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Microsoft Sway

Course Duration : ½ day

Course Overview

Microsoft Sway is a presentation program that allows you to create interactive reports, stories, presentations and more Sway can include text, pictures and media, pulling content from a variety of locations, including your own device, network or internet source.

Sways are stored on Microsoft's servers and tied to a Microsoft account, although more content is available when accessing through an Office 365.

Prerequisites

■ Must be a competent PC user

Course Content

Getting Started with Sway
Setting up and logging into the Sway account
Creating a Sway from an existing document
Creating a Sway from scratch
Using cards to layout a storyline
Adding backgrounds to cards
Inserting pictures
Grouping pictures
Choosing a design
Setting navigation
Duplicating a Sway
Remixing the Sway
Grouping text and images

Embedding and Adding Content
Adding videos
Inserting tweets
Inserting from social media
Embedding a YouTube video
Embedding Maps
Embedding other pictures and videos
Embedding a document
Inserting a chart

Sharing the Sway
Inviting others to edit
Sharing on Facebook or Twitter
Embedding onto a website

Related Courses

PowerPoint Essentials
Prezi Online Creating Professional Presentations

Training Options

■ Private course at your company office. Training can be delivered throughout the UK

■ Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location

■ For further information please contact us on 0191 377 8377

Course content liable to change without notice

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