

Microsoft Sway 365 – Seminar/ILT

Course length:	2-hour seminar or ½ day instructor-led training
Why study this course?	The skills and knowledge acquired in this course are sufficient to be able to create a Sway and perform a variety of tasks with Microsoft Sway 365.
What you'll learn:	On completion of this course students should be able to: <ul style="list-style-type: none"> • Open Sway and navigate around the Homepage • Create a Sway from a topic, a document, a blank and a template • Design and edit a Sway • Add content to a Sway
Course subjects:	<ul style="list-style-type: none"> • Open Sway • Sway Homepage • Create a Sway from a topic • Create a Sway from a document • Create a Sway from blank • Create a Sway from a template • Design a Sway • Edit a Sway • Add content to a Sway
Who is the course for?	This course is designed for users who have general experience with using Microsoft Office.
Prerequisites:	This course assumes little or no knowledge of Microsoft Sway. However, it would be beneficial to have a general understanding of personal computers and how a Windows operating environment works. Some knowledge of how to use a keyboard and mouse is necessary.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.