

Sway



MS - Office 365

School subject(s): Communication; Presentation; Public Relation, Newsletter

Availability: Microsoft Office 365 web tool

Costs: none

Usage: Office Sway is a presentation web application and part of the Microsoft Office suite. Sway allows users to process text and media into a presentation.

Description:

- Text and media can be inserted from the user's computer or from the Internet from sites such as Bing, Microsoft OneDrive, YouTube, and Facebook4 different levels
- A Sway presentation can be viewed and edited using a web browser via a web application in Microsoft Office Online or Windows
- No app for windows or iOS
- A Sway presentation is stored on Microsoft's servers and associated with the creator's Microsoft account. The data is not encrypted and stored on servers outside the EU.
- The presentation can only be seen by other users via a link.
- A visual link can be generated to distribute newsletters

Evaluation from practical experience:

Easy and quick to use after a short training period

Easy to customize, especially for newsletters

It is important to prepare images and texts, then Sway can be edited quickly

Nice templates to use

