

Practical 3: Digital Awareness Poster in Canva

Aim 3: Create a social media poster for “DIGITAL AWARENESS WEEK” using canva.

To design a poster for Digital Awareness Week using Canva.

Objectives

- To apply design tools
- To create a visually appealing poster

Materials Required

- Canva account
- Computer with internet

Procedure

Login to Canva

Open Canva in your browser and sign in using your email or Google account.

This gives you access to all templates, design tools, and editing features.

Select poster layout

Search for “Poster” in the template section and choose a suitable layout.

This layout provides a ready-made design structure to begin your poster.

Add “Digital Awareness Week” text

Insert a text box or edit the existing heading and type “Digital Awareness Week.”

Adjust the font style, size, and alignment to make the title prominent.

Insert icons and graphics

Go to the “Elements” tab to add icons, shapes, and relevant graphics.

Position them creatively to enhance the visual appeal and message of the poster.

Apply suitable colors

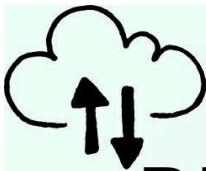
Choose a color theme that matches the topic and improves readability.

Use consistent color combinations for background, text, and elements.

Download final poster

Click the “Download” button and select the preferred file type, usually PNG or PDF.

Save the poster to your device for printing or sharing



DIGITAL AWARENESS WEEK



- Never share your password to anyone .
- Use a decure VPN connection .
- Be careful of what you post .
- Be carefull of what you download.
- Practice safe browsing.
- Dont share login details with others.
- Don't leave sensitive data lying around the office.
- Use two-factor or multi-factor authentication.

