

# Sway Introduction – Sample Course Outline

Duration: Half a day

Sway is Microsoft 365's app that enables you to create and share interactive presentations, newsletters, reports and stories. This course is for you if you want to create interactive Sways with content such as text, images and videos.

## What will be covered?

- ✓ Creating Sways
- ✓ Applying designs and layouts
- ✓ Importing content
- ✓ Planning a design and navigation strategy
- ✓ Sharing Sways

## Features covered

### Sway essentials

- Navigation Sway
- Creating a new Sway
- Adding text
- Adding images and videos
- The interactive online format

### Designing your Sway

- Applying layouts
- Applying colour schemes
- Adding heading cards
- Adding backgrounds
- Planning a design and navigation strategy

### Sway content options

- Creating a Sway based on an existing document
- Import content from other sources

### Sharing your Sway

- Different ways to share a Sway