

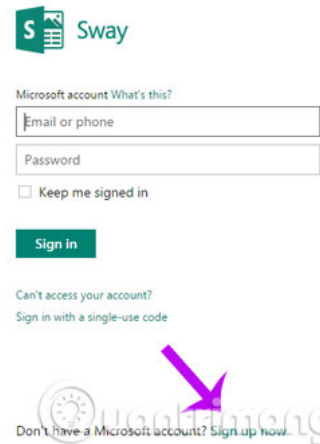
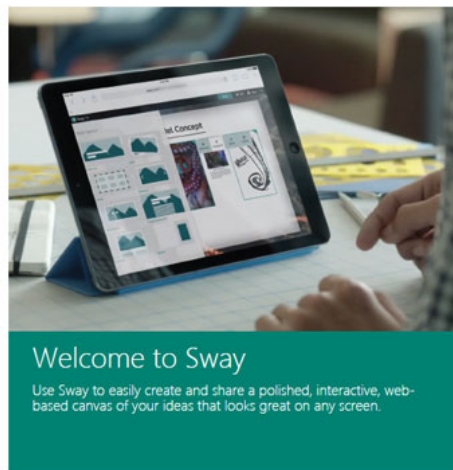
Instructions for using Microsoft Sway web-based

Sway is an application that is almost like PowerPoint, but you only need to compose the content, and the layout of the slide will be decided by the app completely. You don't need to think about where to put this picture, where to put the other word, which effect should be used accordingly, so you can quickly create a very professional looking presentation Industry, beautiful with full of illustrations in extremely short time.

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In this article, TipsMake.com will guide you how to use Microsoft Sway on the web.

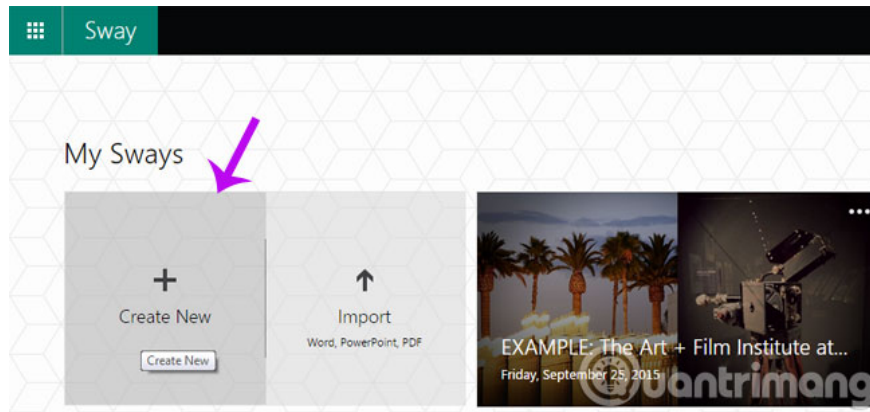
Step 1 : You access **the Microsoft Sway homepage** , To use Sway, you need a Microsoft account. It could be that both Outlook, Hotmail, Live Mail or Xbox accounts are fine. If not, create a free account now by clicking **Sign up now**



After that, you proceed to register as usual.

Step 2 : Create the opening slide

To get started, click the **Create New** button on the Sway home page.



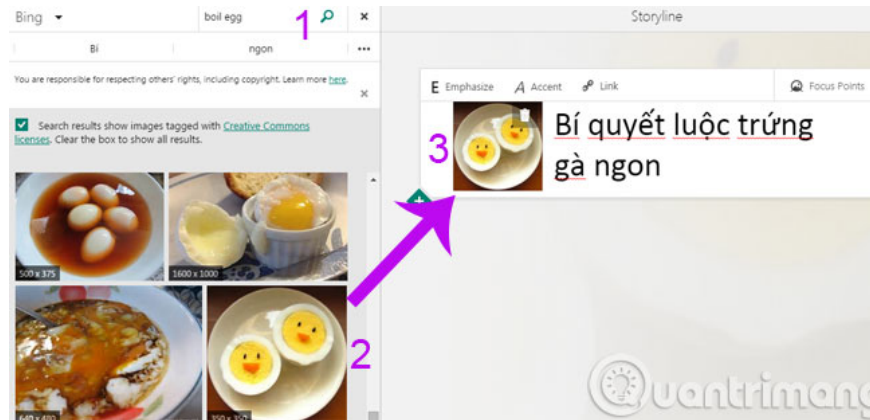
After that, you will be asked to enter a title for your presentation. The example we take is the delicious egg boiled secret



So you've created the text, next you need to choose something beautiful to insert into this title slide. Of course, it must be beautiful, people are interested to see, right? Click **Background** .



Here, Sway will ask where you want to choose the photo. You can upload your own images from your computer, but the best part of this app is that it allows you to search online, like searching with Google Image or Bing Image. This is very convenient because you just choose the image and then add it, no need to open another browser tab or download manually as we often do. Seeing any photo like that, drag and drop it through the **Background** box.

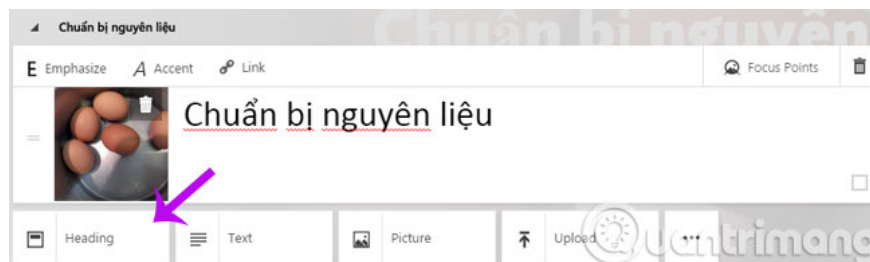


Click on the Play button to see how your results look. If not satisfied, you can change to another image for better, otherwise you have **Remix** button at the top of the screen to change to another style for the slide.



Step 3 : Create content slides

Next will create the main content for the presentation. Just below the title frame with **the blue + sign**, click on it and select **Heading**, which is the title for a small slide in the presentation.



After creating the heading then create the content you want to say as shown in the illustration below

Chuẩn bị nguyên liệu

Heading



Chuẩn bị nguyên liệu

Text

- 4-6 quả trứng gà
- Chảo sâu lòng
- Nước



If you want to create a multi-photo slide, press + **blue** , select **Image** . Then drag the image and write a caption for each photo, there will be a nice slide.

Picture



Cho trứng vào chảo và đổ ngập nước

Video



Bắc chảo lên bếp, đun sôi rồi hạ nhiệt, đậy vung.

Emphasize A Accent ☰ Bullets ☰ Numbers 🔗 Link



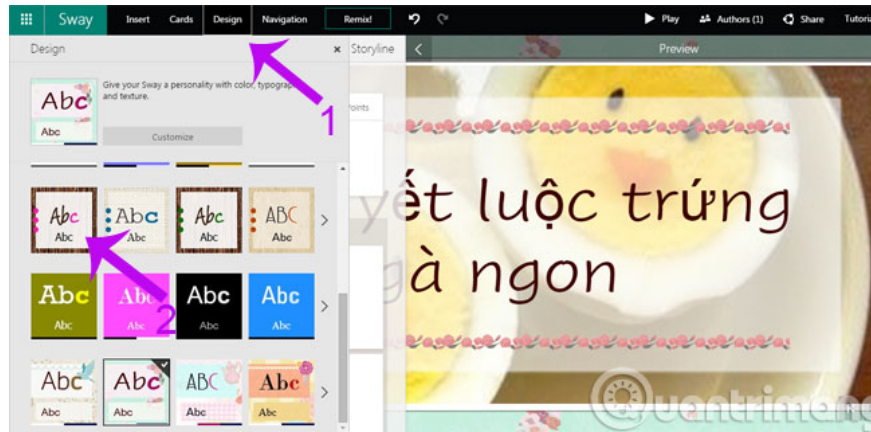
Bóc vỏ và thưởng thức

Step 4 : Complete

Once you've created some slides, now is the time to customize the look of the slide to get a more beautiful, unique style. You have several ways to do it

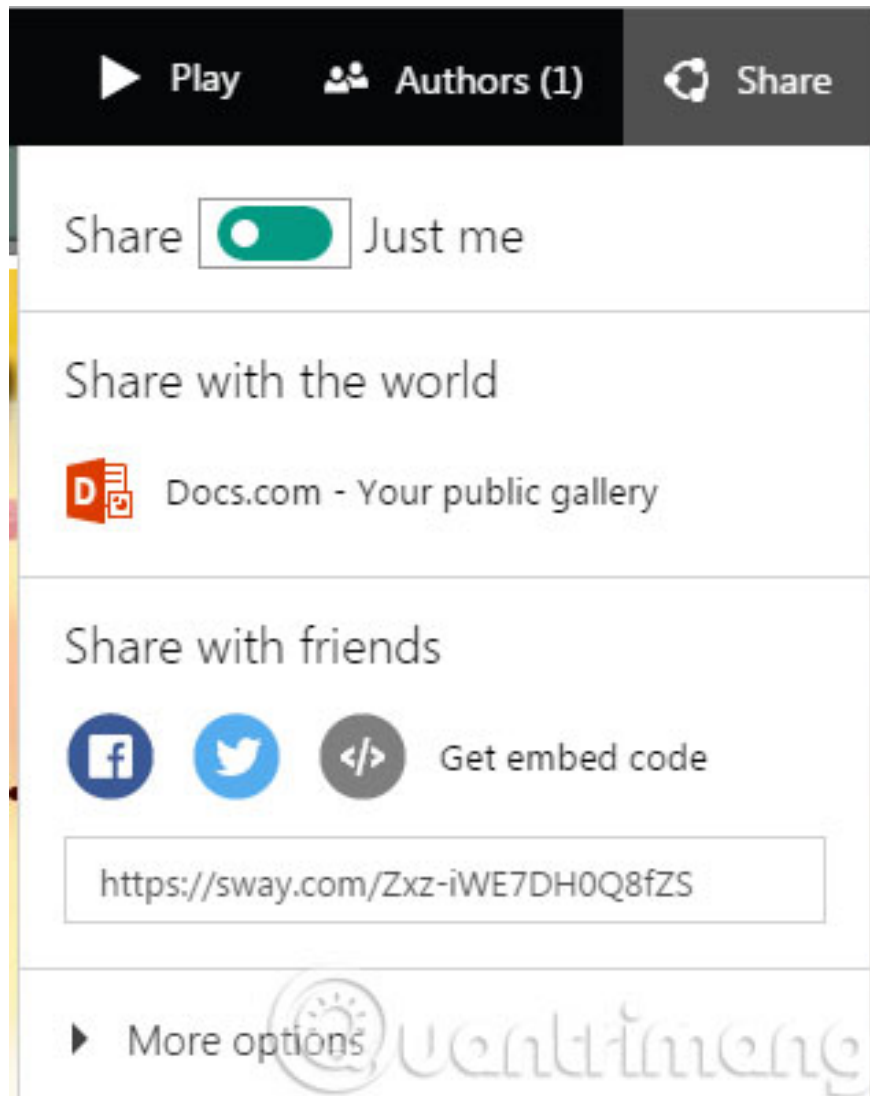
1. Using the **Remix** button, Sway will now automatically select combinations between transition effects, different fonts and tones.

2. Manually choose transitions and styles: click on the **Design** button and the **Navigation** button to choose as you like. Choose which one you can press **Play** to preview.



Step 5 : Share

To share this slide, click Share and share it on social networks or get a link sent directly to your friends.



This is our **delicious Egg-boiled Secret slide** , please consult.

1. Instructions for projecting PowerPoint 2010 files over the Internet
2. Fix 6 common errors on PowerPoint slides
3. 5 alternative apps for PowerPoint

Good luck!

You finished reading the article "**Instructions for using Microsoft Sway web-based**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.