



Checklist 9: Canva Charts

Project Name: _____

Date: _____

Yes No

Click on Elements and then click on Charts

Scroll down and view the available charts which include;

Bar charts

Line charts

Pie charts

Pyramid charts

Add a bar chart

Click on a chart to add it to your blank canvas

Resize and position the chart on your canvas

Notes

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Edit the chart details

Double click on any of the white space within the chart

Change the label

You'll see a column down the left hand side where you can change the label (this is the words along the bottom of the chart)

Change the values

(these are the numbers up the side of the chart)

Change the colour

You can change the colour of the bars within the bar chart

Add symbols or icons

Remember you can add other things to your charts such as symbols or icons to denote things like time or values such as money etc

Change font type

Doing this will change the font type of all the labels in the chart

Change font size

Notes



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This will change the size of all the text within your chart.

Note: This is a great one to remember if you're ever creating anything that needs to display statistics etc such as creating info-graphics

Notes