



Microsoft Sway

Introduction

- What is Sway
- Signing into Microsoft Sway

Creating Content

- Creating Cards
 - Text Cards – Text
 - Text Cards – Headings
 - Media Cards with Pictures
 - Media Cards with Videos
 - Media Cards with Tweets
 - Media Cards with Charts
 - Suggestions
- Work with Card Elements
- Grouping Cards
- Navigation Options
- Work with Designs

Sharing and Collaborating

- Play and Preview
- Remixing
- Sharing and Collaboration

Our 'hands-on' training course is for users who have little or no knowledge of using the Microsoft Sway app. This course provides you with an in-depth knowledge of how to create Sways with interesting content and then share and collaborate on them.

