Microsoft Forms Stream and Sway 365 Level 1 Course Outline

Duration: 1 Day

This Microsoft Forms, Stream, and Sway training course will help you to create interactive, engaging, and effective presentations. This course will teach you how to combine these powerful Office 365 tools to enhance audience understanding and engagement, ensuring critical information is communicated clearly and effectively.

What You'll Learn

- Create interactive Sway presentations with engaging content
- Design customised Forms, quizzes, and surveys to collect valuable feedback
- Upload and organise videos in Microsoft Stream
- Embed Forms into Sway or Stream projects to enhance interactivity
- Share and manage projects across Microsoft 365 applications

Course Prerequisites

This course is suitable for both new and experienced Office 365 users. Delegates should:

- Be familiar with basic Microsoft Office 365 applications
- Have experience creating and editing documents or presentations
- Be comfortable navigating a PC, Mac, or equivalent interface device

Full Course Outline

Microsoft Office 365 Stream

What is Stream, uploading and organising videos, using video transcripts, recording and trimming videos.

Collaborating in Stream

Adding coworkers and managing permissions, using channels and groups, commenting and sharing videos.

Adding Interactivity

Embedding forms in videos and starting videos at specific points.

Microsoft Office 365 Forms

Getting Started with Forms
Creating and naming forms
Adding form components such as choice, text, rating, and more, customising themes and settings

Sharing and Collaborating

Creating links and QR codes, emailing forms and embedding them on websites, handling responses and exporting results.

Advanced Form Features

Creating quizzes with scoring and branching
Using sections for structured forms

Microsoft Office 365 Sway

Creating and Designing Sways
Creating Sways from templates or files, adding images, text, and interactive elements.

Customising and Sharing

Changing layouts, styles, and colours, sharing Sways securely.

Using Media in Sway

Embedding videos and audio, adding hyperlinks and grouped content.

Forms, Stream, and Sway Integration

Embedding forms in Sways,
Adding Stream videos to Sways,
Embedding forms in Stream videos

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.