Sway – Get started

Description

The interface of Sway is based on the principle of "drag and drop" and aims to allow a user to add to its web panel varied content (videos, maps, tweets, interactive graphics, graphics and GIF files, etc.) stored in OneDrive, Bing, YouTube, Twitter, Facebook etc. Sway suggests search results on images, videos, tweets that could possibly be introduced into the existing composition. Sway also aims to allow a web integration with a simple code generated from the application to insert on a web page to share its presentations, which automatically adapt to different screen sizes (computers, tablets, phones).

Course Content

- Module 1: What is Sway?
- Module 2: Availability of Microsoft Sway in which subscription?
- Module 3: Advantages and Disadvantages of the tool
- Module 4: Install the Microsoft Sway Desktop + Mobile App
- Module 5: Connecting to Microsoft Sway
- Module 6: Creating a Sway from a Document
- Module 7: Creating a Sway from Blank Content
- Module 8: Renaming the title of a Sway
- Module 9: Creating Sway Sections
- Module 10: Changing the order of sections
- Module 11: Adding Text to a Section
- Module 12: Adding a background image
- Module 13: Adding Images (Local, OneDrive, YouTube, etc.)
- Module 14: Define Images as a Group
- Module 15: Apply Themes (Design)
- Module 16: Defining the Navigation Method
- Module 17: Duplicate a Sway
- Module 18: Remix a Sway and the designer
- Module 19: Group text and image
- Module 20: Adding Videos (Local, OneDrive, YouTube, etc.)
- Module 21: Inserting Tweets
- Module 22: Adding maps
- Module 23: Adding Charts (Data Charts)
- Module 24: Adding Other Authors (Publishers / Contributors)
- Module 25: Sharing the Sway
- Module 26: Discovering Sway on the mobile phone
- Module 27: Discover Sway on the computer

Lab / Exercises

- Training based on improvised examples based on the particular needs of learners

Documentation

- Digital courseware included

Participant profiles

- Anyone interested in sharing information with Microsoft Sway

Prerequisites

- Social media culture (Facebook, Pinterest, Twitter, Instagram, etc.) and communication rules in the field and master the navigation on Microsoft Edge

Objectives

- Understand how Microsoft Sway is an application (included in the Microsoft 365) that makes it easy to create and share interactive reports, personal stories, presentations, etc.

Niveau
Fondamental
Classroom Registration Price (CHF)
500
Virtual Classroom Registration Price (CHF)
475
Duration (in Days)
0.5
Reference
MSW