Sway

IT Department

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✏️ Course Management

⌄ Course Description
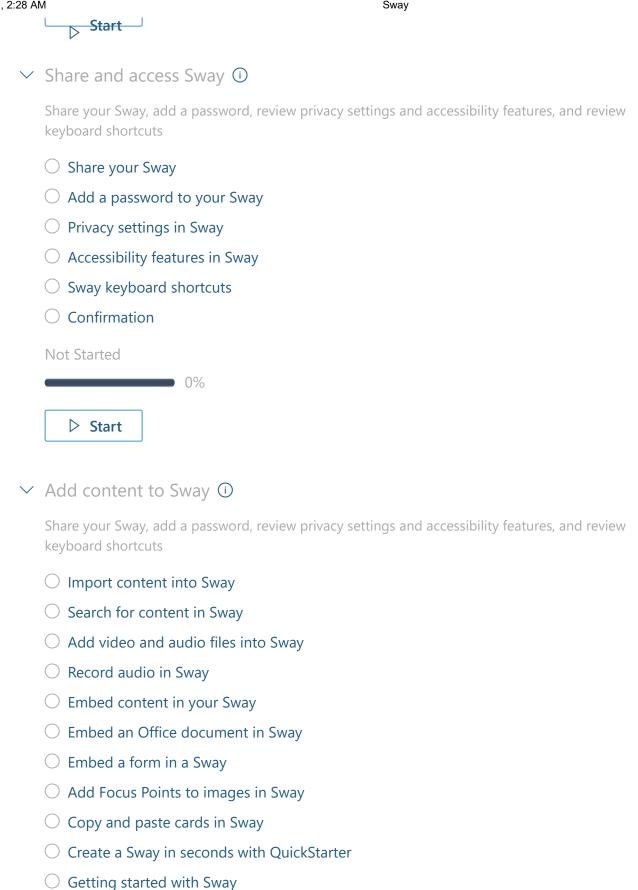
Sway

⌄ Content

⌄ Sway Quick Start ⓘ

Create in Sway, Add Content, Design and Share, and Learn More

- ◯ Sign in to Sway
- ◯ Create in Sway
- ◯ Add content in Sway
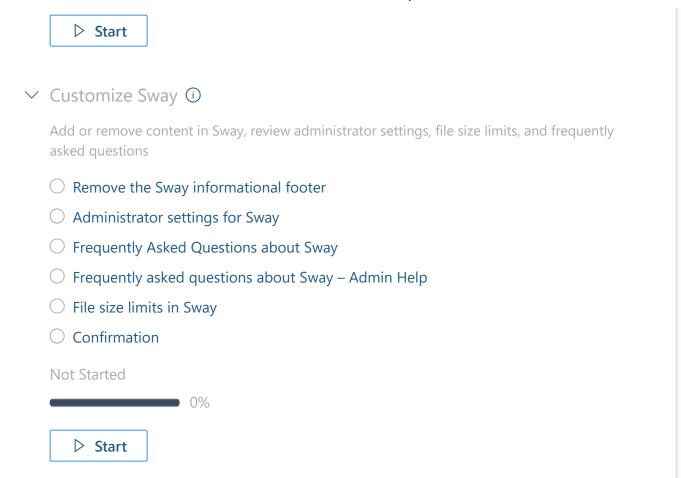- ◯ Design and share in Sway
- ◯ Confirmation

Not Started

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⊳ ~~Start~~

∨ Share and access Sway ⓘ

Share your Sway, add a password, review privacy settings and accessibility features, and review keyboard shortcuts

○ Share your Sway

○ Add a password to your Sway

○ Privacy settings in Sway

○ Accessibility features in Sway

○ Sway keyboard shortcuts

○ Confirmation

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⊳ Start

∨ Add content to Sway ⓘ

Share your Sway, add a password, review privacy settings and accessibility features, and review keyboard shortcuts

○ Import content into Sway

○ Search for content in Sway

○ Add video and audio files into Sway

○ Record audio in Sway

○ Embed content in your Sway

○ Embed an Office document in Sway

○ Embed a form in a Sway

○ Add Focus Points to images in Sway

○ Copy and paste cards in Sway

○ Create a Sway in seconds with QuickStarter

○ Getting started with Sway

○ Confirmation

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▷ Start

∨ Customize Sway ⓘ

Add or remove content in Sway, review administrator settings, file size limits, and frequently
asked questions

○ Remove the Sway informational footer

○ Administrator settings for Sway

○ Frequently Asked Questions about Sway

○ Frequently asked questions about Sway – Admin Help

○ File size limits in Sway

○ Confirmation

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▷ Start

Information

★★★★★ 0 ratings

📖 e-Learning

🏷 Products

📋 Sway

👤 🦅 IT Department

Enroll to course

Certificates

Complete the course to acquire the certificate