



Formation Microsoft Office 365 - Microsoft Sway in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 1129

Goal : This training will help you to understand how Microsoft Sway is an "Instagram application like", included in the Microsoft Office 365 suite, that makes it easy to create and share interactive reports, personal stories, presentations, and more.

Audience : This training is for anyone interested in sharing information with Microsoft Sway.

Prerequisites : Have a culture of social networks (Facebook, Pinterest, Twitter, Instagram, etc.)

and communications rules in that latter field and master the navigation on Microsoft Internet Explorer or Edge.

Goals :

- Introduction
- What is Microsoft Sway?
- Availability of Microsoft Sway in which subscription?
- Pros and cons of the tool
- Install the Microsoft Sway Desktop + Mobile App
- Sign in to Microsoft Sway
- Create a Sway from a document
- Create a Sway from a blank content
- Rename the title of a Sway
- Create Sway sections
- Change the order of sections
- Add text to a section
- Add a background image
- Add images (local, OneDrive, YouTube, etc.)
- Define images as a group
- Apply themes (design)
- Define the navigation method
- Duplicate a Sway
- Remix a Sway and redesign it
- Group text and image together
- ...

Pedagogical method : Training based on improvised examples based on the particular needs of learners. The course consists of 95% practice and 5% theory.

Suggested duration for presentiel training (days) : 0.5

Suggested duration for on-line training (days) : 0.6

Daily price in face-to-face : 225 CHF

Daily price in remote : 108 CHF

Daily price in remote for students : [contact](#) us (only if student card!)

Daily price in remote (with recording) : 1125 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : office 365 training, office 365 course, social networks, sway, microsoft sway, sway training, sway course, microsoft sway training, microsoft sway course.

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