

Course Outline | Office 365 Sway

1 day(s)

Overview

This course describes all the key features and benefits of using this presentation tool. Microsoft Sway will allow you to create story boards, tutorials or newsletters for presentation, marketing or educational purposes

In particular you will be able to:

- Navigate your way around the Sway environment
- Create a Sway from the start as well as using other methods
- Add content into Sway
- Present a Sway
- Import content from other sources
- Work collaboratively within Sway
- Share their Sway with other user

Prerequisites

Delegates should have basic knowledge of how to use a computer and how to use the internet. Basic Keyboard and mouse skills are required. Some knowledge of Office 365 is useful, but not essential.

Course Outline

Get started with Microsoft Sway

- Overview of Sway
- Log into Microsoft Sway
- Layout and Navigation of Sway Home Page
- Example Sways

Create a new Sway

- Create a new Sway
- Insert a Title
- Insert Text into your Sway with Cards
- Format TextMove content around
- Change the Design
- Change the Layout of your Sway
- Preview your Sway

Add further content to your Sway

- Add Images
- Add Video
- Add Audio
- Embed elements with the Embed Card
- Work with Card Groups
- Present your Sway

Create a Sway from other sources

- Create a Sway from a Topic
- Create a Sway from a Document
- Create a Sway from a Template

Collaboration and Sharing

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- Collaborate on a Sway at the same time
- Share a Sway with colleagues via email