

CodeAI Plus

Windows 10 with Office 2019

Also compatible with Office 2016



- Artificial Intelligence
- Animated Life Skills
- Coding
- Computational Thinking
- Experiential Learning

- Multidisciplinary Approach
- Subject Integration
- Art Integration
- Skill Formation
- Linked with SDGs



Answer Key



Canva

Page No. 55

SELF-EVALUATION

A. Tick (✓) the correct answer.

1. (a) It cannot generate images from text
2. (b) Canva
3. (a) Computers
4. (c) Design
5. (c) ☒

B. Write 'T' for True and 'F' for False statements.

1. True
2. False
3. True
4. True
5. True

C. Fill in the blanks.

1. Pen
2. Grid view
3. Present
4. Elements
5. Timer

D. Differentiate between the following.

1. Presenter Window and Audience Window.

Presenter Window	Audience Window
In the Presenter window, it shows the notes with the current page of the presentation and also shows the next pages of the presentation.	In the audience window, only the presentation page appears, which we can share with the audience.

E. Answer in 1-2 sentences.

1. Canva is an online graphic designing, video editing, and photo editing, application. It provides various options to design different types of documents.
2. By using Elements tab we can add pre-designed graphical elements in a poster.
3. Highlighter tool is used to highlight something on the page.
4. Autoplay mode is used to play our presentation automatically after a specified time that we can set for each page of the presentation.
5. The five tools of Draw tab are- pen tool, marker tool, highlighter tool, eraser tool, colour tile.

F. Answer briefly.

1. The three features of Canva are-
 - a. It generates images from text.
 - b. It allows us to blur photos to add focus and depth.
 - c. It allows us to download icons to enhance the designs.
2. Design tab has two tabs Templates and Styles. By using these tabs we can make many designs on project.
3. It facilitates us some options to increase/decrease the thickness of tools and transparency of drawings on the page.
4. To make a presentation effective and eye-catching in Canva are-
 - a. Use the same title style and theme on every slide of the presentation.
 - b. Apply the same background throughout the presentation.
 - c. Use consistent fonts and colours carefully according to the audience of the presentation.
 - d. Use images, charts, and artworks effectively.

G. Application-based Question.

She should use highlight tool to highlight the text.

Chapter – 3 [Canva]

Worksheet - 1

Q1. Put your knowledge to the test by choosing the right option:

1. What is Canva primarily used for?

A. Video Editing

B. Graphic Designing

C. Text Editing

D. Data Analysis

☐
☐
☐
☐

2. How can you change the font color of text in Canva?

A. Use the Bold option

B. Click on the Text color icon

C. Adjust the line spacing

D. Use the Draw tab

☐
☐
☐
☐

3. Which feature in Canva allows you to create presentations?

A. Draw tab

B. Elements tab

C. Presentation mode

D. Uploads tab

☐
☐
☐
☐

4. What is the purpose of the Draw tab in Canva?

A. To add text to designs

B. To create freehand drawings

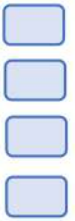
C. To change font styles

D. To adjust page layouts

☐
☐
☐
☐

5. How do you add a new page to a presentation in Canva?

- A. Press Ctrl + Alt + P
- B. Click on the Add page button
- C. Use the Upload tab
- D. Drag and drop elements



Q2. Fill in the blanks:

1. To draw accurate and polished shapes in Canva, hold the mouse at the _____ point while dragging.
2. Canva allows you to create designs by using built-in templates and the _____ feature.
3. In Canva, the _____ tab provides options to upload your own images, videos, and audios.
4. The presenter view in Canva is useful for viewing presenter notes while showing the presentation to the _____.
5. The Draw tab in Canva includes tools like Pen, Marker, Highlighter, and _____.

d. It allows you to download your design anytime whenever required.

2. To draw shapes in Canva using the Pen tool the steps are-

a. Click on Draw tab and select pen tool.

b. You can adjust the Pen size as you want.

c. To make more polished drawings, click and hold the mouse at the end point of your drawing while dragging.

3. The steps to add images to a presentation in Canva are

a. Click on create on design.

b. Select the presentation option.

c. To add image click on Upload tab and choose image that you want to be uploaded.

d. Click on the Open button.

All selected image files are added to Canva.

4. The steps to change the font style and text color are given below.

a. Select the text and click on text color to change the color of the text.

b. Then click on font style to change the style of the text.

Q3. Application-based questions:

Q.1

Do it by yourself

Chapter – 3 [Canva]

Worksheet - 3

Q1. Answer the following questions:

1. What are some key features of Canva?

2. How can you draw shapes in Canva using the Pen tool?

3. Describe the images to add images to a presentation in Canva?

4. Explain the steps to change the font style and color of text in Canva?

5. Explain the process of sorting data in a query?

Q3. Application-based question:

1. Design a report that showcases the details of students participating in a specific dance form.

2. Create a query to retrieve information about students from the "Nehru House" in your database.

Worksheet – 01

Q1. Put your knowledge to the test by choosing the right option:

1. b 2. b 3. c 4. b 5. b

Q2. Fill in the blanks.

1. End 2. layout 3. Upload 4. audience 5. eraser

Worksheet – 02

Q1. Write one-word answers.

1. PNG 2. Highlighter tool 3. Present and record 4. Using text color
5. Presenter view

Q2. Write 'T' for true and 'F' for false statements:

1. F 2. F 3. T 4. T 5. T

Worksheet – 03

Q1. Answer the following questions.

1. The key features of Canva are-
- a. It generates images from text.
 - b. It converts PDFs into designs, JPGs, presentations.
 - c. It provides several built-in templates.

Chapter – 3 [Canva]

Worksheet - 2

Q1. Write one-word answers.

1. What is the default file format when downloading a design in Canva?
2. What is a feature in Canva that allows you to highlight text?
3. Which mode in Canva allows you to record a presentation?
4. How can you change the color of text in Canva?
5. In Canva presentations, what mode shows presenter notes alongside the slides?

Q2. Write 'T' for true and 'F' for false statements:

1. Canva is only available for mobile devices. ☐
2. The Draw tab in Canva is used for adjusting page layouts. ☐
3. Presenter view in Canva shows both notes and the current presentation page. ☐
4. Canva automatically saves your designs when you sign out from your account. ☐
5. Autoplay mode in Canva plays the presentation automatically after a specified time for each page. ☐