

MICROSOFT SWAY – CREATE DIGITAL STORIES

½ DAY

Sway is a story-telling application that makes it easy to create and share interactive reports, personal stories, presentations, and more. In this course, learn to create a striking presentation, add text and media, customize your presentation, use stack and group cards, and share your presentation. Microsoft Sway is a web-based presentation program that offers great collaboration and shareability.

COURSE CONTENT

NAVIGATE THE SWAY INTERFACE

- Overview of the SWAY home page
- Filter through your SWAYs
- Delete a SWAY
- Get inspired by a feature SWAY

CREATE A NEW SWAY PRESENTATION

- Start with a blank Sway
- Start from a document
- Use predesigned templates
- Title your SWAY

ADDING TEXT TO A SWAY CARD

- Plan and create your story
- Title your SWAY
- Create sections
- Add text cards
- Modify the text cards
- Change the emphasis

ADD MEDIA TO A SWAY PRESENTATION

- Add images, video, audio
- Upload media content

STACK AND GROUP CARDS IN A PRESENTATION

- Modify the images
- Use focus points to view what is really important
- Group and ungroup the images
- Change the group type
- Moving cards and images
- Add caption to your image

FORMAT THE LOOK OF A SWAY PRESENTATION

- Changing the layout
- Changing styles
- Customizing styles

SETTING UP YOUR SWAY PRESENTATION

- Navigate to different sections of your SWAY presentation
- Change the autoplay settings
- Turn on or off animations
- Save as template
- Export your Sway
- Check your SWAY with the Accessibility checker
- Turn on Accessibility viewer

SHARE A SWAY PRESENTATION WITH OTHERS

- Invite people to edit your SWAY
- Invite people to view your SWAY
- Review the other sharing options