

Microsoft Sway and Teams 365 Level 1 Course Outline

Duration: 1 Day

Discover how to use Microsoft Sway and Microsoft Teams to create interactive presentations and enhance collaboration. This Sway and Teams 365 training course will teach you to craft engaging Sway projects, share them seamlessly, and enrich teamwork through Teams' messaging and meeting features. Perfect for those looking to integrate creativity with productivity in Office 365.

What You'll Learn

- Create and design dynamic presentations using Microsoft Sway
- Add engaging content and customise your Sway projects
- Share Sway presentations and link them with Teams for collaboration
- Use Teams for messaging, managing meetings, and organising teams
- Combine the power of Sway and Teams to distribute and monitor presentations

Course Prerequisites

This course is ideal for new or experienced Office users who want to master Office 365 apps. To get the most out of the training, delegates should have:

- **Basic computer skills:** Familiarity with using a PC or Mac, including navigating with a mouse or equivalent device.
- **Internet know-how:** Confidence in accessing the internet and downloading files as needed

Full Course Outline

Microsoft Office 365 Sway

What is Sway?
Creating your first Sway
Using templates
Creating Sway from Word, PowerPoint, or PDF

Adding Basic Content to Sway

Insert pictures and hyperlinks
Add titles
Create and add block text content
Understand the concept of grouping

Using Sway Basic Navigation

- Navigate to different sections in Sway view
- Adjust autoplay options

Using Media with Sway

- Add video files, audio files, and embedded code
- Upload media files

Adding Interactive Content

- Use groups
- Create a stack
- Create a slideshow

Designing a Different Sway Look

- Customise the style of a Sway
- Change the layout of a Sway presentation
- Add custom colours to a Sway

Sharing a Sway

- Create a link to a Sway
- Share a Sway with specific people
- Allow collaboration on a Sway
- Embed a Sway in another website

Sway Security

- Manage sharing and access permissions

Microsoft Office 365 Teams

- Teams Basics
- Adding pictures and hyperlinks to messages
- Using emojis and memes
- Creating a poll
- Creating a Teams announcement
- Sending to multiple channels

Managing Teams

- Adding or removing members of a team
- Changing member permissions
- Changing team settings
- Creating a channel

Working with Teams Apps

- Sharing a file
- Accessing version history
- Adding a tab to a channel
- Finding more apps for your team

Teams Meetings

- Scheduling a meeting
- Creating a Teams online meeting link
- Adding a virtual background
- Sharing the screen
- Recording and transcribing a meeting

Teams and Sway

- Add Sway as a Teams App
- Link from Sway to Teams

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.