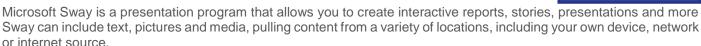
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# **Microsoft Sway**

Course Duration: ½ day

#### **Course Overview**



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

