

## INTRODUCTION

Graphics play a key role in this digital world. A blog will be too boring if it does not have any pictures, charts or graphs. Even if we are recording videos for YouTube, you need an attention-grabbing thumbnail. But not all have the capability to design great graphics.

As the era of social media evolved, several alternative apps started grabbing the attention of the users. But the only tool that is extremely simple & quick is **CANVA**.

## WHAT IS CANVA?

Canva is a graphic designing tool that is very easy to use & helps in creating amazing designs quickly. The beauty of this tool is it does not require any installations on your PC. You can access it at [www.canva.com](http://www.canva.com).

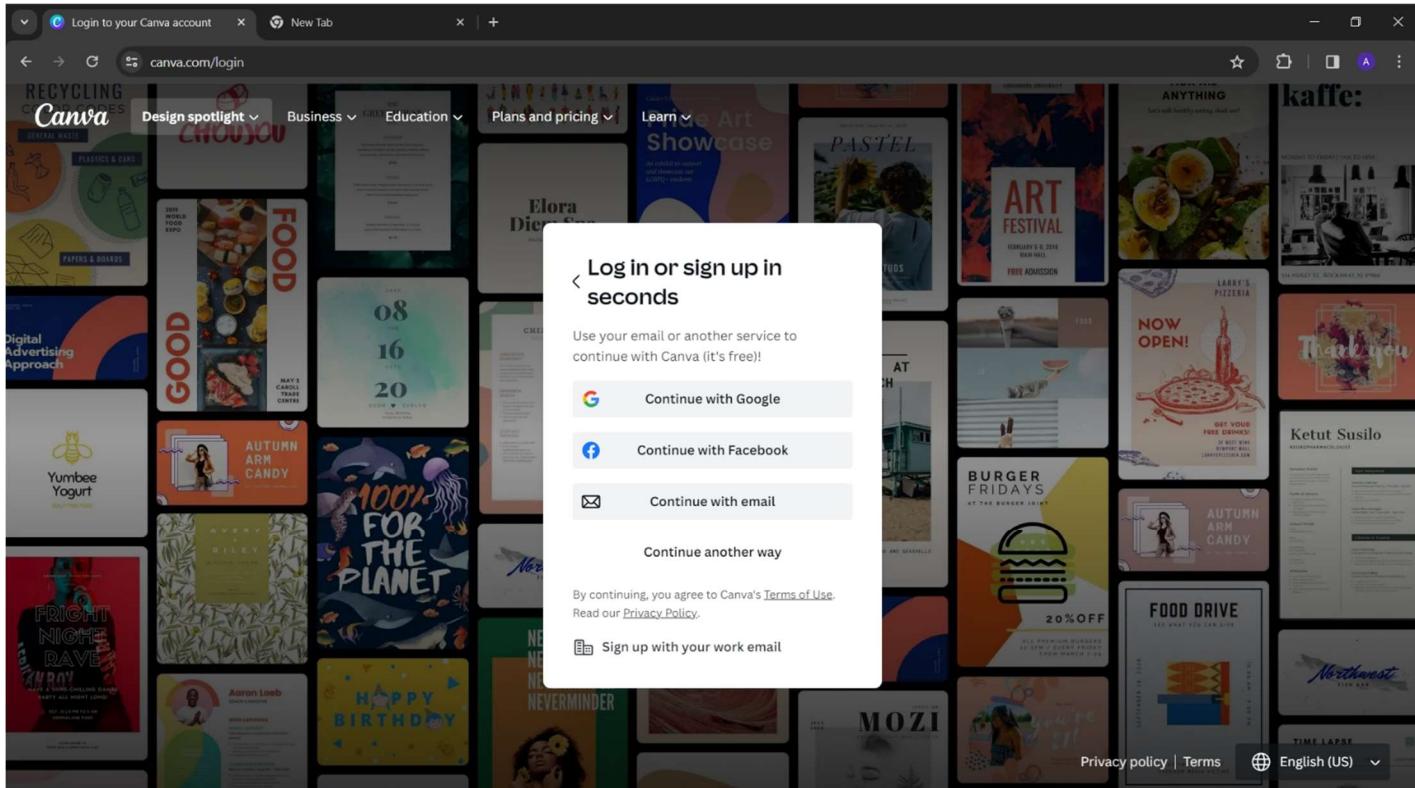
Alternatively, you can also use the Canva mobile app. But I would recommend you to use it on PC for designing easily & quickly. Once you are used to it, you can gradually use your Canva mobile app for some quick designs too.

The tool is FREE. Although, there is a paid version - Canva Pro. Canva Pro, obviously has more features than the FREE Canva. But trust that we can design amazing graphics even using the free version of this tool.

## HOW TO USE CANVA?

Firstly, create your account or sign up with Google or Facebook. When you will Sign Up & Login for the 1st time, you will be asked "What will you be using Canva for?"

Select the right option so that Canva can recommend you the designs and templates as per your profile.

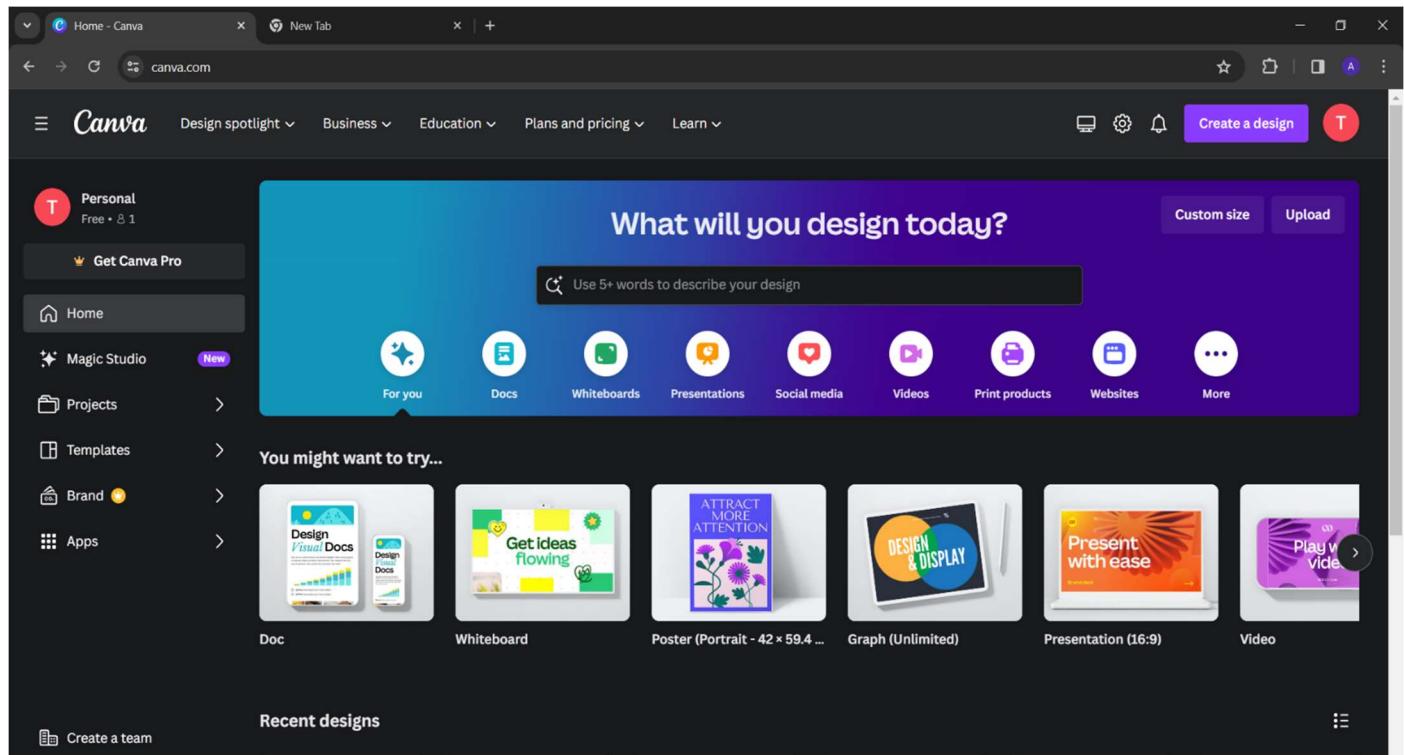


The various options available are,

1. Teacher
2. Student
3. Personal
4. Small Business
5. Large Company
6. Non-profit or Charity

Select whatever you are and proceed.

Also, you will get an option to try Canva Pro for Free for 30 days. If you are keen to try it, opt for it. Else, skip and proceed with the free version.



In the search bar, start typing the name of the platform for which you want to create the graphic. Or, select the templates from below. There are various options like social media, events, marketing, documents, etc.

If you want to create a graphic with a custom dimension, in the right-hand corner you can find the "Custom Dimensions" option. Click on it and proceed.

When you start designing, you can add the text, image or any other element from the left-hand toolbar. All you need to do is drag-and-drop.

**AIM:** Write a procedure to create a banner using Canva.

**PROCEDURE:**

1. Open any of your favorite browser, and search for Canva.
2. Open Canva and login into Canva account using Google.
3. Now click on the three lines to the left of the menu bar besides Canva.
4. Go to templates option and select any template of your wish.
5. Add text of CONGRATULATIONS! to the top of the banner.
6. Now to the left of the screen we find more options from where we can insert photos, audio, videos etc.
7. Just right click on the template, delete it and paste the image of graduation.
8. Add the college logo to the right most corner.
9. Finally, add the text you need.
10. Congratulations banner for getting 1000+placements is ready.

**HOW TO VIEW IN PRESENTATION MODE?**

Click on full screen and go to the open presentation view or just click on the present option available in the top right corner.

Now try to click b, c, d, g, m, o, q, s, u to get different presentation pop ups.

b-blur the view

c-paper pops

d-drums

g-ghost

m-mike

o-to get bubbles

q-silent emoji

s-spider

u-decoration cloth

**OUTPUT**



**AIM:** Write a procedure to create a institutional banner using Canva.

**PROCEDURE:**

1. Login to your Canva account and in the homepage click on the templates option.
2. Select the template to create a banner.
3. In page 1 we add college photo and in page 2 we add college highlights.
4. Add institution photos in the first page.
5. Add college name to the bottom of the photos in the banner.
6. Right click on the template and select paste option to insert images to the banner.
7. Add college logo to the left most corner of the banner.
8. In the page 2 title the banner as college highlights.
9. Selecting the font, size and color to the text, Add highlights of the college step wise.
10. Finally place the accreditation logos of the college in the bottom of the page 2.
11. Now, the educational institute banner with college highlights is ready.

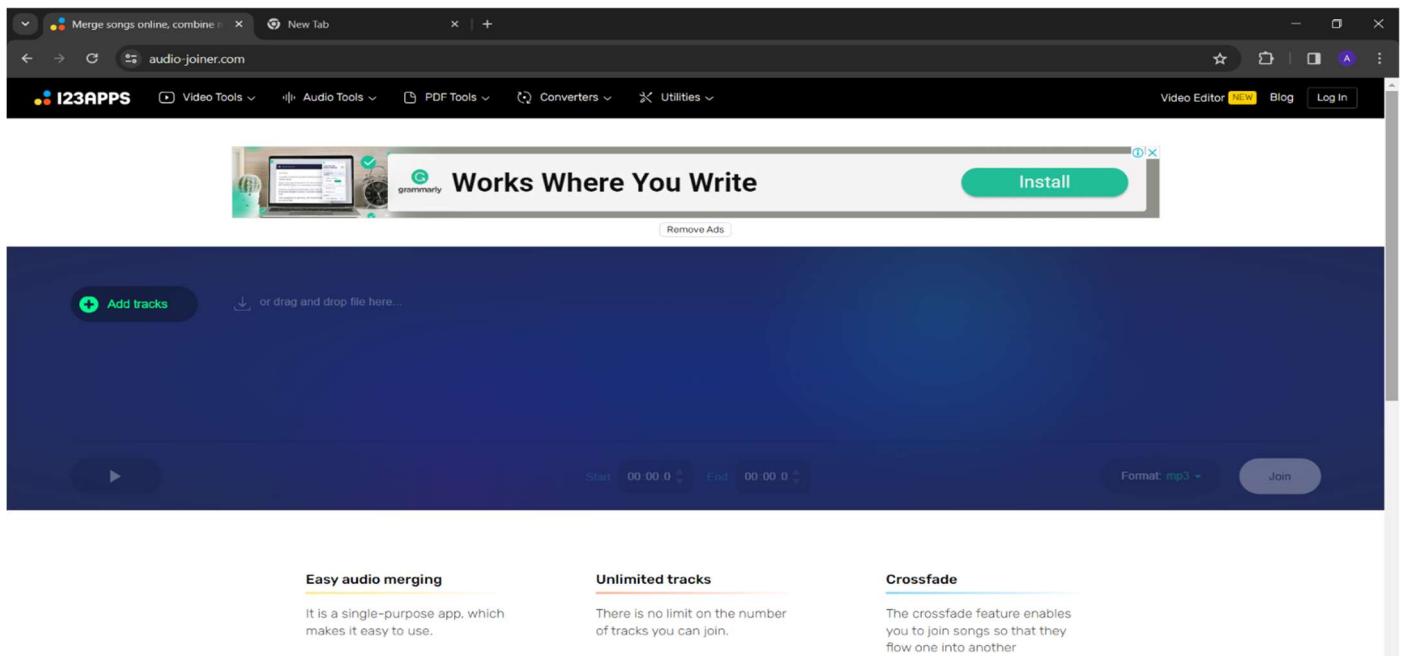
**OUTPUT**

**AIM:** Procedure for creating an Audio file using free open-source tools.

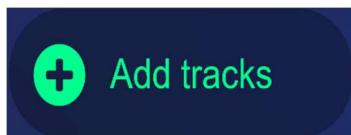
### PROCEDURE:

When you need to merge several songs into a single composition, the easiest way is to use our Online Audio Joiner application. It works in a browser window and you can join MP3 and other format files without installing the software on your computer.

1. Open the “audio-joiner” website.



2. Add audio tracks First, you need to upload the songs you want to join. To do that, click the “Add Tracks” Button.



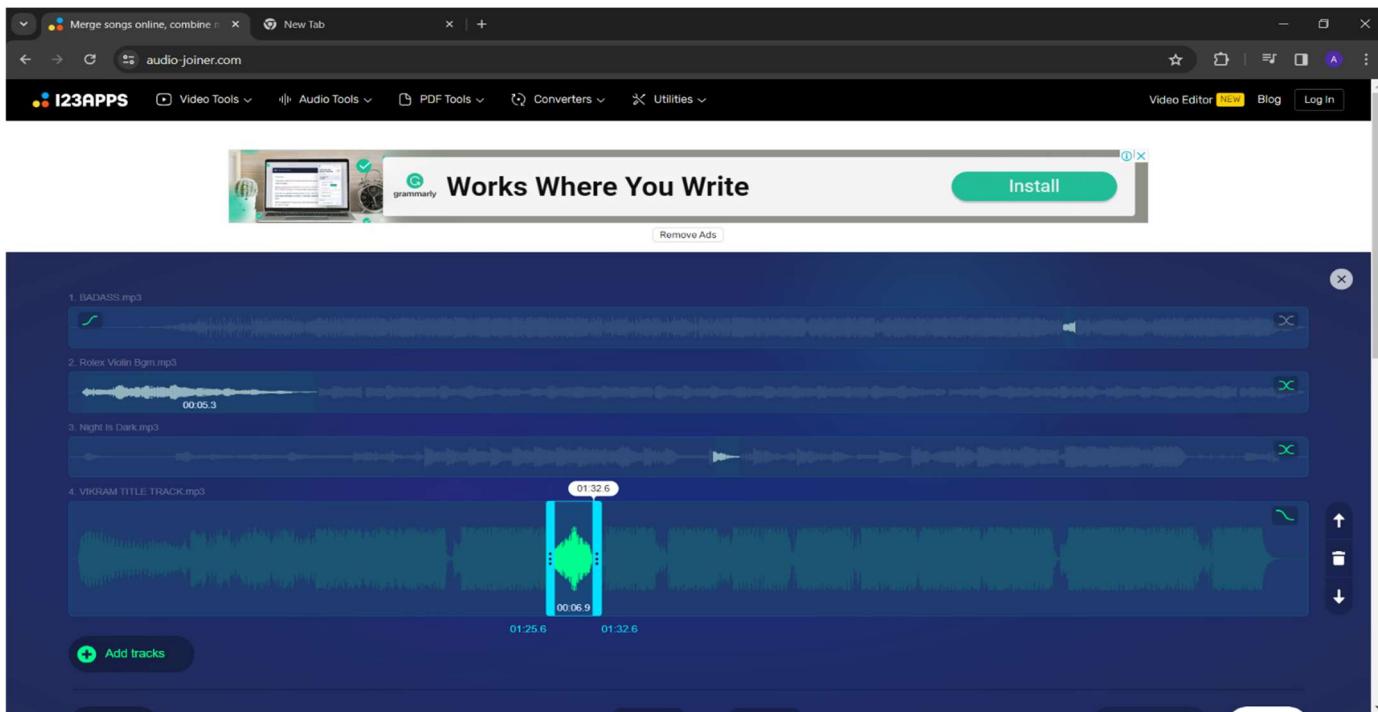
3. You can add audio files of almost any format, for example, MP3, M4A, WAV, and OGG. If you upload a video file, the Joiner will extract an audio track from it. The number of tracks you can upload is unlimited.

#### 4. Set order of playback:

To change the order of tracks in your composition, press the arrow key while holding down the Ctrl key.

#### 5. Adjust the intervals

Once the tracks you have added are opened, you need to adjust the playback interval for each. To do that, you can drag the blue sliders of each track with a mouse cursor.



#### 6. Select the mode of joining:

Next, you need to select the mode in which songs are merged together. To do that, you need to use the small square buttons on the sides of the tracks, which signify the following modes:



**Fade-in:** The first track gradually becomes louder

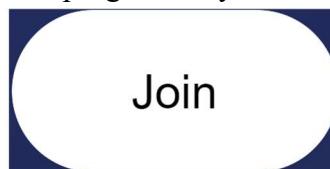


**Fade out:** The last track gradually fades into silence.



**Crossfade:** Each track is gradually fading out, while the following track is fading in and gradually becoming louder.

#### 7. Next, click on “Join” button. The program may need sometime to merge the songs together.



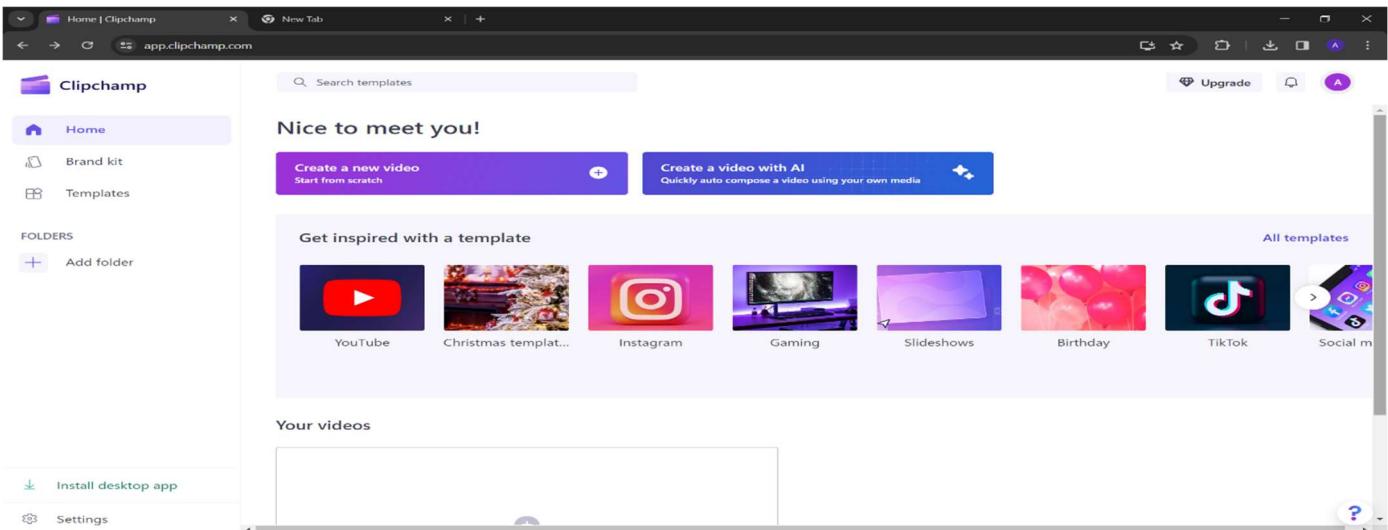
#### 8. After the tracks have been joined, click the “Download” button to save the audio track into our device.

**AIM:** Procedure for creating a video: Editing, Mixing, Adding Sound to a video.

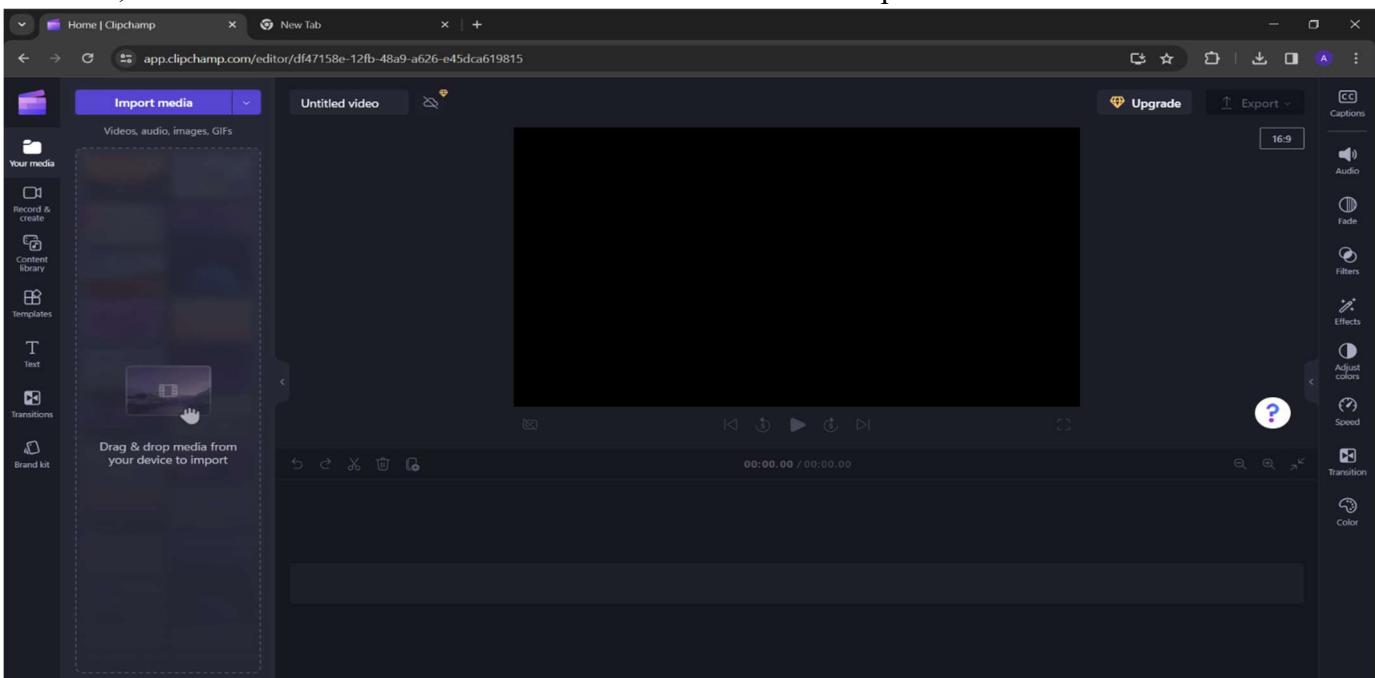
## PROCEDURE:

In this experiment, we have used Microsoft's open-source video editing software "CLIPCHAMP".

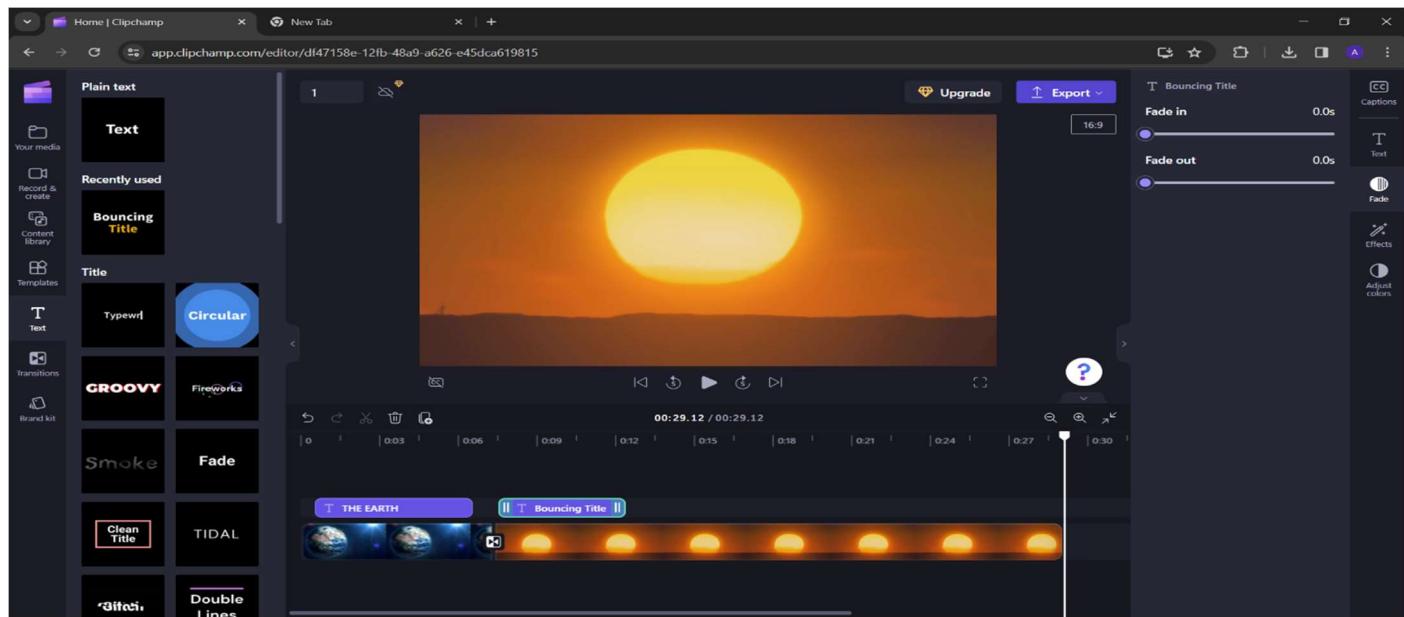
1. Open your favorite browser and type "Clipchamp". Open the first link and sign in the homepage will look like below.



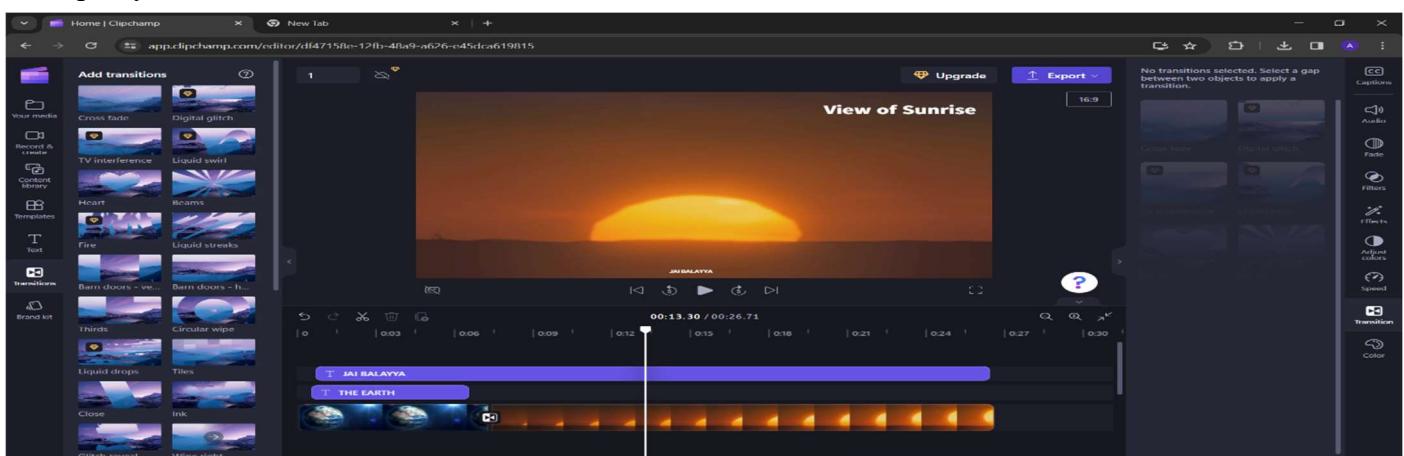
2. Then, click on create a new video. The online video editor will open.



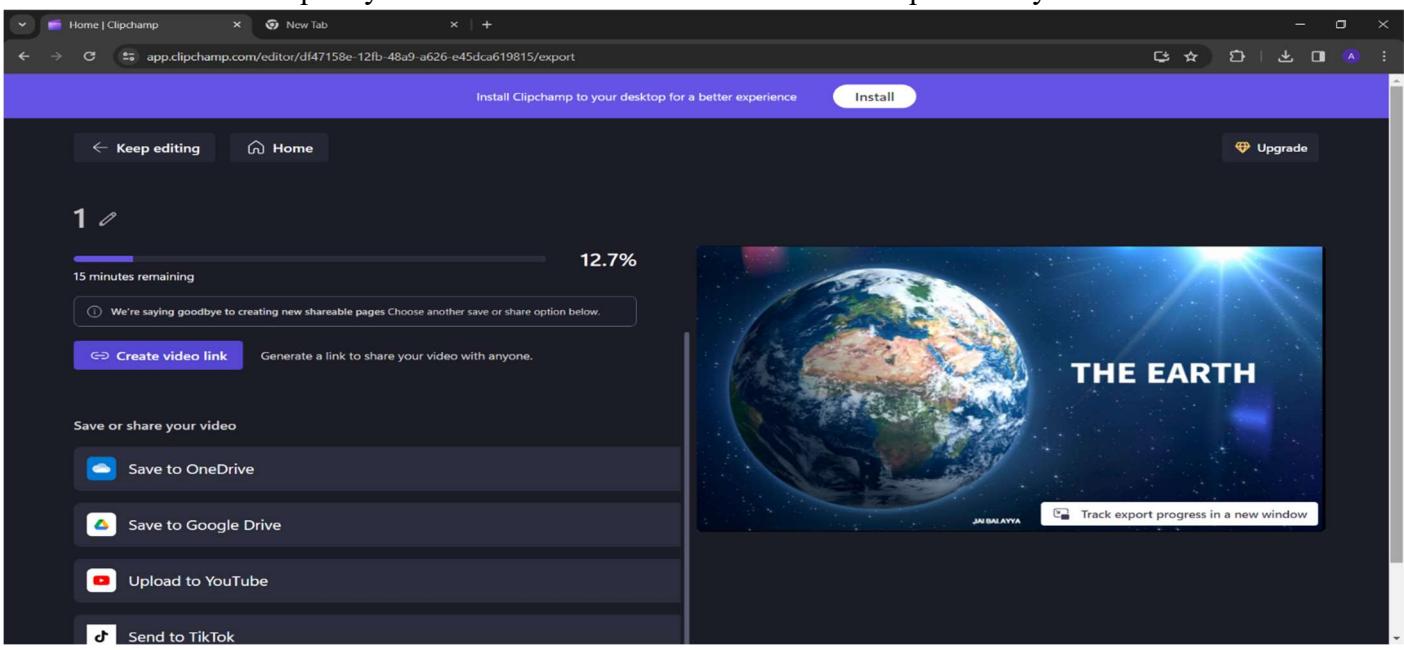
3. Now click on import media and add files into the editing software.
4. You can also import audio files to the editor. Import and add it to the software.
5. After that drag the video and audio into the timeline to start the editing process.
6. Now, sync the video and audio based upon the requirements.
7. We can also add another video and merge the two videos.
8. You can also add the text to the video. In the below image, we can see that there are many text styles in the editing software. Pick one of them and add your required text.



9. Now, we can also add transitions between the two videos. Select any one of the below transitions based upon your choice.

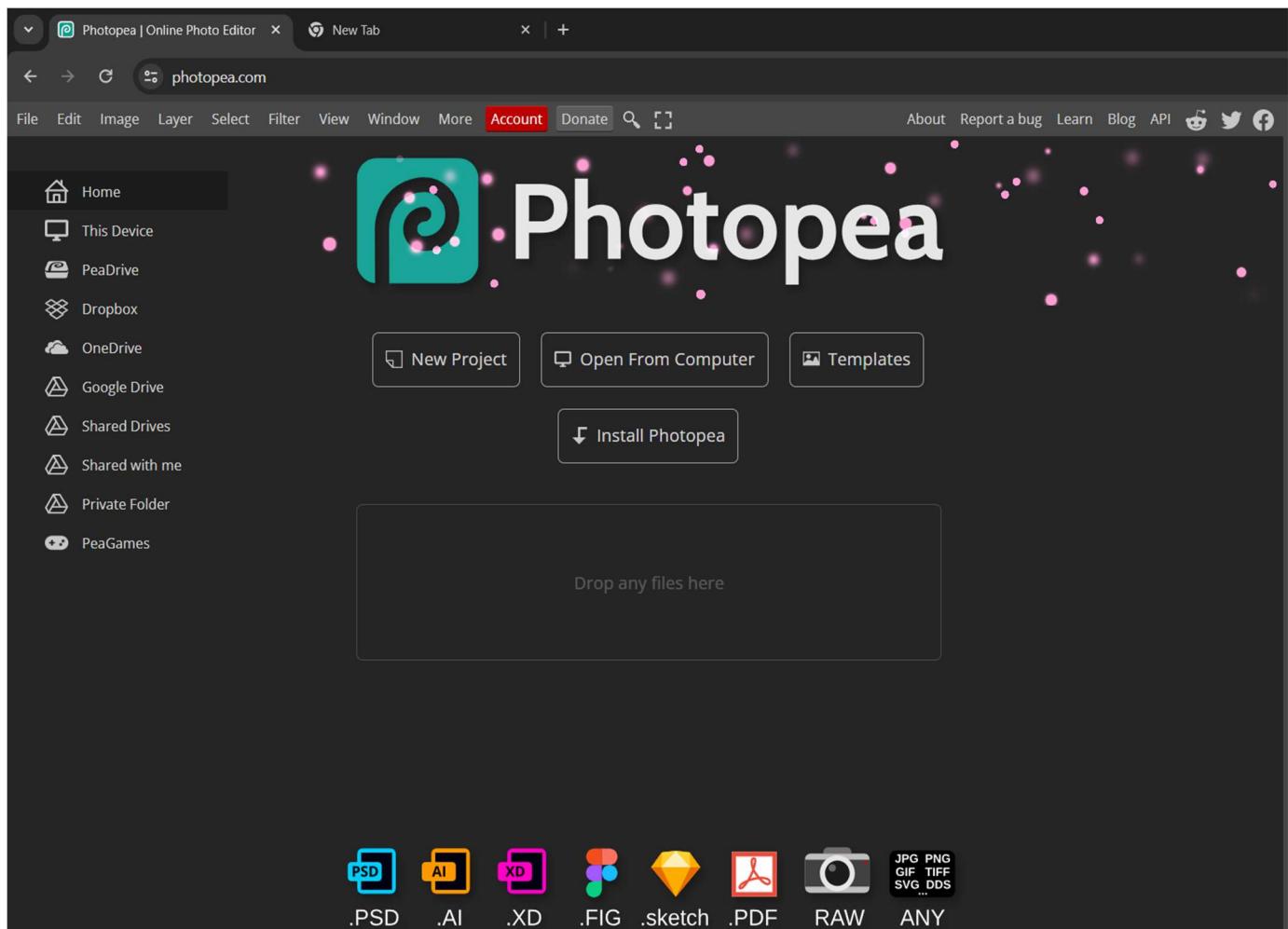


10. After successfully completing the editing process, click on “Export” button. It will ask the video quality. Choose the video quality and click on it. Now the video will be exported to your device



## INTRODUCTION

Photopea is a creative learner-centered digital tool that serves as an advanced photo and graphics editor. This free alternative to Adobe Photoshop utilizes vector- and raster-based graphics (think Illustrator drawings and Photoshop digital photos) to help you create photos, posters, graphics, images, and other visuals in several different formats, including .psd, .tiff, and .jpeg.



## HOW TO USE PHOTODEA:

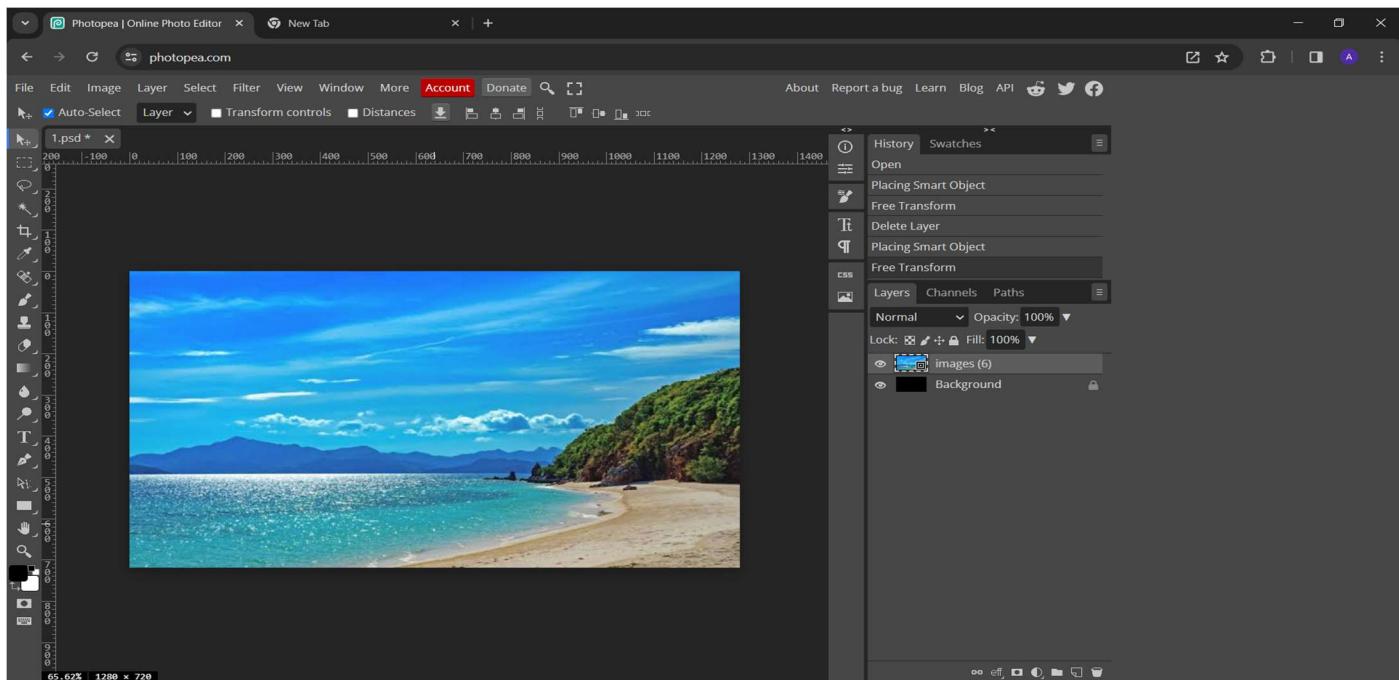
1. Open Photopea.com.
2. New Project:
  - a. New Project, choose a pre-made size or just use the standard.
3. Fill Background with color:
  - a. Select background layer.
  - b. Choose color.
  - c. Edit > Fill > Foreground Color.

4. New Image:

- Find and copy an image and paste it into the file.
- Scale to fit.

5. Delete background of photo:

- Select background with a magic wand.
- Press Shift to add more to the selection.
- Delete or Backspace.



6. Type:

- Choose the type tool.
- Write "Hello."
- Make the layer transparent.

7. Save:

- File > Export as > jpg.
- Will save onto your computer.

**AIM:** Procedure for editing an image using Photoshop or a Free open-source tool

**PROCEDURE:**

1. First Open Photoshop or any Open sourcing tool here we used [www.photopea.com](http://www.photopea.com) to edit images.
2. Import a photo that needs to be edited.
3. After importing it select the person image by using Lasso Polygon Tool.
4. Now try to duplicate the selected layer.
5. Find a background image into which we will place the selected layer.
6. Take the layer and place it in the new background image.
7. Adjust the images position and size using the free size tool.
8. Now the edited image will be ready.

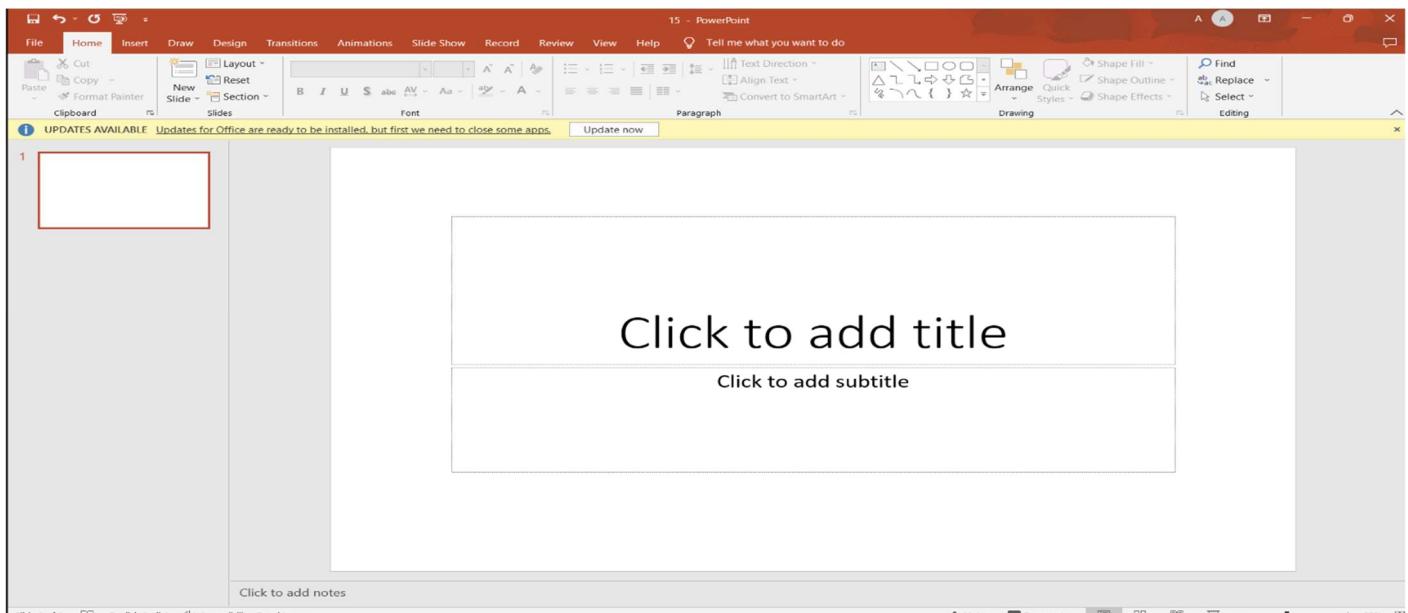
**OUTPUT:**



**AIM:** Procedure for working with text using Microsoft power point.

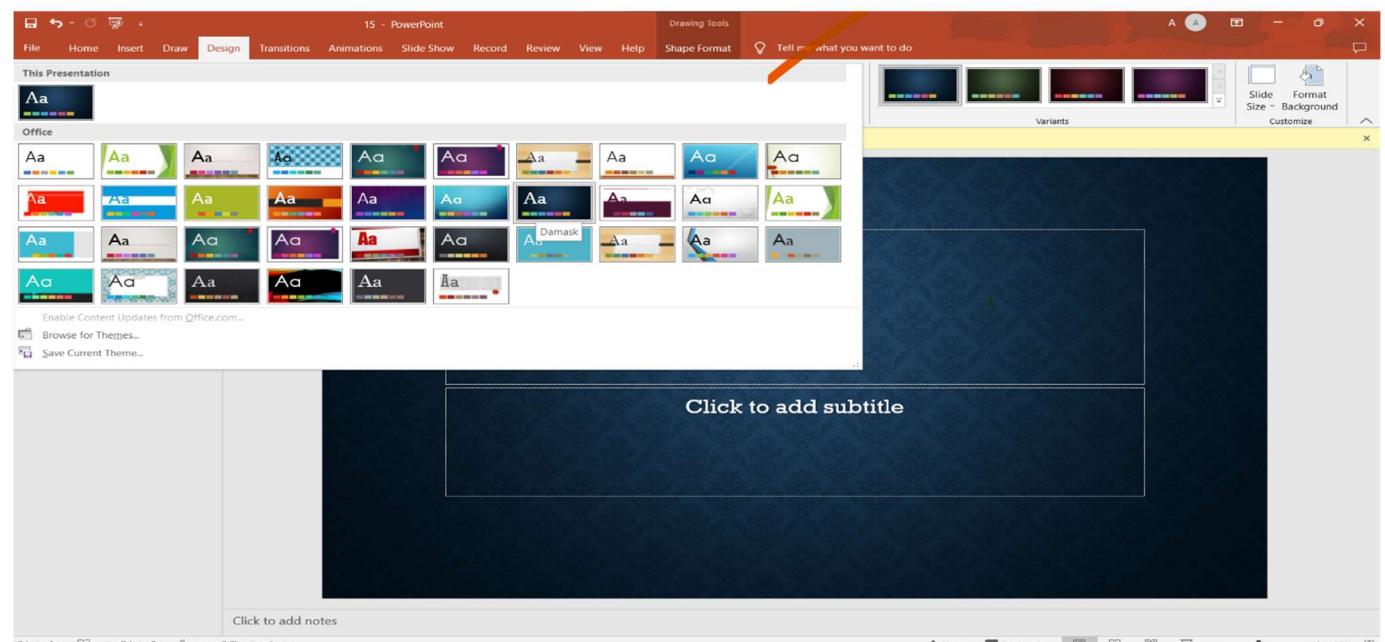
### PROCEDURE:

1. Launch the PowerPoint application.



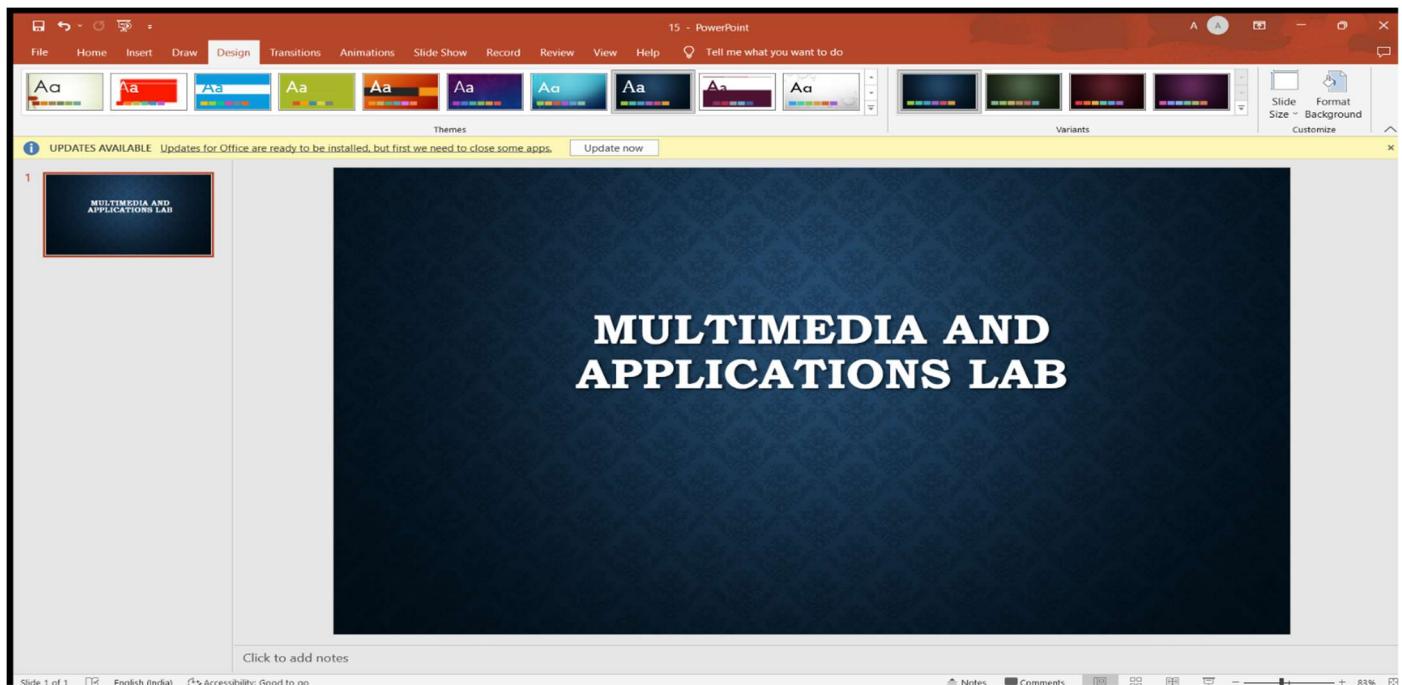
2. Choosing a Design

Select design you want for the presentation, for this click on Design tab at the top of the page. To change the design for another slide, first click on the slide then right click and click on Apply to Selected Slide.



3. Create Title Page

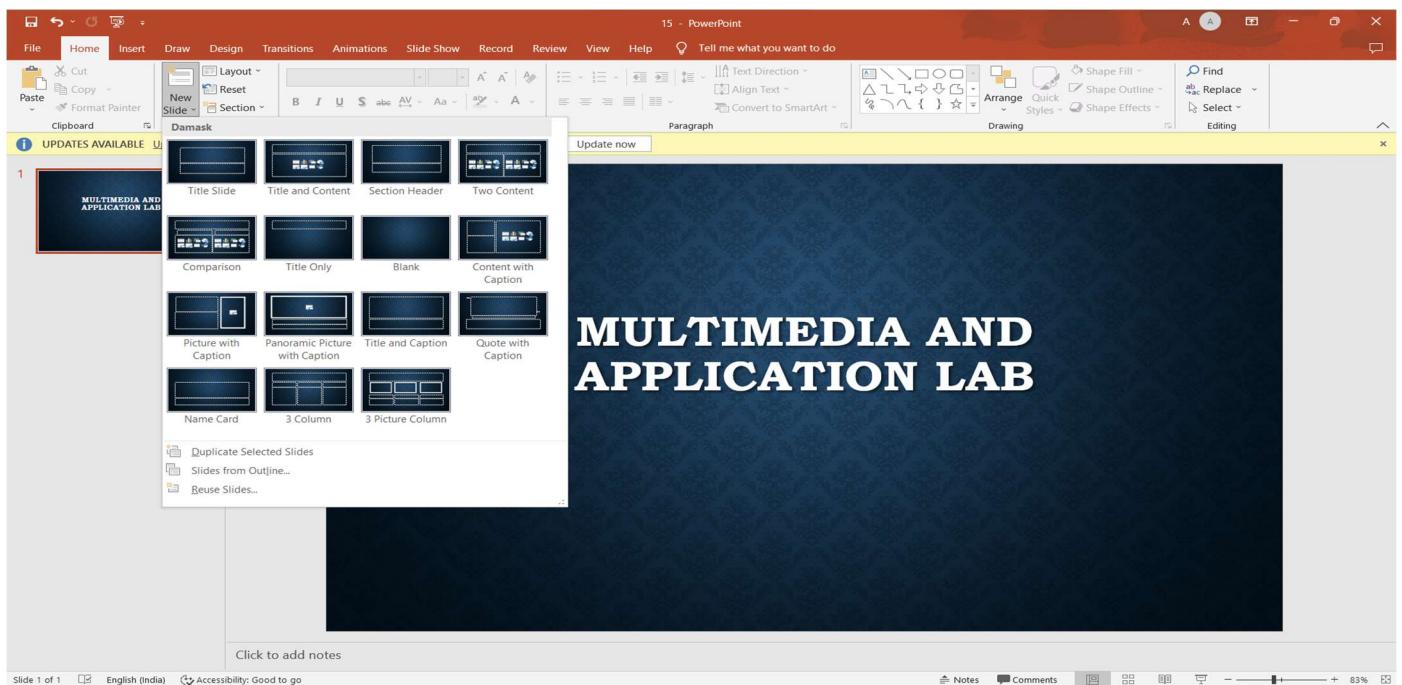
Click the first box that says 'Click to add title' and add the title of your presentation. Click the bottom box to add your name, or any other subtitle that you choose



You can change text font, size, color, etc. with the toolbar options at the top.

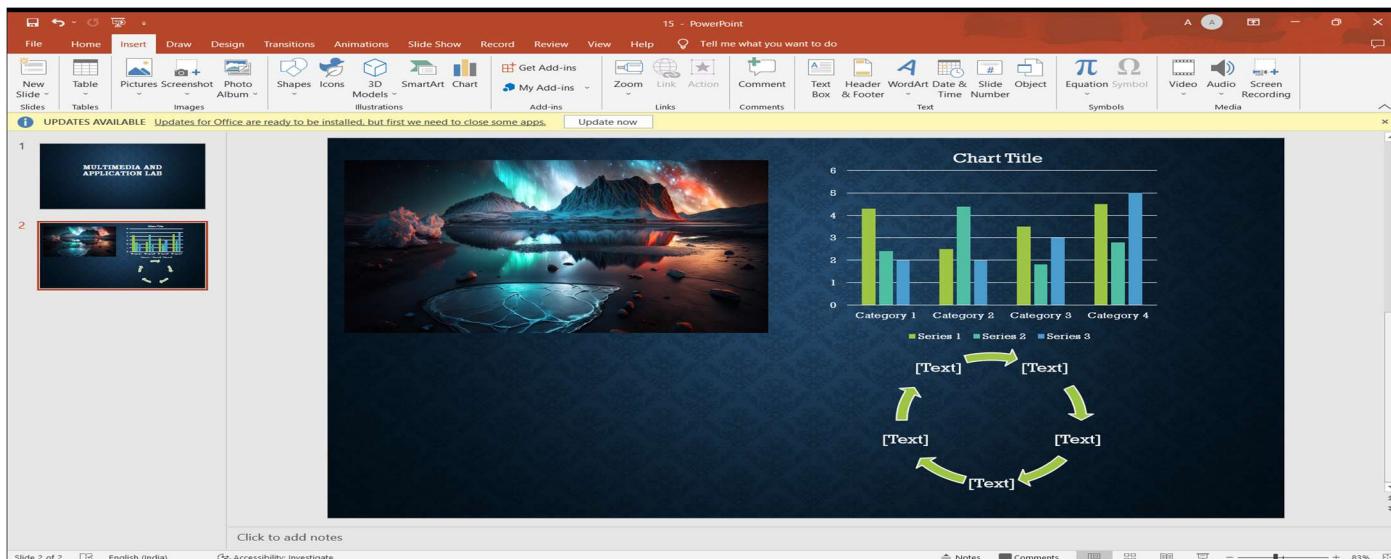
#### 4. Add More Slides

Click on New Slide in the tool bar to add slide above or below to a particular slide.



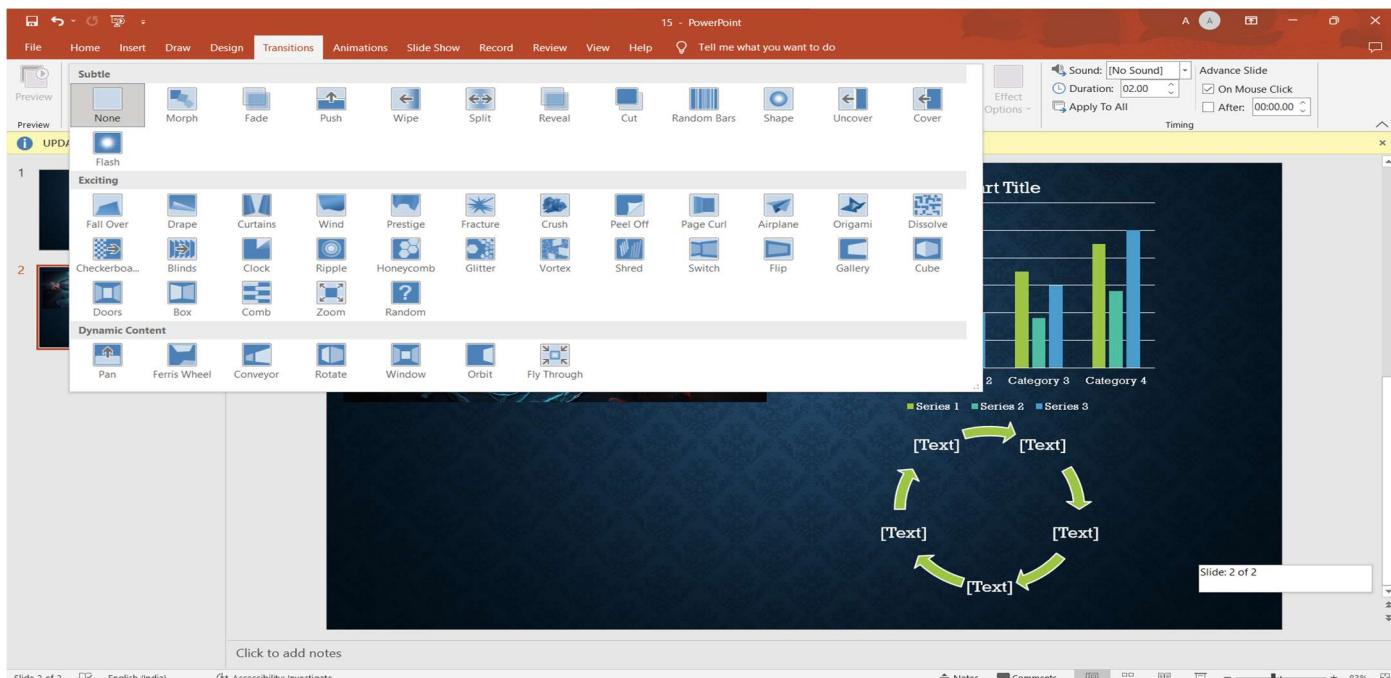
#### 5. Add Charts, Pictures, Graphs, Etc.

If you want to insert a chart, picture, graph, or any other graphic, click on the 'Insert' tab at the top of the window. Once you have your chart or picture, you can add a border or edit it however you want in the 'Format' tab.



## 6. Add Transitions

To add transitions in between your slides, click the 'Animations' tab at the top of the page. Here you can scroll through all the options of transitions, and hover over them to see a preview. Select the slide you want the transition applied to, and then click the transition you chose. You can do this for every slide, selecting the same or different transitions.



## 7. Changing the Order

Once you have all your slides made, you can change the order of the slides. To do this, click and drag the slides from where they are to where you want them in the order. Another possibility, which is particularly useful if your presentation is longer, is to click the 'Outline' button. You can find this small button above the left area where all your slides are located smaller, directly to the right of the 'Slides' button. Here you will see a list of all your slides and you can click and drag your slides to where you want them.

## 8. Play the Presentation

Once you have all your slides completed and, in the order, you want, view your slideshow. Click the 'Slide Show' tab at the top of the page and select 'From Beginning'. You can go through your entire slideshow, and change slides by clicking or pressing the right arrow. A shortcut to this is pressing F5. Congratulations! You have now made a PowerPoint presentation.

