



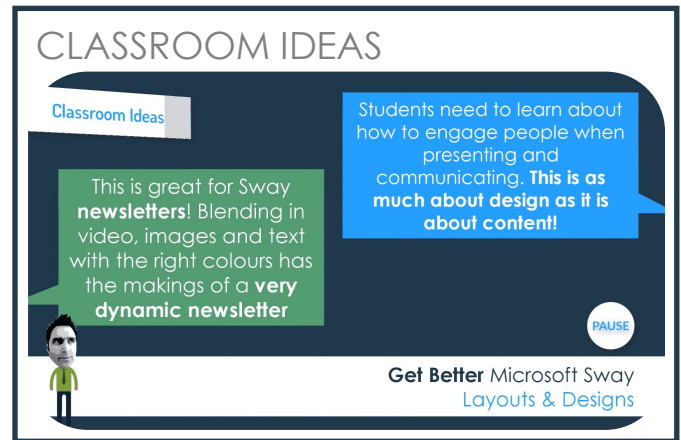
**THE POSSIBILITIES**

**Outcomes**

You'll get thinking about **style**, colour and fonts...

How to give your Sway an **instant professional feel**

Get Better Microsoft Sway  
Layouts & Designs



**CLASSROOM IDEAS**

**Classroom Ideas**

This is great for Sway **newsletters!** Blending in video, images and text with the right colours has the makings of a **very dynamic newsletter**

Students need to learn about how to engage people when presenting and communicating. **This is as much about design as it is about content!**

PAUSE

Get Better Microsoft Sway  
Layouts & Designs

To get started, make sure you've got your Microsoft account to hand and log into Sway by going to **sway.com/my**

Begin by opening a Sway that you've **already created**. To start defining your colour scheme or customisations, click on **Design** in the top left of your page. This will then bring up a Style option on the top of the toolbar on the right hand side. Click on **Styles**. You can then **choose from one of the many pre-defined styles**.

Once you've chosen your pre-defined style, you can then **customise it**. Click on **Customise**, in the same window. You can then, for example, **change your colours** by taking inspiration from the colours in any of the images you may have in your Sway.

From the customisations option, you can also **change your Fonts** to get the right look and feel.

You can then also play around with the Animations and also change your text size to cater for younger or older audiences.

Once back out of the Customisation options, you'll notice at the top of the Styles pane, you have different options of **how to present your Sway**;

**Horizontal** - will give your Sway more of a book layout feel

**Vertical** - is more like a modern scrolling website feel

**Slides** - the old school PowerPoint feel.

If you're not sure on which layout or customisations you want, just hit Remix at the top of the styles pane.

Record your **reflections** and **evidence of impact** in  in Sponge Elephant