Microsoft Forms and Sway 365 Level 1 Course Outline

Duration: 1 Day

Transform how you create, present, and gather feedback with Microsoft Forms and Microsoft Sway. This Forms and Sway training course combines the power of structured data collection through Forms with the engaging presentation capabilities of Sway. Learn how to create interactive, visually appealing content, embed feedback mechanisms, and track audience engagement.

What You'll Learn

- Create engaging forms, quizzes, surveys, and polls with Microsoft Forms
- Customise forms with videos, images, and advanced question types
- Share forms and collect, analyse, and report on responses
- Build interactive, professional presentations with Microsoft Sway
- Integrate Forms into Sway projects for dynamic content delivery and feedback

Course Prerequisites

This course is designed for new and experienced users who want to master Forms and Sway. Delegates attending this course should be able to:

- Use a PC or Mac, including navigating with a mouse or equivalent device
- Access the internet and download files
- Have a basic understanding of the Microsoft 365 environment

Full Course Outline

Microsoft Office 365 Forms

Locate, create, and name forms
Add components: choice, text, rating, date, Likert, file upload
Customise forms: themes, settings, and personalised designs with images and videos
Share forms via links, QR codes, or email
Handle form responses: analyse data in Excel, collaborate on results
Create quizzes with scoring and branching

Microsoft Office 365 Sway

Create a new Sway project and customise it using templates
Add content: pictures, titles, block text, and hyperlinks

Embed media: video, audio, and interactive elements like comparison and stack groups

Customise design: adjust layouts, colours, and autoplay settings

Share Sways: create links, embed on websites, and set permissions

Forms and Sway Integration

Embed Microsoft Forms within a Sway

Link responses from Forms to Sway for enhanced reporting

Publish Sways with embedded forms on websites for easy access and feedback collection

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.