

Sway – Get started

Description

The interface of Microsoft Sway is based on the simple drag-and-drop principle. This intuitive approach makes it easy to add various types of content such as videos, maps, tweets, interactive charts, or images from OneDrive, YouTube, or Twitter. Sway is designed to make the creation of modern and dynamic presentations accessible to everyone, without requiring any technical skills.

Learn to master Microsoft Sway for your modern presentations

In this training, you will learn how to design and share interactive stories that adapt seamlessly to all devices. With Sway, your presentations automatically adjust to computer, tablet, or smartphone screens. You will also discover how to enhance your projects with diverse media and how to structure your sections effectively for a smooth and professional result.

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

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your

skills in a professional environment.

Documentation

- Digital courseware included

Participant profiles

- Employees who want to create and share interactive presentations
- Internal or external communication officers
- Marketing or sales assistants
- Trainers and teachers looking to modernize their materials
- Professionals who want to master Microsoft 365 tools

Prerequisites

- Good knowledge of social media platforms (Facebook, Pinterest, Twitter, Instagram, etc.)
- Solid understanding of communication principles in the field
- Proficiency in navigating with Microsoft Edge

Objectives

- Understand the role and uses of Microsoft Sway
- Identify Microsoft 365 subscriptions that include Sway
- Install and configure Sway on desktop and mobile
- Create and structure a Sway presentation using different types of content
- Customize the design and themes of a presentation
- Integrate text, images, videos, and interactive elements
- Collaborate and share a Sway project online

Description

Microsoft Sway Training - Get started

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Fondamental

Classroom Registration Price (CHF)

500

Virtual Classroom Registration Price (CHF)

475

Duration (in Days)

0.5

Reference

MSW