



Office 365 - Sway

Audience

For anyone who has Office365 and needs to use a modern publishing tool to communicate ideas and news.

Outcomes

You will learn the skills to create and share interactive reports, presentations and stories which can be viewed on any platform using links.

Course Content

- What is Sway
- Creating a new Sway presentation
- Create a Sway from an existing document
- Adding Cards
- Adding Groups
- Adding images
- Adding a video
- Adding Audio
- How to Share your sway

Duration

2 hours with lots of hands-on practical exercises

Price

£310 including the hire of 8 laptops