



# CREATE LESSON

with

# MICROSOFT SWAY



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

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

**Descriptions of Features in Sway**

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

**Steps to add Sways in Teams.**

**INTRODUCTION**

- ✓ What is Sway?
- ✓ Sway VS POverpoint

**GET STARTED WITH SWAY**

**ADDITION SWAYS 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 Teams.
  2. Expertise with all the features in the Teams.
  3. Create teams and organize the Teams.
  4. Able to add Sway in Teams as lesson's material.
- 

An abstract geometric network diagram composed of numerous interconnected nodes and lines, forming a complex, multi-faceted structure. The nodes are represented by small dark circles, and the lines are thin, light gray. The overall shape is irregular and occupies the right side of the page, extending from the top to the bottom.

# 01

## INTRODUCTIONS

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# 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.



Reports



Presentations



Newsletters

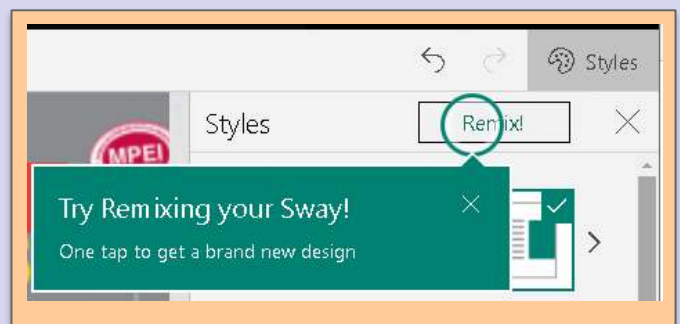


Stories

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.

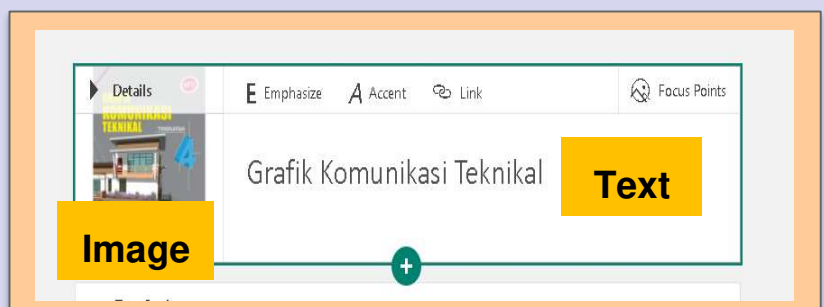
By using Sway, user just needed to drag and drop all the content and Sway itself will help you to create and complete the style and design for your presentation's view for audiences. The fastest step just use **"Remix!"** button so that your content automated looks in a snap.



**Remix Button**

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

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



**Review Content by Sway**

**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

- Three different layout options for how the content is presented: vertical, horizontal and slideshow.

- Much more limited in available templates.

- There are few different ways you can add content to Sway.

- Can share with individuals, organizations or with anyone on the web.

## POWERPOINT

- Only can be created in slide show format.

- A lot of templates and also can create our own templates.

- Can manually add a wide variety of content to the presentation.

- Dependent on what version you're using.



# **02**

## **GET STARTED WITH SWAY**

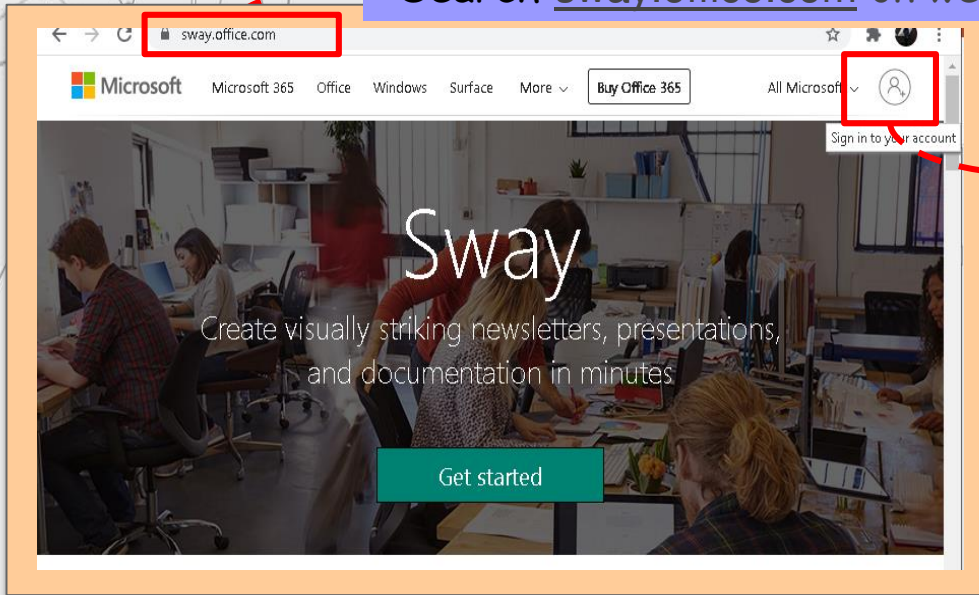
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*In this section, participants would be able to learn about;*



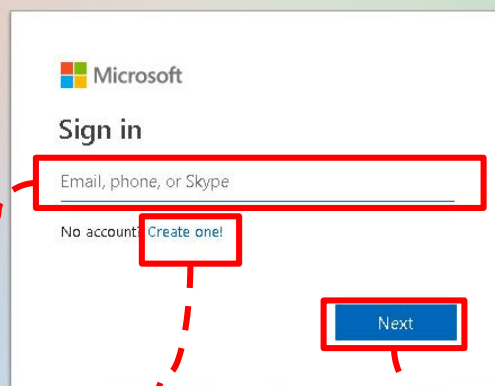
# 1. Sign in to Start Creating

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](https://sway.office.com) in any browser and then click **Sign in** on the top menu bar

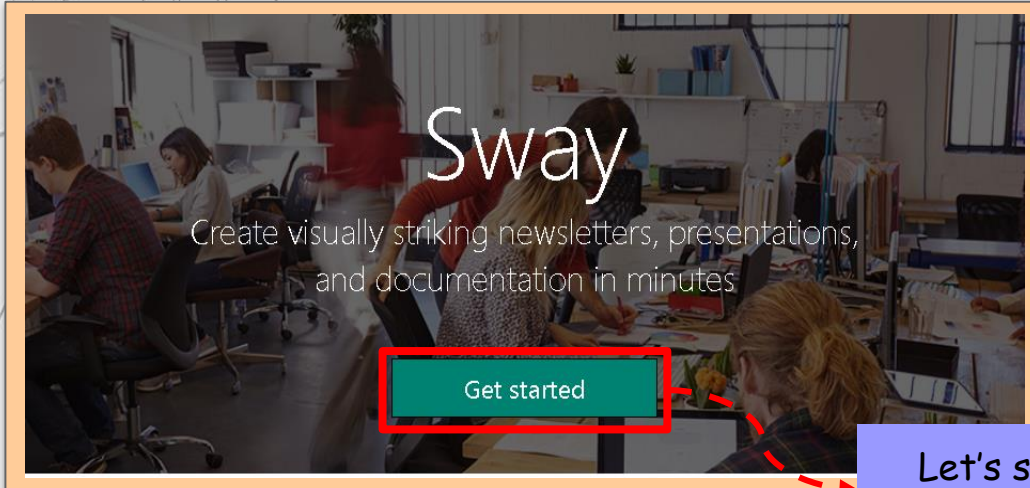
2

Enter the email address for signing in Sway.

3

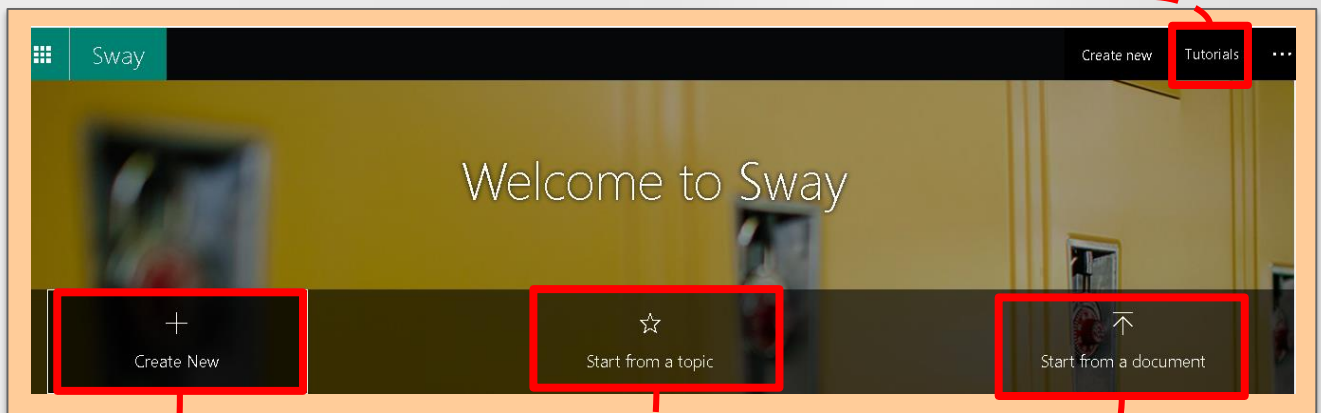
Freely on use any Microsoft Account e.g.; Hotmail, Outlook.com or any others organizational account given by work or school.

## 2. Create New First Sway



Let's started with Sway.

Guidelines to use Sway

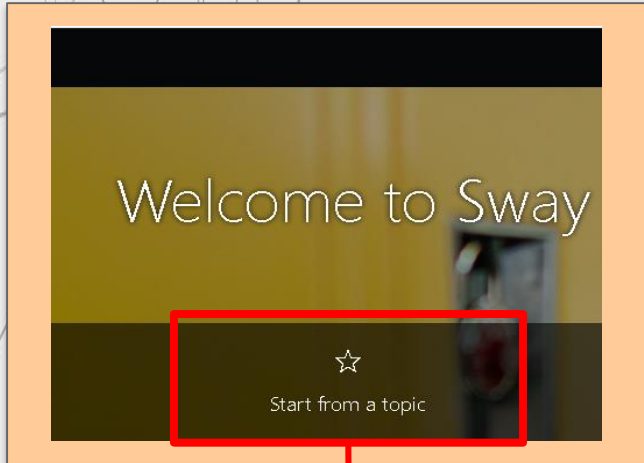


Getting Started from scratch.

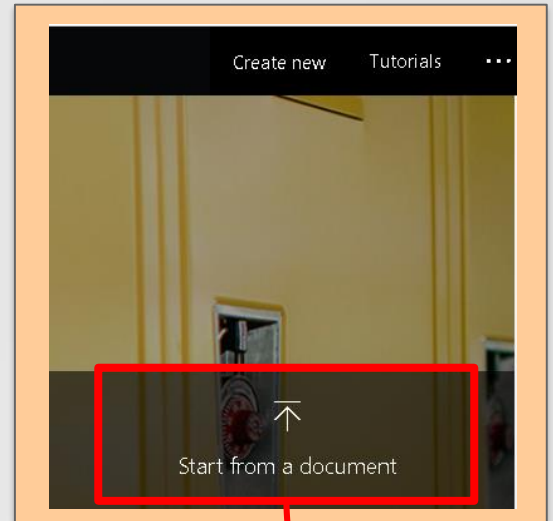
Getting started with provided base content by Sway

Getting started by import content from an existing file.

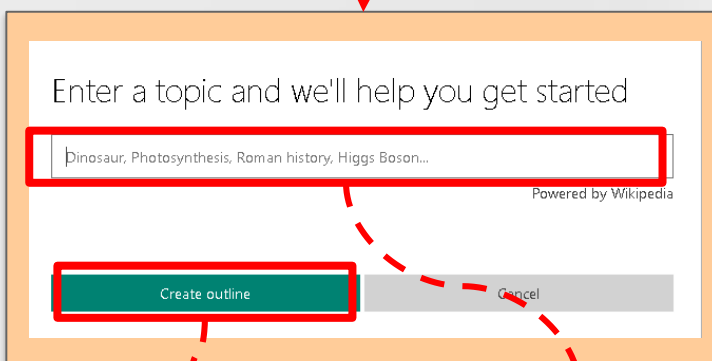
## 2. Create New First Sway



**1** Getting started with provided base content by Sway

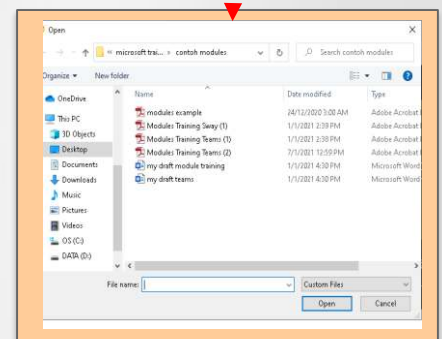


**1** Getting started by import content from an existing file.



**3** Select **Create outline**.

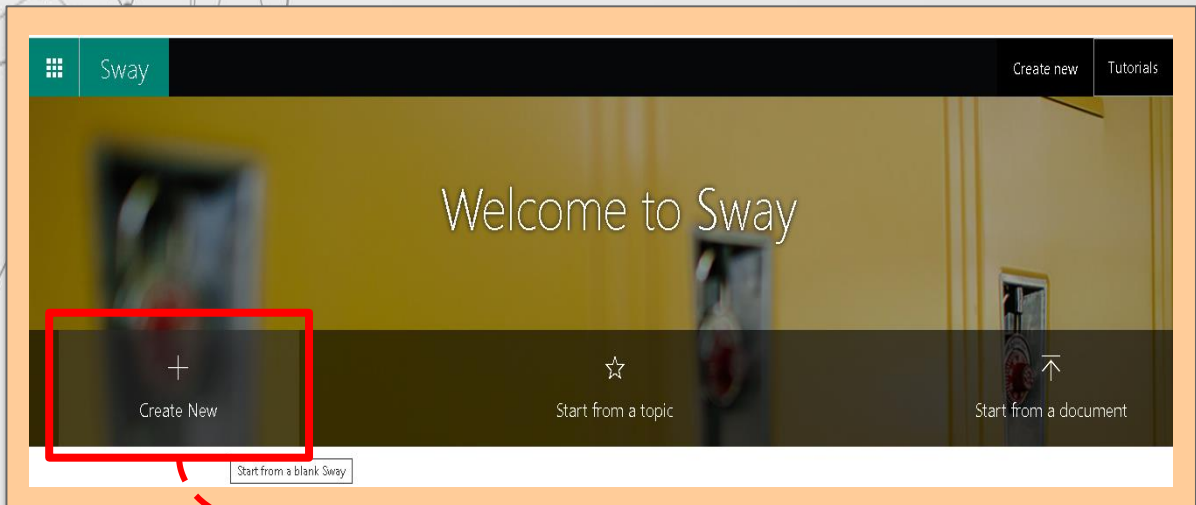
**2** Type your topic in the **Enter a topic** box.



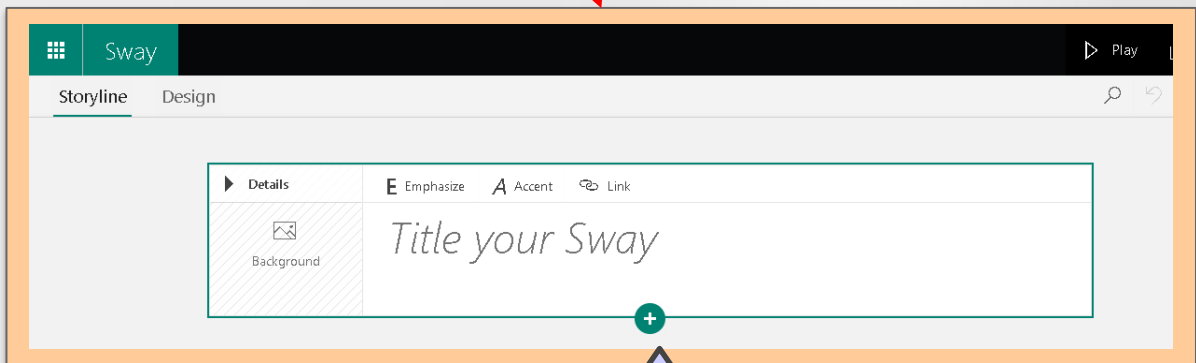
**2** Browse to and select the file, and then select **Open**.



## 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.

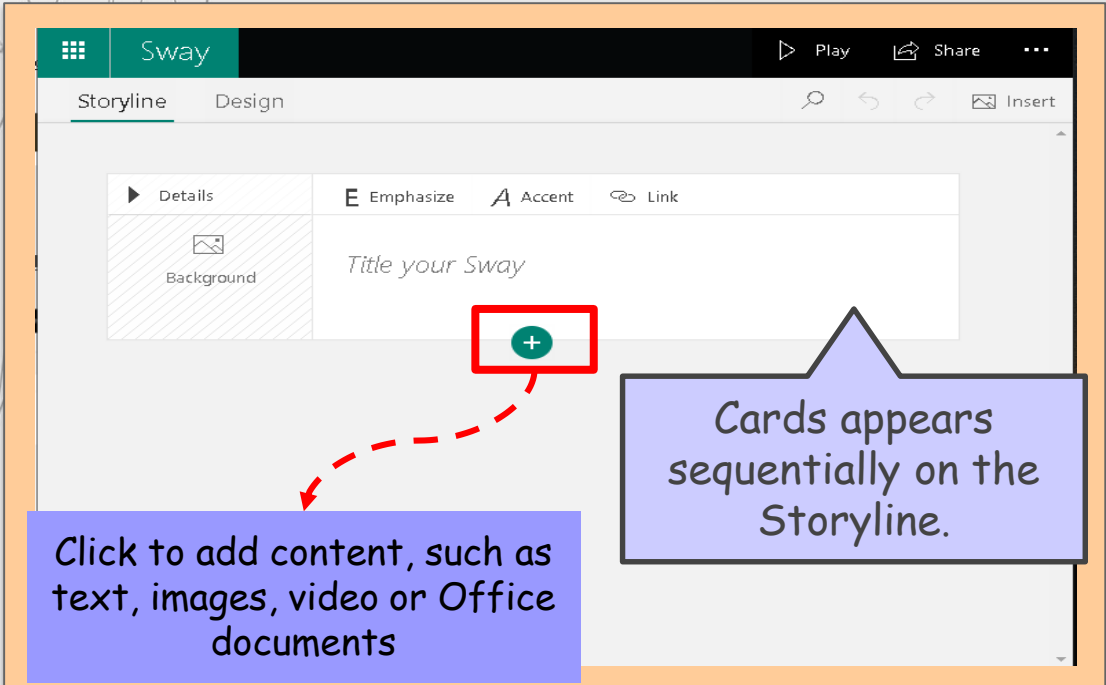
”

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.

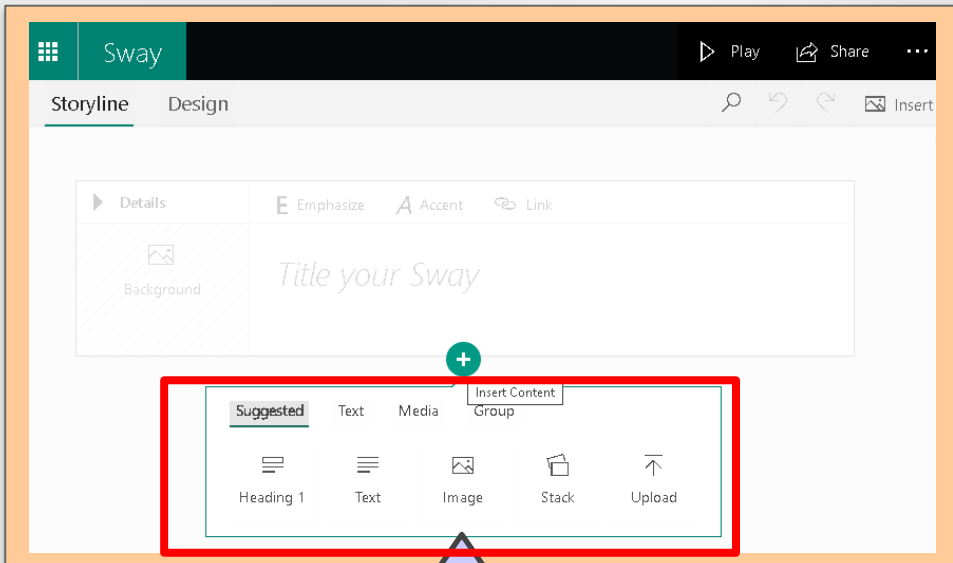
### 3. Get to Learn the Sway Storyline



The screenshot shows the Sway Storyline interface. The top bar includes the Sway logo, a 'Play' button, and a 'Share' button. Below the top bar, there are tabs for 'Storyline' and 'Design'. The main content area features a 'Details' panel on the left with a 'Background' option, and a central area with the text 'Title your Sway'. A red dashed arrow points from a red-bordered box containing a green plus sign icon to a callout box.

Click to add content, such as text, images, video or Office documents

Cards appears sequentially on the Storyline.



The screenshot shows the Sway Storyline interface with the 'Insert Content' menu open. The menu is divided into 'Suggested' and 'Insert Content Group' sections. The 'Suggested' section includes 'Heading 1', 'Text', 'Image', 'Stack', and 'Upload' options. A red-bordered box highlights the 'Insert Content' menu, and a callout box points to it.

Let's create and design Sway to make storyline more attractive and interesting.  
😊😊😊

### 3. Get to Learn the Sway Storyline

1

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

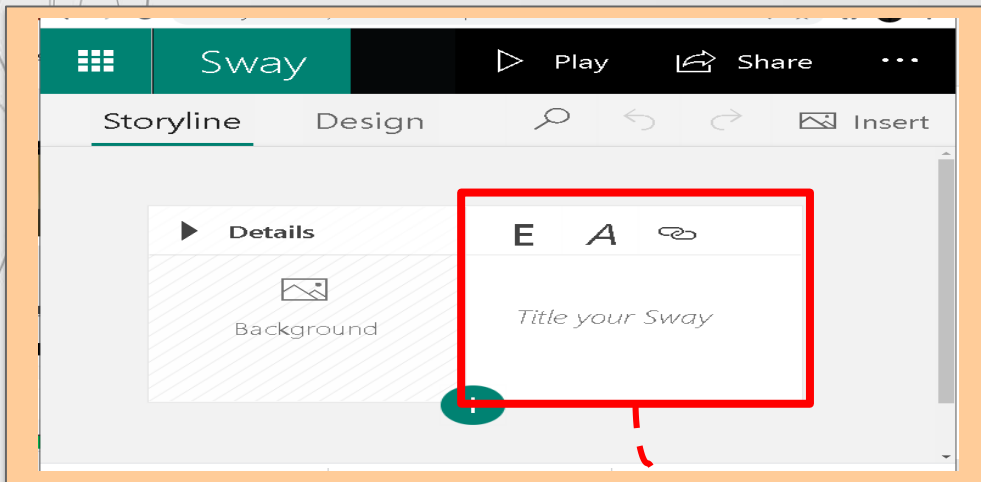
2

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

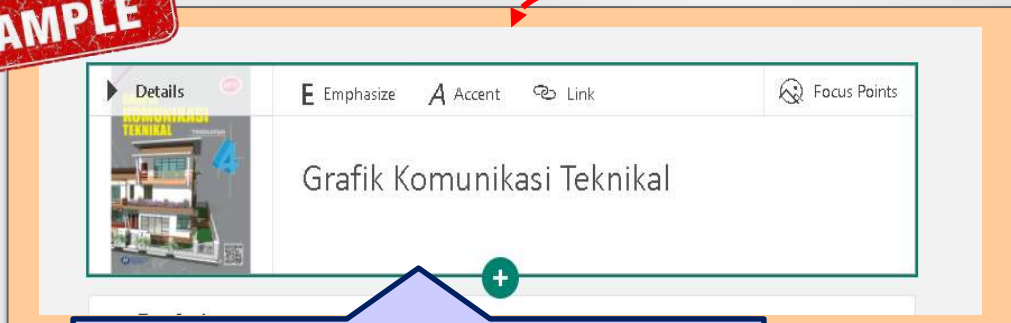
The sequence of cards can be rearranged at any time as your needs.

## 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.

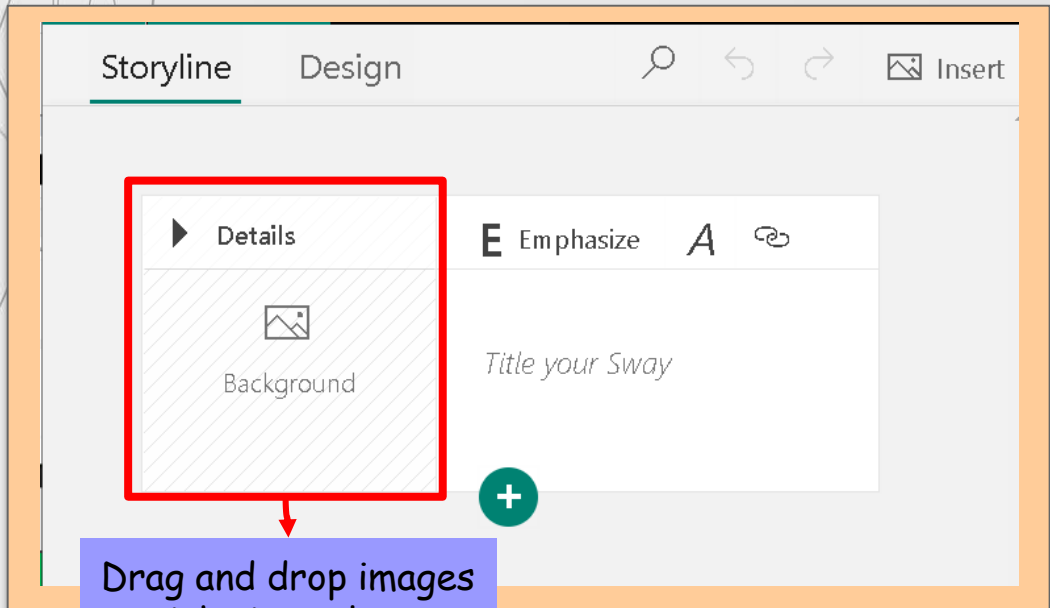
## 4. Write Title for Sway

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

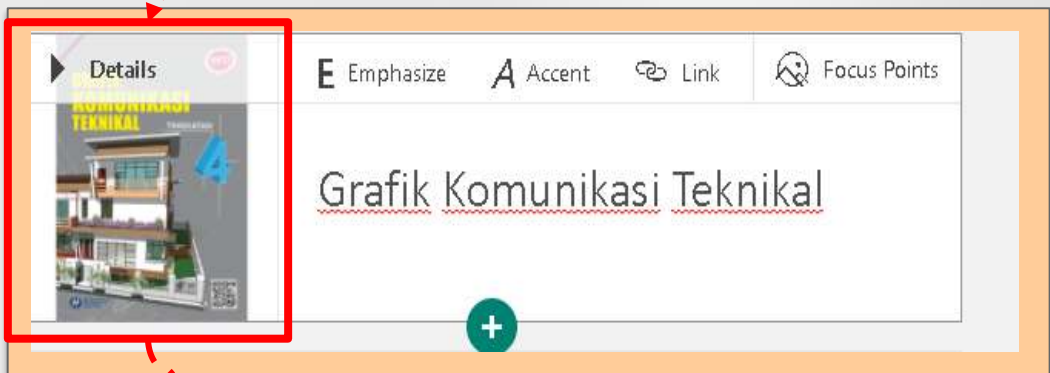
**2** Write a simple and short description to explain about your Sway.

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

## 5. Add images

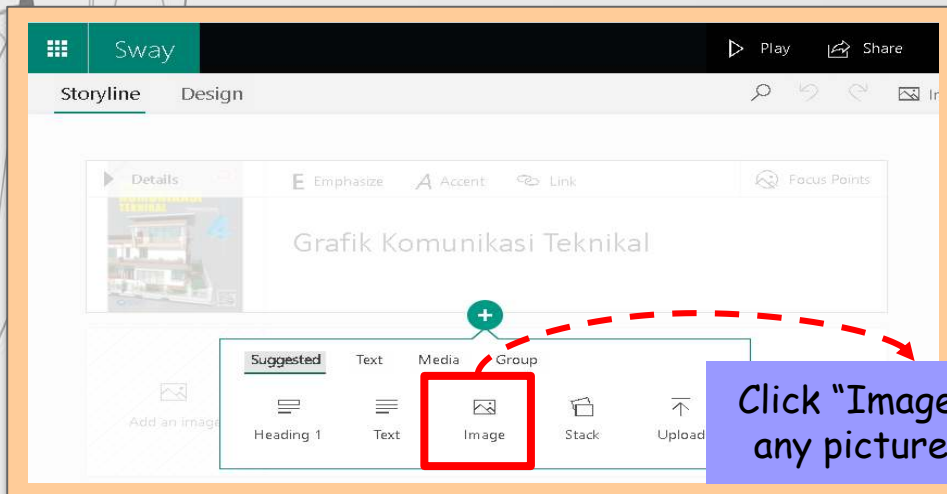


Drag and drop images right into place.



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

## 5. Add images

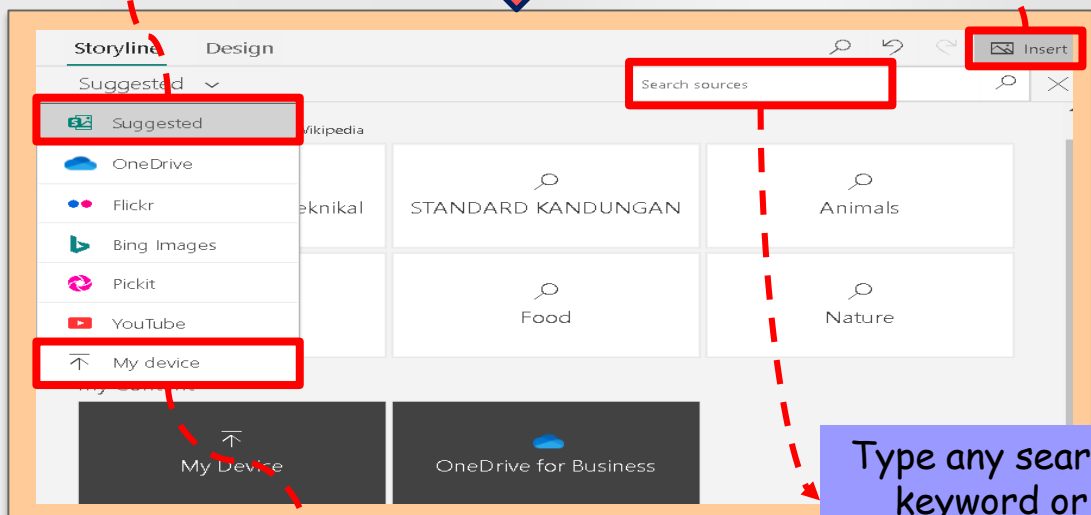


Click "Image" to add any picture/image.

Select a content source

Steps to insert picture.

Click or Tap "Insert" to add image.



Click to upload existing image in the storyline.

Type any search keyword or phrase

## 5. Add images

Select all the images as a group

4 selected

Unjuran Sudut Pertama

Image Card: u2.png

Caption

Image Card: u3.png

Unjuran Sudut Ketiga

Image Card: u4.png

Caption

Select all the related images

Group Type

Automatic

Stack

Grid


Slideshow

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.

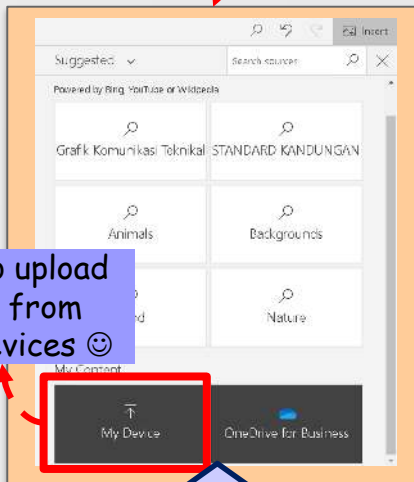
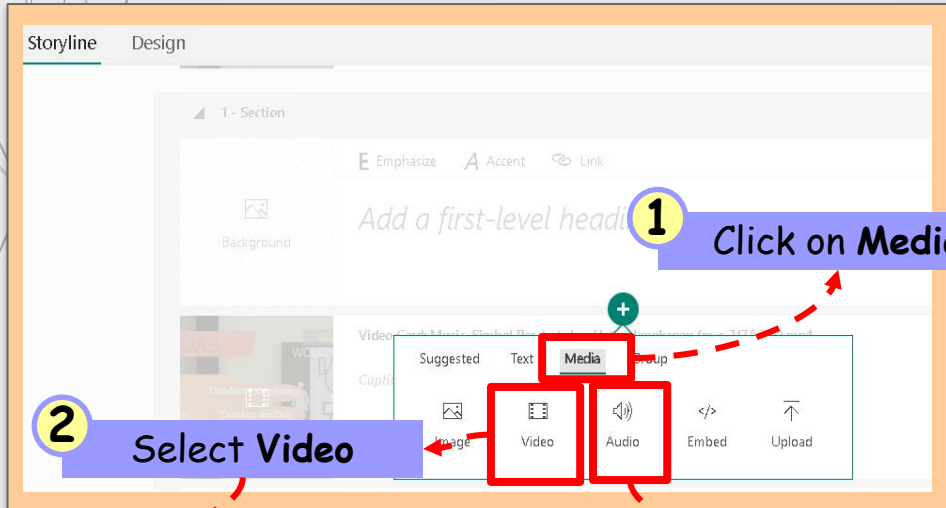
**OR**

Add existing image from your devices.

3

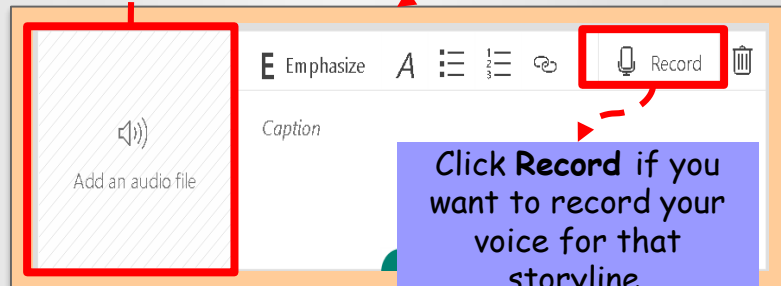
This title would be the first thing that audiences will see.

## 6. Add video and audio

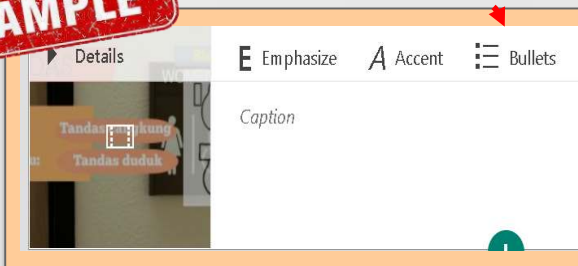


Insert the video from any resources suited to your storyline.

Add audio from your devices 😊




**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.

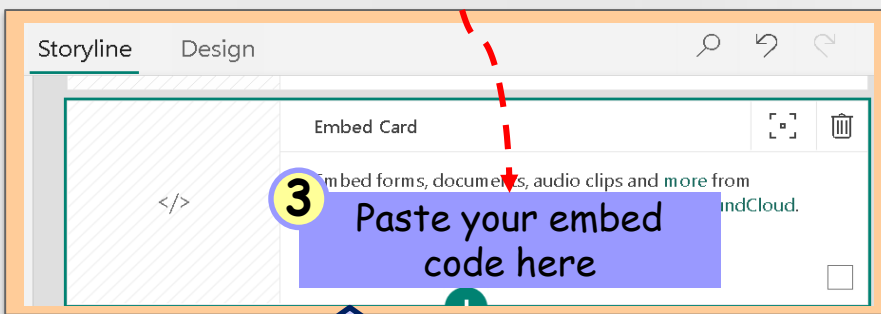
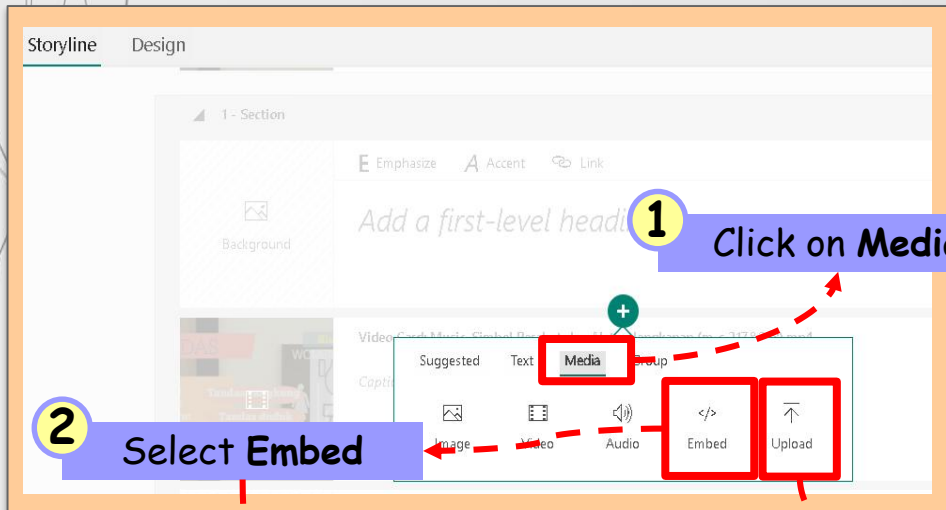
2

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

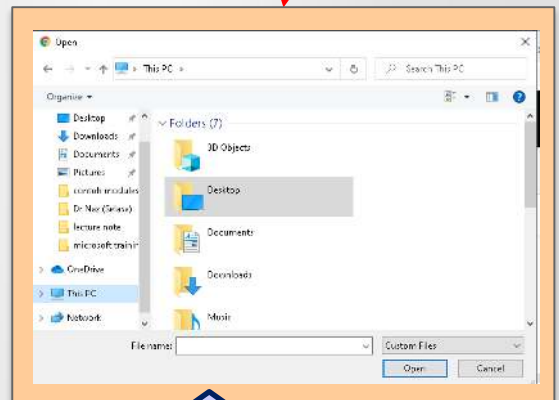
If you want to upload an audio:  
Click **Audio**, and then upload your audio or voice recorded from your devices  
**OR**  
Record directly your voice by click on **Record** button.

## 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

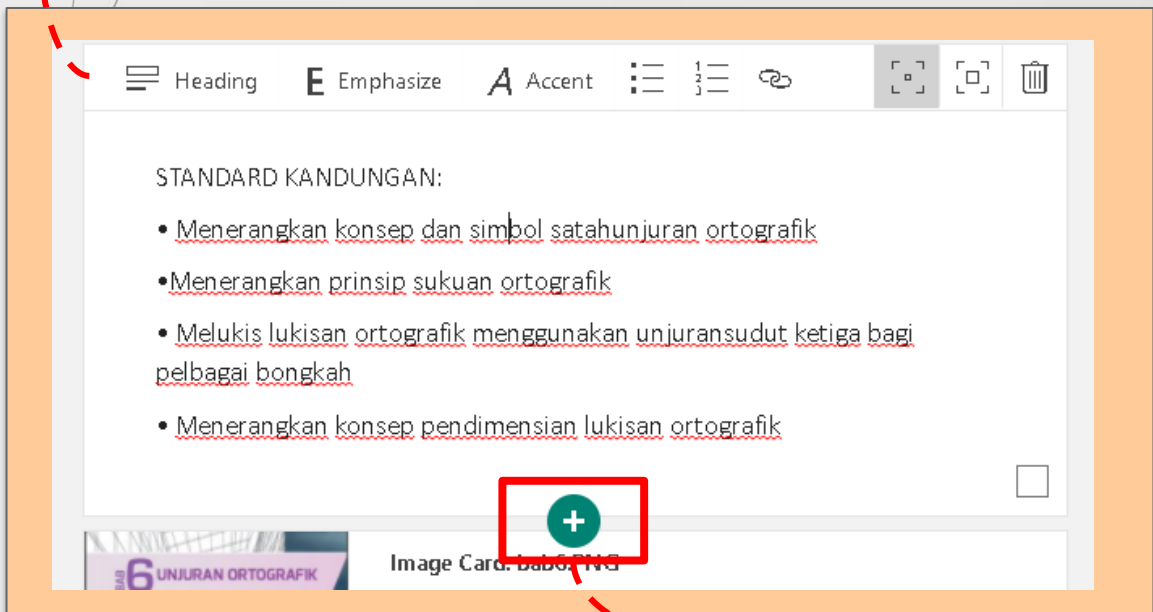
If you want to add an embed link:  
Click **Embed**, and then paste your embed code.  
Embed card could be: Embed forms, documents, audio clips and more from sources like Microsoft Forms, SharePoint and SoundCloud

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



The screenshot shows a text editor interface with a toolbar at the top. The toolbar includes icons for Heading, Emphasize (E), Accent (A), bulleted list, numbered list, link, crop, zoom, and delete. Below the toolbar is a text card containing the following content:

STANDARD KANDUNGAN:


- Menerangkan konsep dan simbol satahunjuran ortografik
- Menerangkan prinsip sukuan ortografik
- Melukis lukisan ortografik menggunakan unjursudut ketiga bagi pelbagai bongkah
- Menerangkan konsep pendimensionian lukisan ortografik

At the bottom of the text card, there is a plus sign icon (+) in a green circle, which is highlighted with a red box. Below the text card is an image card with the text "Image Card: bab 6 UNJURAN ORTOGRAFIK". A red dashed arrow points from the plus sign icon to a callout box.

Click to add a new card below the selected one.

## 8. Add Text

**1**

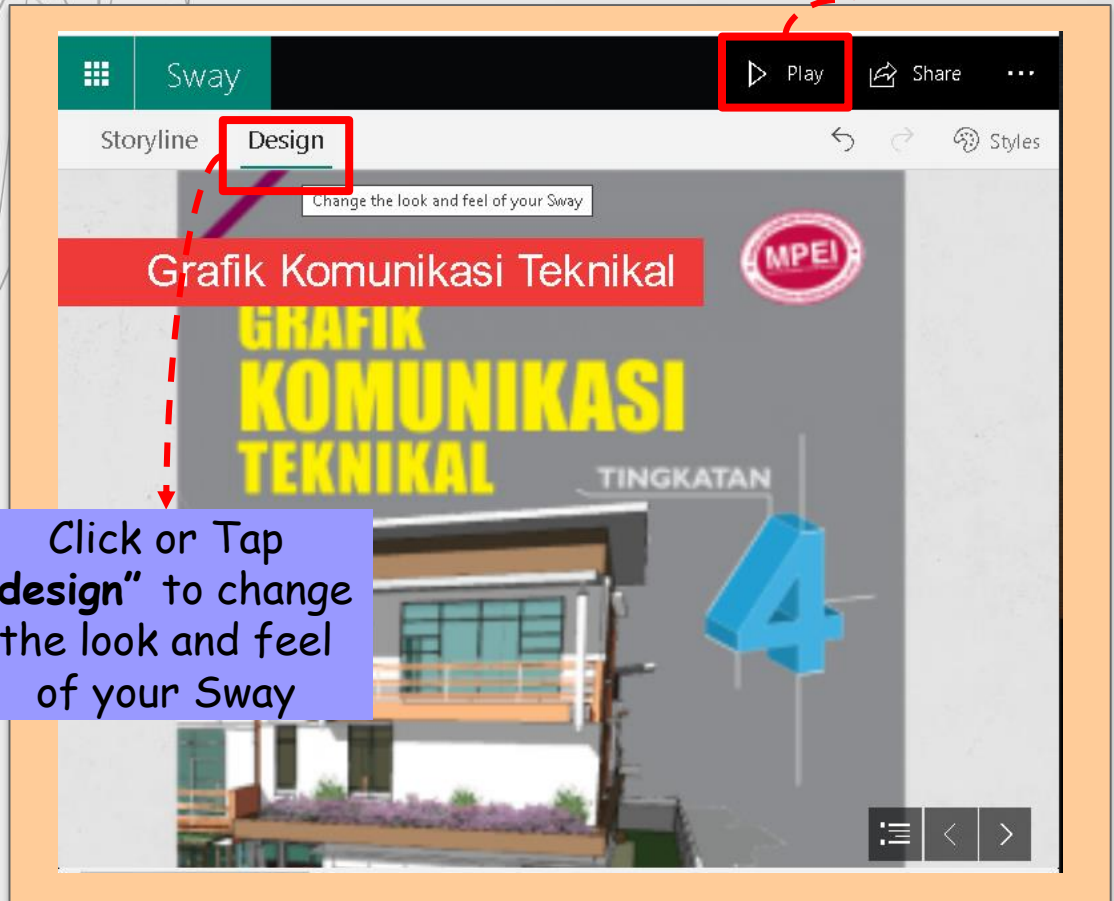
Click or Tap the icon  at the bottom of any existing card when to add text in your Sway

**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**





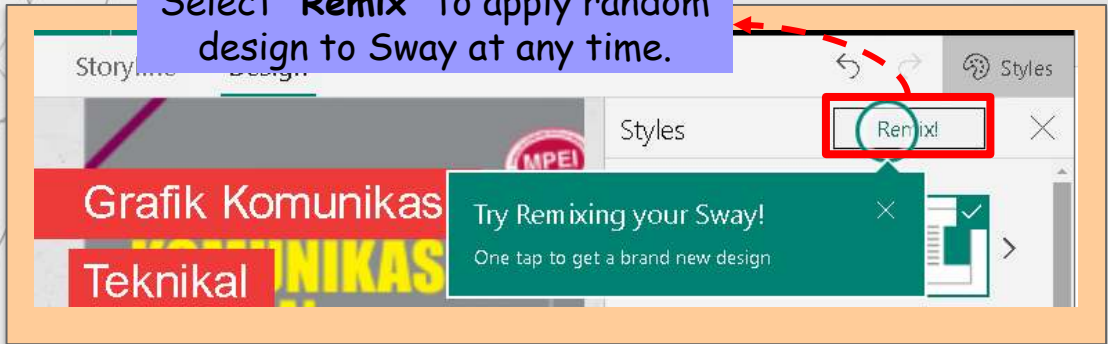
## 9. Preview your Sway

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

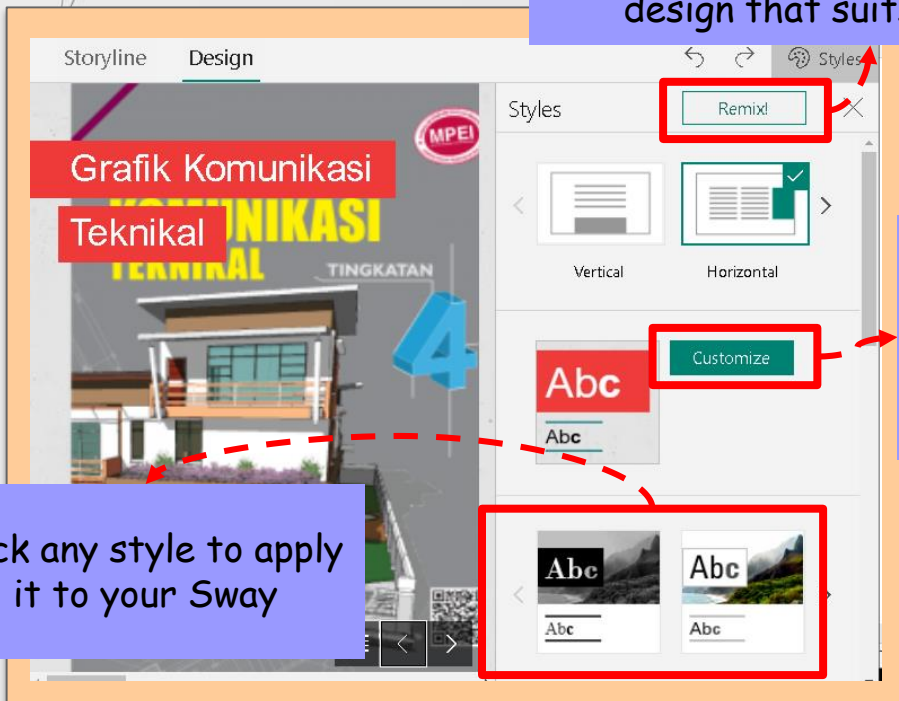
**2** At that moment, it will show you how your Sway will be present to audiences when you share it later.

# 10. Edit Style of Sway

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



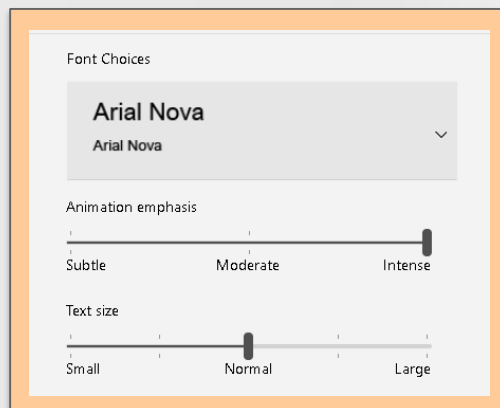
Click "Remix" repeatedly until find a design that suits your taste.



Click any style to apply it to your Sway

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

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.

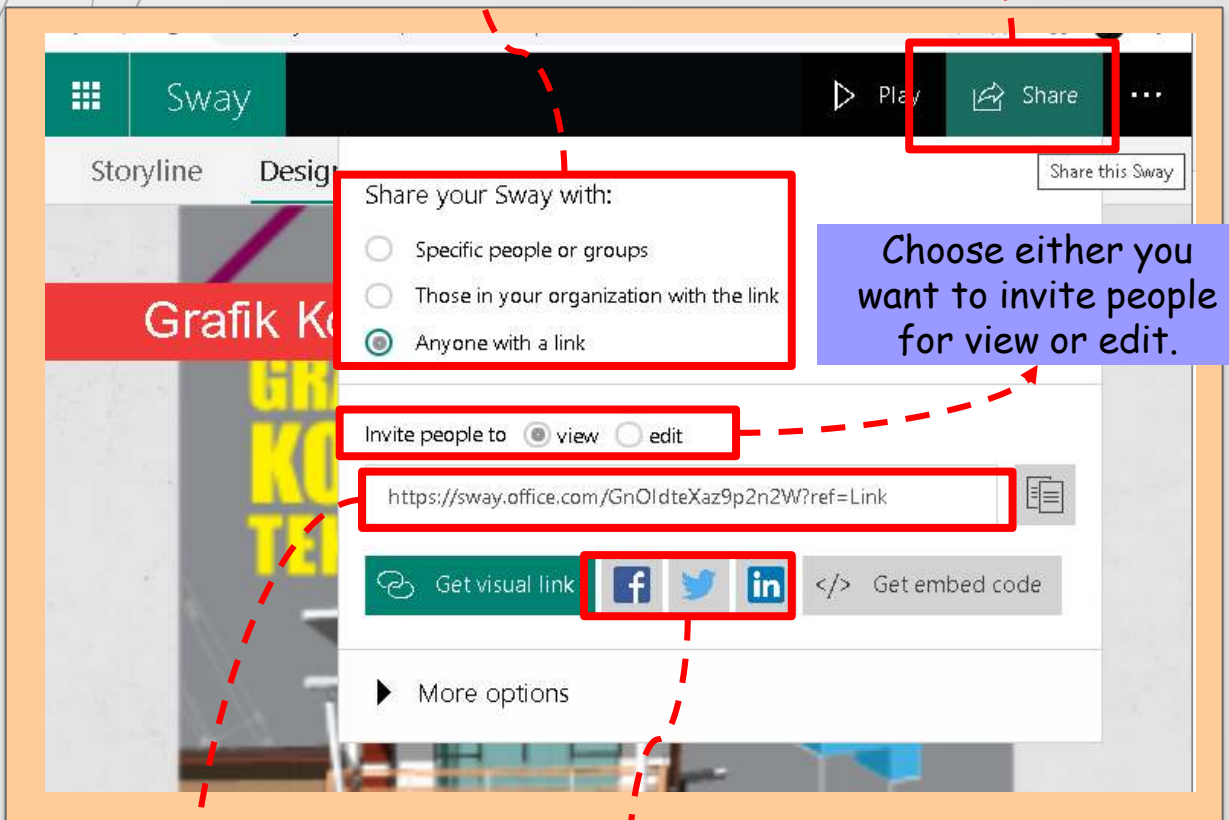
**3**

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.

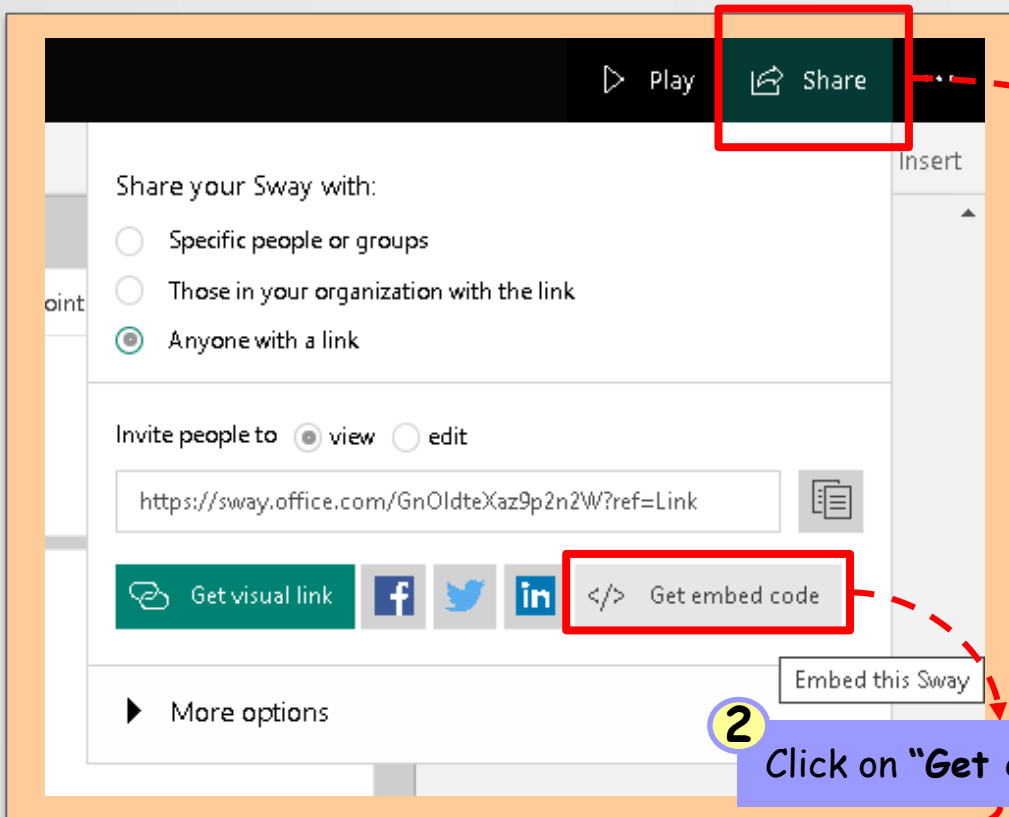


# 03 ADDITION SWAY IN TEAMS

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## STEP 1: Get Embed Code

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



Share your Sway with:

- Specific people or groups
- Those in your organization with the link
- Anyone with a link

Invite people to  view  edit

<https://sway.office.com/GnOldteXaz9p2n2W?ref=Link>

[Get visual link](#) [f](#) [t](#) [in](#) [</> Get embed code](#)

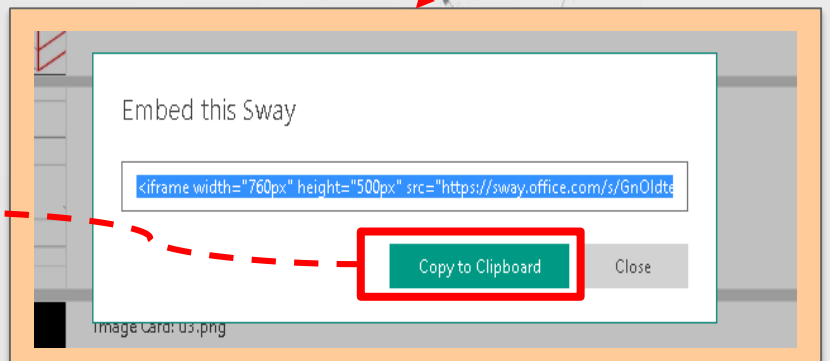
▶ More options

Embed this Sway

1 Click **Share** button on the top tab.

2 Click on **“Get embed code”**

3 Click on **“Clip to Clipboard”**



Embed this Sway

```
<iframe width="760px" height="500px" src="https://sway.office.com/s/GnOldteXaz9p2n2W?ref=Link" />
```

[Copy to Clipboard](#) [Close](#)

3 Click on **“Clip to Clipboard”**

## STEP 2: Open SharePoint in Microsoft 365.

1. Open Microsoft Office Home > Choose "SharePoint" > "New Page"

**1** Browse [www.office.com](http://www.office.com) and Select "Office 365 Login"

**2** Select on "Share Point"

**3** Select on Teams that you need to post content from Sway.

**4** Select on New > Page

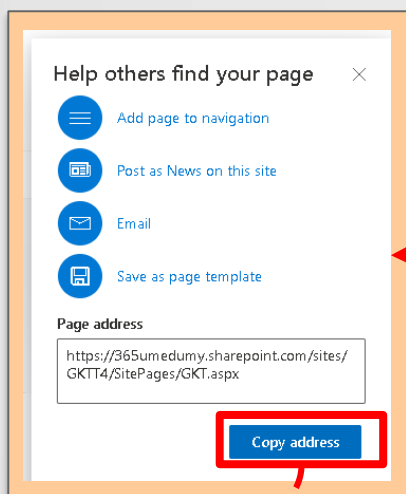
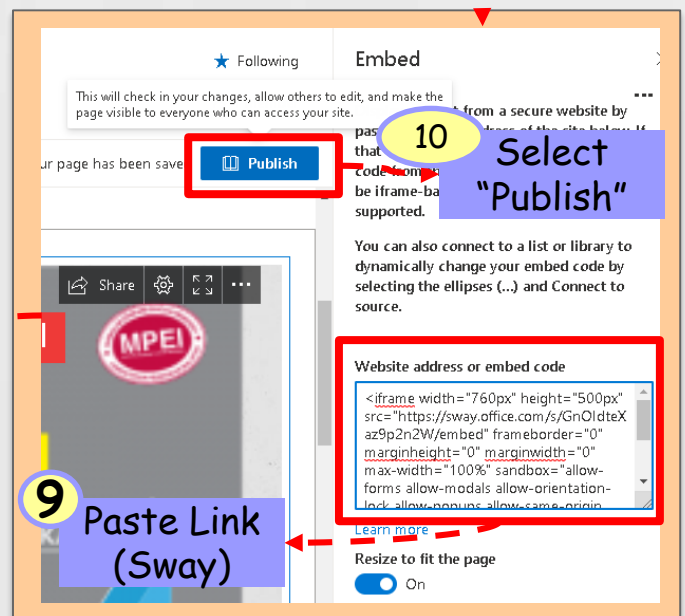
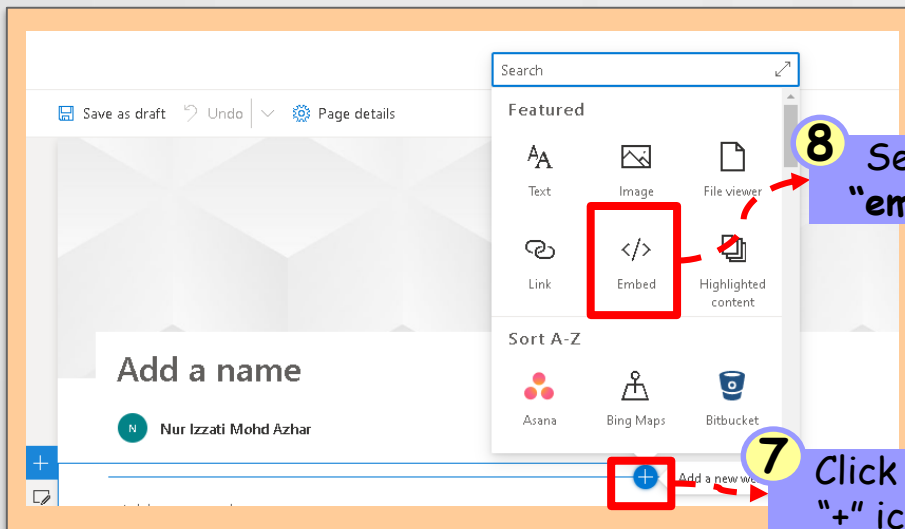
**5** Choose one your pages template.

**6** Click "Create Page"



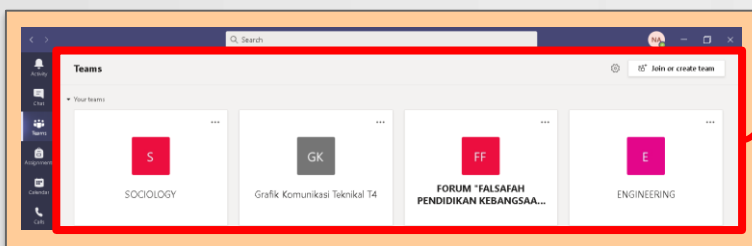
## STEP 2: Open SharePoint in Microsoft 365.

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

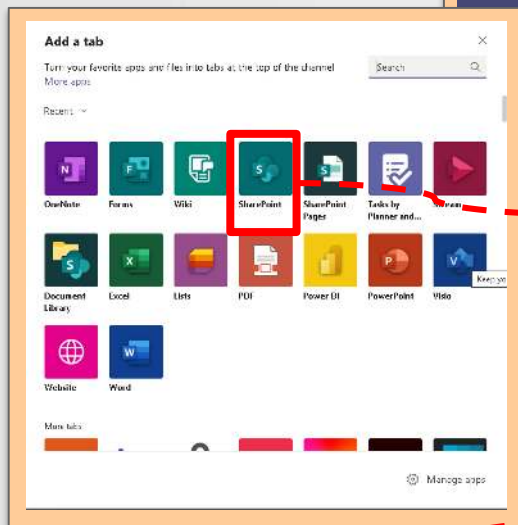


## STEP 3: Add Sway to Teams

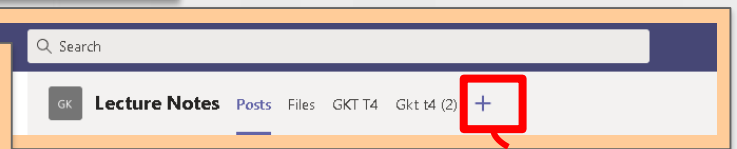
1. Go to the Microsoft Teams > Class > Subchannel > Click “+” to add New Task > Click SharePoint > Add page or list from any SharePoint > Paste the Link (SharePoint) > Click “Save”.



1 Select on your Teams

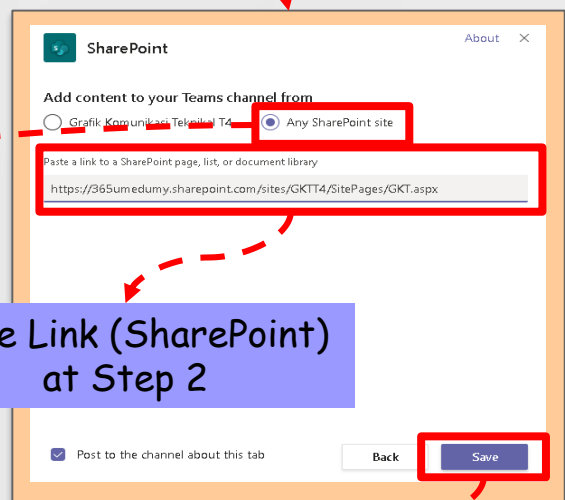


4 Select Any SharePoint site



2 Click Add Tab button

3 Select SharePoint

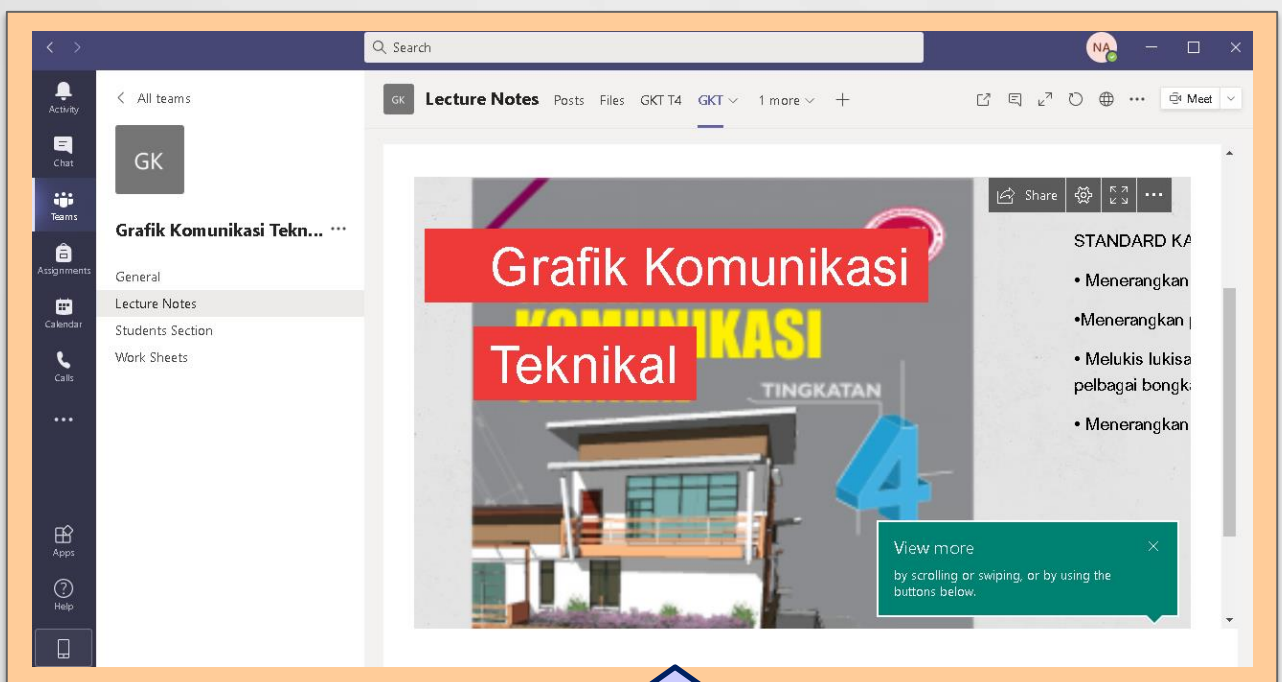


5 Paste Link (SharePoint) at Step 2

6 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

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# REFERENCES

1. <https://support.microsoft.com/en-us/office/create-in-sway-db30c63b-6548-456d-b0e2-9fcd68bfa7a0>
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>



