Operationalizing CD4.0 in the Philippines: Capacity development to strengthen subnational gender statistics for community-based SDGs monitoring

Section 4: Data Visualization using Canva

Jeo Adam S. Paz
Creative Director
Nifty Hero
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Course Outline

01 Infographic Design using Canva
   • Creating an Account
   • Creating an Infographic
Power Point
A presentation software or program that you install on your computer.

vs

Canva
Is an online web based application that only needs you to become a member.
Let's Compare

**Power Point** vs **Canva**

1. Available Offline
2. You can drag and drop media files directly
3. Limited Templates Available upon installation.
4. Works as expected. Easy to use.
5. Sharing files has multiple steps and limits

1. Needs internet to function
2. You have to upload media in order to use it
3. Vast library of regularly updated Templates
4. Designed for non-technical people for fast effective and colorful presentations.
5. Teams can edit at the same time.
Infographic Design Using Canva
Canva

It is a graphic design tool website that uses a drag-and-drop feature to design, share and print:

- social media posts
- documents
- marketing materials
- social media and email headers
- advertisements, and Infographics.
Creating an Account
Creating an Account

01 In your web browser, go to canva.com

02 Create a Canva account using your email address. You can also use your Facebook or GMail account to sign up for an account.
Step 1: Go to www.canva.com
Step 2: Sign up/Log-in

Log in to your account

- Log in with Facebook
- Log in with Google

OR

Email address
Password

Log in

Design anything. Publish anywhere.

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

- Sign up with Facebook
- Sign up with Google

Already signed up? Log in
Step 2: Sign up/Log-in

Welcome to Canva!

Can you tell us what you'll be using Canva for? We'll use this to recommend design types and templates especially for you.

- **Teacher**: You're here to empower your students
- **Student**: You're here to impress your teachers and classmates
- **Personal**: You're here to make anything and everything
- **Small business**: You're here to design your brand from the ground up
- **Large company**: You're here to scale your brand and keep it consistent
- **Non-profit or Charity**: You're here to design for the greater good
Step 2: Sign up/Log-in

Get Canva Pro free for 30 days

- First 30 days free, cancel anytime
- First bill on July 5, 2019
- Reminder sent 3 days before trial ends

Monthly - $12.95 / month
Yearly - $9.95 / month, $119.40 billed yearly (SAVE 23%)

Claim my free trial

Canva Pro has been incredibly useful for us — no extensive design training required. It's saved us loads of time, and our graphics look great!

Megan Kelley
Upworthy
Step 3: Confirm your e-mail

Please confirm your email

Thanks for signing up to Canva! To set up your account, please confirm your email address by clicking the button below.

Confirm my email →

Button not working? Try using this link:
https://www.canva.com/account/verifyEmail?token=Nn7v4QXxbGgCpXZC-x69P70S8SV_jLqgSih5-e-yQXdKfrCqzYyFvy_z7VME8UpDYK9991eYv1p2Mokiaq0n6pY7StvD2AKggqTlYRb9VJ2wy0TMChLrbL2BduVwaSS97_31yaQ&utm_source=server_emails&utm_medium=email&utm_campaign=server_201407&utm_content=verify
Step 4: Be familiar with Canva

Start your first design

Pick your first design. You'll always be able to design anything, anytime.

Popular for personal use

- Instagram Post
- Logo
- Poster
- Invitation
- A4 Document
- Social Media

Social Media
Step 4: Be familiar with Canva
Step 4: Be familiar with Canva
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Step 4: Be familiar with Canva

Manage your social media channels

- Instagram Post
- Instagram Story
- Facebook Post
- Facebook Story
- Your Story
- Whatsapp Story

Impress your coworkers

- A4 Document
- Presentation
- Infographic
- Letter
- Report
- Annual Report
Step 4: Be familiar with Canva

Advertise online

Facebook Ad
Medium Rectangle Ad
Large Rectangle Ad
Leaderboard Ad
Wide Skyscraper Ad
Blog Graphic

Organize an event

Poster
Flyer
Instagram Post
Facebook Post
Facebook Event Cover
Twitter Post
Step 4: Be familiar with Canva

- **Templates**: Starting point for a new document.
- **Photos**: Where free photos can be used.
- **Elements**: Contains grids, charts, frames, shapes, gradients, lines, etc.
- **Text**: Combinations of font styles.
- **Background**: Choose a part of the design that serves as setting of the objects.
- **Uploads**: Option to insert photos from other sources (internet or curated photos).
- **Folders**: Option to create photo and design folders.
- **More**: Option to use other applications to get images or videos.
<table>
<thead>
<tr>
<th>How to save a file?</th>
<th>How to publish design?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to rename a file?</td>
<td>How to add notes?</td>
</tr>
<tr>
<td>How to make a copy?</td>
<td>How to copy a page?</td>
</tr>
<tr>
<td>How to download a file?</td>
<td>How to delete a page?</td>
</tr>
<tr>
<td>How to save a file?</td>
<td>How to add a new page?</td>
</tr>
<tr>
<td>How to share a design?</td>
<td>How to zoom in or out?</td>
</tr>
<tr>
<td>How to create a new design?</td>
<td>How to manage pages?</td>
</tr>
</tbody>
</table>
Creating an Infographic
Canva Landing Page

Create a design

Your first design's gonna be amazing!

Everything you design will appear here. To get started why not choose a Social Media post above?

Or ... if you love videos, see how to make an irresistible Facebook post

Need help?
Creating an Infographic
Infographic Design Page
Creating a Custom-Sized Infographic
Changing the File Name

Enter the desired dimensions
Creating a Custom-Sized Infographic

Click Design!
Changing the File Name

Click here
Changing the File Name
Using a Layout

Drag and drop to use a layout
Using a Layout
Customizing a Layout

Use the slider to change the spacing between blocks.
Changing the Background Color of a Block

Select the block
Changing the Background Color of a Block

Select the desired color
Changing the Background Color of a Block

You can add another color by entering the HEX code.
Adding a Text Box

Click Text icon
Adding a Text Box

Drag and drop to insert a text box
Customizing the Text

Click to change the font size
Customizing the Text

Click to change the font color
Customizing the Text

Click to change the text alignment.
Customizing the Text

Click to change the text spacing
Adding a Shape

Click Elements
Adding a Shape

Click Shapes
Adding a Shape

Drag and drop to insert a shape
Customizing the Shape

1. Click to shape
2. Click to change the color
Adding a Line

Click Lines
Adding a Line

Drag and drop to insert a line
Customizing the Line

1. Click to shape

2. Click to change the color
Adding an Illustration

Click Illustrations
Adding an Illustration

Drag and drop to insert an illustration
Customizing an Illustration

Use the baseline guides to handle the alignment.
Grouping Illustrations (and Other Elements)

1. Select multiple illustrations
2. Click Group
Customizing the Illustration

1. Select multiple illustrations

2. Use slider to change the transparency
Adding an Icon

Click Icons
Adding an Icon

Drag and drop to insert an icon
Customizing the Icon

1. Select icon
2. Click to change the color
Uploading an Image

1. Click Uploads from toolbar
2. Click Uploads icon
3. Click Upload your own images

Note: The maximum file upload is 25 mb.
Adding a Photo Frame

Click Frames
Adding a Photo Frame

Drag and drop to insert a frame
Inserting an Image in a Photo Frame

Drag and drop to insert an image
Customizing the Image in a Photo Frame

1. Change the dimensions or position
2. Click check
Downloading your Infographic

1. Click Download
2. Select desired file type
3. Click Download button
Group 1

MEET THE TEAM MEMBERS

Get ready to e-meet your group-mates!
Fun Fact:

3000 members

Create free team

You can add up to 3000 members, including yourself, and create 20 free teams. To learn more about creating free teams and adding team members to it, head over to our dedicate Create a free Canva team article.
Practice makes Perfect

Click the link or copy/paste to access the activity.

https://www.canva.com/design/DAEN5samf78/7i1RUMLysHzRjMnKRKoutw/edit
But nobody is perfect, thats why I Practice!

https://www.canva.com/design/DAEOdrWXvpg/aPfKXcq1nlB5WITNy9Ri2A/edit

Click the link or copy/paste to access the activity.
Exercise 2

Data will be taken from previous workshop results and given as an activity to practice

Now its your turn.
Group 2

MEET THE TEAM MEMBERS

Regroup with your team!
### 3. Pivot Table

**Labor Force Participation of Men and Women in Region 3**

<table>
<thead>
<tr>
<th>Sex</th>
<th>Employed</th>
<th>Unemployed</th>
<th>Not in the labor force</th>
<th>No Response</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>36</td>
<td>1</td>
<td>7</td>
<td>20</td>
<td>64</td>
</tr>
<tr>
<td>Female</td>
<td>20</td>
<td>0</td>
<td>23</td>
<td>21</td>
<td>64</td>
</tr>
<tr>
<td>Total</td>
<td>56</td>
<td>1</td>
<td>30</td>
<td>41</td>
<td>128</td>
</tr>
</tbody>
</table>
Labor Force Participation of Men and Women in Region 3

**MEN**
- Employed: 66.8%
- Not in the labor force: 8.3%
- No response: 23.7%

**WOMEN**
- Employed: 15.6%
- Not in the labor force: 18%
- No response: 16.4%
- Total: 50%
Mock Study on Gender Equality
Labor Force Participation of Men and Women in Region 3

- Employed
- Unemployed
- Not in the labor force
- No response
- Total

MEN & WOMEN TOTAL

0 50 100 150
"Design adds value faster than it adds costs."

- Joel Spolsky, Trello
Infographic Design Using Canva

Data Visualization Using Infographics

Training Dates: November 25-26

Resource Speaker: Mr. Jeo Paz