



# MS SWAY

## COURSE OUTLINE



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**90 MINUTES**

**DELIVERY METHOD: FACE TO FACE OR VIRTUAL**

## Course Content

### Audience

This course is anyone seeking a comprehensive understanding of Microsoft Sway. It is suitable for beginners and intermediate users who want to harness

### Pre-Requisites:

Participants should have a basic understanding of Microsoft 365 applications and be familiar with creating presentations

### Course Objectives:

By the end of this one-day course, participants will have acquired fundamental skills in Microsoft Power Automate, enabling them to automate workflows, increase productivity, and streamline business processes effectively

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### Course Content

- Introduction to Microsoft Sway
- Overview of Sway as a dynamic presentation tool.
- Understanding the key features and benefits of Sway.
- Navigating the Sway Interface
- Exploring the Sway workspace and ribbon.
- Understanding the organizational structure of Sway presentations.
- Creating Your First Sway
- Step-by-step guide to starting a new Sway.
- Adding and arranging content blocks for effective storytelling.
- Design and Customization
- Choosing and customizing Sway styles.
- Adjusting design elements, colors, and fonts for a polished look.
- Adding Multimedia Elements
- Incorporating images, videos, and other multimedia.
- Utilising the media card and interactive features.

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### Course Content

- Interactivity and Navigation
- Adding links, buttons, and interactive elements.
- Configuring navigation for a seamless and engaging user experience.
- Collaboration and Sharing
- Collaborative editing and real-time updates in Sway.
- Sharing Sway presentations with colleagues and stakeholders.
- Responsive Design and Accessibility

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