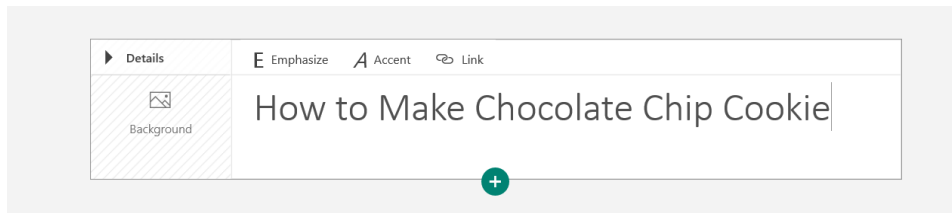
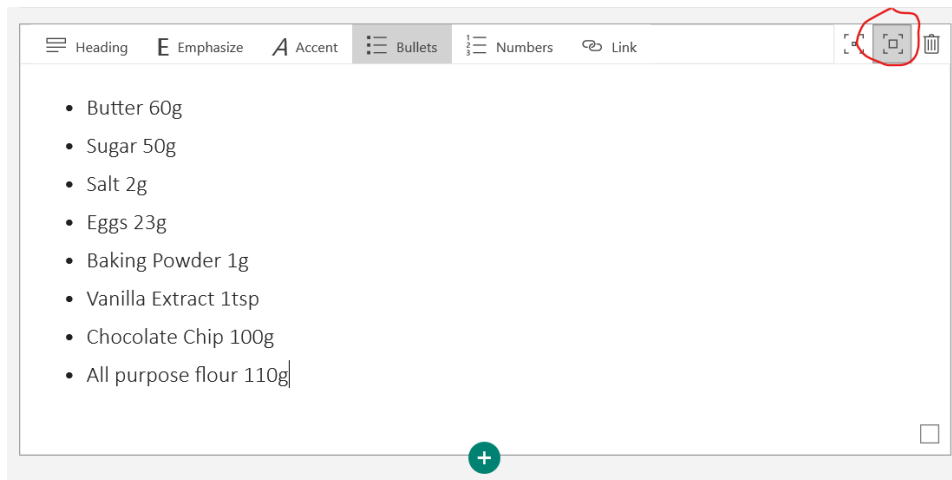


Microsoft Sway Tutorial

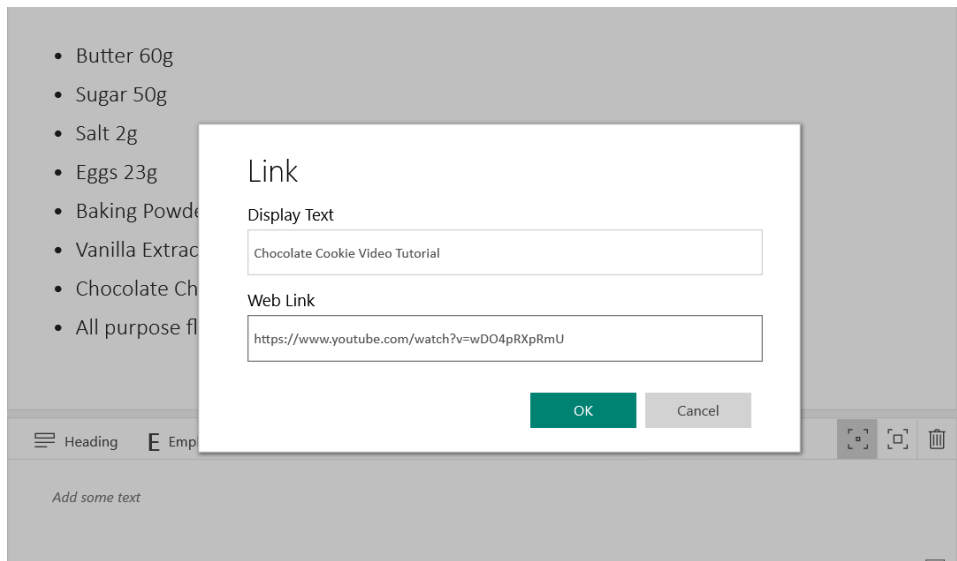
Step 1: Go to Sway and select 'Create New'. 'Emphasize' allows the font to be bold and 'Accent' makes the font cursive. You can add a photo by clicking 'Background'.



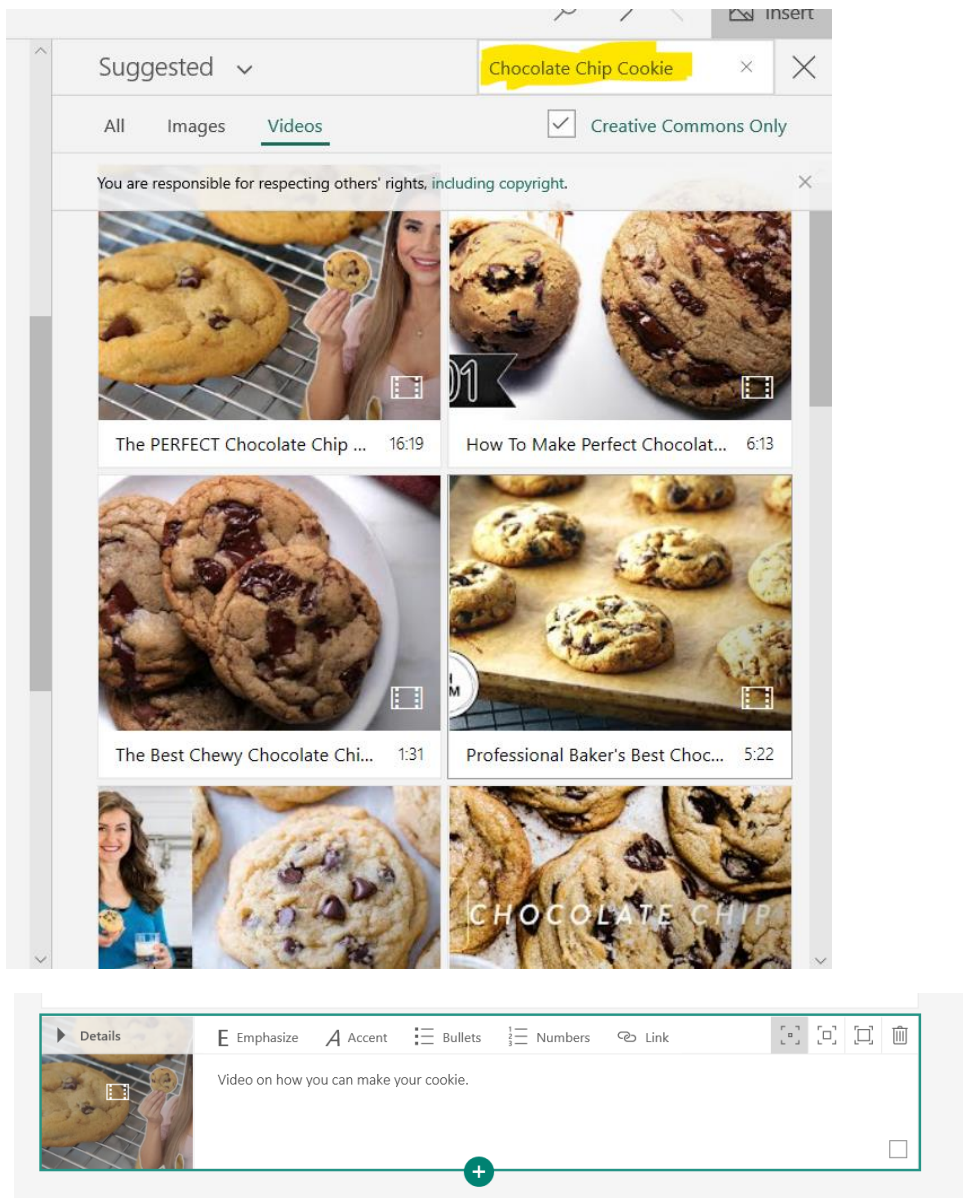
Step 2: Click the plus button to insert text, heading, image etc. If you chose text, you could utilize bullets or letters. If you click the icon that I circled in red, it emphasizes to text to be bigger or smaller.



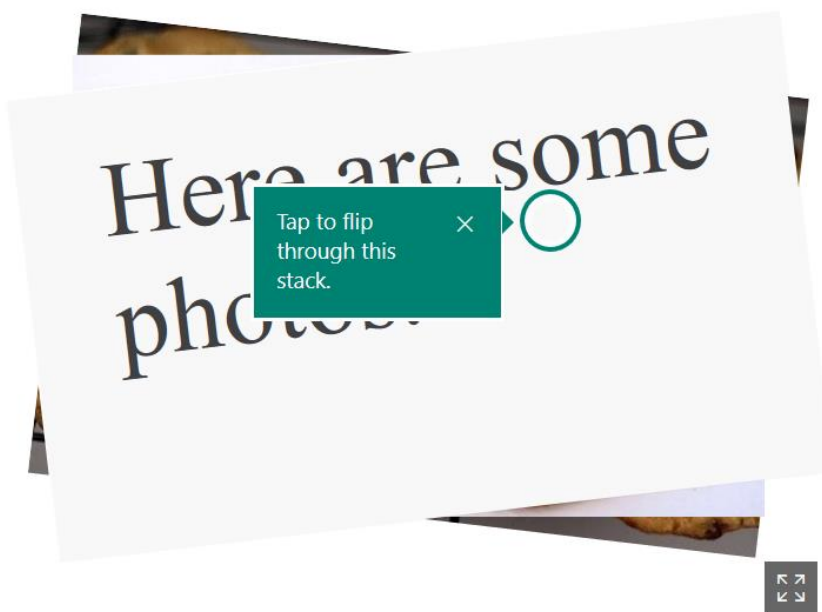
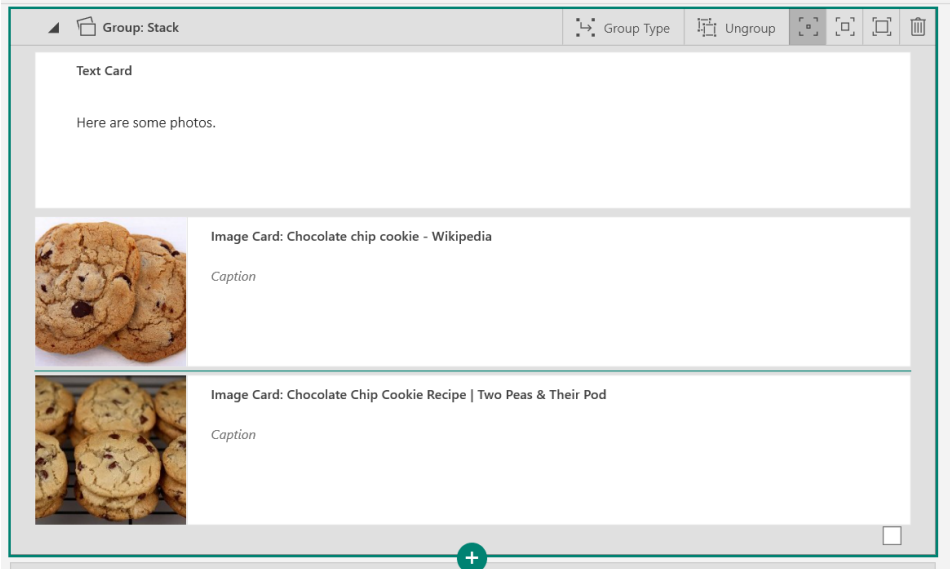
Step 3: You can provide a hyperlink to a YouTube video or a website as well. Copy and paste the URL on the 'Web Link' text box.



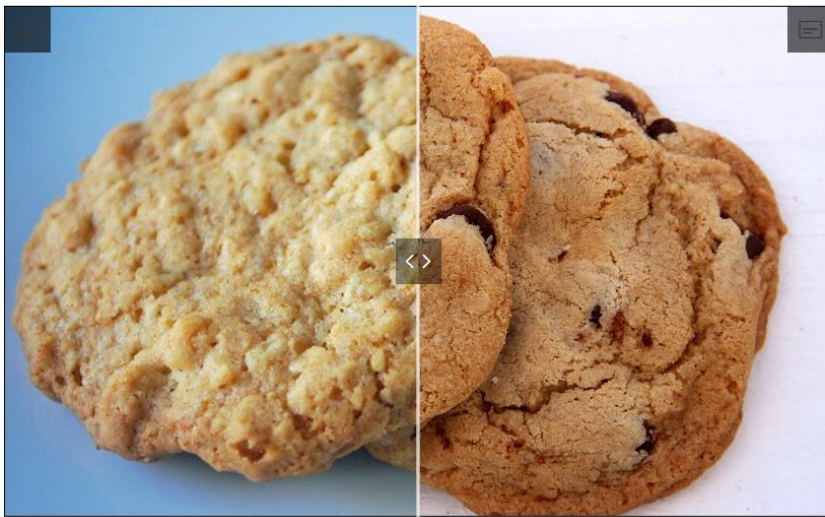
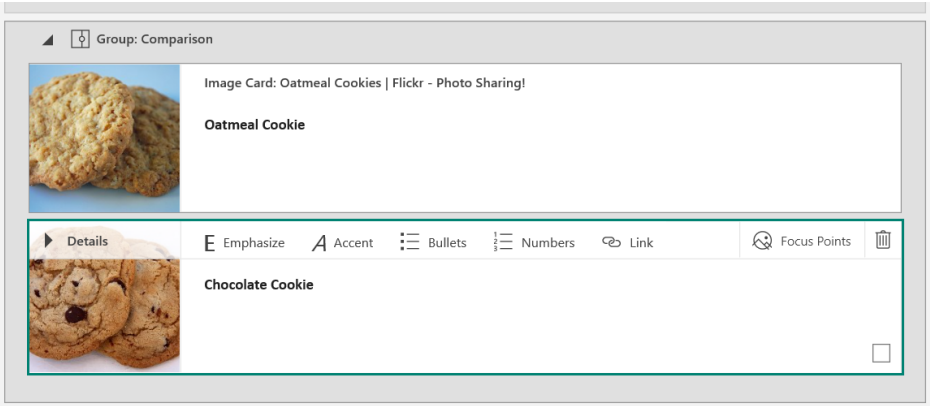
Step 4: To add a YouTube video, click the add button and go to 'Media'. Go to 'Videos' and search on the search engine bar that I highlighted.



Step 5: The 'Stack' in Groups allows you to choose many photos and write texts which portrays as a mini flipbook.

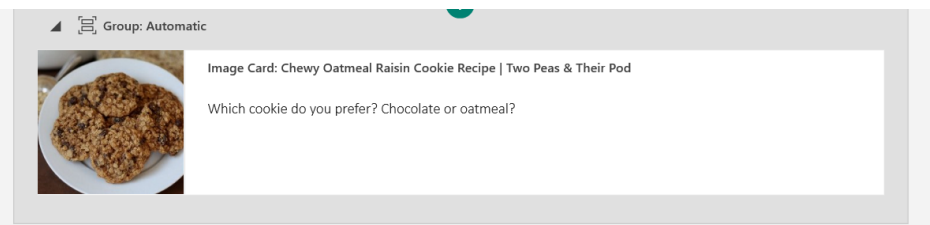


Step 6: 'Comparison' in 'Groups' allows you to compare photos. Click onto 'Background' and drag your picture from images or from upload.



The two arrows that are facing opposite sides enables you to slide left or right to view the photo in full size.

Step 7: If you want to show just one single photo and a small caption beside, go to 'Group' and then to 'Automatic'.





Which cookie do
you prefer?
Chocolate or
oatmeal?

Step 8: Once you have finished your Sway, click Play that's on the top right to look over your project.



Hope this helped :)