

## ME-O365SYL1: MICROSOFT® OFFICE 365 SWAY LEVEL 1



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Office 365	Instructor Led	NA

### INTRODUCTION

Sway is Microsoft's cloud-based presentation application. It provides a quick, easy way to create interactive presentations for the web. This course is intended to help all users get up to speed with Sway and start using it in their daily workflow.

The training delivery is based on the desktop application and not on the online/browser version of the application.

### AUDIENCE PROFILE

This course is aimed at the general office worker working on Office 365 daily.

### PREREQUISITES

This manual assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, start menu, and an internet browser.

### COURSE OBJECTIVES

By the end of this course, users should be comfortable with creating, customizing, and sharing a Sway project.

### COURSE CONTENT

#### Module 1: Getting Started with Sway

Lessons:

- Launch Sway
- Create a New Sway Project
- Create Cards
- Manage Cards
- Manage Sway Projects

#### Module 2: Work with Text and Images

Lessons:

- Format Text
- Add Media

#### Module 3: Graphics and Design

Lessons:

- Work with Images

- Customize Image Display
- Set Design Options

#### Module 4: Working with a Sway Project

Lessons:

- Edit Sway Projects
- Share a Sway Project
- Set Sway Project Options

### ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.