

Course Name : CANVA AI FOR BEGINNERS
Duration : 2 Days (Physical Classroom / Virtual Live Instructor)
Skill Level : Beginner

COURSE DESCRIPTION:

This Canva AI for Beginners (2-Day Hands-On) course is designed to introduce complete beginners to Canva and its AI-powered Magic Studio tools. Participants will learn to navigate Canva confidently and use AI to create professional presentations, posters, and videos, with no design experience required.

The course covers Canva fundamentals including templates, elements, text, uploads, pages, layers, file management, and the Canva editor. Participants will then explore Magic Design, Magic Write, Magic Media / Dream Lab, and AI-powered image editing tools such as Background Remover, Magic Eraser, Magic Edit, Magic Grab, and Magic Expand.

Participants will also learn how to create and refine AI-powered presentations, design polished posters, resize designs using Magic Switch, and edit videos with Canva. The course concludes with a practical mini campaign combining a poster, a 3-slide presentation, and a short promotional video.

WHAT WILL YOU LEARN?

By the end of this course, participants will be able to:

- Navigate the Canva workspace, including templates, elements, uploads, pages, layers, and file management.
- Use Magic Design and Magic Write to generate designs and written content.
- Create and enhance images using Magic Media, Magic Edit, Magic Eraser, Magic Expand, and Background Remover.
- Build and refine AI-powered presentations with animations, brand styling, charts, and speaker notes.
- Design polished posters and resize them for different platforms using Magic Switch.
- Edit videos using trimming, splitting, transitions, text overlays, music, Beat Sync, captions, and AI-generated footage.
- Download, share, and present designs in the appropriate format.
- Create a mini campaign consisting of a poster, a 3-slide presentation, and a short promotional video.

PREREQUISITE:

No prior Canva or design experience is required. Participants should have a laptop with internet access and a free Canva account. A Pro trial is recommended to unlock additional Magic Studio features.

METHODOLOGY:

This programme is conducted through short demonstrations followed by guided hands-on practice. Participants will learn a tool and immediately apply it through practical exercises, workshops, progress checks, feedback, and a final project. The course can be delivered as instructor-led training (ILT) or virtual instructor-led training (VILT).

JOB SCOPE:

Upon completion of this course, participants can apply Canva AI and visual content creation skills in roles and functions such as:

- Educators and trainers
- Marketing and communications
- Small business and entrepreneurship
- Content and social media creation
- Sales and business promotion
- Administrative and business support functions
- Students and academic projects

COURSE FORMAT:

Duration: 2 Days (9:00 AM – 5:00 PM)

Level: Beginner

Format: Instructor-led, hands-on

Delivery: Physical classroom or virtual live instructor-led training

Requirement: Laptop with internet access and a free Canva account

CANVA AI TOOLS COVERED:

- Magic Design and Magic Design for Presentations
- Magic Write
- Magic Media / Dream Lab
- Background Remover
- Magic Eraser
- Magic Edit
- Magic Grab
- Magic Expand
- Magic Switch
- Magic Animate
- Canva Video Editor, AI captions and voice

ASSESSMENT & TAKEAWAYS:

Practical projects: poster, presentation, and short video

Progress checks through recap quizzes and live workshop feedback

Certificate of completion

Quick-reference cheat sheet of Canva AI tools and shortcuts

MODULE 1: CANVA FOUNDATIONS

- Welcome and course kick-off
- Creating a free Canva account and understanding what AI can do in Canva
- Canva home page and editor
- Templates, elements, text, uploads, pages, and layers
- Searching templates, saving projects, and organising work in folders

MODULE 2: CANVA AI & MAGIC STUDIO

- Introduction to Canva AI and Magic Studio
- Magic Design: generating instant designs from prompts
- Magic Write: generating headlines, captions, and written content
- Magic Media / Dream Lab: creating AI-generated images

MODULE 3: AI PHOTO MAGIC

- Background Remover
- Magic Eraser for removing objects
- Magic Edit for replacing objects with AI
- Magic Grab for moving objects
- Magic Expand for extending photos
- Workshop: design a poster with AI using Magic Design, AI images, refinement tools, and Magic Switch

MODULE 4: AI-POWERED PRESENTATIONS

- Generate a full slide deck with Magic Design for Presentations
- Edit slide layouts and apply brand colours and fonts
- Use Magic Write to draft and shorten slide content

MODULE 5: POLISHING YOUR SLIDES

- Positioning, grids, and grouping
- Animations and Magic Animate
- Page transitions
- Charts and speaker notes
- Presenting modes and sharing the presentation

MODULE 6: VIDEO EDITING WITH CANVA

- Canva video editor and timeline
- Trimming and splitting clips
- Transitions and text overlays
- Music and Beat Sync
- Magic Media text-to-video
- AI captions and voice

FINAL PROJECT: MINI CAMPAIGN

- Create a matching poster, a 3-slide presentation, and a short promotional video for one topic
- Combine the AI tools learned across both days
- Showcase the completed work and receive feedback

CONCLUSION

By the end of the course, participants will have practical experience using Canva and its AI-powered Magic Studio tools to create visual content for presentations, posters, and videos. The final mini campaign reinforces the skills learned across both days and provides three practical portfolio pieces.