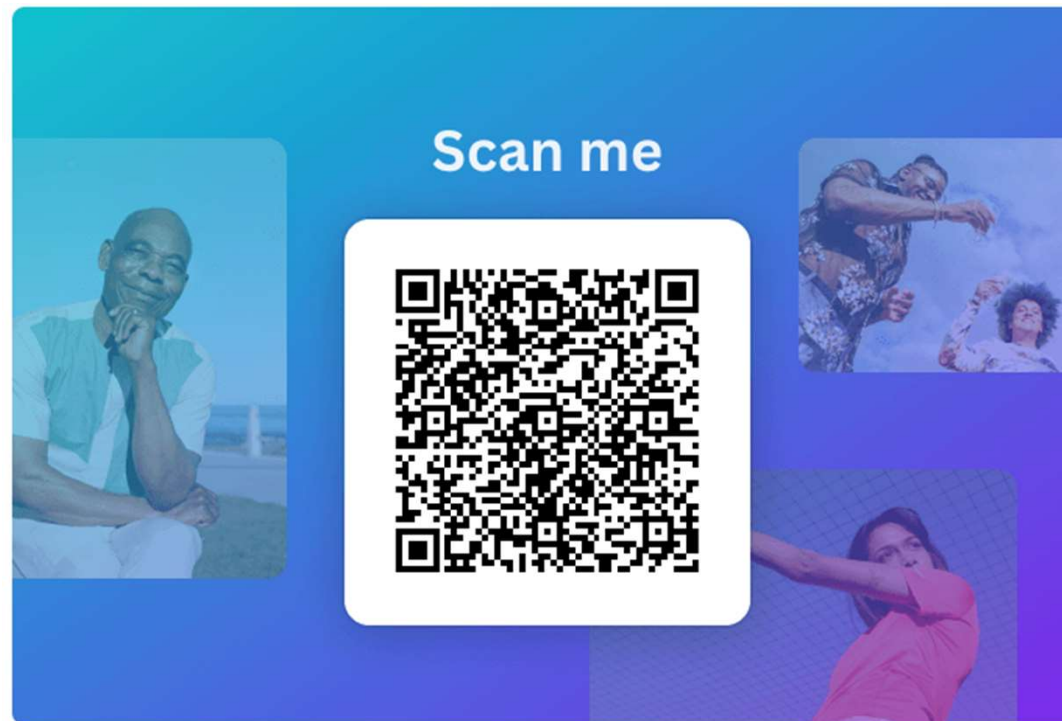
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**Upload photos and videos from your phone**  
Get the Canva app to upload from your device.

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Use this link  
to get started:

<https://bit.ly/3bUll9W>

**Carolyn invited you  
to join Canva!**

Create an account, it's free. Canva is loved  
by beginners and experts, teams and  
individuals.



Continue with Google



Continue with Facebook

Continue with email

Continue another way

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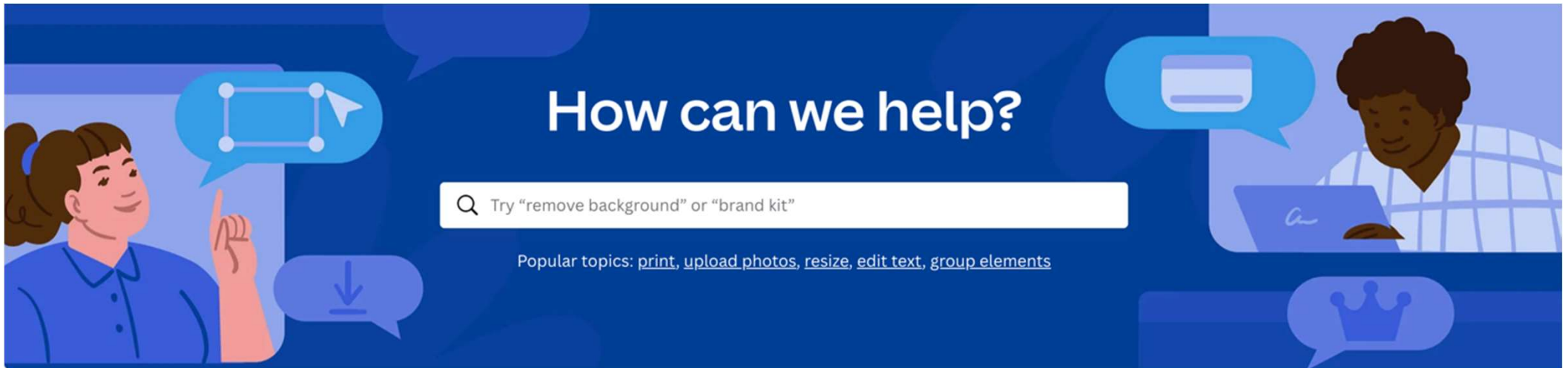


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<https://www.canva.com/help>

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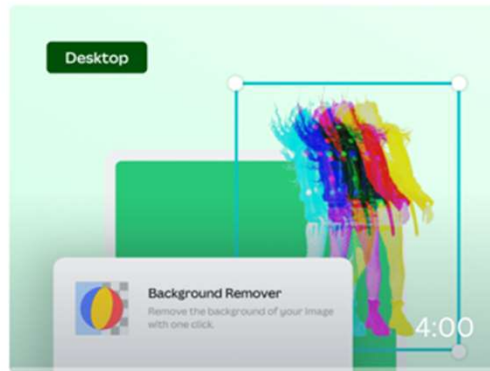
# Learn and Play on your desktop

These interactive workbooks will show you the tips, tools and techniques you need to create stunning designs in Canva.

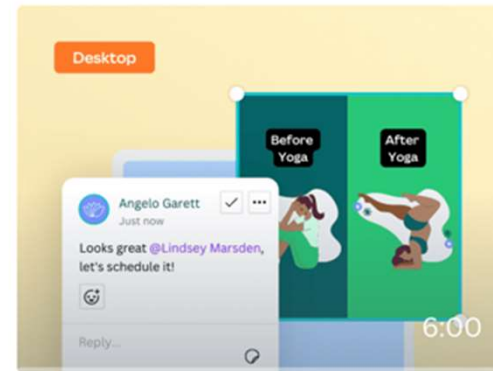
0 / 17 completed



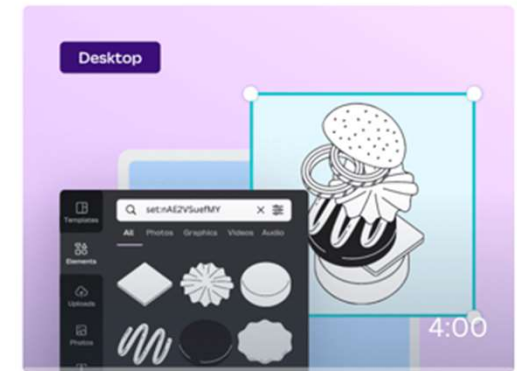
Design with color



How to edit photos



Design with your team



Trending elements: Nourish to flourish

<https://www.canva.com/designschool/tutorials/learn-and-play-desktop/>

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# Thank You



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