

Office 365 ProPlus: Chapter 3: Sway

Disediakan oleh: Saiful Nizam Jamaluddin



PEJABAT SETIAUSAHA
KERAJAAN NEGERI
PULAU PINANG



PRESTARIANG'



saiful@cepul.com



cepuljer



cepuljer



www.cepul.net

Cepul Technologies. 
001978005-11

Microsoft in
Education Global
Training Partner

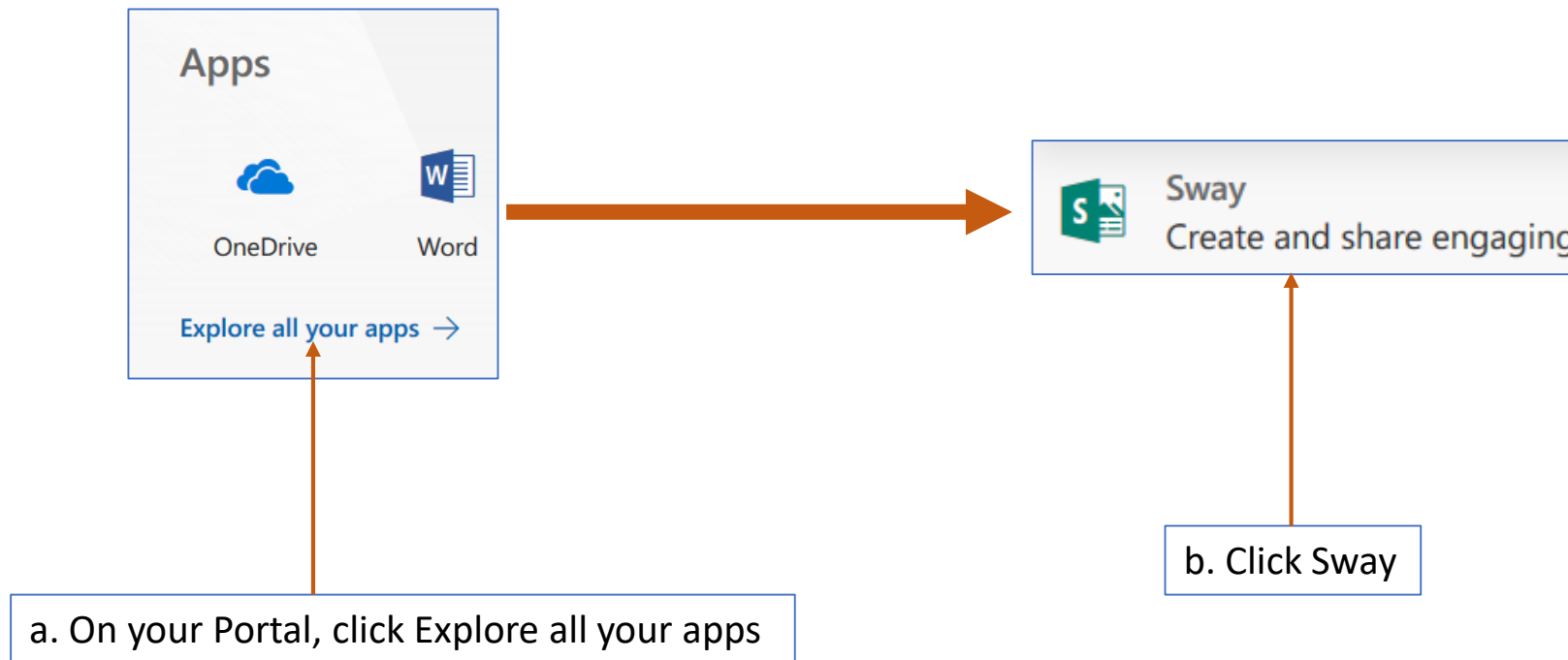


 Microsoft

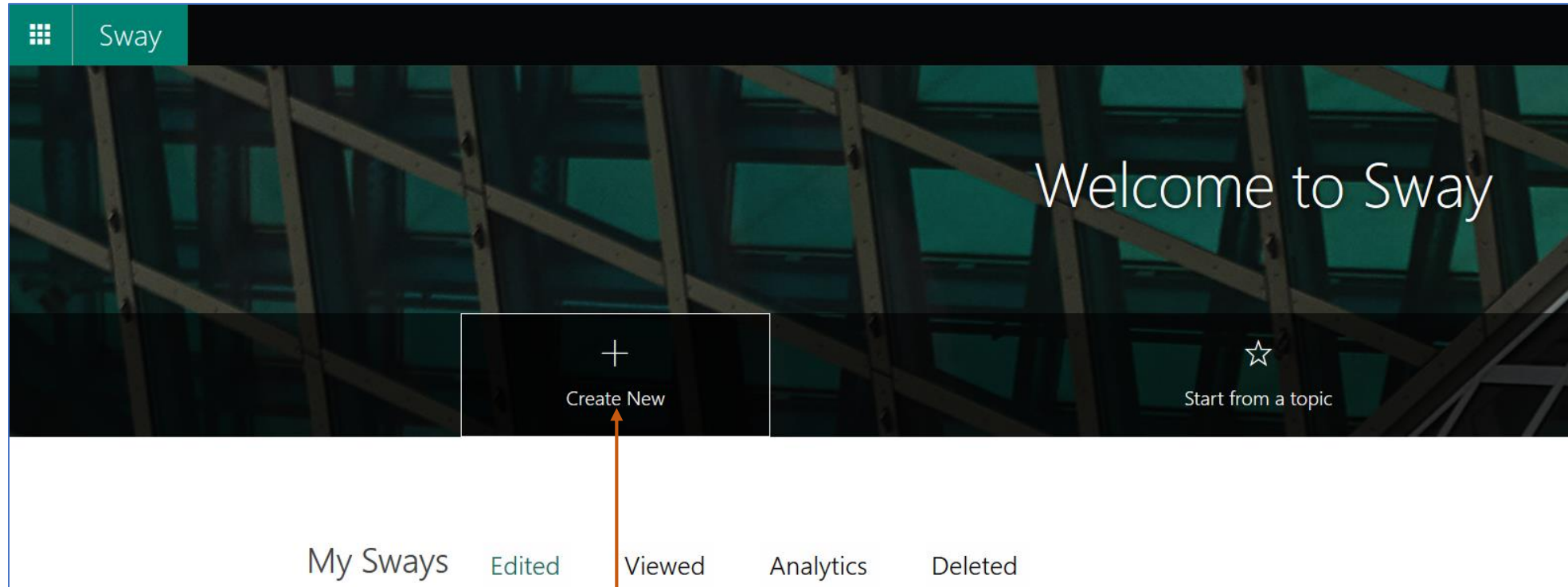
AEP
Authorized Education
Partner



1. Open Sway App



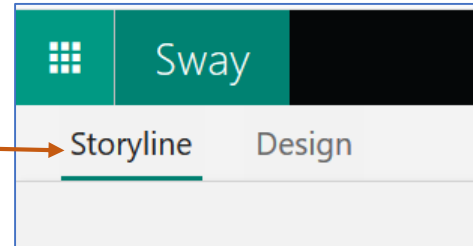
2. Sway Start Page: Create New Content



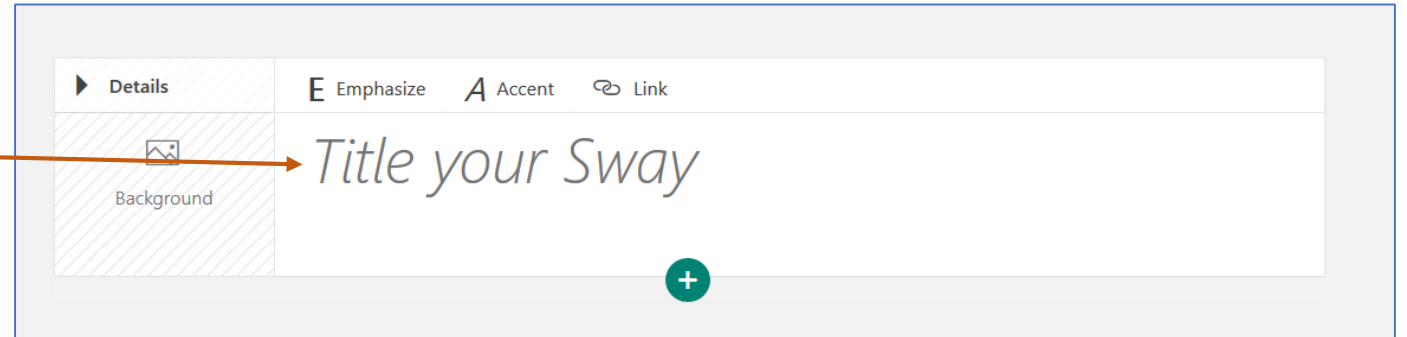
Click Create New to start creating Sway content

3. Give Your Sway a Title

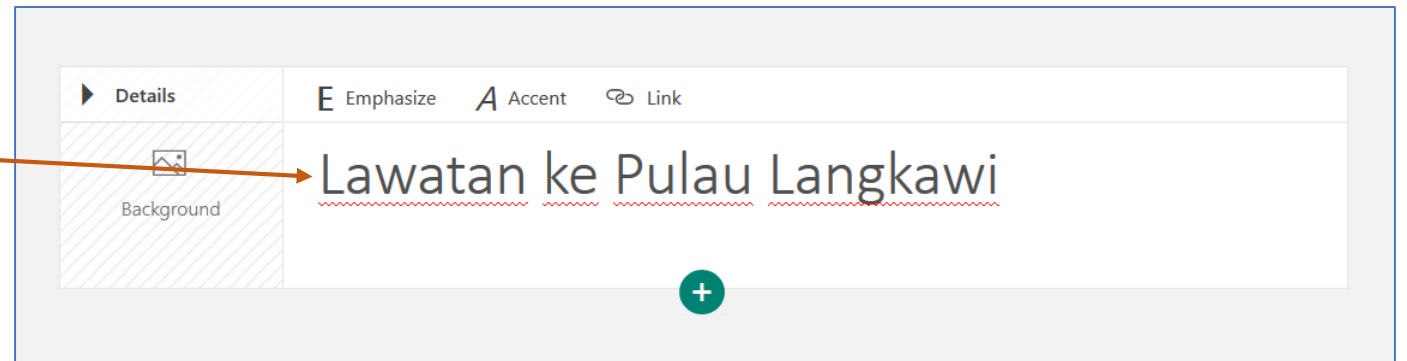
a. Click Storyline



b. Click Title your Sway

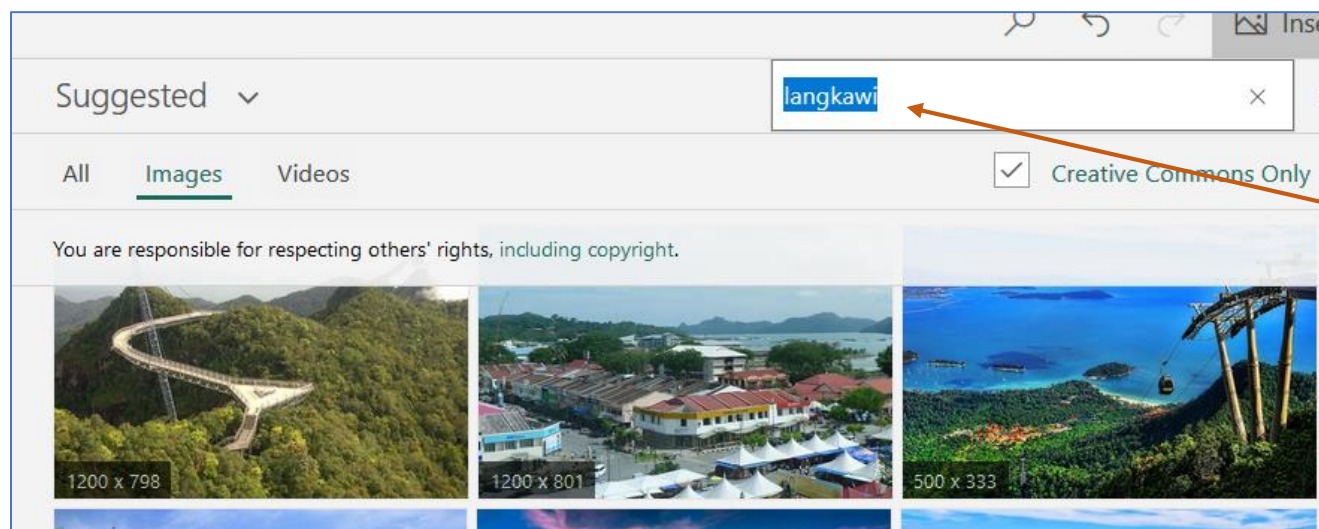
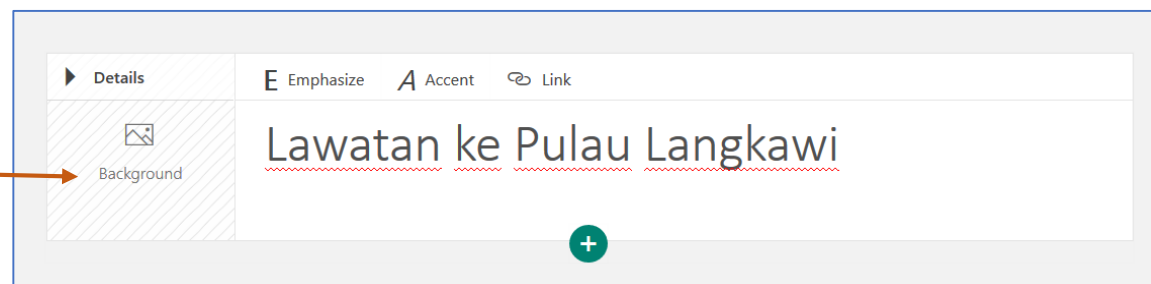


c. Type: Lawatan ke Pulau Langkawi



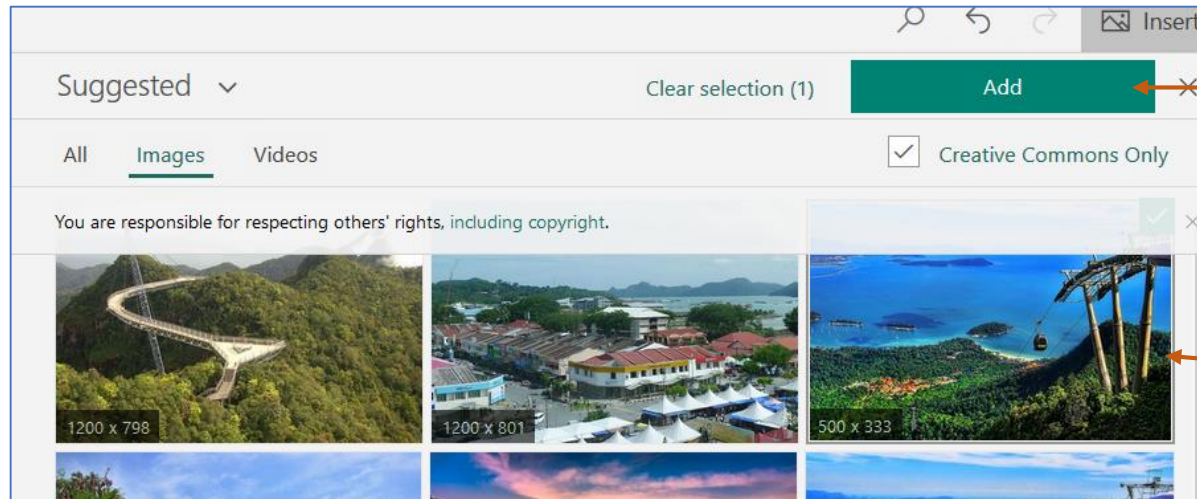
4. Give Your Sway Title Background Image (Part 1)

a. Click Background



b. Type: langkawi. Press Enter on keyboard

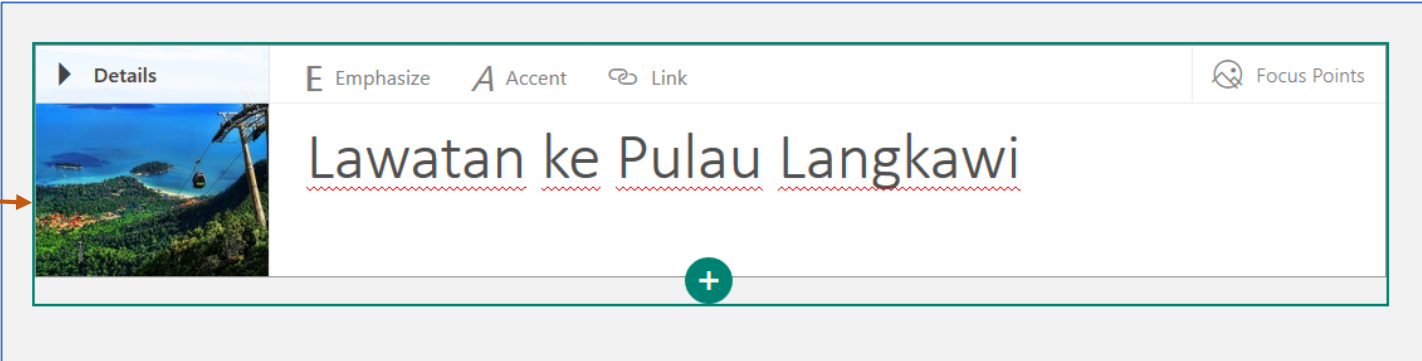
4. Give Your Sway Title Background Image (Part 2)



d. Click Add

c. Click this picture

e. Your image appears here



5. Insert a Video (Part 1)

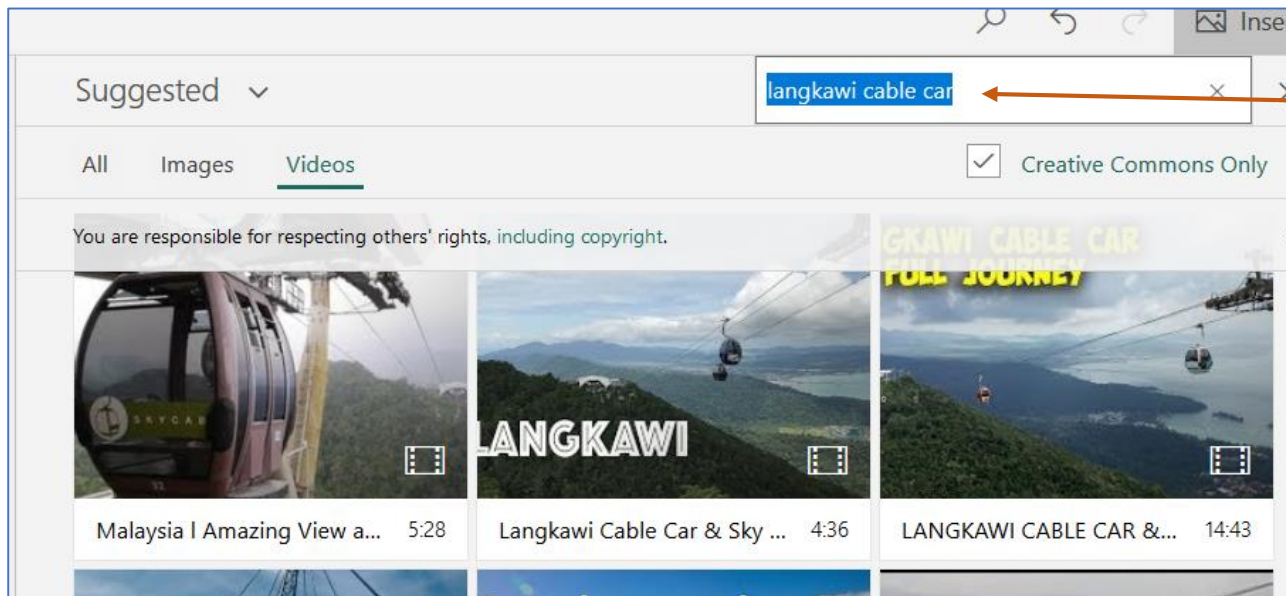
The screenshot shows a content editor interface. At the top, there is a green plus sign button. Below it, a menu is open with the following options: Suggested, Text, Media (highlighted), and Group. Under the Media tab, there are five icons: Image, Video, Audio, Embed, and Upload. Three orange arrows point from text boxes on the right to these elements: 'a. Click plus button' points to the plus sign, 'b. Click Media tab' points to the Media tab, and 'c. Click Video' points to the Video icon.

a. Click plus button

b. Click Media tab

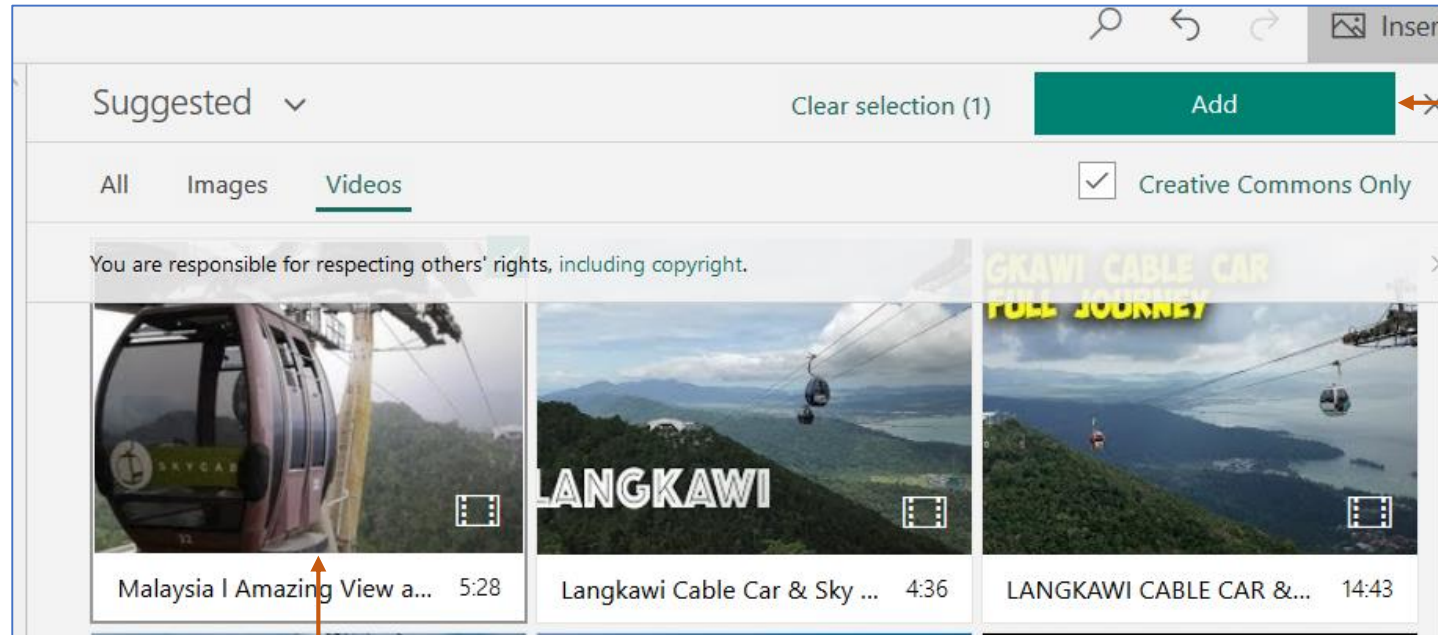
c. Click Video

5. Insert a Video (Part 2)



d. Type: Langkawi cable car.
Press Enter on keyboard

5. Insert a Video (Part 3)

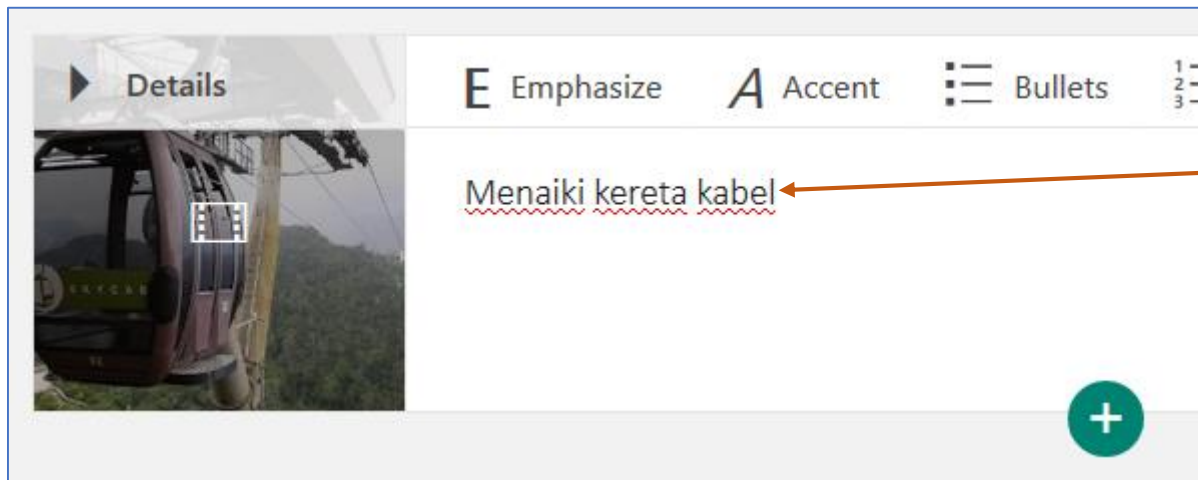
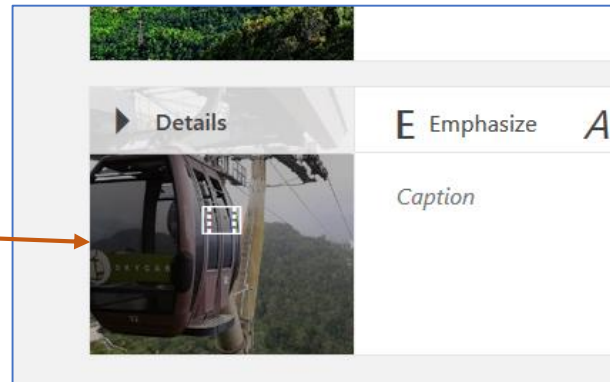


f. Click Add

e. Click this video

5. Insert a Video (Part 4)

g. Your video appears here



h. Replace caption with:
Menaiki kereta kabel

6. Insert Multiple Images (Part 1)

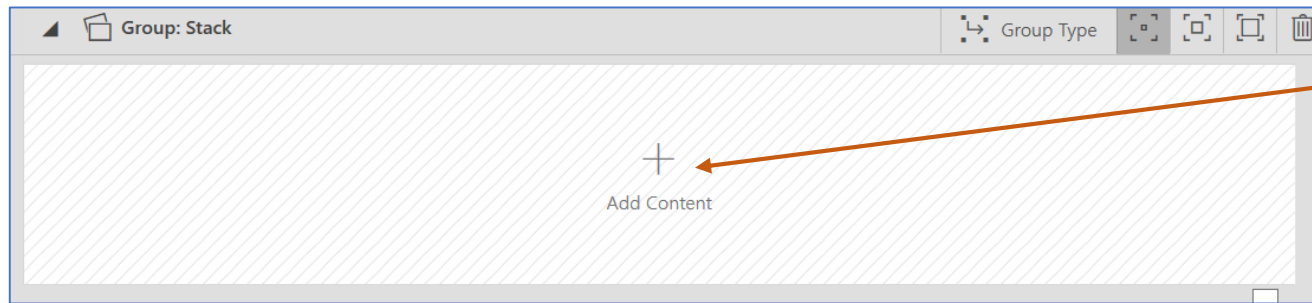
The image shows a software interface for inserting multiple images. A large blue-bordered box highlights the main menu area. At the top center of this box is a green circular button with a white plus sign (+). Below it is a horizontal menu with five tabs: 'Suggested', 'Text', 'Media', 'Group', and 'Stack'. The 'Group' tab is highlighted with a grey background. Below the tabs are five icons representing different image arrangement options: 'Automatic' (a square with four corner handles), 'Grid' (a 2x2 grid), 'Comparison' (a square with a circle and a line), 'Stack' (two overlapping squares), and 'Slideshow' (a square with a play button icon). Three orange arrows point from callout boxes on the right to these elements: the first points to the plus button, the second points to the 'Group' tab, and the third points to the 'Stack' icon.

a. Click plus button

b. Click Group tab

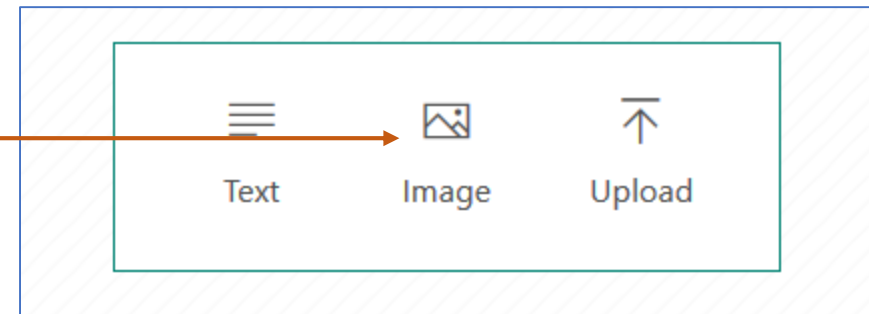
c. Click Stack

6. Insert Multiple Images (Part 2)

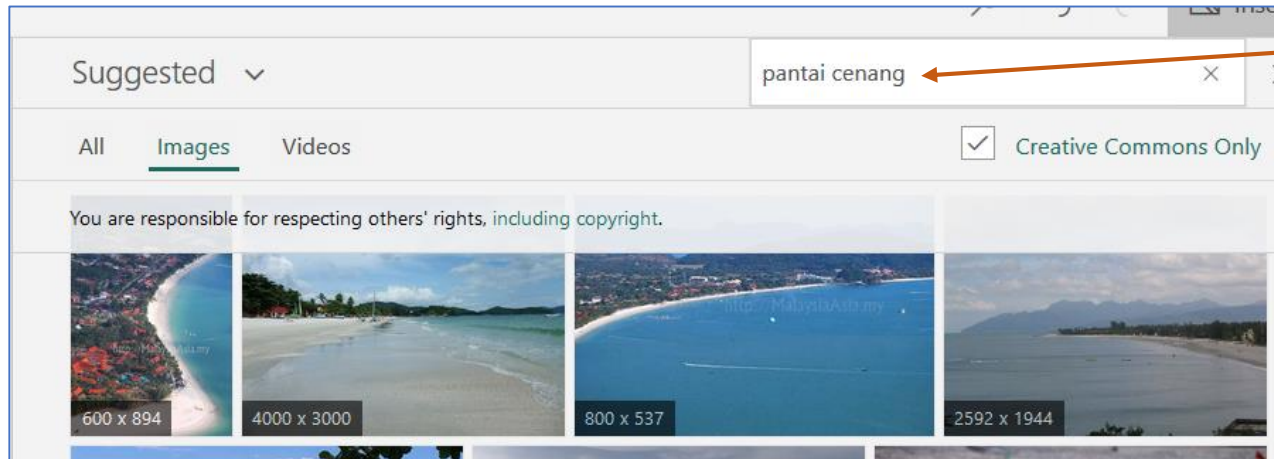


d. Click Add Content

e. Click Image



6. Insert Multiple Images (Part 3)

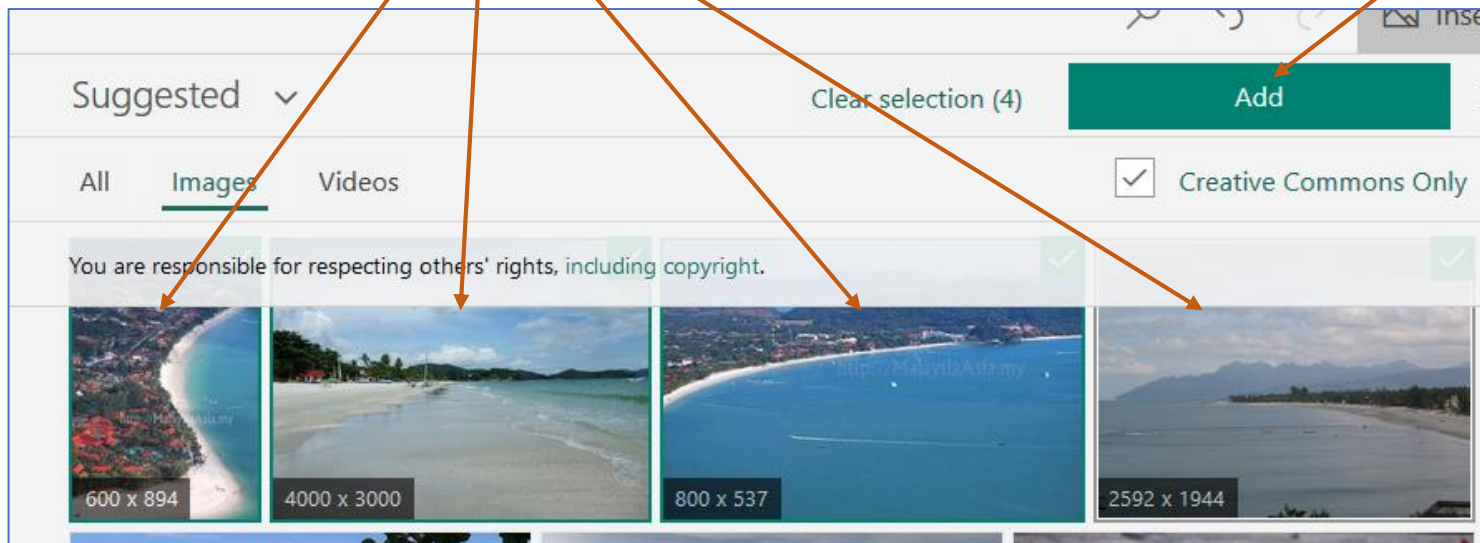


f. Type: pantai cenang
Enter on keyboard

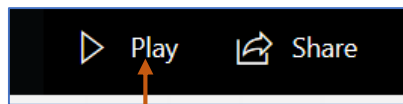
6. Insert Multiple Images (Part 4)

g. Select any 4 images

h. Click Add

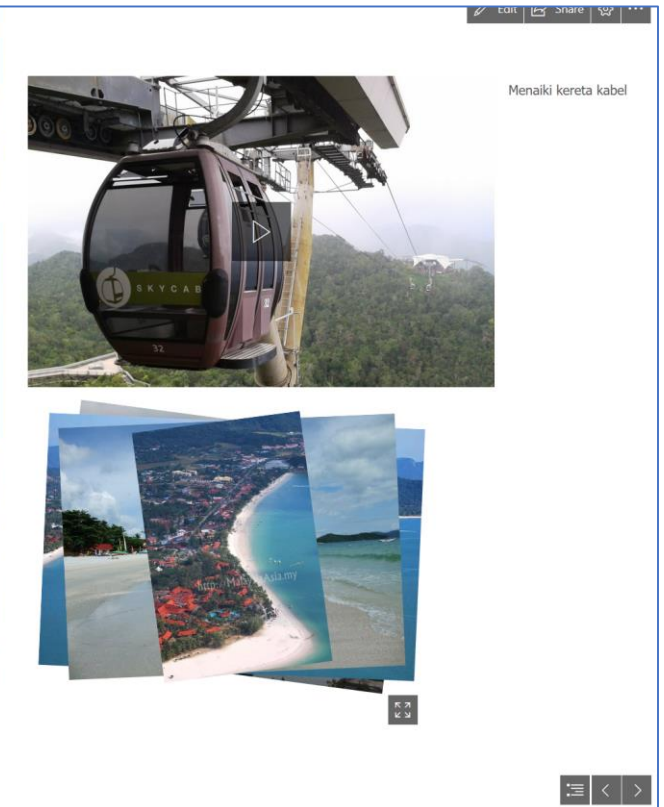


7. Preview Your Sway



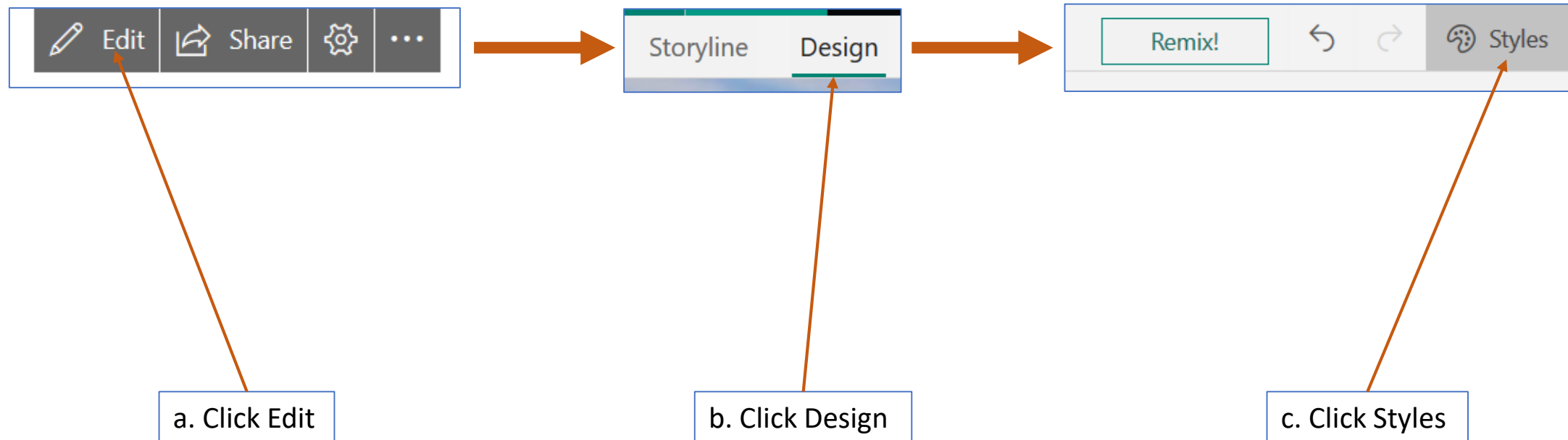
a. Click Play

b. See the preview



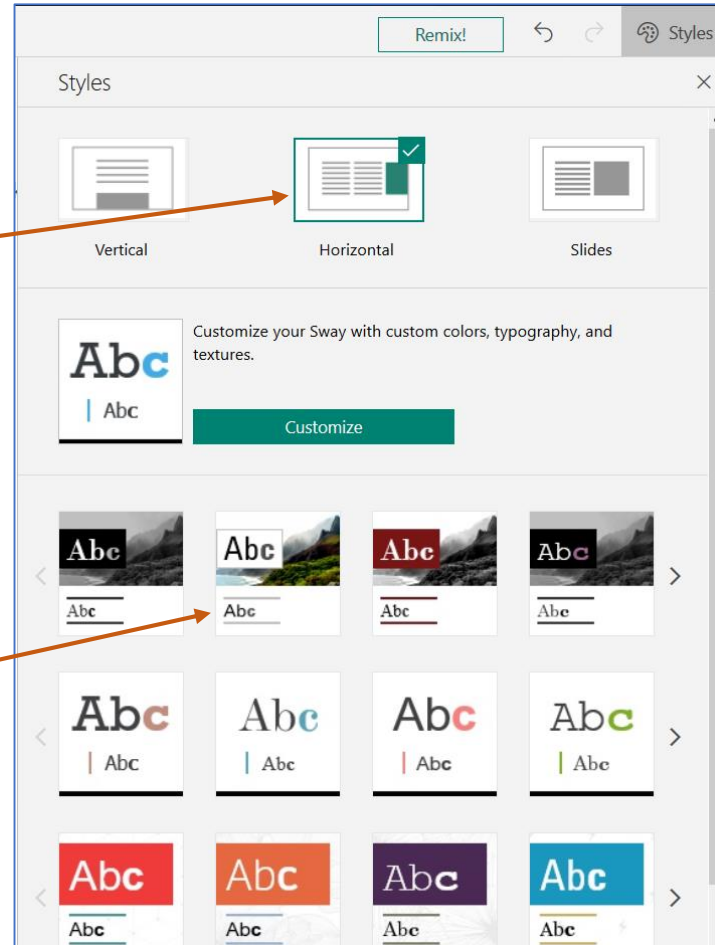
Note: Your preview maybe different in terms of design.

8. Edit Design of Your Sway (Part 1)



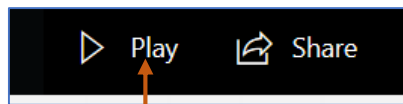
8. Edit Design of Your Sway (Part 2)

- d. Select Styles that you like:
- i. Vertical
 - ii. Horizontal
 - iii. Slides



- e. Select theme that you like from the list

8. Edit Design of Your Sway (Part 3)



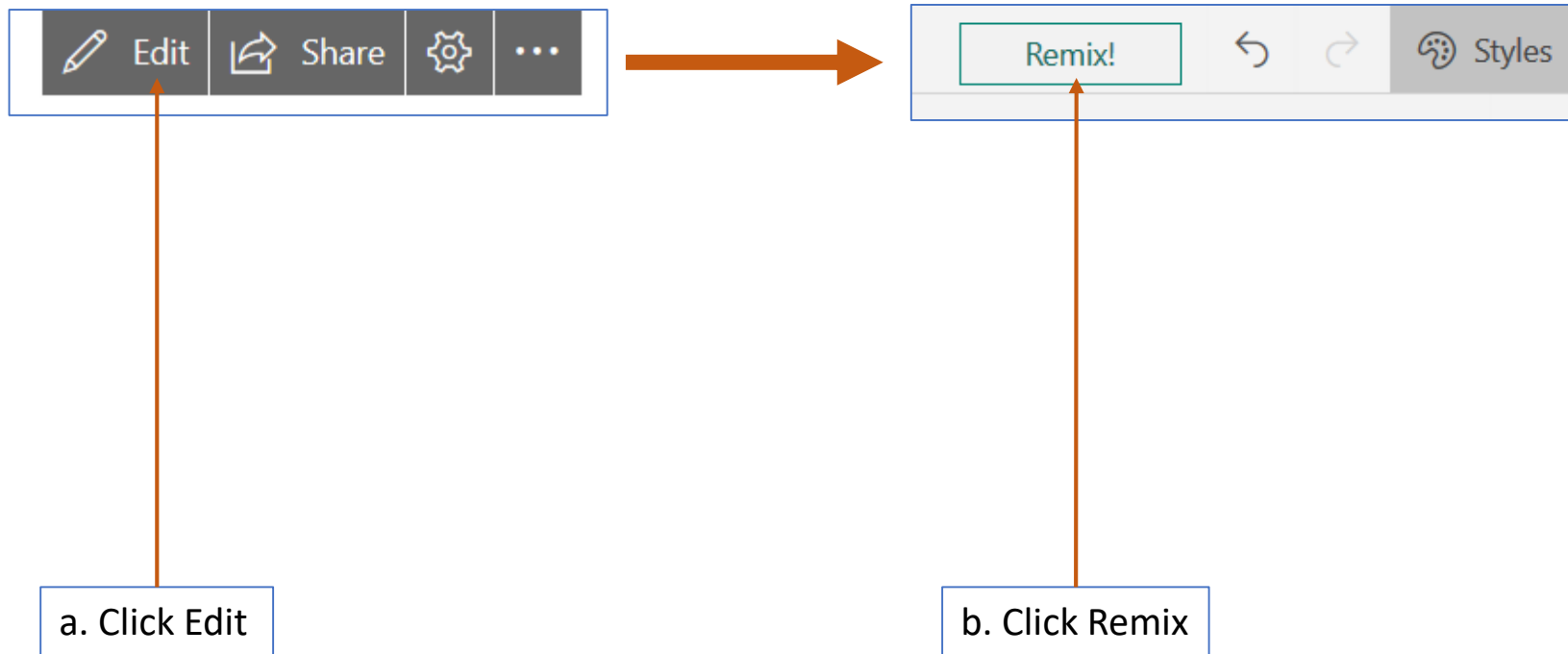
f. Click Play

g. See the preview



Note: Your preview maybe different in terms of design.

9. Remix Your Sway (Part 1)



9. Remix Your Sway (Part 2)



Note: Each time you click Remix!, Sway will automatically change the design.

10. Share Your Sway

a. Click Share

b. Select:
Anyone with a link

c. Select View

d. Copy and paste this link in your email

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.com/lc0JVwAJ1hmT30FL?ref=Link>

Get visual link Get embed code

Tamat Terima kasih

Disediakan oleh: Saiful Nizam Jamaluddin



PEJABAT SETIAUSAHA
KERAJAAN NEGERI
PULAU PINANG



PRESTARIANG'

Youtube:



<http://bit.ly/2LaRVYP>



saiful@cepul.com



cepuljer



cepuljer



www.cepul.net

Cepul Technologies. 
001978005-11

Microsoft in
Education Global
Training Partner



 Microsoft

AEP
Authorized Education
Partner

