**Microsoft Sway**

**Learn The Easy Way To Create Compelling, Modern Presentations With Microsoft Sway**

**What you'll learn**

* Describe the use of Sway
* Create a new Sway
* Add Cards and Groups to a Sway
* Insert media and other content types in your Sway
* Discuss different ways to host and share your Sway

**Requirements**

* An Office 365 account is recommended

**Description**

**Learn The Easy Way To Create Compelling, Modern Presentations With Microsoft Sway**

For everyone who ever struggled to create an engaging presentation with PowerPoint, rejoice! Microsoft Sway is a unique and refreshing new way to create visually appealing, interactive presentations and this course will walk you through getting started with your first Sway.

**Different is Different**

Sway’s unusual approach to creating a presentation can be tricky for first time users, but in this course presentation we will walk you through everything you need to know to create and share “Sways”, including:

·         Understanding Sway

·         Creating a new Sway

·         Adding Cards and Groups

·         Using media and other content types in your Sway

·         Different ways to host and share your Sway

**Who this course is for:**

This course is for anyone using Office 365.