Office 365 ProPlus: Chapter 3: Sway

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1. Open Sway App

Apps

OneDrive   Word

Explore all your apps →

Sway
Create and share engaging

b. Click Sway

a. On your Portal, click Explore all your apps
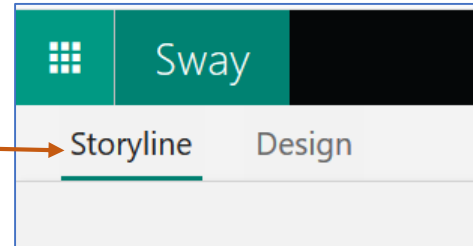
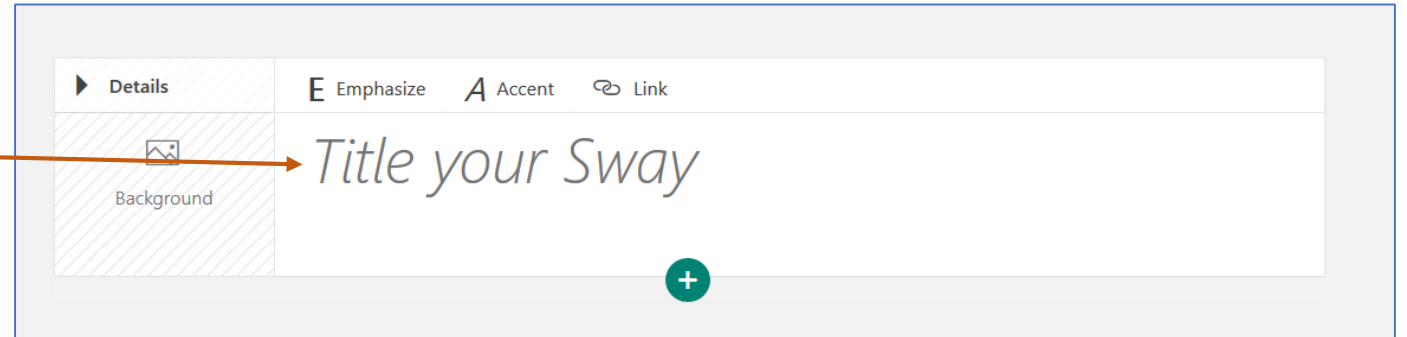# 2. Sway Start Page: Create New Content

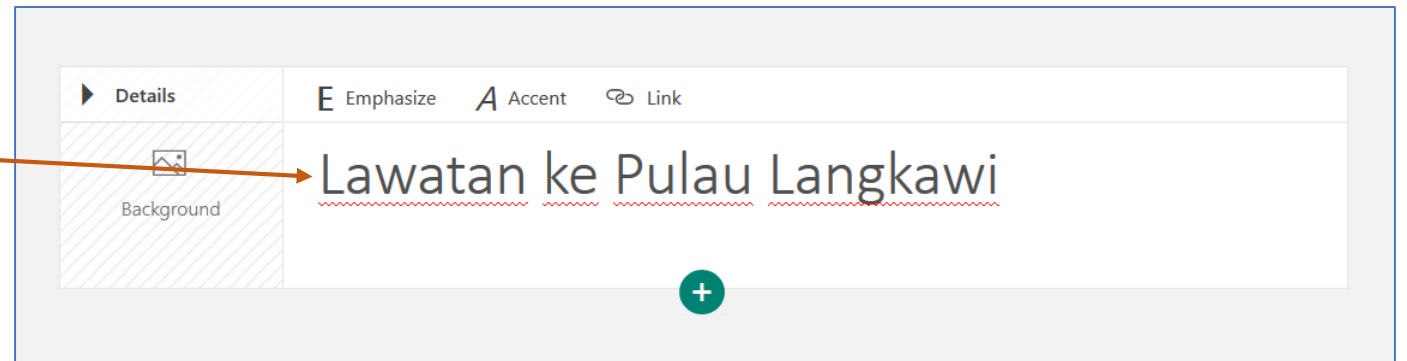Click Create New to start creating Sway content

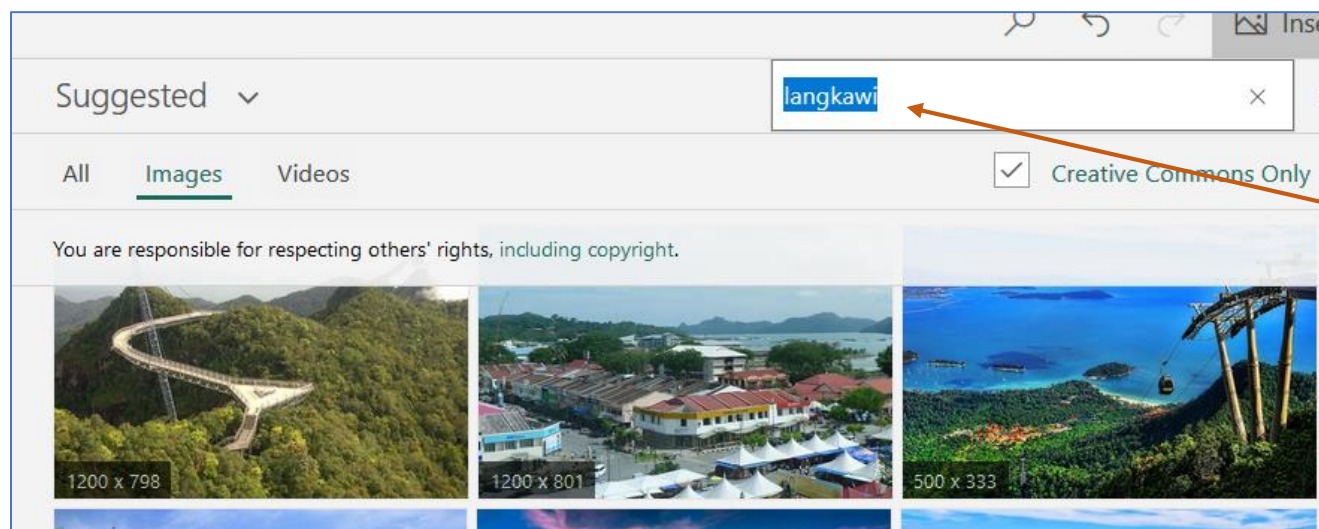# 3. Give Your Sway a Title

a. Click Storyline
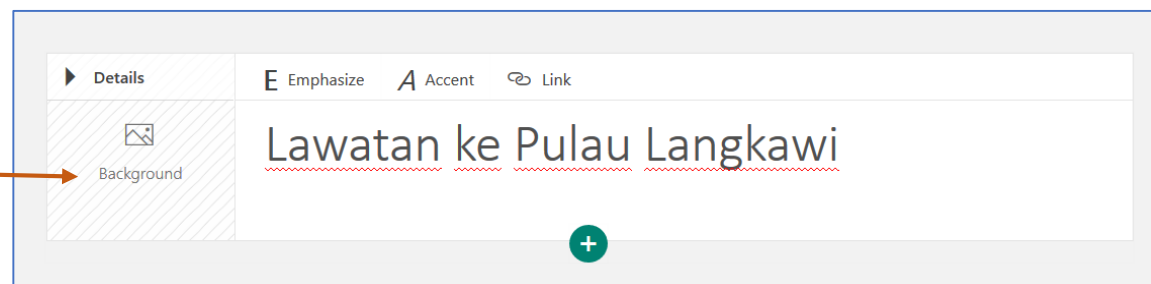
b. Click Title your Sway
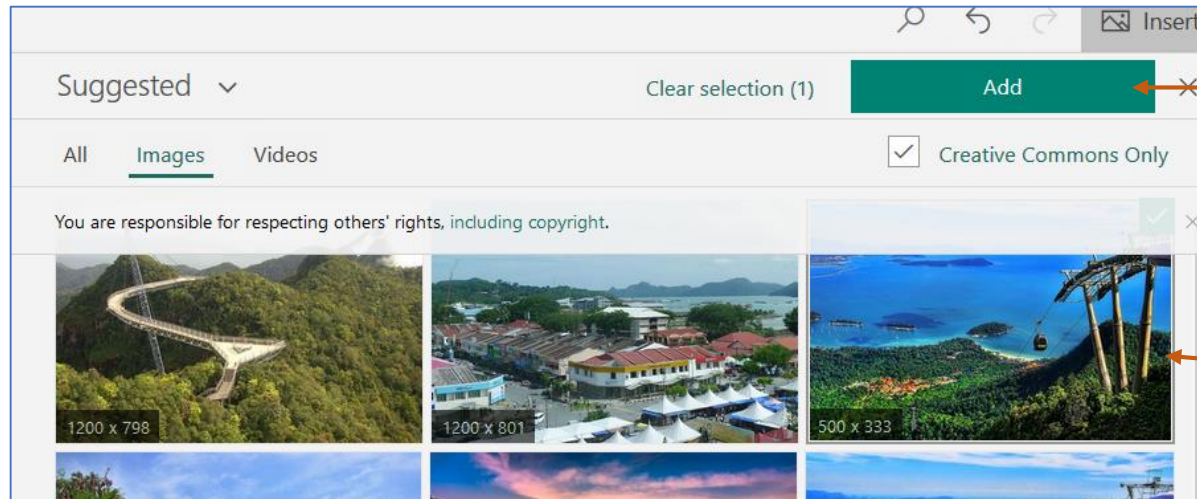
c. Type: Lawatan ke Pulau Langkawi

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

a. Click Background

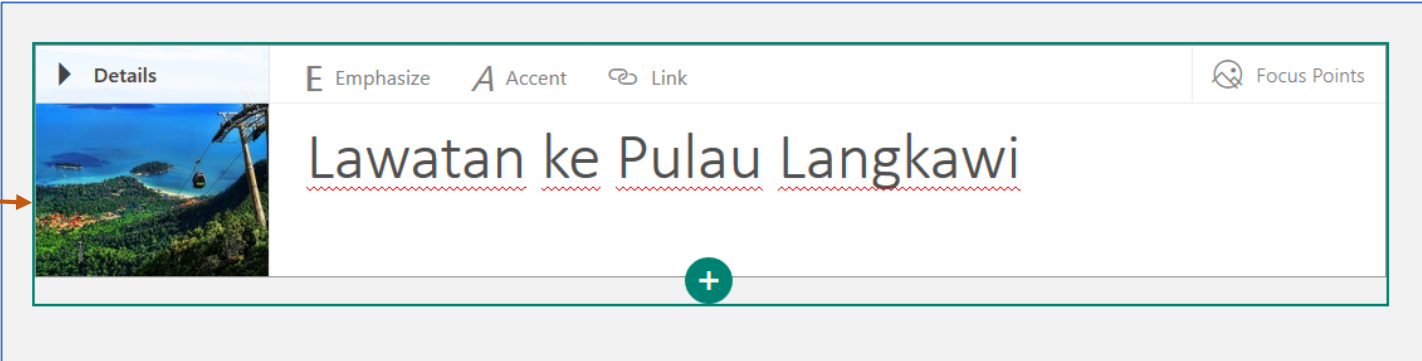b. Type: langkawi. Press Enter on keyboard

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

d. Click Add

c. Click this picture

e. Your image appears here
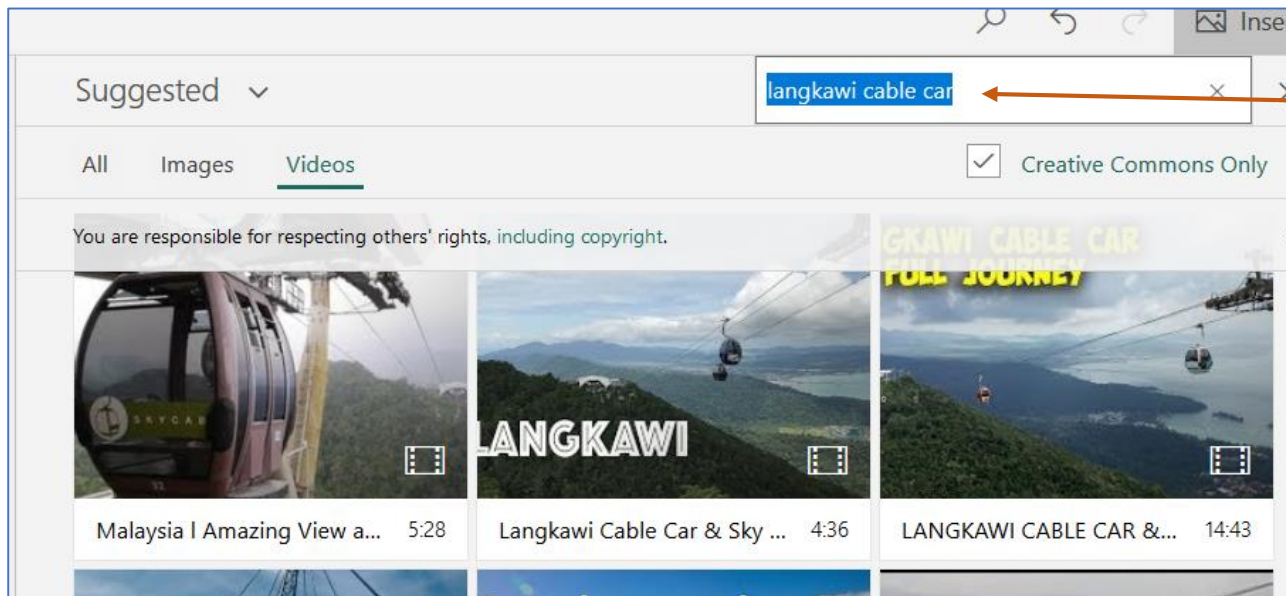
5. Insert a Video (Part 1)

a. Click plus button
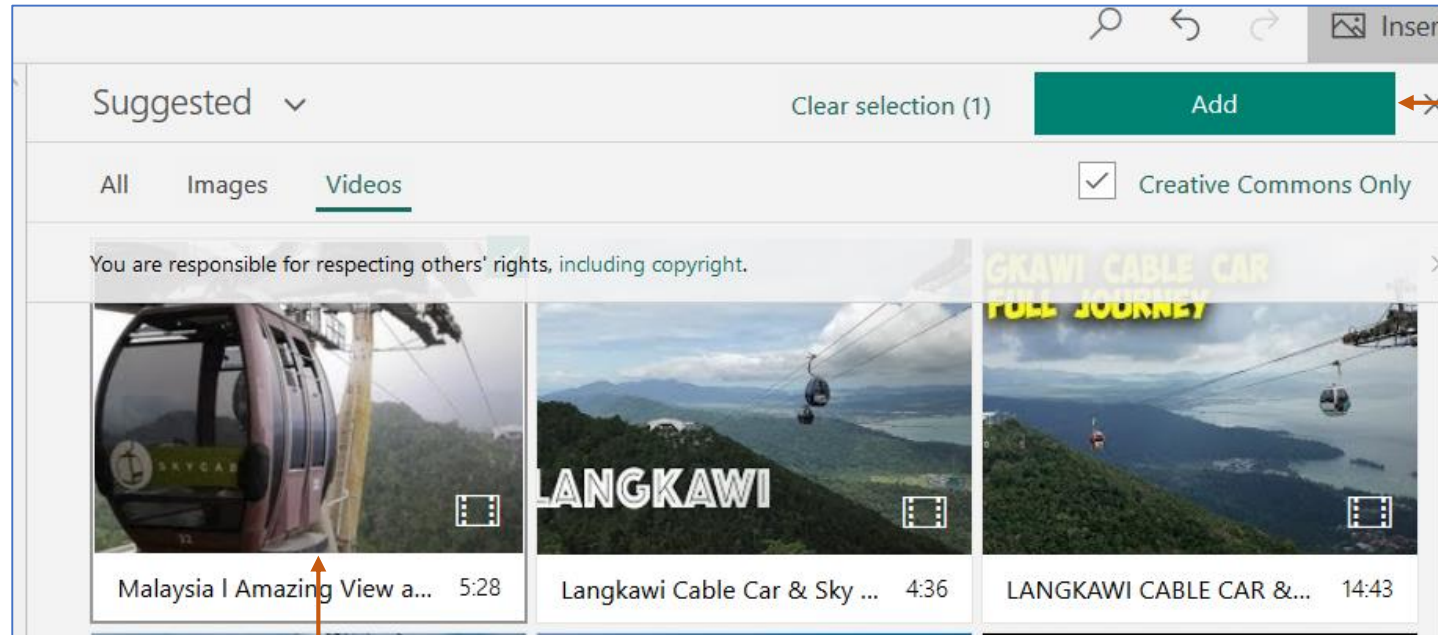
b. Click Media tab

c. Click Video

5. Insert a Video (Part 2)

d. Type: Langkawi cable car. Press Enter on keyboard
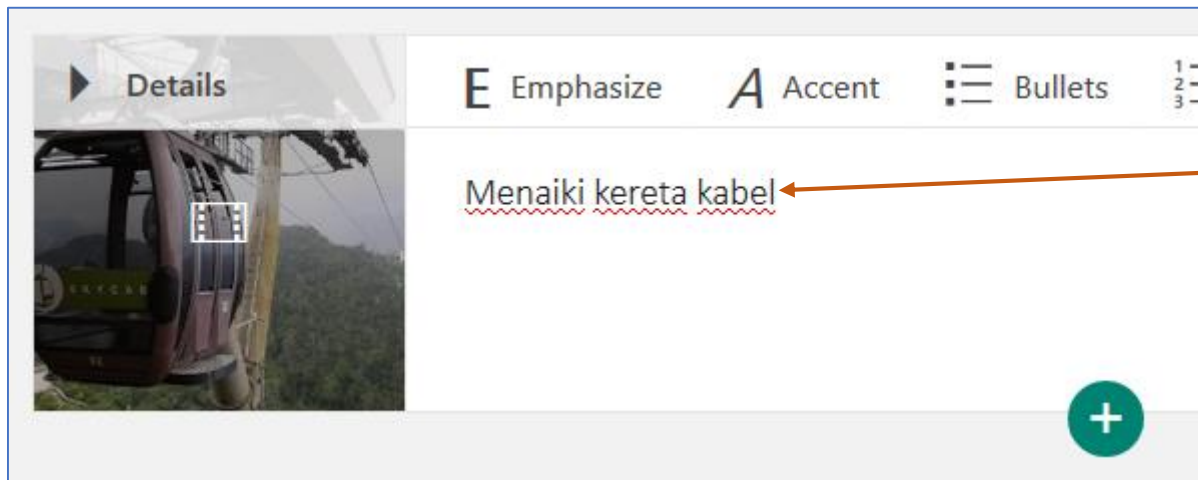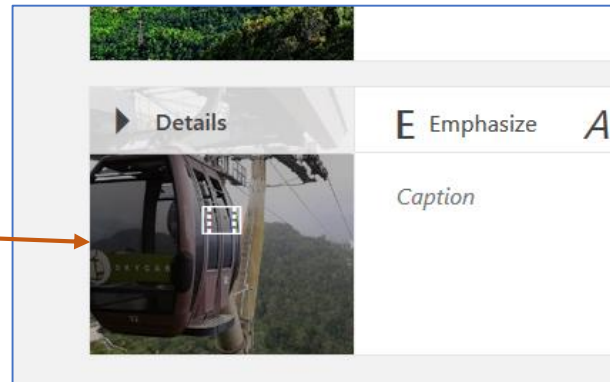
5. Insert a Video (Part 3)

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)

a. Click plus button

b. Click Group tab

c. Click Stack

6. Insert Multiple Images (Part 2)

Group: Stack   Group Type

+
Add Content
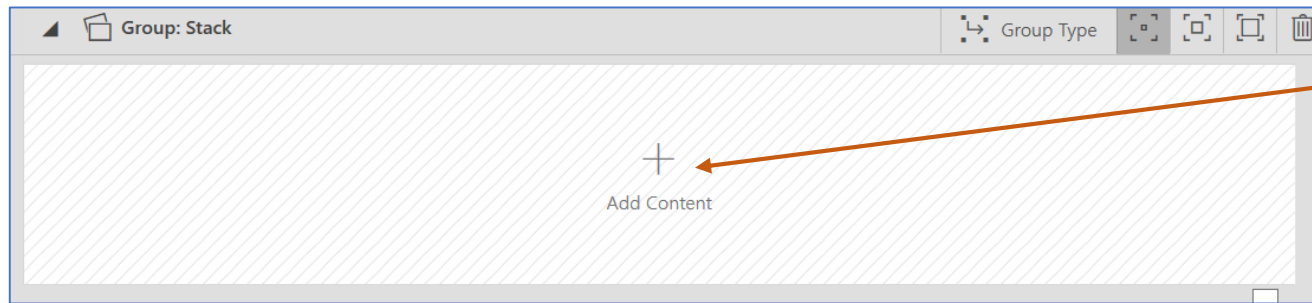
d. Click Add Content

e. Click Image

Text   Image   Upload
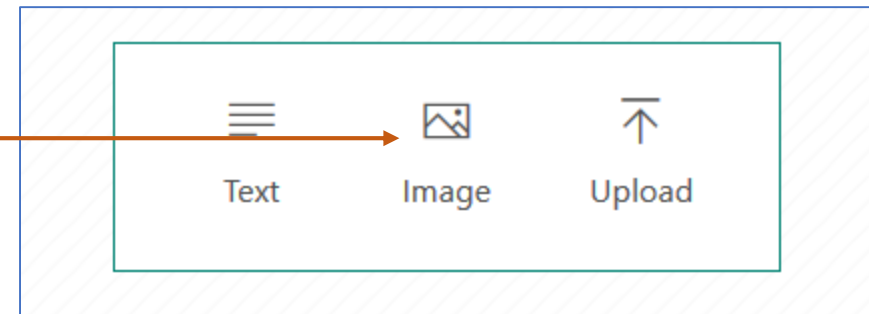
6. Insert Multiple Images (Part 3)
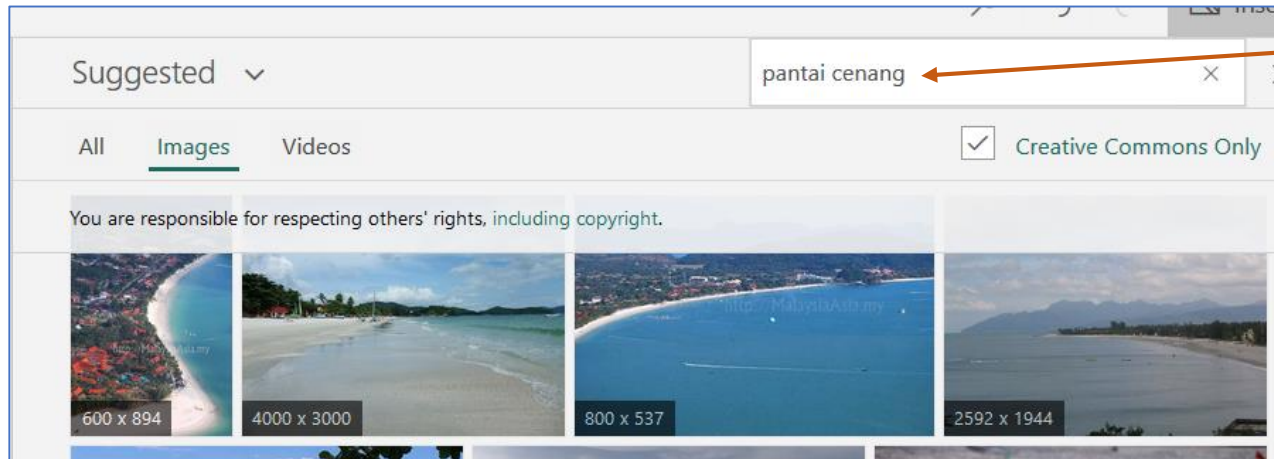
f. Type: pantai cenang
Enter on keyboard

6. Insert Multiple Images (Part 4)

h. Click Add

g. Select any 4 images
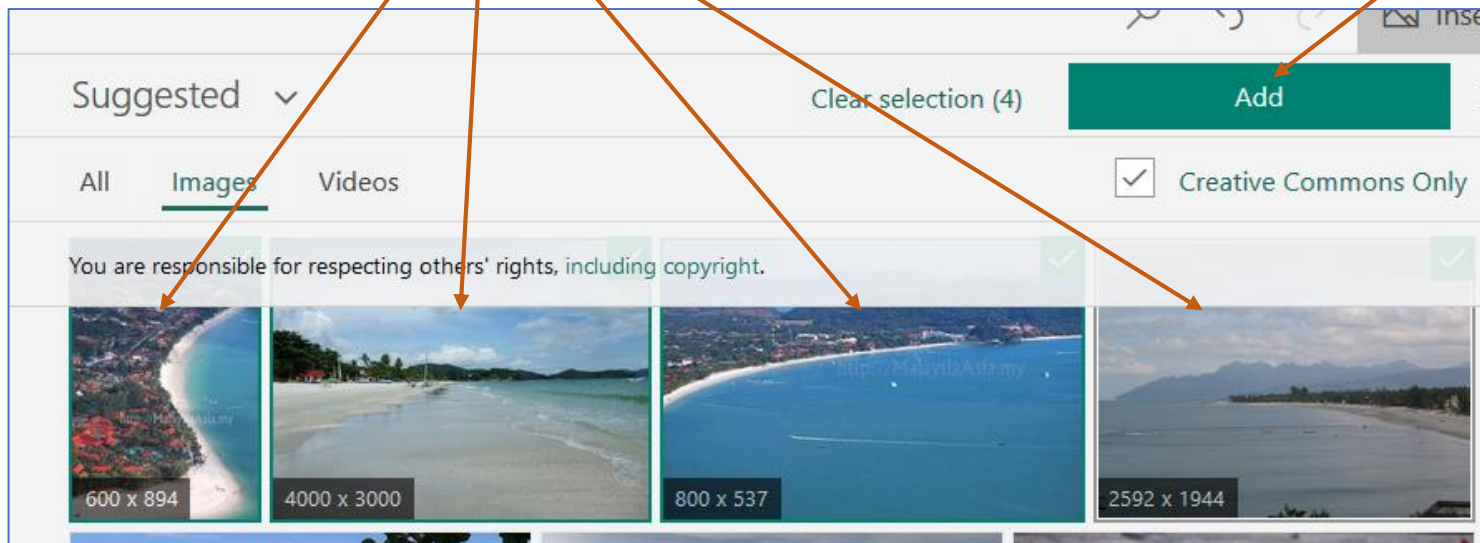
7. Preview Your Sway

Play   Share
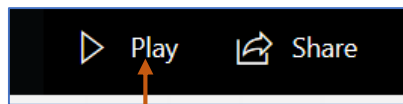
a. Click Play

b. See the preview

Lawatan ke Pulau Langkawi

Menaiki kereta kabel
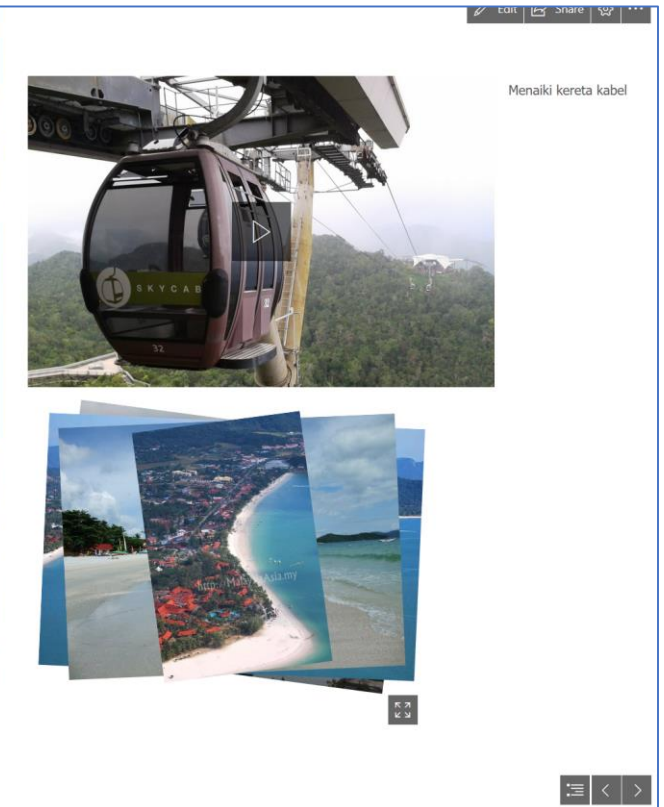
Note: Your preview maybe different in terms of design.

8. Edit Design of Your Sway (Part 1)

a. Click Edit

b. Click Design

c. Click Styles
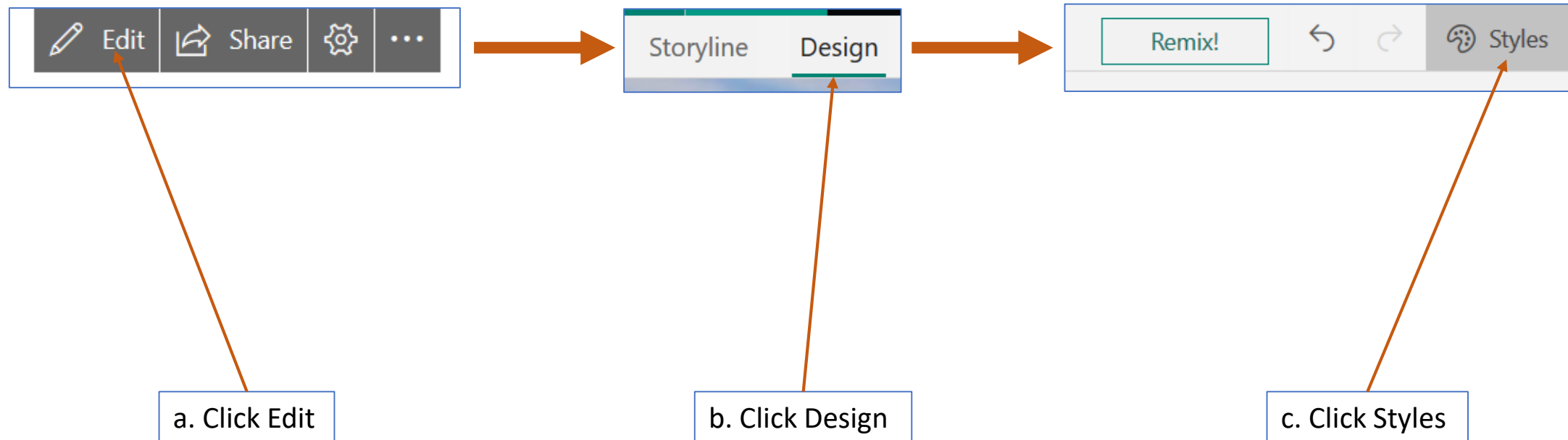
8. Edit Design of Your Sway (Part 2)

d. Select Styles that you like:
   i. Vertical
   ii. Horizontal
  iii. Slides
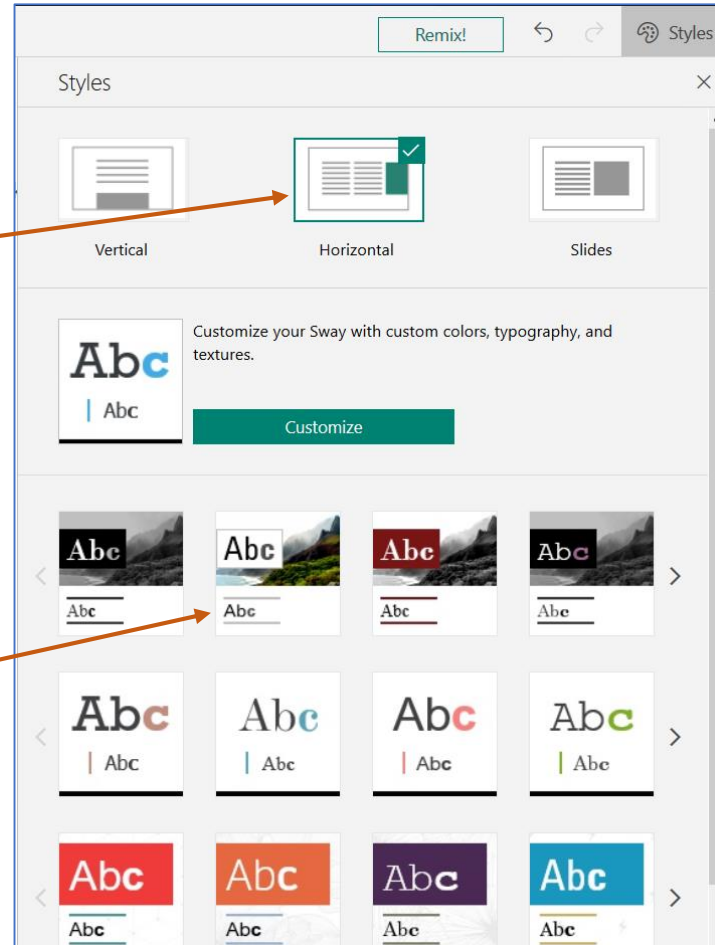
e. Select theme that you like from the list

8. Edit Design of Your Sway (Part 3)
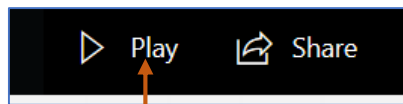
f. Click Play

g. See the preview

Note: Your preview maybe different in terms of design.

9. Remix Your Sway (Part 1)
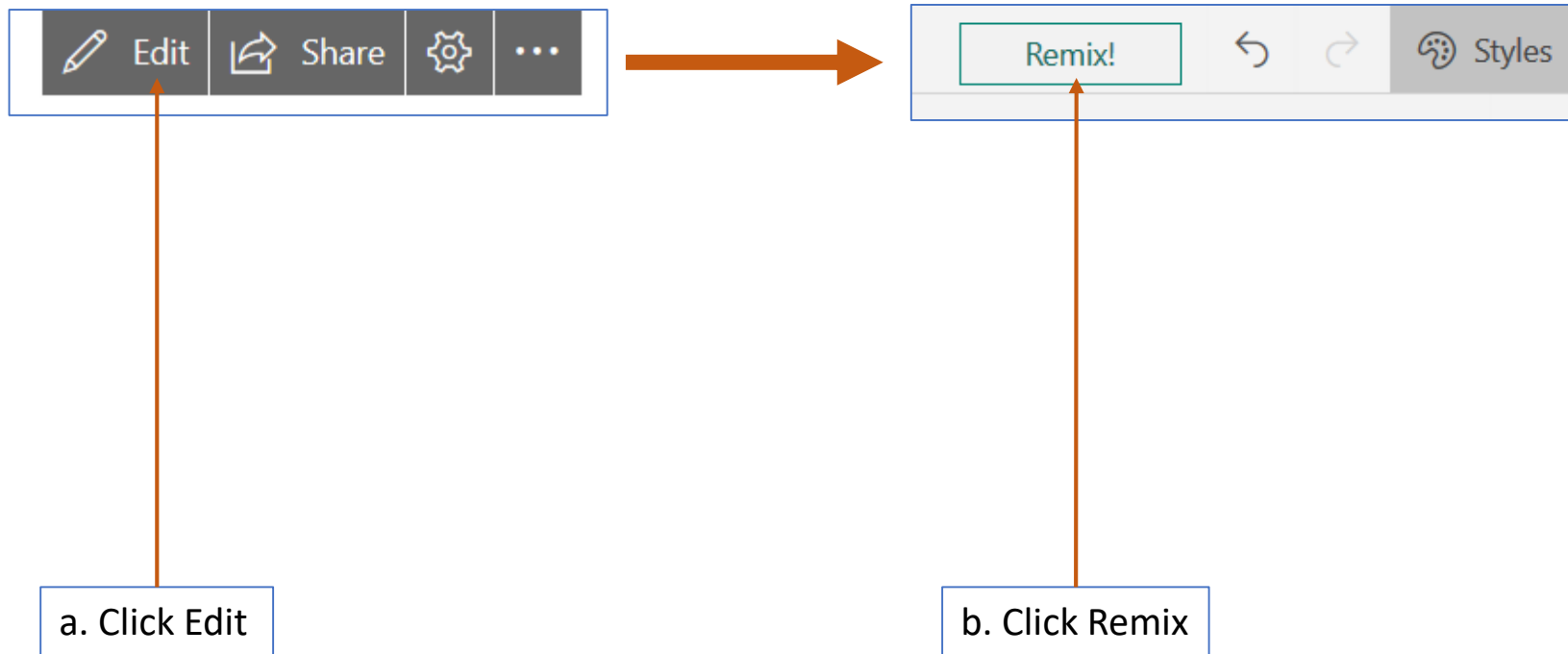

a. Click Edit

b. Click Remix

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/Ic0JVwAJ1hmT30FL?ref=Link

Get visual link   Get embed code

Tamat
Terima kasih

Disediakan oleh: Saiful Nizam Jamaluddin

PEJABAT SETIAUSAHA
KERAJAAN NEGERI
PULAU PINANG

PRESTARIANG

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