

OFFICE 365 SWAY

Using Sway in Office 365 you can easily create story boards and newsletters for presentation, or marketing purposes.

Course Objectives

Navigate their way around the Sway environment

Creating a Sway from scratch and other methods

Work collaboratively within Sway

Presenting

Adding content

Sharing Sway with other users

Importing external content

Audience

This course is **designed for new or self-taught users of Office 365 who want to effectively create story boards and newsletters for the purpose of presentations or Marketing making best use of the Sway app in Office 365.** The course covers various aspects of Office 365 from an end user perspective by understanding various tools and features of Sway.

Prerequisite

A working knowledge or experience of MS Office including Outlook is required to attend this course. Basic general familiarity of Office 365 is recommended. You must have good basic windows, keyboard and mouse skills.

Duration

This is a **half-day Office 365 – Sway** course. The course starts at **09:30** and runs until **12:30**.

Alternate timings can be arranged upon request. The course can be held on a **date that suits you.**

Locations

Our **Office 365 – Sway** course can be run at **our training venue near Liverpool Street (London)** or any preferred location in the **UK or Europe.**

Office 365 – Sway Course Outlines

Microsoft Sway basics

Sway Overview

Logging into Microsoft Sway

Layout and Navigation of Sway Home Page

Sample Sways

Creating a new Sway

Inserting a Title

Inserting Text into your Sway with Cards

Formatting Text

Moving content around

Changing the Design

Changing the Layout of your Sway

Previewing your Sway

Adding further content to your Sway

Adding pictures

Using Card Groups

Adding multi-media such as Video and Audio

Using Embed card in a Sway

Presenting Sway

Using external sources while create a Sway

Creating a Sway using a Topic

Creating a Sway using a Template

Creating a Sway using a Document

Collaborating and Sharing

Simultaneously editing sway with your colleagues

Sharing a Sway with co-workers via email