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CREATE LESSON

with

MICROSOFT SWAY

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- Add Sway to Teams

04 REFERENCES

In this modules, participants would be able to learn about;

INTRODUCTION

- ✓ What is Sway?
- ✓ Sway VS Powerpoint
- ✓ Benefits of Sway

GET STARTED WITH SWAY

Descriptions of Features in Sway

- ✓ Name all the features.
- ✓ The functions of the features
- ✓ How to use Sway's features.

ADDITION SWAYS IN TEAMS

Steps to add Sways in Teams.

- ✓ Step one by one to present your Sway in Teams.

Let's Go Learn

with

Microsoft Sway

LEARNING OUTCOMES

LEARNING OBJECTIVES:

1. To understand the definition of Microsoft Sway.
2. To familiar with the Microsoft Sway software.
3. To identify features functions of Sway.
4. To understand the steps to create Sway.

LEARNING OUTCOMES:

1. Understand the purpose and functions of Sway.
2. Expertise with all the features in the Sway.
3. Create Sway and organize and arrange the Sway..
4. Able to add Sway in Teams as lesson's material.

01
INTRODUCTIONS

INTRODUCTIONS

Sway is one of the members in the Microsoft Office that has been launched on August 2015.

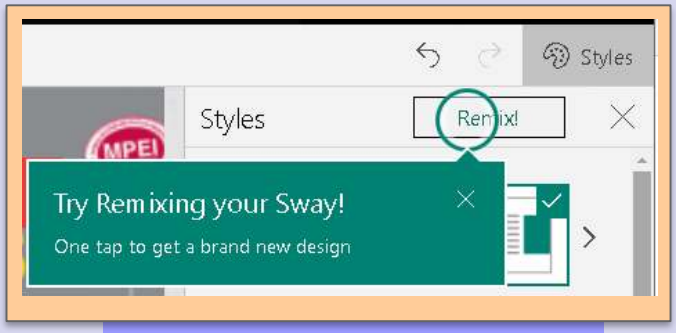
Sway is created as **an application that helped people in creating and sharing interactive report, personal stories, presentations** and others. The function of Sway slightly same with Microsoft PowerPoint which is for presentation purpose.

However, nowadays due growth of technologies, Sway is created for less effort by users. The features in the **Sway make it easier and friendly** to use by entire people in the world where there are virtually no restrictions on what people can express creatively with Sway.

The Examples Created by Sway.

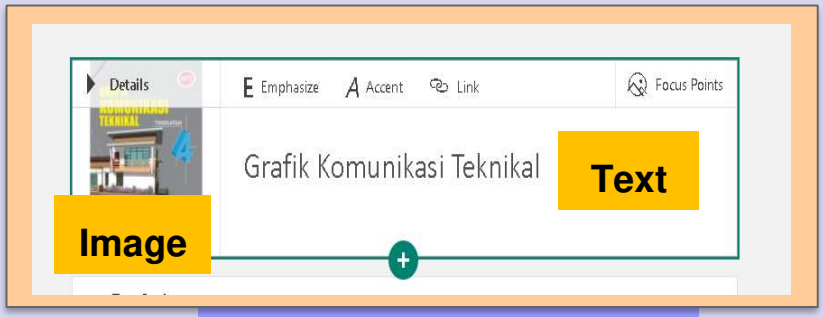
Therefore, Sway is more dynamic and interactive canvas that called as digital story-telling and also a creative online presentation tool that can be used to share reports, presentations and personal stories.

By using Sway, user just needed to drag and drop all the content and Sway itself will help you to create and complete the style and design for your presentation's view for audiences. The fastest step just use "Remix!" button so that your content automated looks in a snap.



Remix Button

The storyline by Sway more interesting and interactives when Sway able to use drop and drag a lots of contents such as:



Review Content by Sway

- ❑ Text
- ❑ Images
- ❑ Video
- ❑ Audio
- ❑ Social Media e.g.: Youtube
- ❑ Existing file from your devices
- ❑ Any resources from the website.

Besides that, Sway also used for learning purpose. How do students can use it effectively?

1. The benefits of Sway in education is could be used by students to present information on a topic.
2. Sway also can be done both individually and collaboratively, as Sways can be edited by several people by changing the sharing permissions.
3. Sway useful if a student has media-rich information to share such as multiple videos and images.
4. As Sways exist online, they can be shared via a URL or embedded into a website or blog rather than uploaded or emailed.

SWAY VS POWERPOINT

SWAY	POWERPOINT
Three different layout options for how the content is presented: vertical, horizontal and slideshow.	Only can be created in slide show format.
Much more limited in available templates.	A lot of templates and also can create our own templates.
There are few different ways you can add content to Sway.	Can manually add a wide variety of content to the presentation.
Can share with individuals, organizations or with anyone on the web.	Dependent on what version you're using.

BENEFITS OF SWAY

Simple to create effective communication tools

1. Drag and drop style editing system
2. Focuses more on content rather than layout
3. Internal search function to get more imagery content without leave the app

Ease of sharing information

1. Storyline can be accessed anywhere as long as you have internet connection.
2. Audience can access and view without needing to download.

Efficient and effective collaboration

1. Able work together with colleague on a presentation even if you are not based in the same place.
2. Cloud based.

Autosave your works

1. File will never lose when your computer freezes or etc.
2. No risk to re-do

It includes Analytics if you have Office 365

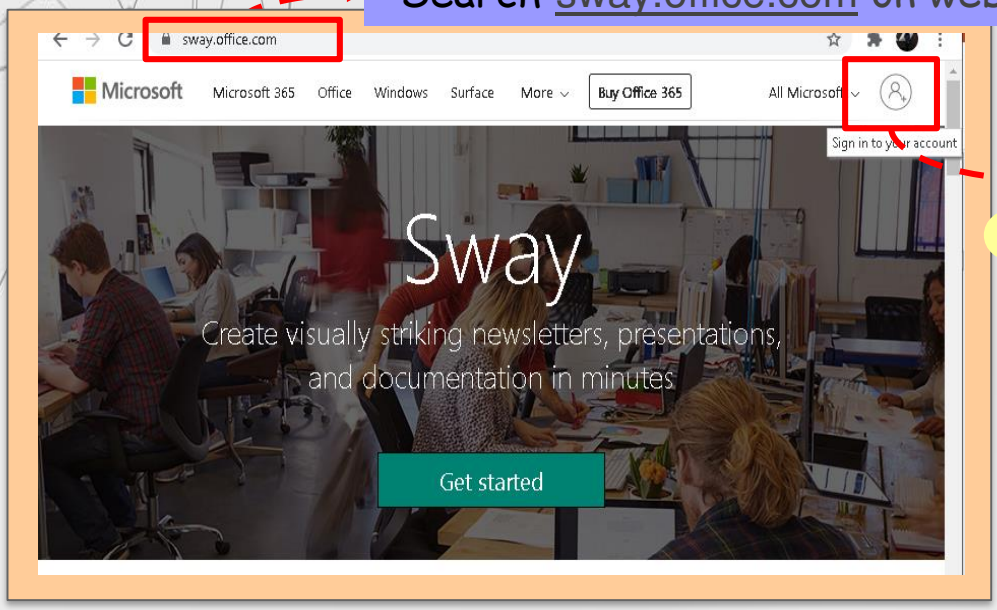
1. To analyse total views, average time spent, average completion.

02
GET STARTED WITH SWAY

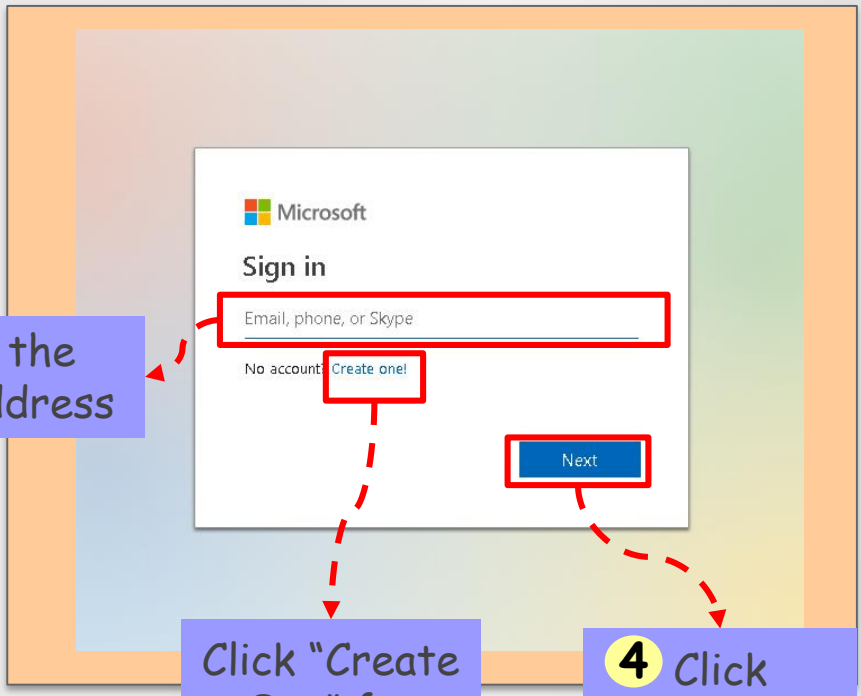
In this section, participants would be able to learn about;

1. Sign in to Start Creating

1 Search sway.office.com on website.



2 Click or tap to start



3 Enter the email address

Click "Create One" for new users.

4 Click "Next" to enjoy Sway

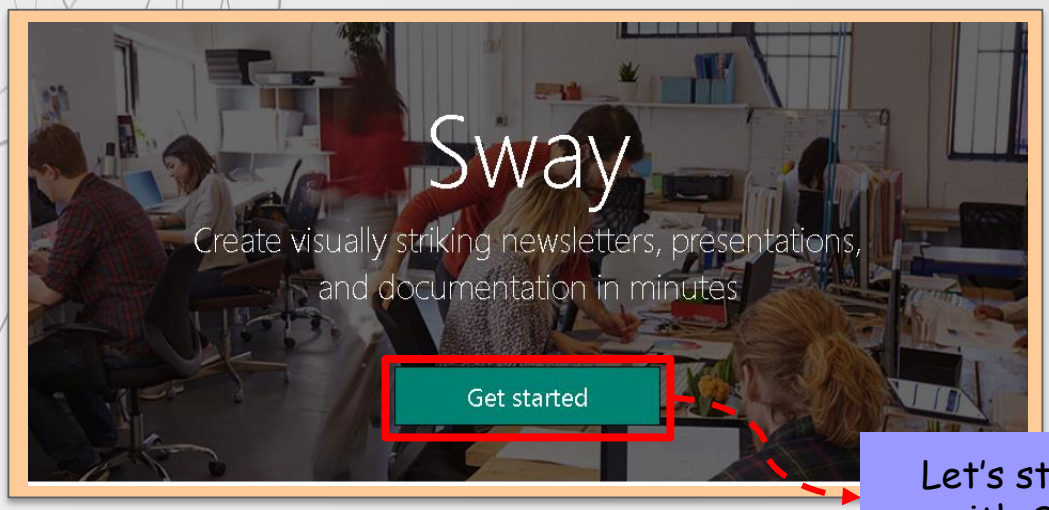
1. Sign in to Start Creating

1. To get started with Sway, visit sway.office.com in any browser and then click **Sign in** on the top menu bar

2. Enter the email address for signing in Sway.

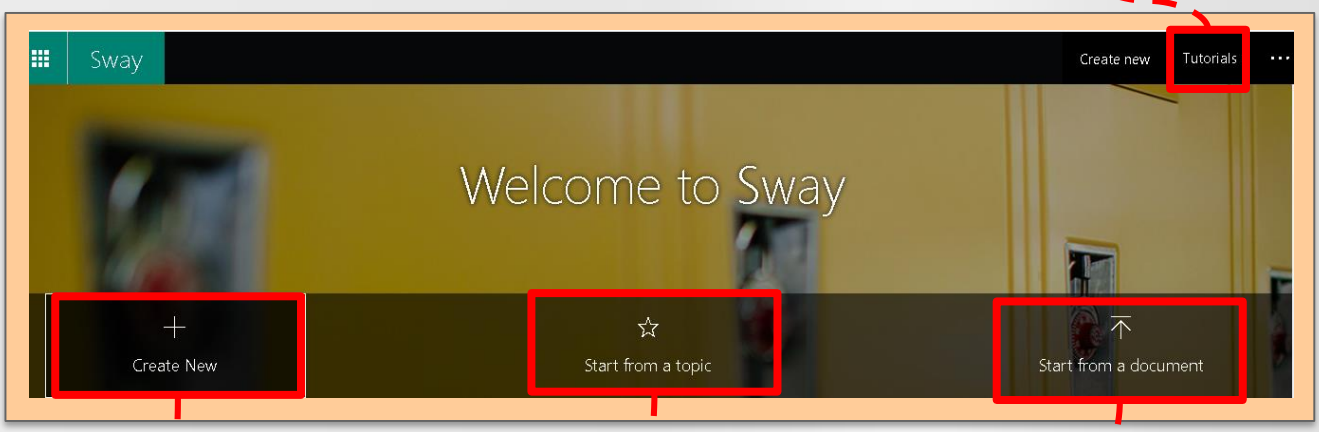
3. Freely on use any Microsoft Account e.g.; Hotmail, Outlook.com or any others organizational account given by work or school.

2. Create New First Sway



Let's started with Sway.

Guidelines to use Sway

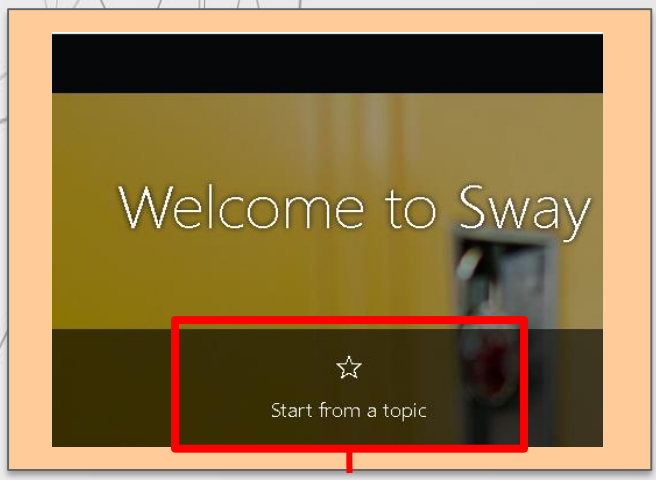


Getting Started from scratch.

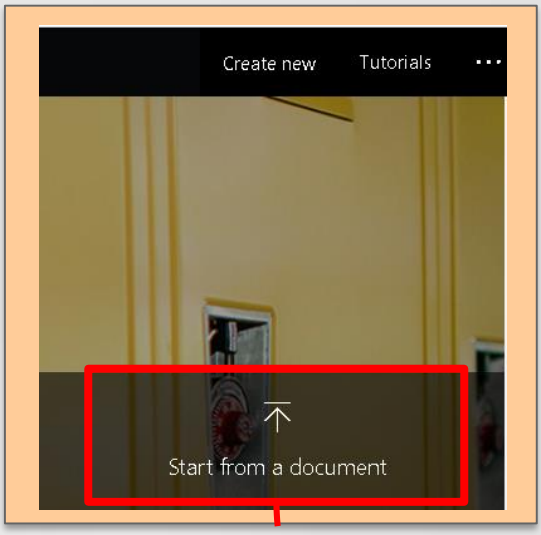
Getting started with provided base content by Sway

Getting started by import content from an existing file.

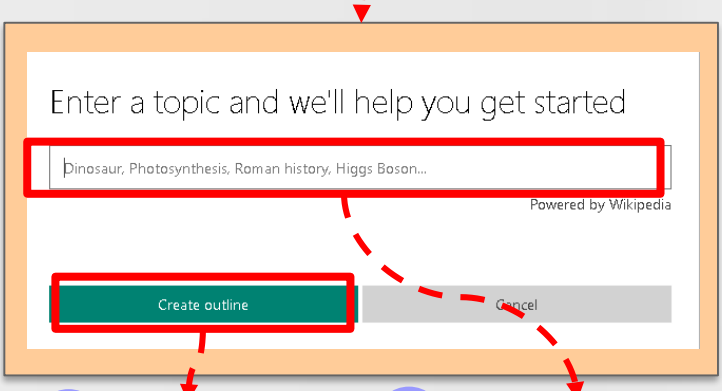
2. Create New First Sway



1 Getting started with provided base content by Sway

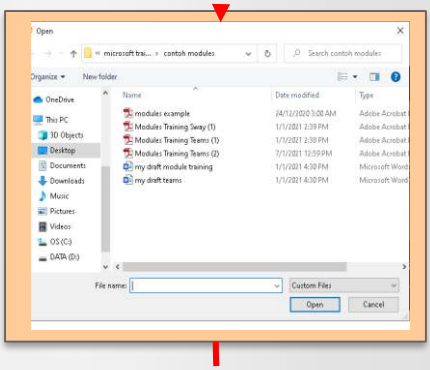


1 Getting started by import content from an existing file.



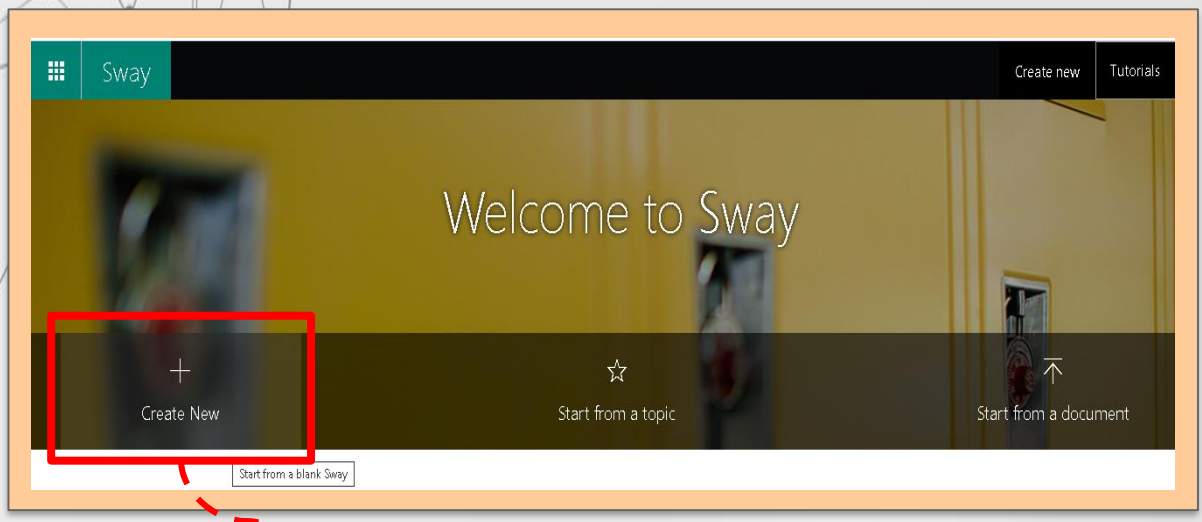
2 Type your topic in the **Enter a topic** box.

3 Select **Create outline**.

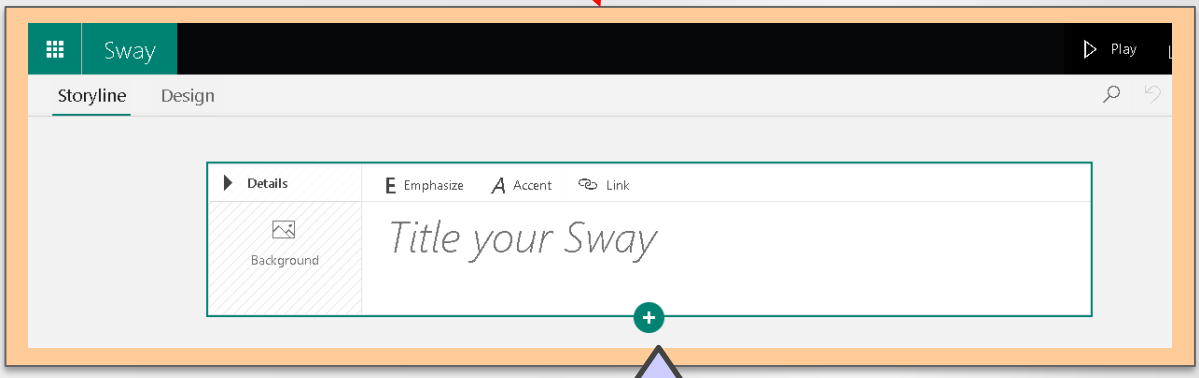


2 Browse to and select the file, and then select Open.

2. Create New First Sway



Start with blank Sway



Let's started with blank sway and design it based on your creativity.

2. Create New First Sway

1. After successfully signed in, directly access to **“Welcome to Sway”.**

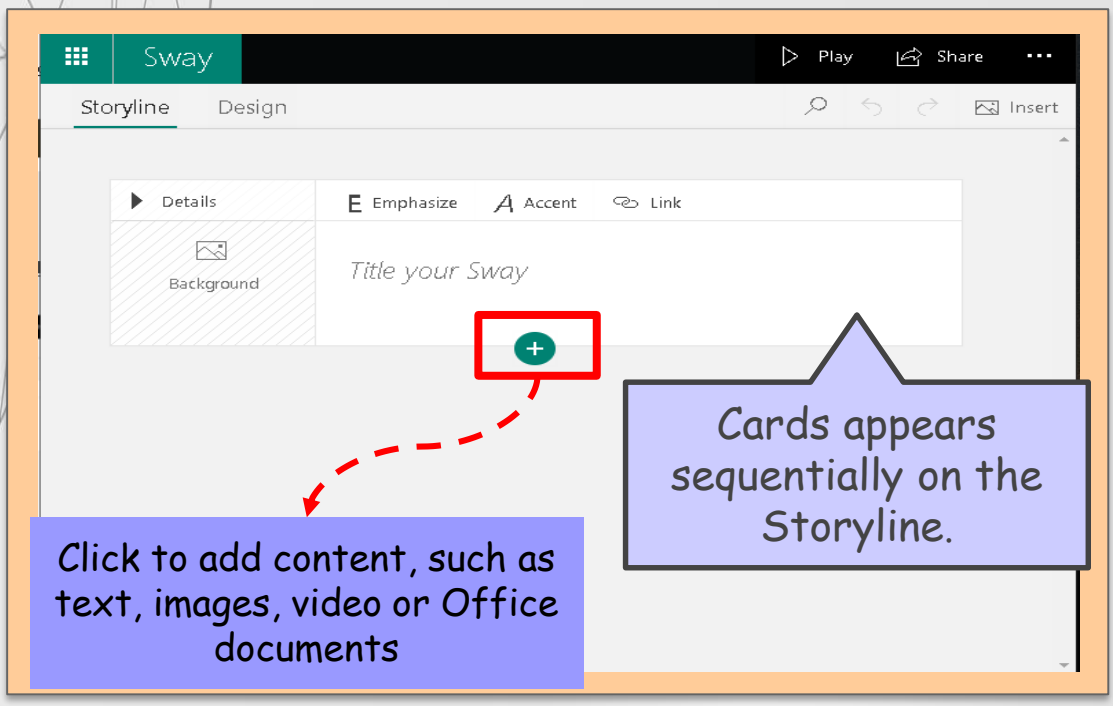
2. Click or tap **Create New** to start your first Sway.

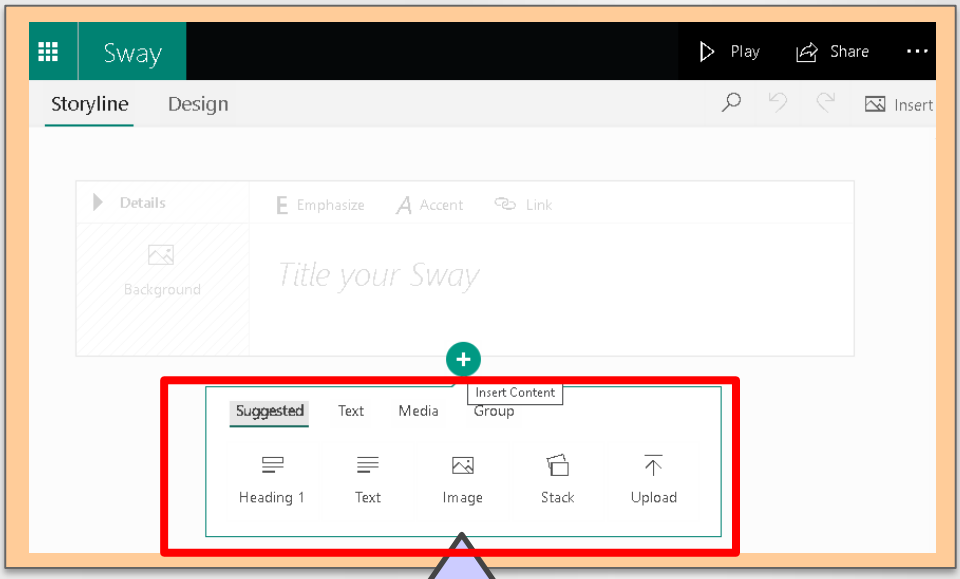
TAKE NOTE

Getting Started with blank Sway > Choose **“Create New”**

Note: In this modules, you will be learned about created Sway by **“ Create New”** only.

3. Get to Learn the Sway Storyline





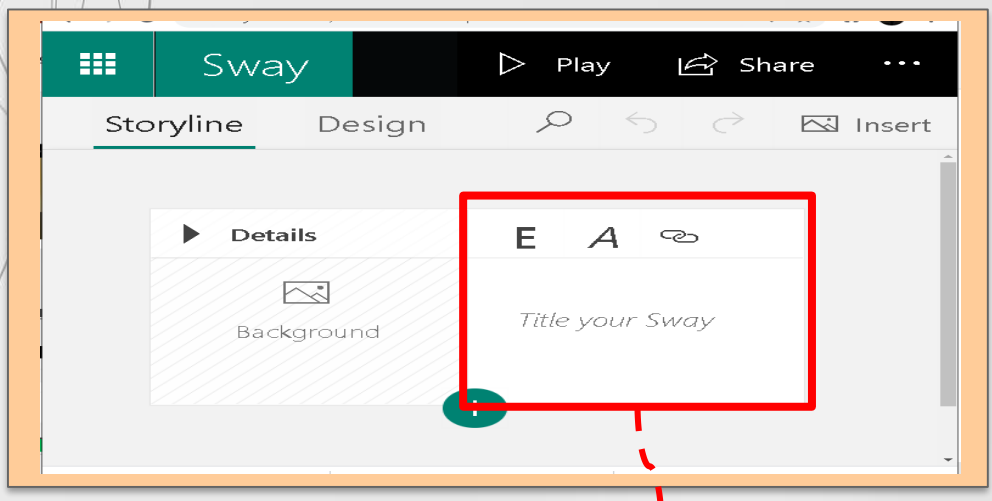
3. Get to Learn the Sway Storyline

1. Storyline is a placed for **typing, editing and formatting** the content that tells your story.

2. Content is arranged in sequential order by adding cards, each of which holds the type of content you want such as text, images, videos and even Office documents.

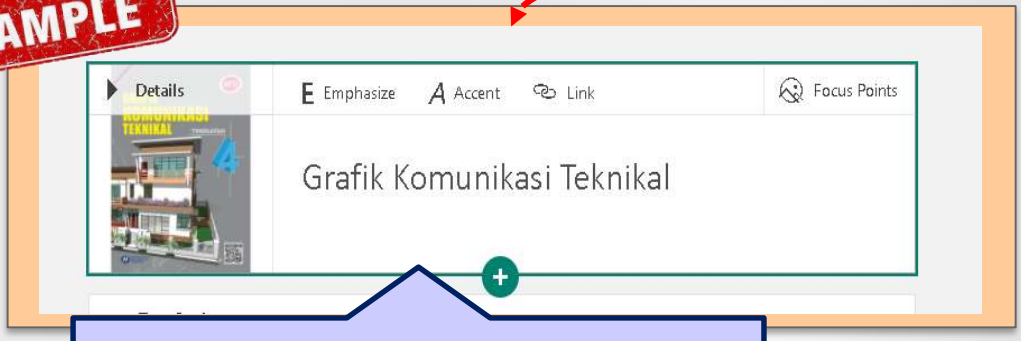
3. The sequence of cards can be rearranged at any time as your needs.

4. Write Title for Sway



Click or tap here to write your Sway a Title.

EXAMPLE



Make it short and simple. Describe it with the most meaningful words. So that, it will attract audience and make them more understand the content of Sway is all about.

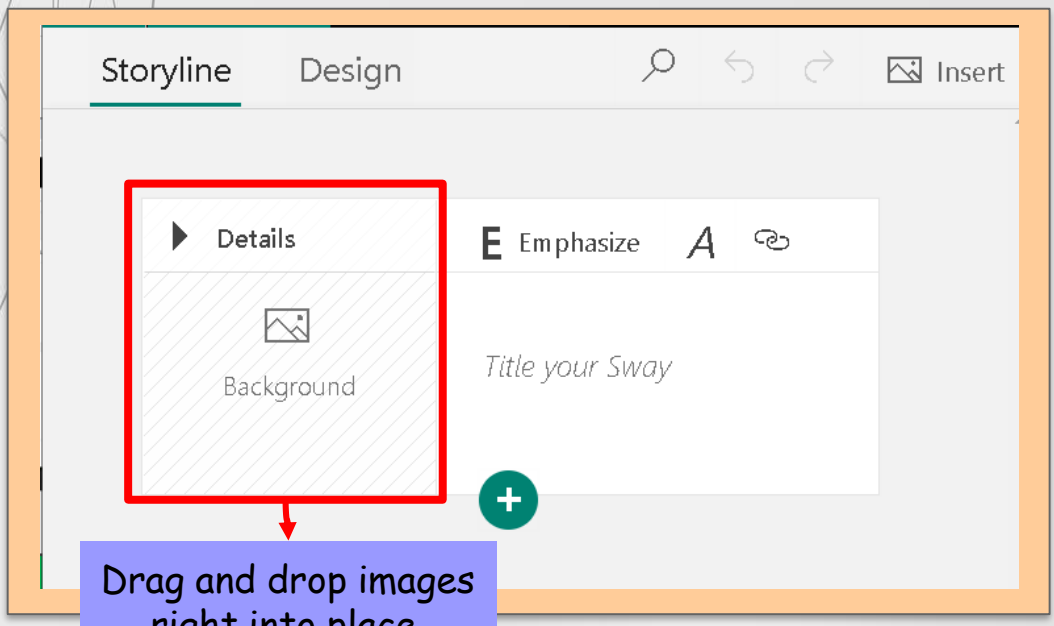
4. Write Title for Sway

1. Click or tap **Title your Sway**.

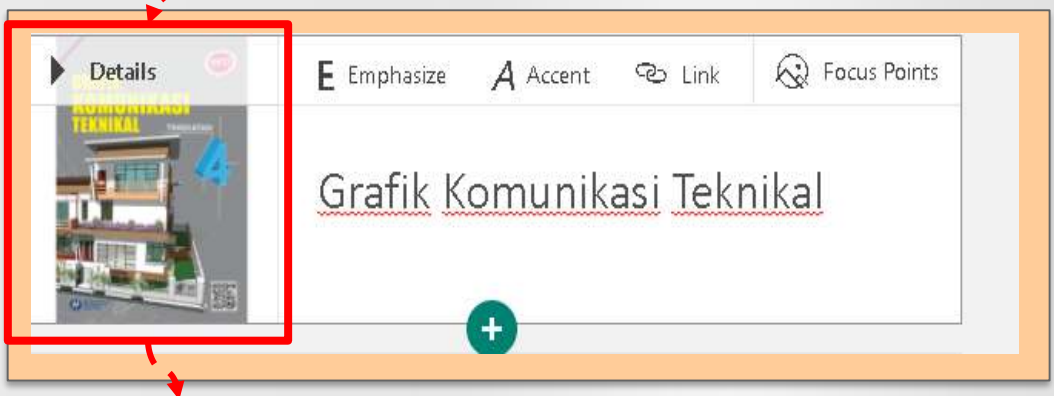
2. Write a simple and short description to explain about your Sway.

3. This title would be the first thing that audiences will see.

5. Add images

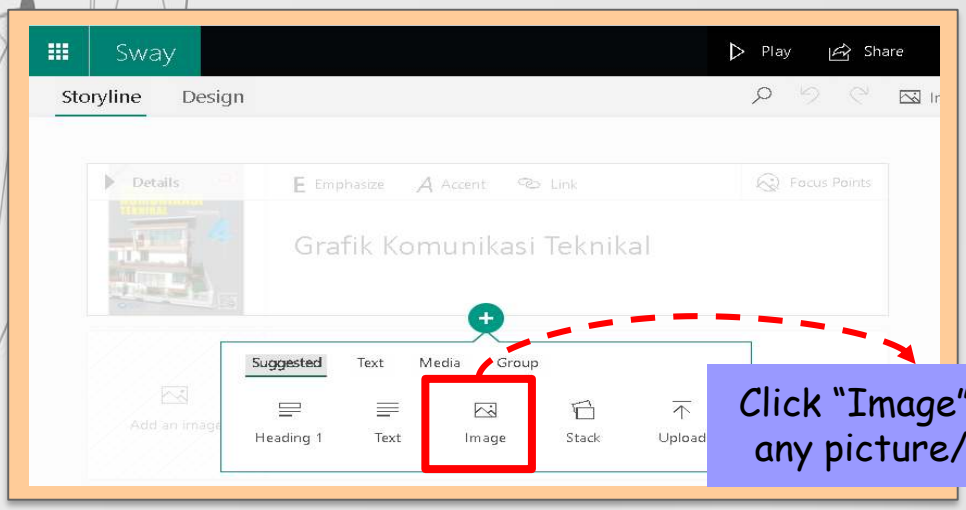


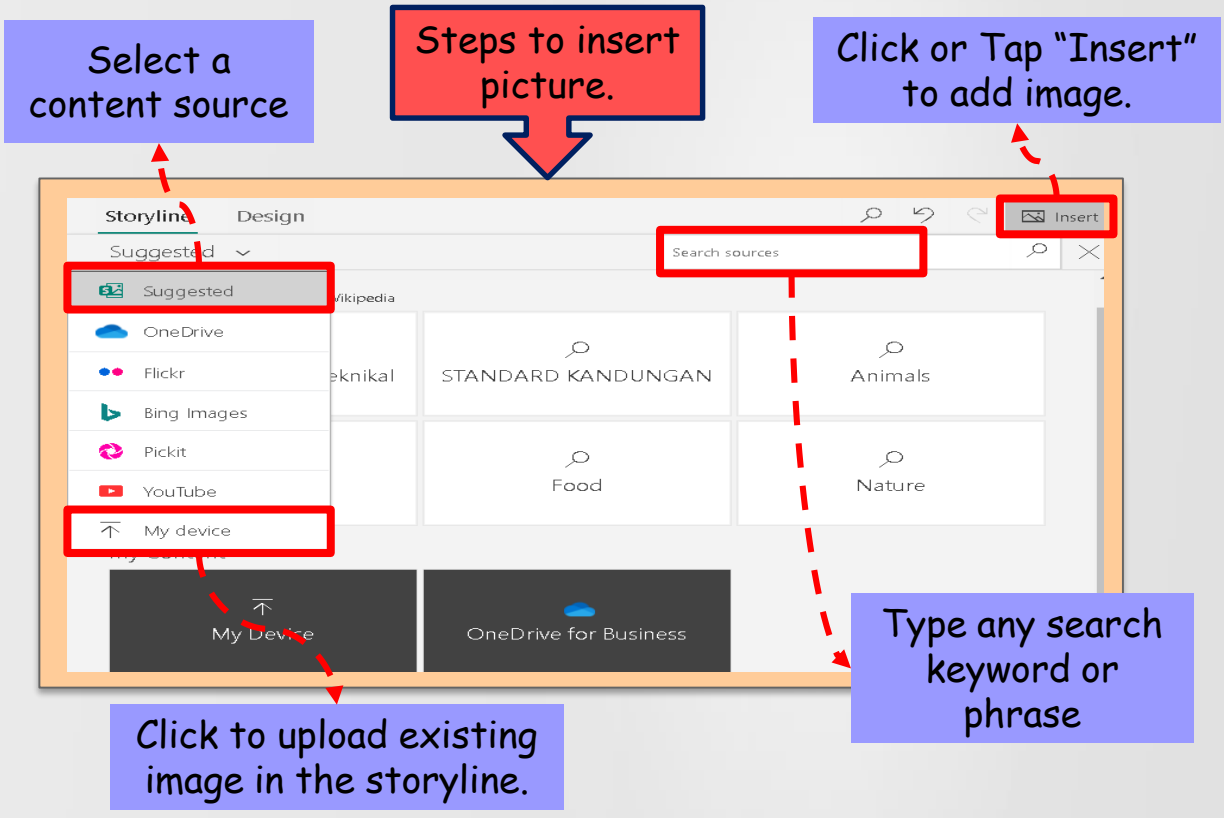
Drag and drop images right into place.



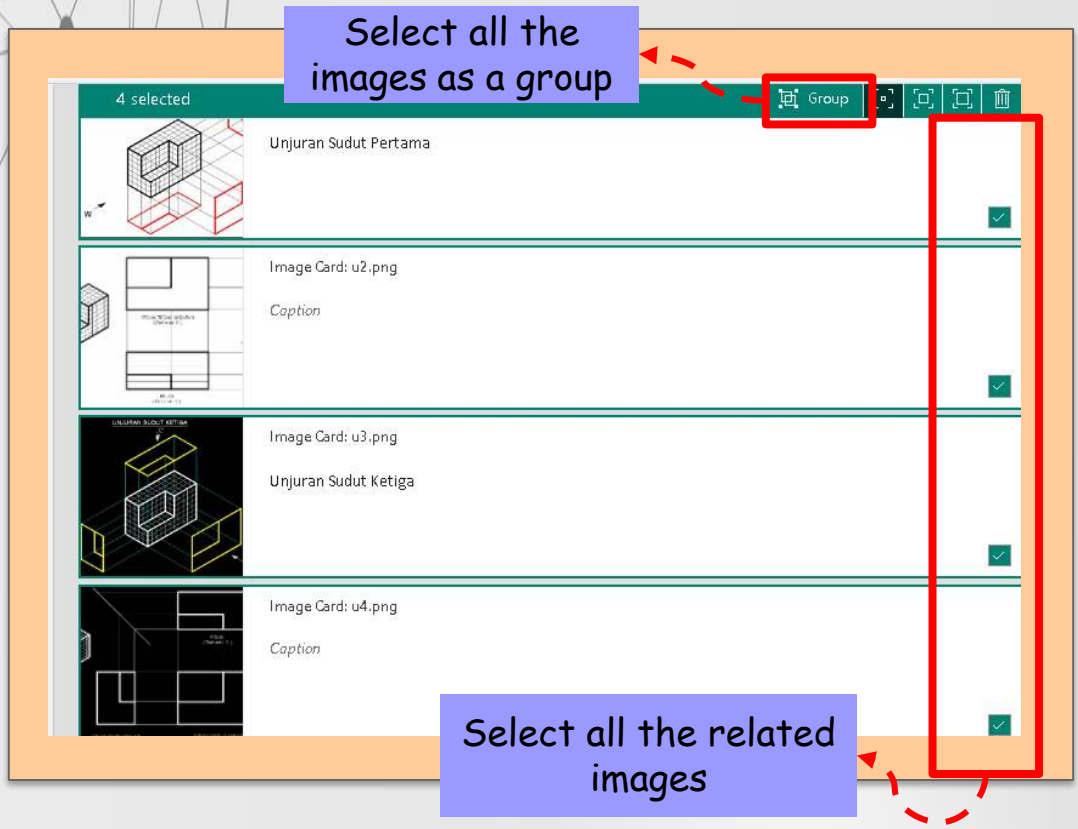
Click inserted images to format, resize, or remove them.

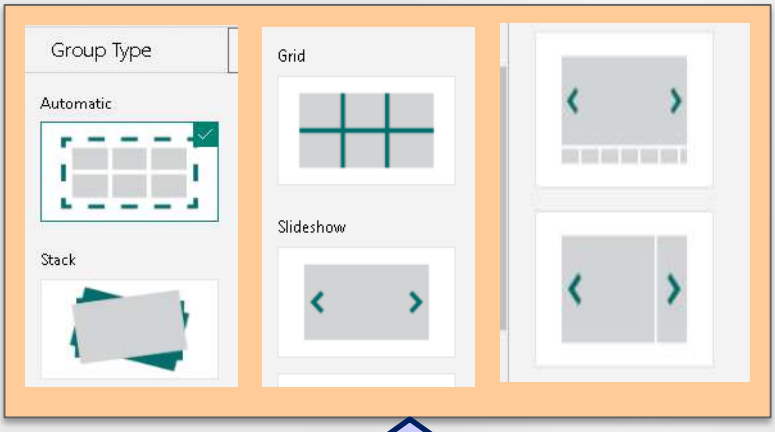
5. Add images


Sway
Play
Share
Storyline
Design
Details
Emphasize
Accent
Link
Focus Points
Grafik Komunikasi Teknikal
Suggested
Text
Media
Group
Heading 1
Text
Image
Stack
Upload
Click "Image" to add any picture/image.


Select a content source
Steps to insert picture.
Click or Tap "Insert" to add image.
Storyline
Design
Insert
Suggested
Search sources
Suggested
OneDrive
Flickr
Bing Images
Pickit
YouTube
My device
STANDARD KANDUNGAN
Animals
Food
Nature
My Device
OneDrive for Business
Click to upload existing image in the storyline.
Type any search keyword or phrase

5. Add images





How you can arranged your group image into these variety of group style.

5. Add images

1. Click or Tap the icon at the bottom of any existing card when to add images in your Sway.

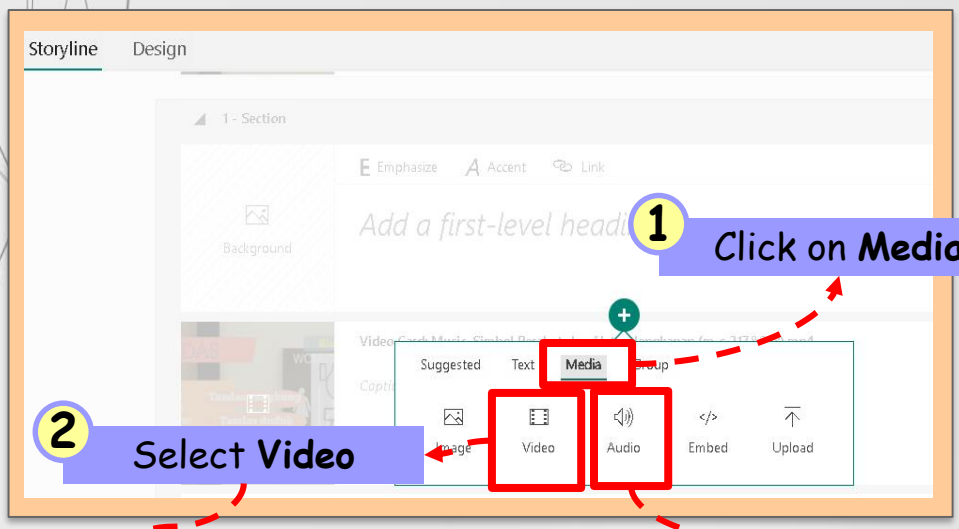
2. click **Insert,** and then enter keyword into **Search sources** box.

   OR

   Add existing image from your devices.

3. This title would be the first thing that audiences will see.

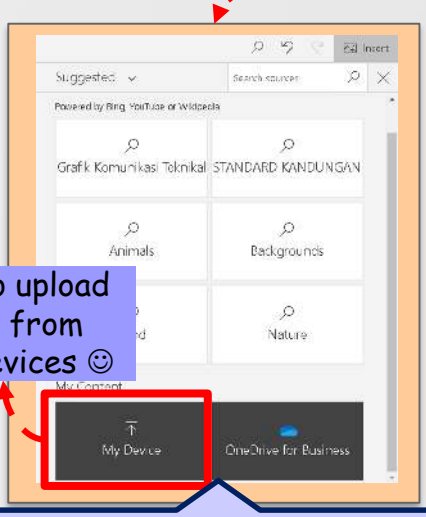
6. Add video and audio



1 Click on **Media**

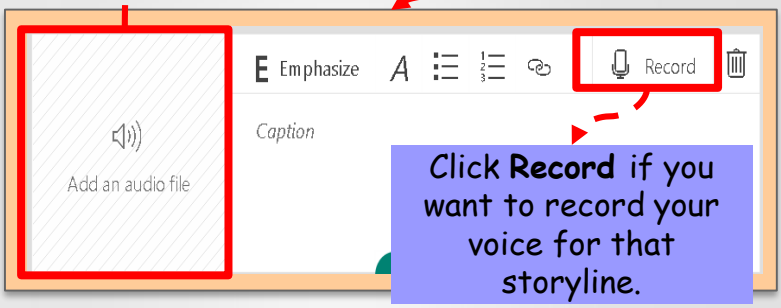
2 Select **Video**

2 If you want to upload only voice recorded, select **Audio**



Able to upload video from your devices ☺

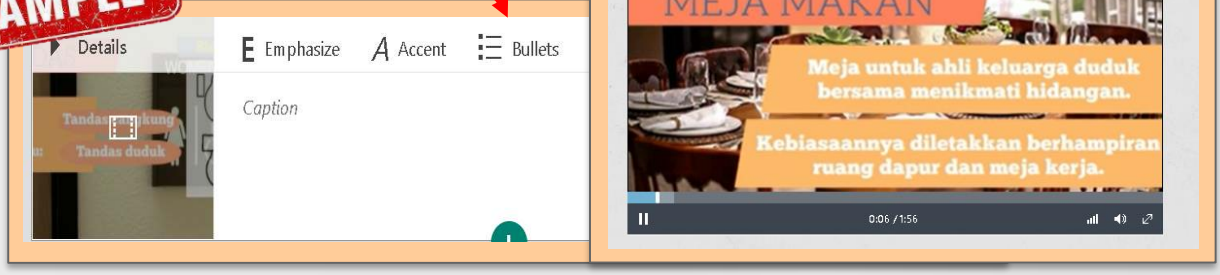
Add audio from your devices ☺



Click **Record** if you want to record your voice for that storyline.

Insert the video from any resources suited to your storyline.

EXAMPLE



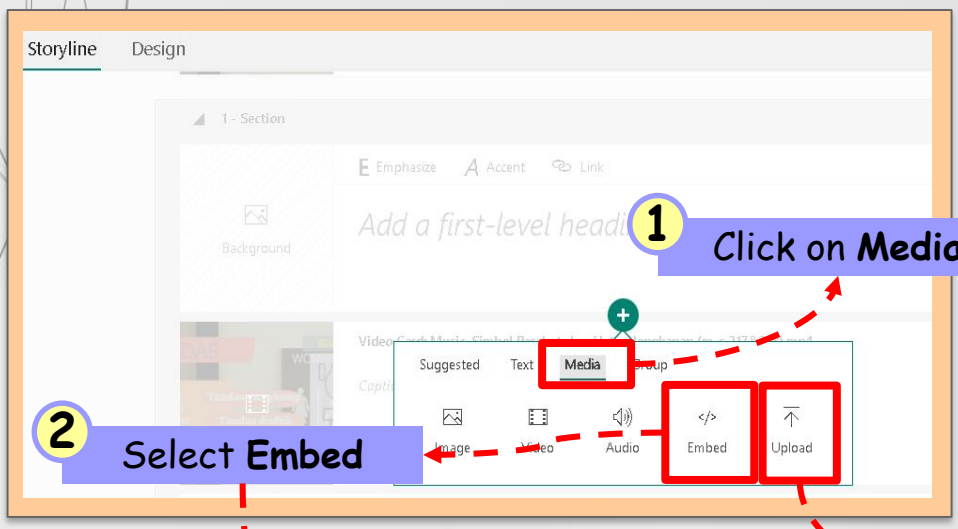
6. Add video and audio

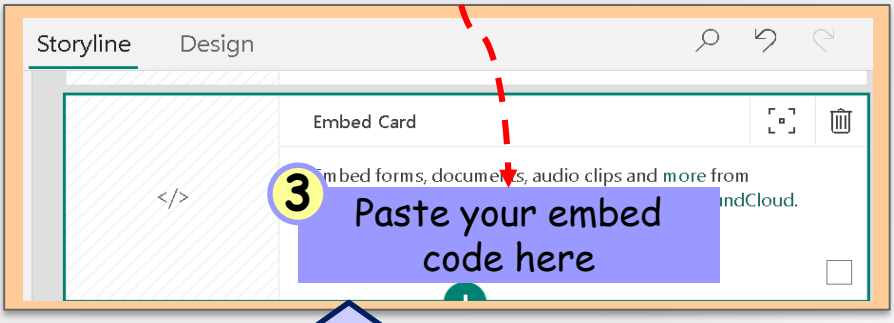
1. Click or Tap the icon **> Media** at the bottom of any existing card when to add video and audio in your Sway.

2. If you want to upload a video:
Click **Video,** and then find your video at any resources such as Bing, Youtube
OR
Add existing video from your devices.

3. If you want to upload an audio:
Click **Audio,** and then upload your audio or voice recorded from your devices
OR
Record directly your voice by click on **Record** button.

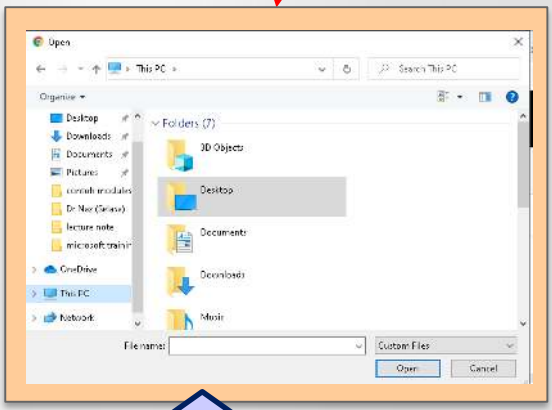
7. Add embed link and Upload





Embed card: Embed forms, documents, audio clips and more from sources like Microsoft Forms, SharePoint and SoundCloud

2 If you want to upload existing documents or else, select **Upload**



You can upload any documents that you need for your storyline.

7. Add embed link and Upload

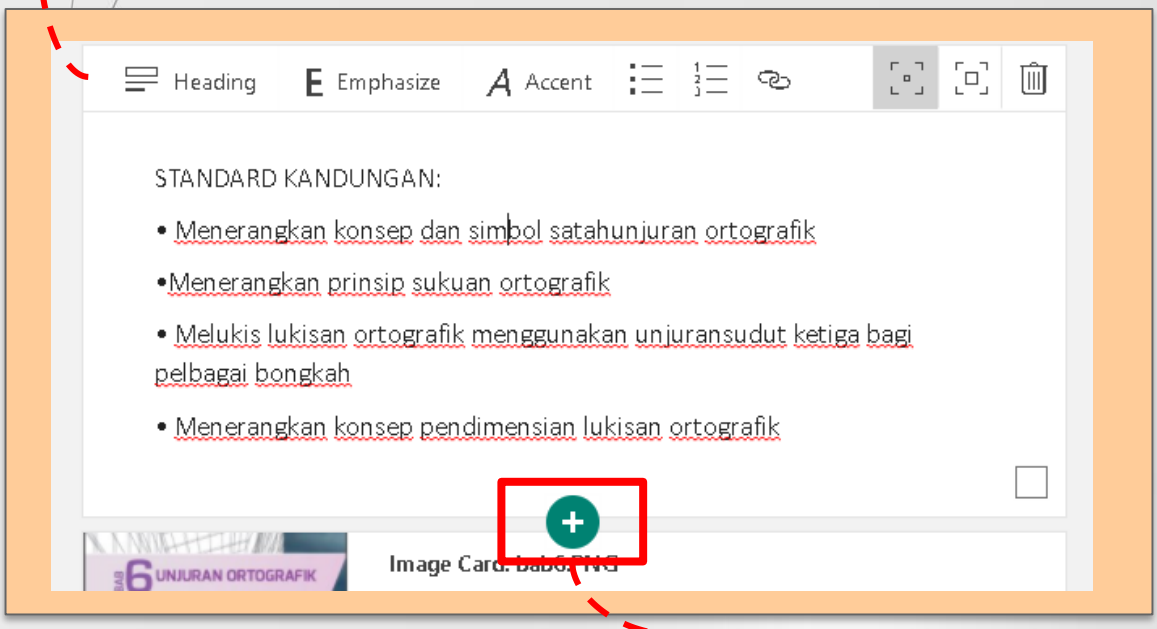
1. Click or Tap the icon **> Media** at the bottom of any existing card when to add embed link and upload documents in your Sway.

2. If you want to add an embed link:
Click **Embed,** and then paste your embed code.
Embed card could be: Embed forms, documents, audio clips and more from sources like Microsoft Forms, SharePoint and SoundCloud

3. If you want to upload any documents:
Click **Upload,** and then upload documents from your devices

8. Add Text

Click any Text Card to use the formatting toolbar



Click to add a new card below the selected one.

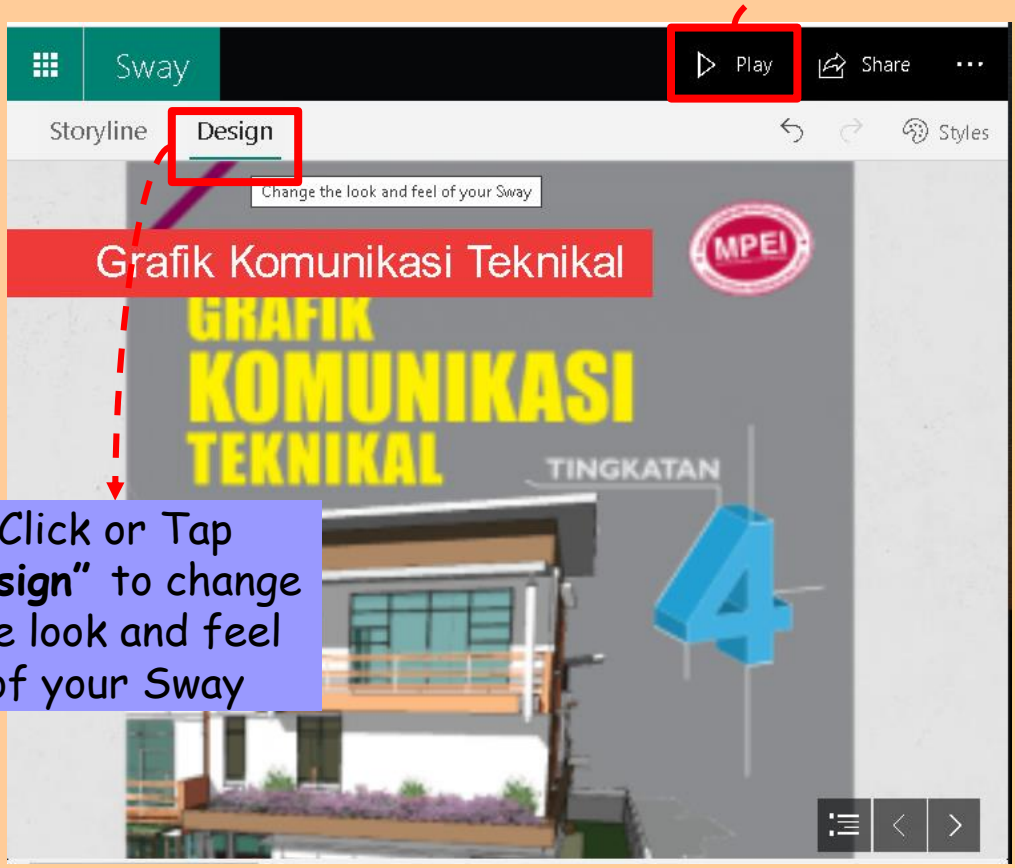
8. Add Text

1. Click or Tap the icon at the bottom of any existing card when to add text in your Sway

2. Drop and drag text and images onto your Storyline.

9. Preview your Sway

Click **Play button** to preview outcomes your Sway



Click or Tap **"design"** to change the look and feel of your Sway

EXAMPLE

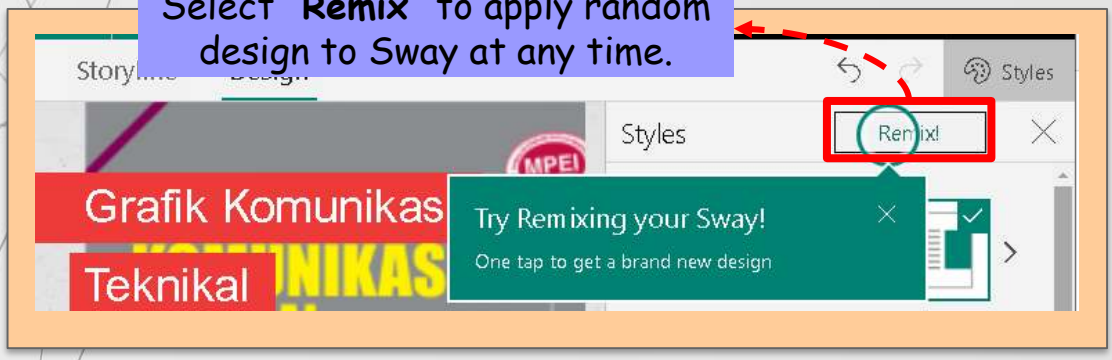
9. Preview your Sway

1. Click "**Design**" to preview outcomes your work in Sway.

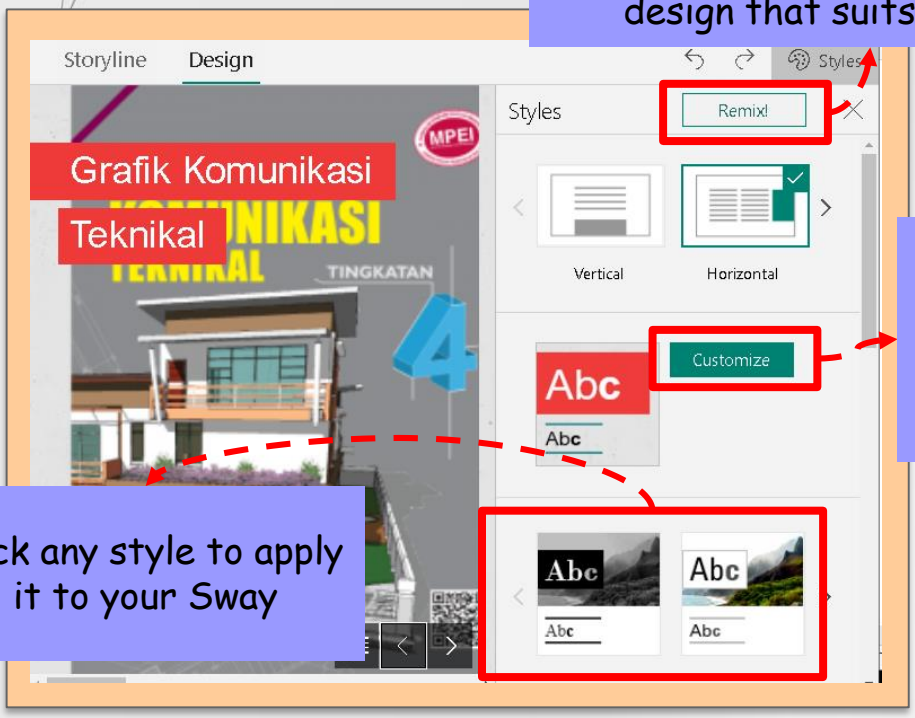
2. At that moment, it will show you how your Sway will be present to audiences when you share it later.

10. Edit Style of Sway

Select "**Remix**" to apply random design to Sway at any time.



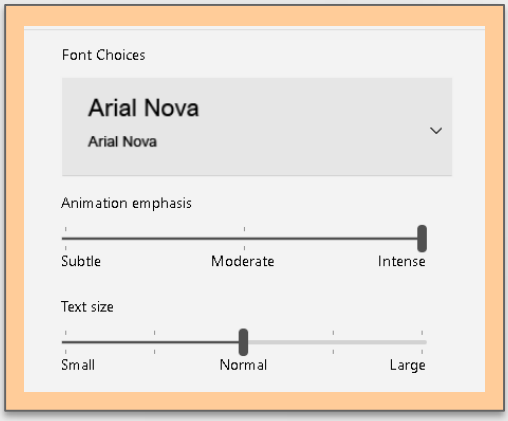
Click "**Remix**" repeatedly until find a design that suits your taste.

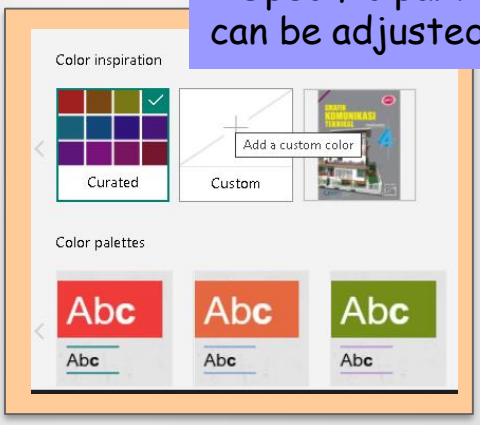


Click **customize** to adjust specific part of the currently applied design/theme.

Click any style to apply it to your Sway

Specific part can be adjusted:





10. Edit Style of Sway

1. Click **Design** on the menu bar, and then Click **Select.**

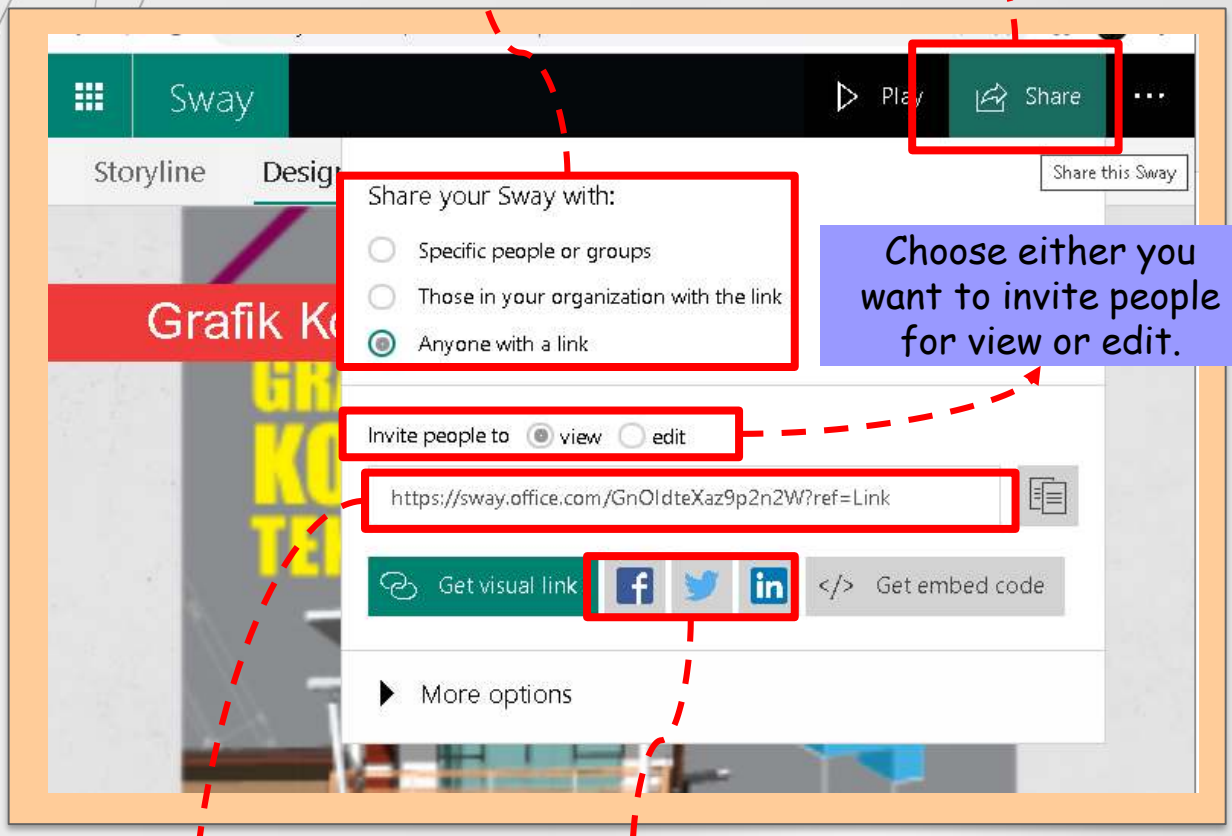
2. For random style, Click **Remix** repeatedly until you get a design and layout as your preferences.

3. Click **Customize** for editing color, font and textures as your creativity.

11. Share the Sway

Setting on how you want to share your Sway

Click or Tap Share button



Choose either you want to invite people for view or edit.

Copy and share a direct link to your Sway.

Share your Sway on social media

11. Share the Sway

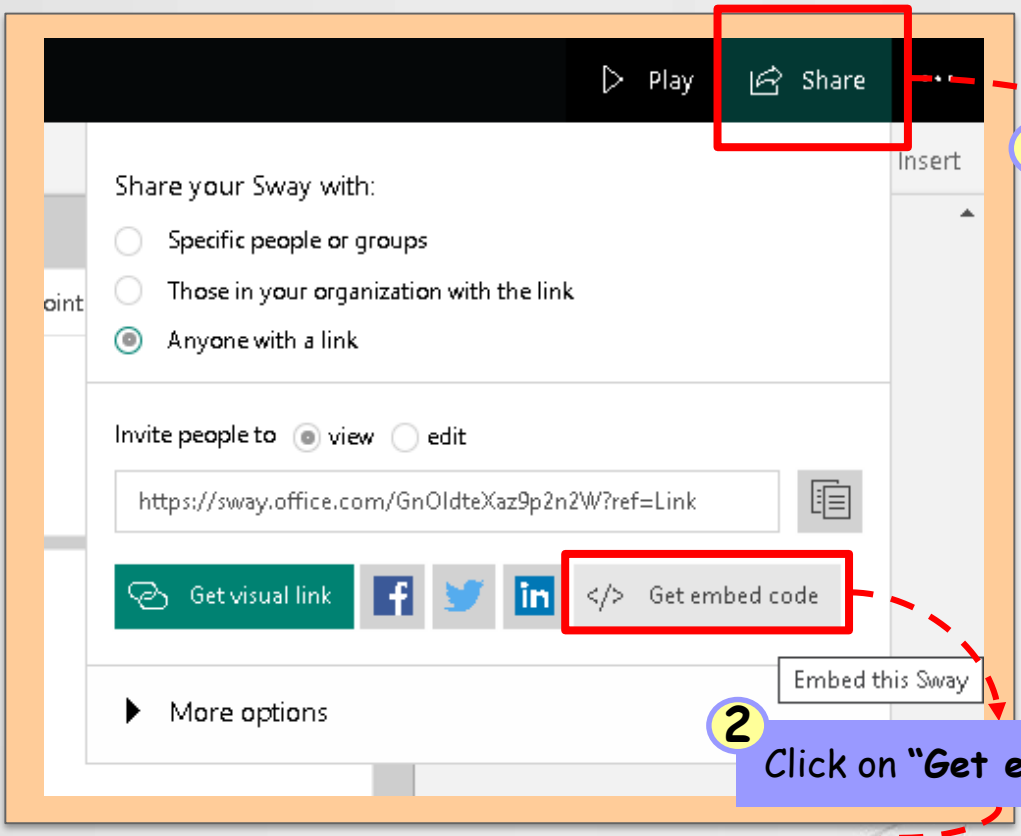
1. Click **Share** button on the top menu bar

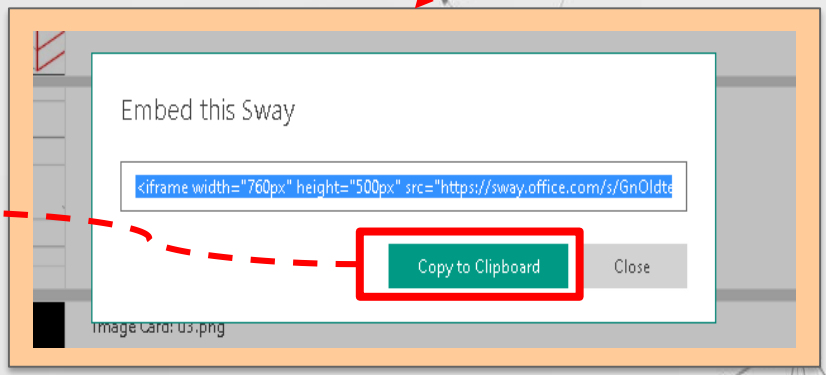
2. Choose either one based on how you want to share your Sway with audience.

03
ADDITION SWAY IN TEAMS

STEP 1: Get Embed Code

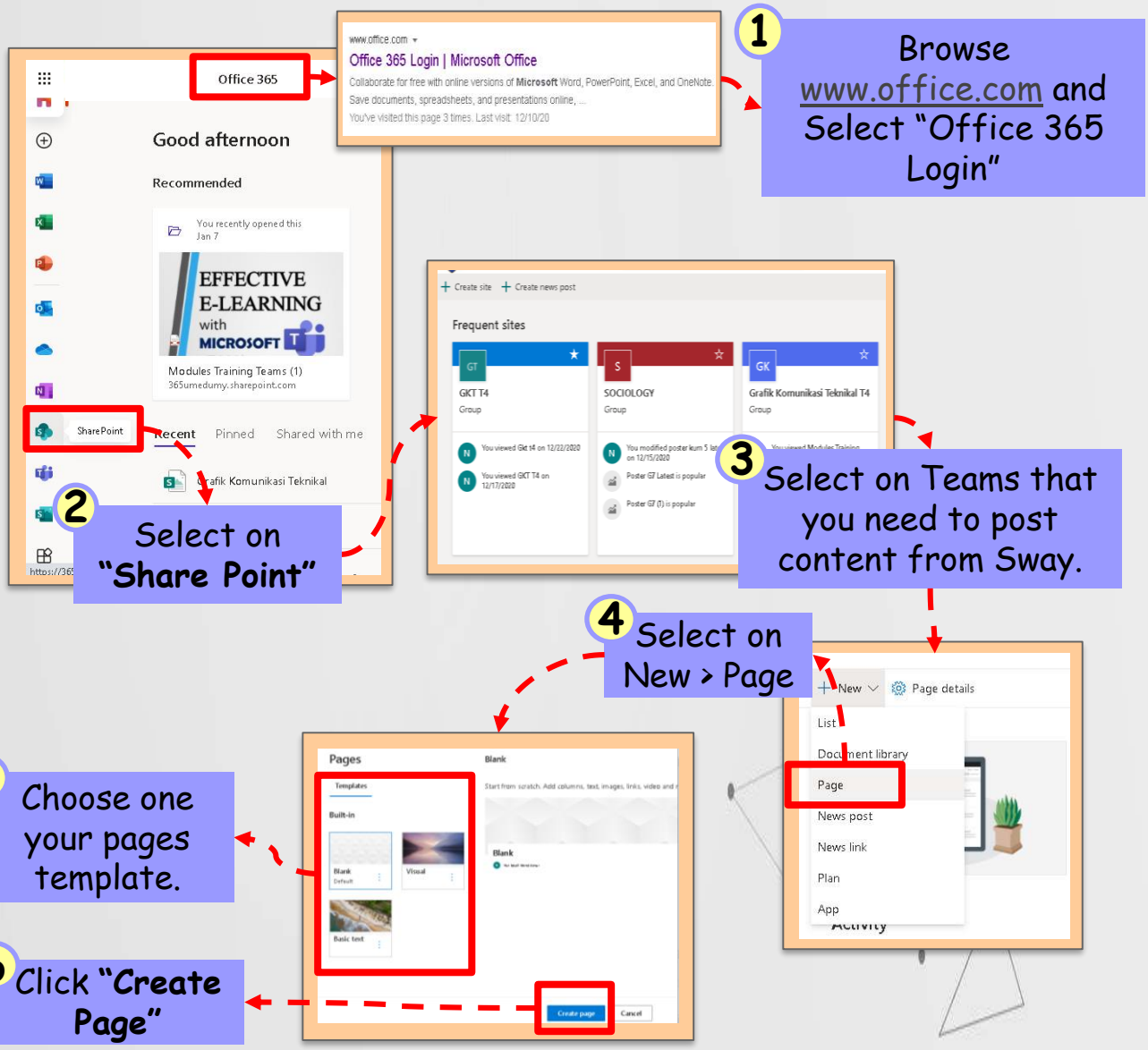
1. Open document/Slide in Microsoft Sway
2. Click “Share” > Get Embed Code > Copy





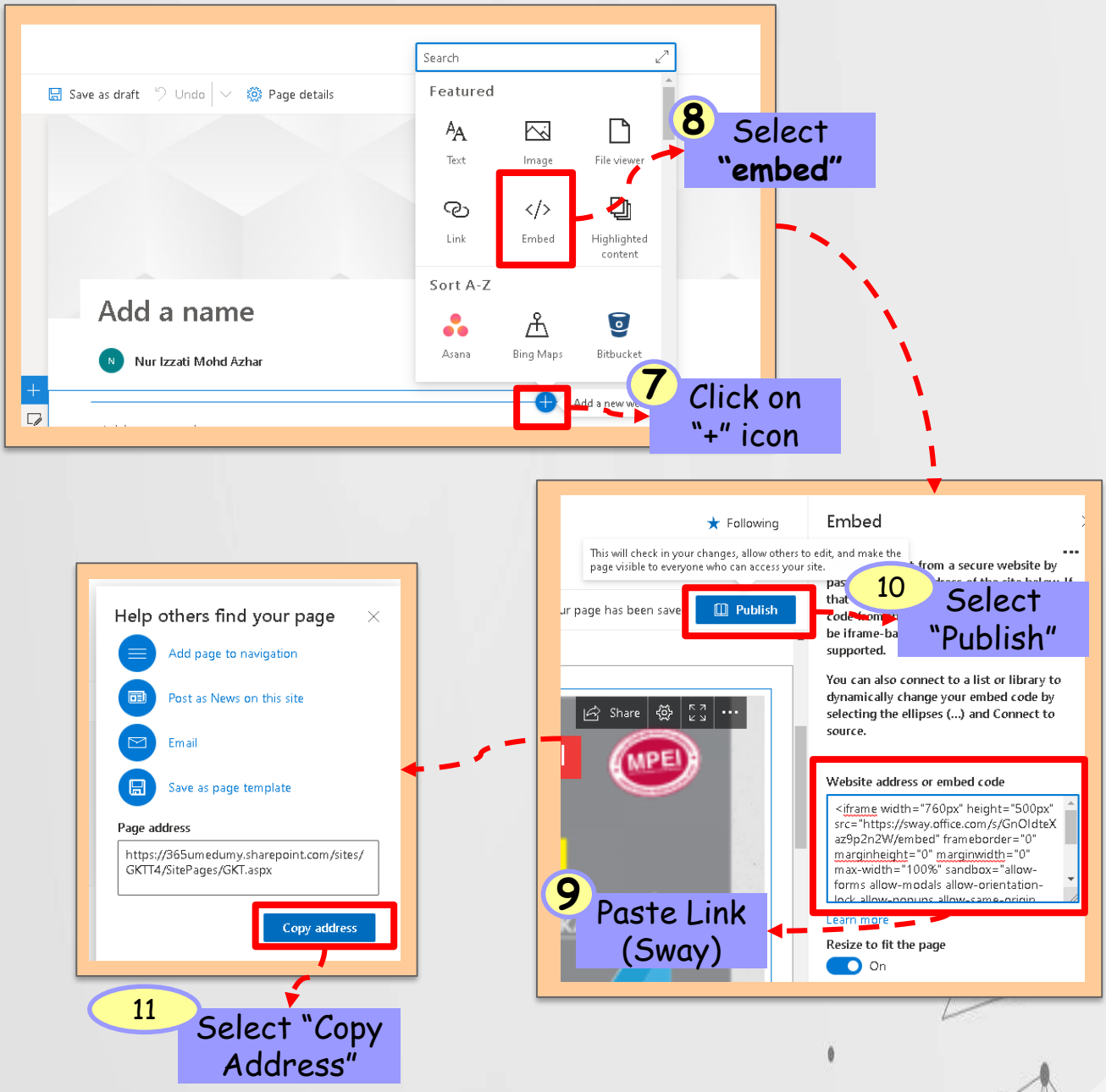
STEP 2: Open SharePoint in Microsoft 365.

1. Open Microsoft Office Home > Choose “SharePoint” > “New Page”



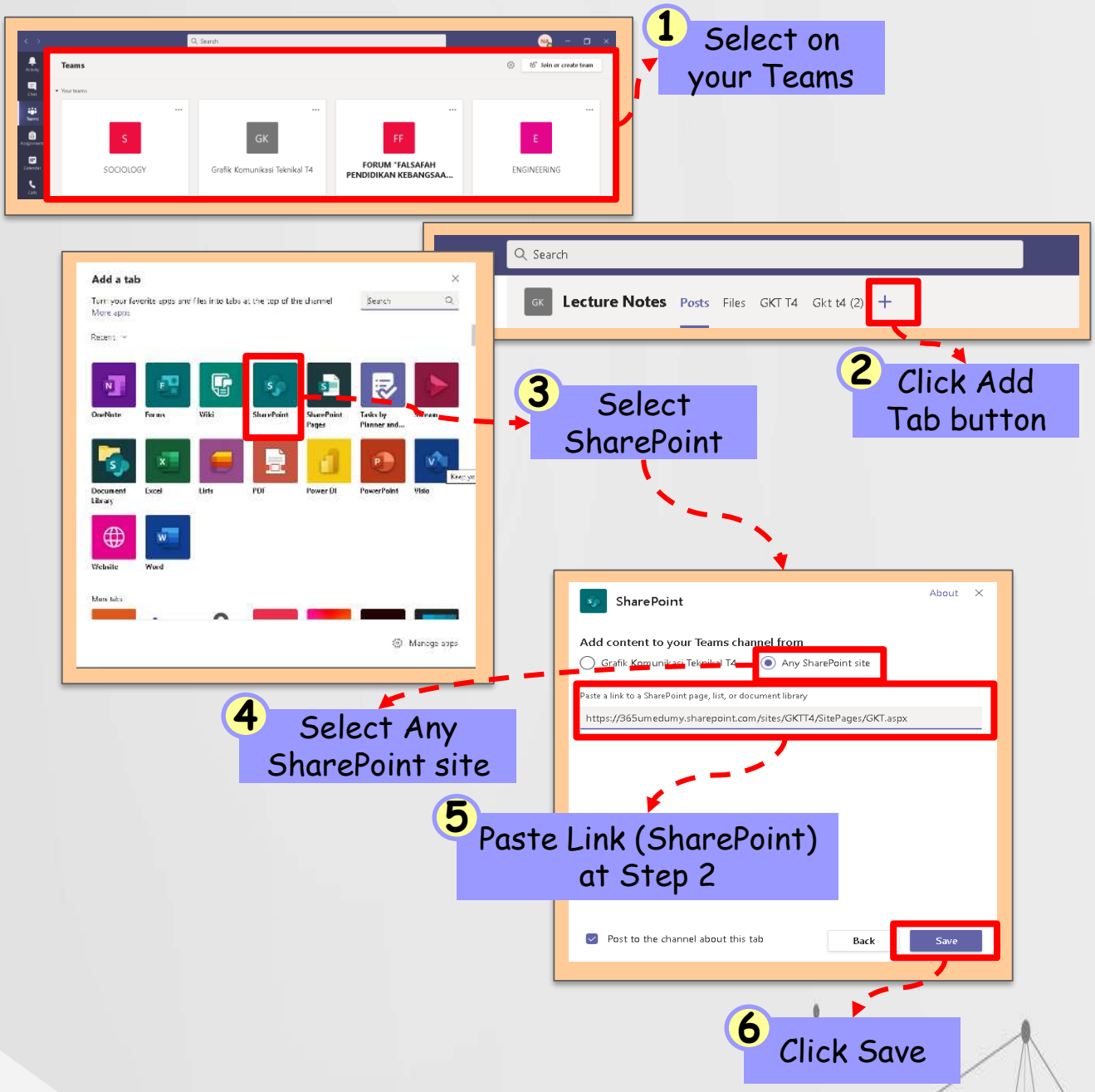
STEP 2: Open SharePoint in Microsoft 365.

1. Open Microsoft Office Home > Choose "SharePoint" > "New Page" **> Add "Embed" > Paste Link (Sway) > Click Publish > Copy Link Address.**



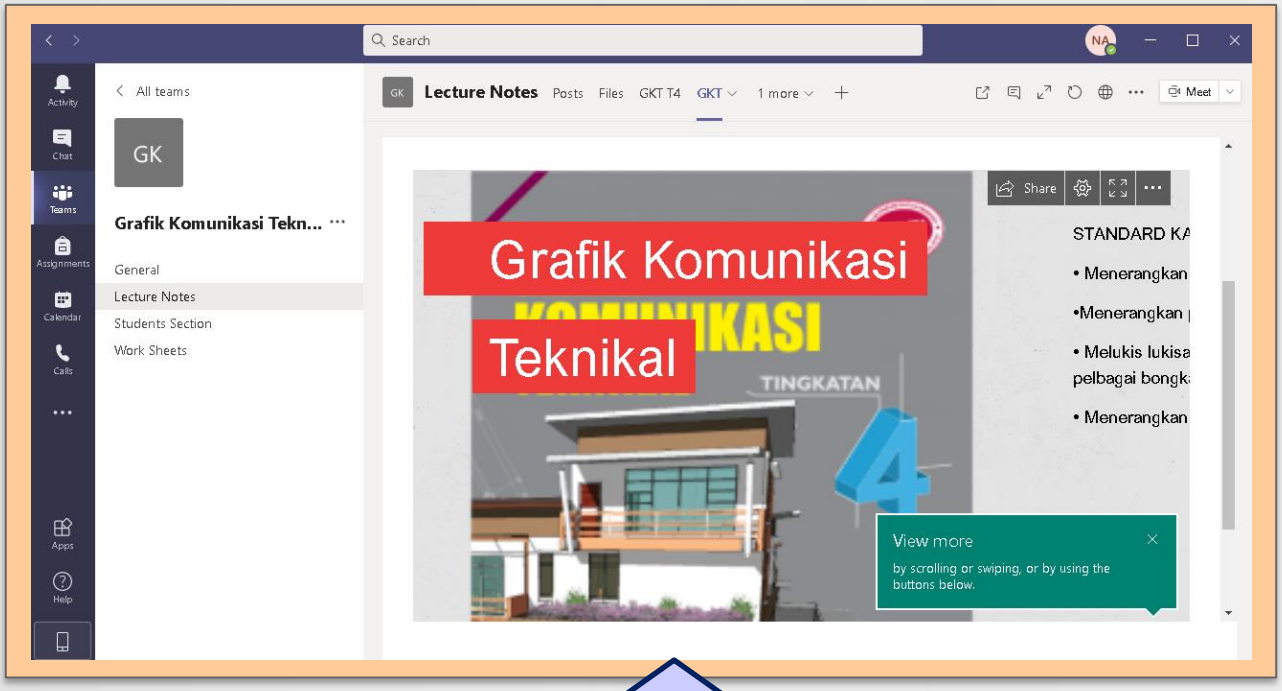
STEP 3: Add Sway to Teams

1. Go to the Microsoft Teams > Class > Subchannel > Click “+” to add New Task > Click SharePoint > Add page or list from any SharePoint > Paste the Link (SharePoint) > Click “Save”.



STEP 4: Complete!

1. Presentation by Sway will be appeared in your Teams and ready to share with others teams members.



Lastly, addition is done! Your Sway will be presented as shown as above. Enjoy the presentation ☺

04
REFERENCES

REFERENCES

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2. https://support.microsoft.com/en-us/office/getting-started-with-sway-2076c468-63f4-4a89-ae5f-424796714a8a#:~:text=To%20get%20started%20with%20Sway,by%20your%20work%20or%20school.

3. https://www.youtube.com/watch?v=mZFnRVwgOOM

4. https://www.youtube.com/watch?v=j9thvsLDkkE&t=223s

5. https://www.sharepointfocus.com/microsoft-teams/how-to-add-a-sway-to-microsoft-teams/

6. https://blog.goptg.com/sway-vs-powerpoint-whats-the-difference

7. https://medium.com/@setupcomoffice/what-is-microsoft-office-sway-8-features-you-need-to-use-office-com-setup-c0615bfea6d8

8. http://www.simplytraining.co.nz/benefits-of-sway-and-what-is-sway-anyway/