

# Microsoft Sway Introduction



## Course Details

**Course Name** Introduction to Microsoft Sway

**Duration** 0.5 Day

**Course Code** AFBMSI

**Assumed Knowledge** No prior knowledge is required

## Course Aims

The aim of this course is to introduce you to Microsoft Sway, a powerful and versatile tool for creating interactive presentations, newsletters, reports, and stories. You will learn how to use Sway to turn your ideas into engaging and dynamic digital content that can be viewed on any device. You will also learn how to leverage the features and benefits of Sway, such as its intuitive design, built-in media sources, accessibility options, and sharing capabilities. By the end of this course, you will be able to create and share your own Sways with confidence and creativity.

## What You Will Learn

In this course, you will learn how to create and customize your own Sways using different types of content, such as text, images, videos, audio, charts, and maps. You will learn how to use Quickstarter to get a head start on your Sway with suggested outlines and sources. You will also learn how to apply various design and layout options to enhance the appearance and readability of your Sway. Additionally, you will learn how to share your Sways with others, either online or offline, and how to control the privacy and access settings of your Sways.

## Skills

By taking this course, you will learn the following skills:

- How to create and customize engaging and interactive presentations using Sway
- How to add different types of content to your Sways, such as text, images, videos, audio, charts, and maps
- How to apply various design and layout options to your Sways, such as themes, styles, and navigation

## Target Audience

Anyone who wants to create and share engaging and interactive presentations, reports, newsletters, or stories using a web-based app. This course is suitable for beginners who have no prior experience with Sway, as well as intermediate users who want to learn more tips and tricks to enhance their Sways.

## Course Content

### Module 1 – Getting Started with Sway

Topic A What is Microsoft 365?

Topic B What is Microsoft Sway?

Topic C PowerPoint vs Sway

Topic D Key Benefits & Features

Topic E The Sway Interface

### Module 2 – Exploring Sway

Topic A How to Sway

Topic B Using Quick starter

### Module 3 – Making the most of Sway

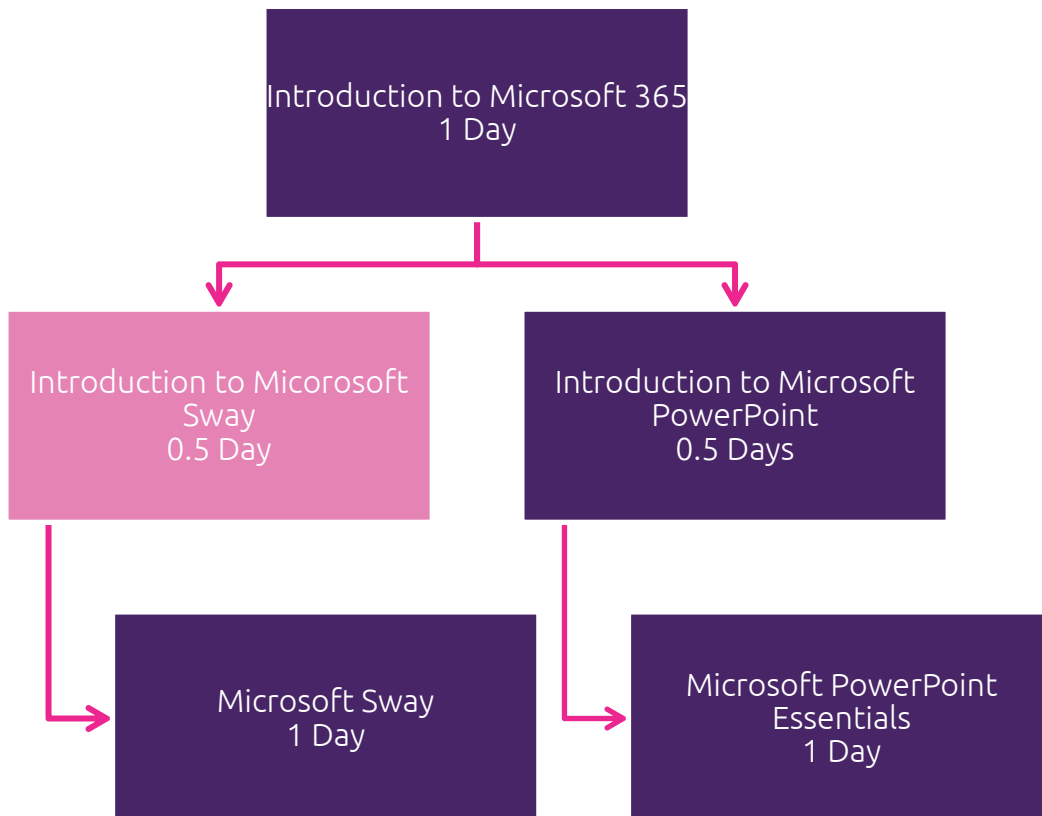
Topic A Using Sway

Topic B Sharing Sways

## Course Progression

At Appetite, we understand the significance of Digital communications in a modern workplace where everyone is encouraged to work more collaboratively and communicate effectively using cloud technology. That's why we are excited to introduce our Microsoft Sway training courses, designed to empower employees with the essential knowledge and skills needed to excel in this platform. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft Sway and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft 365 and Microsoft Sway and advance your career in the digital era by taking one of the following courses.



## About Appetite

### Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.







Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

## Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	  <b>Certified</b>  <b>Corporation</b>  