

Seminar/ILT – Sway 365

Course Length: 2 hour seminar or ½ day instructor-led training

Overview: 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.

Skills Gained: On completion of this course students should be able to:

- 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

Key Topics:

- 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

Target Audience: 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.