

**Introduction to Microsoft Sway**

**Course Number:** MSO-122  
**Duration:** 0.5 days

**Overview**

[Microsoft Sway](https://sway.office.com/), part of Microsoft 365, allows users to create visually appealing presentations hosted on Microsoft’s servers and available to the audience you select. Each presentation has an adaptive layout that adjusts to screens of various sizes. This Microsoft Sway training course teaches attendees how to use this dynamic tool to create proposals, blogs, newsletters, and more. In addition, participants gain practical tips and tricks from our expert instructor.

**Prerequisites**

No prior experience is presumed.

**Materials**

All MS Sway training attendees receive a short reference handout covering the topics in the class.

**Software Needed on Each Student PC**

Students must have the Sway app installed and have a Microsoft 365 subscription.

**Objectives**

* Differentiate Sway from other products
* Understand the purpose of using Sway
* Learn the different ways to start a Sway
* Understand the two different views in Sway and how each works
* Create a Sway and use the various functions to insert content
* Discover how to view and deliver a Sway

**Outline**

* Overview of Sway
  + Understanding Sway's capabilities and purpose
  + Comparing Sway with other tools like PowerPoint, Word, and Publisher
* Getting Started with Sway
  + Exploring templates and documents
  + Navigating the Sway interface
* A Tour of the Sway Interface
  + Understanding the Storyline and Design views
* Creating a Sway Project from Scratch
  + Exploring Text, Media, and Group menu options
  + Adding and organizing content
* Sway Play, Share, and Settings
  + Viewing and delivering a Sway presentation
  + Sharing options and adjusting settings
* Creating a Sway Project
* Conclusion
  + Recap of key points
  + Q&A and troubleshooting