

# MICROSOFT 365 SWAY

## COURSE SCHEDULE – 1 DAY

- Getting Started with Sway
- What is Sway?
- What can I create with Sway?
- Sign in to start creating
- Get to know the Sway Storyline
- Give your Sway a title
- Add images and text to your Sway
- Add content to your Sway
- Preview your Sway
- Change the style of your Sway
- Share your Sway
- Go mobile with Sway



Name of Course	Description	No of Days	Cost per Delegate MS Teams	Cost per Delegate: Your Premises	Cost per Delegate at Sankin
Office Sway	Getting started, creating storylines, adding content, sharing and mobile application.	1	1100	1200	1300