



MODULE 1: Generic Software

Workshop 1: Making the Most of My Windows PC in Teaching

Foundations of Paint 3D and Microsoft Sway

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Handout

Workshop Objectives:

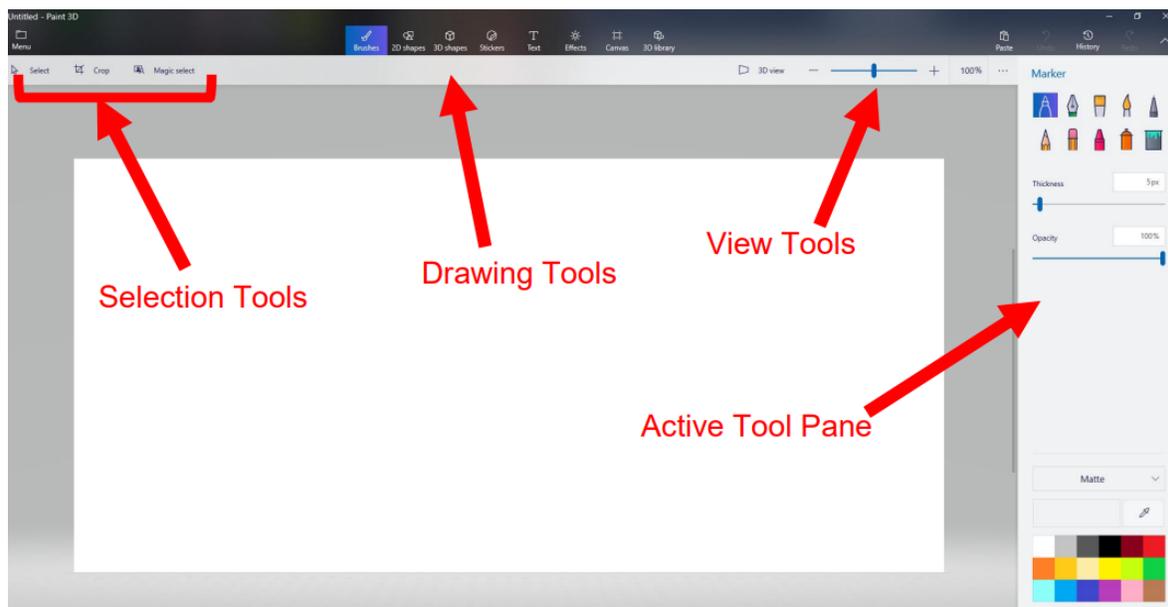
Teachers will identify the main features Paint 3D and Microsoft Sway have by developing one specific example of each software during the workshop.

TOOL 1: PAINT 3D

What is Paint 3D?

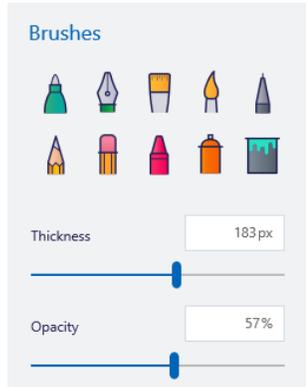
Paint 3D is a free program from Microsoft that includes both basic and advanced art tools, and it's available only in Windows 10. Not only can you use brushes, shapes, text, and effects to create unique 2D art, but you can also build 3D objects.

Workplace



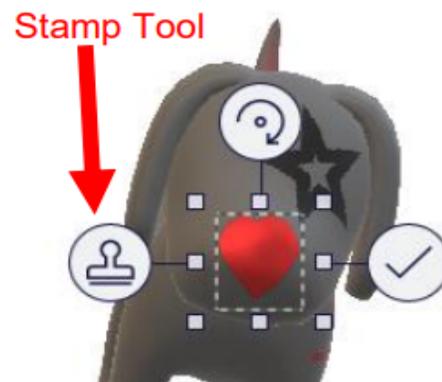
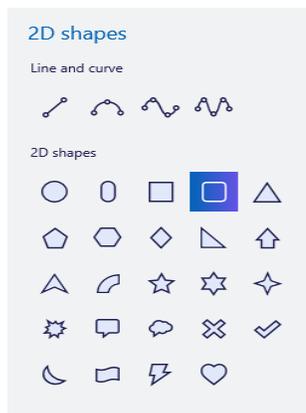
Brushes

Brushes can be used to paint on both 2D and 3D surfaces. Use the free rotation handle to turn your 3D object while you paint.



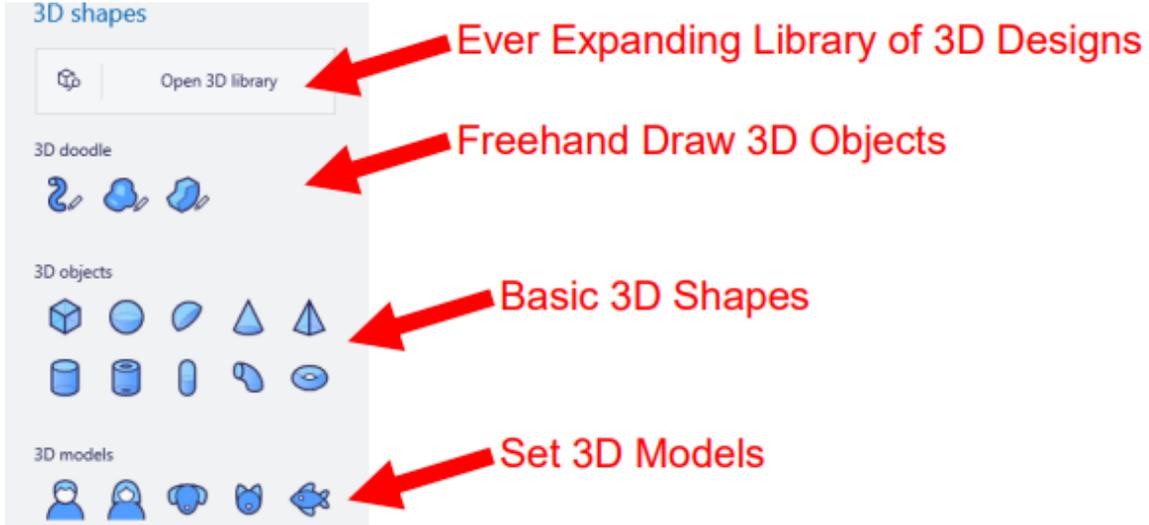
2D Shapes

To draw a shape, select the shape and then click on the surface you wish to draw on. Your shape will appear, and you can size it as you want. Shapes drawn on 3D objects will mold themselves to the object's curves. Make changes in color in the controls on the right. The stamp tool lets you copy and stamp multiple copies on your project.



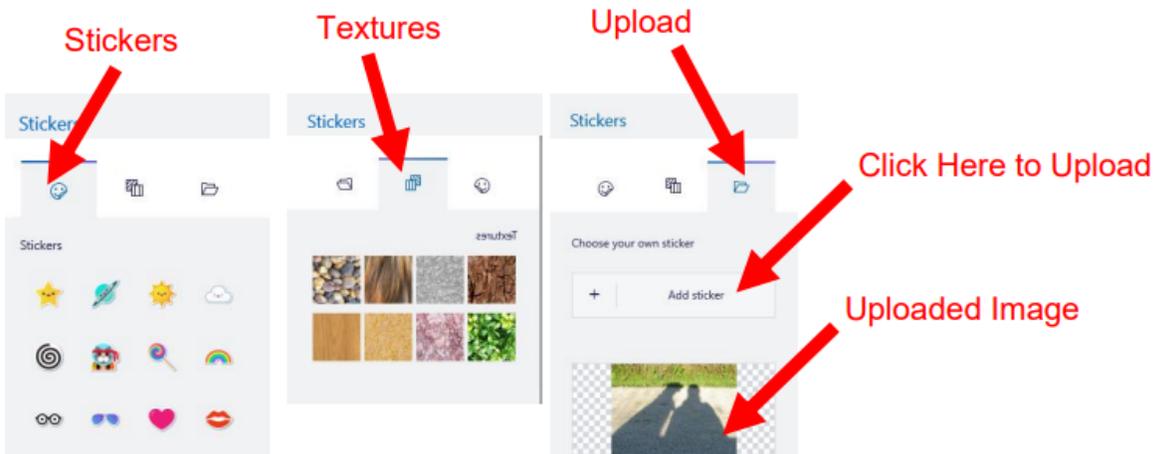
3D Shapes

3D shapes contain basic 3D models and objects as well as doodle tools and a small selection of 3D objects. The doodle tools let you draw tubular shapes, rounded shapes and sharp-edged shapes.



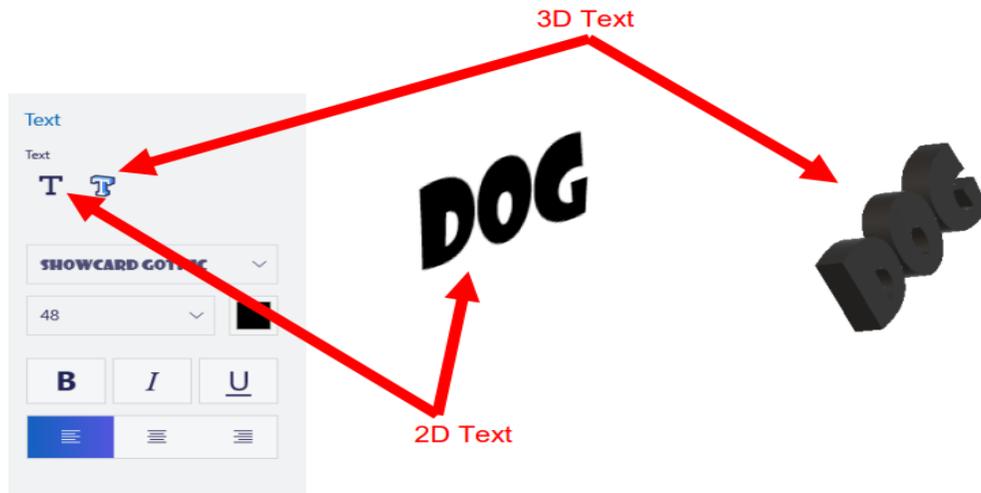
Stickers

The Stickers tool contains textures and colorful images which can be added to your project on both the 2D and 3D surfaces. You can also upload your own images as stickers. Stickers can be resized and moved to achieve the desired effect. Stickers become permanent when the check mark is clicked



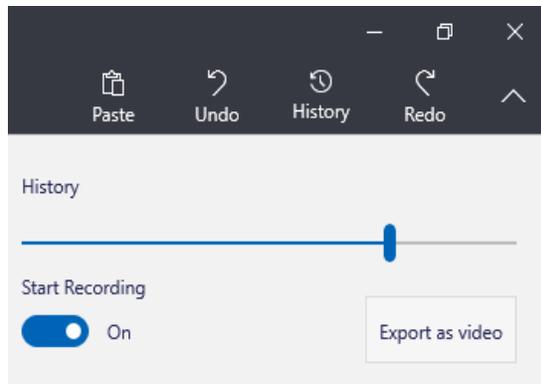
Text

The Text tool allows you to add either 2D or 3D text. 3D text can be moved and turned like any other 3D object. 2D text can be rotated and moved before it is permanently placed by clicking offit. Both text formats have the same formatting options.



Recording your work as a video

After finishing your project, click on the “history” button. Move the slider left to rewind your work. From here, you can erase parts you want to redo (scrub to the left and then start where you’d like -- it’ll overwrite anything you previously created after that point), or save the video. Later, select “export as video”, name it and save it.



ASSIGNMENT 1: create a project in Paint 3D, whether as modifying an image or recording a video.



TOOL 2: MICROSOFT SWAY

What is Microsoft Sway?

Sway is an app from Microsoft Office that makes it easy to create and share interactive reports, personal stories, presentations, and more. Sway is free to use for anyone with a Microsoft Account (Hotmail, Live, or Outlook.com). You can use it with the software on your PC or online.

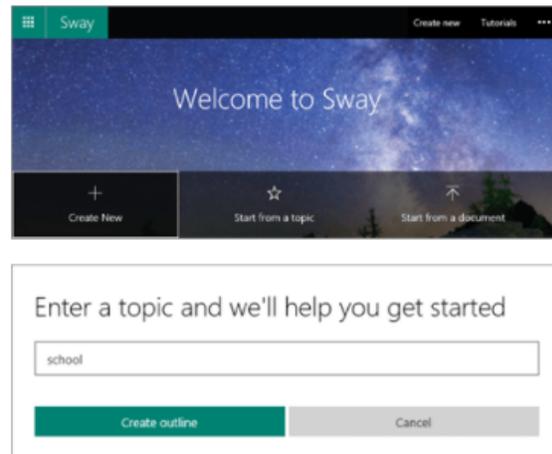
Start creating

You can create a new Sway from scratch, from content in an existing file, or from a topic.

1. Select **Get started**.
2. On the **Welcome to Sway** page, select one of the following:
 - **Create New** - to start from scratch.
 - **Start from a topic** - to have Sway provide base content for you. Type your topic in the **Enter a topic** box, and then select **Create outline**.

Note: If Sway can't find enough public data for the topic, Sway suggests related topics. Select the most relevant topic, and then select **Create Outline**.

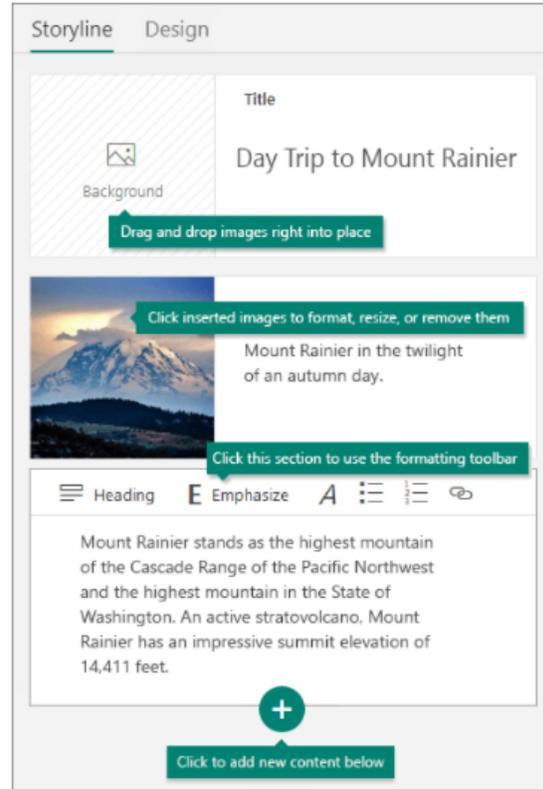
- **Start from a document** - to import content from an existing file. Browse to and select the file, and then select **Open**.



Get to know the Storyline

The Storyline is where you type, insert, edit, and format the content that tells your story. Here are some Storyline basics:

- Content is arranged in sequential order by adding “cards.”
- Each card holds the type of content you want—such as text, images, videos, and even Office documents.
- You can rearrange the cards at any time to suit your needs.



Give your Sway a title

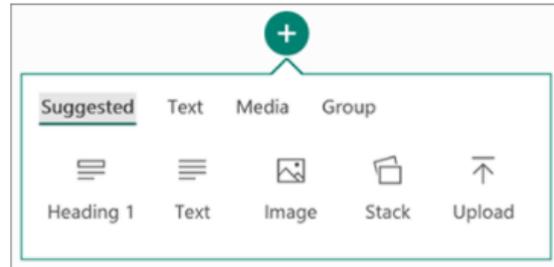
1. Select the **Title your Sway** placeholder text shown in the first card on the Storyline.
2. Type a short but meaningful description of what your Sway is all about.



Note: When you create a Sway based on a topic or document, the title is prepopulated for you based on the topic or file name.

Add content to your Sway

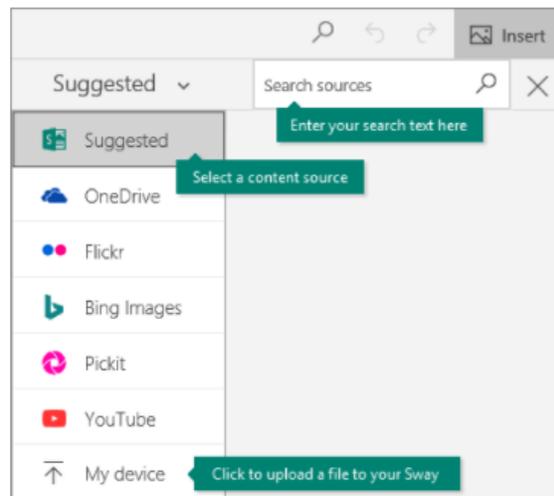
1. Select the + icon at the bottom of the card you want to add content after.
2. Select text, image, video, or other content types.



Find content to add to your Sway

You can search for and add additional content to your Sway, such as an image that is stored on your computer or mobile device. Sway can also search the web for relevant content, such as videos, and add it to your Sway.

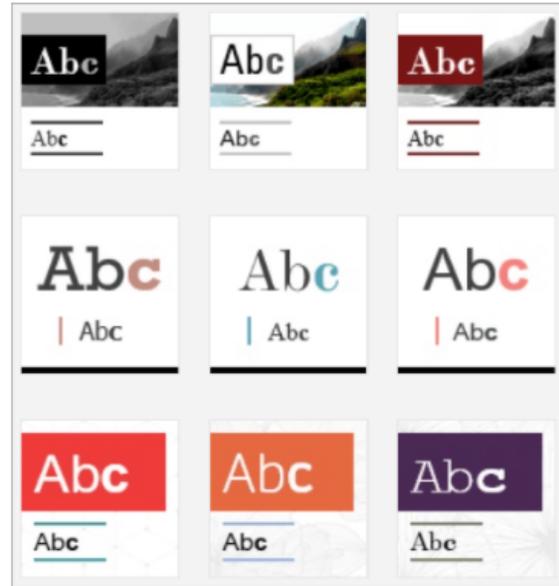
1. Select **Insert** on the menu bar.
2. Select the content source menu, and then select the content source you want to search.
3. Type any search keyword or phrase into the **Search sources** box.
4. Select **Search** .



Change the design

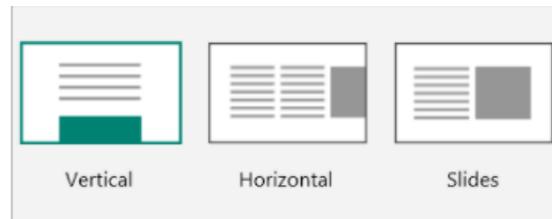
1. In the **Design** tab on the menu bar, select **Styles**.
2. Select the theme you want.
3. Select **Customize** in the **Styles** pane to adjust a specific part of the currently applied theme, such as color, font choices, and the emphasis of animation.

Tip: You can select **Remix!** in the **Styles** pane to apply a random design to your Sway at any time. Select **Remix!** repeatedly until you find a design that suits your taste.



Change the layout

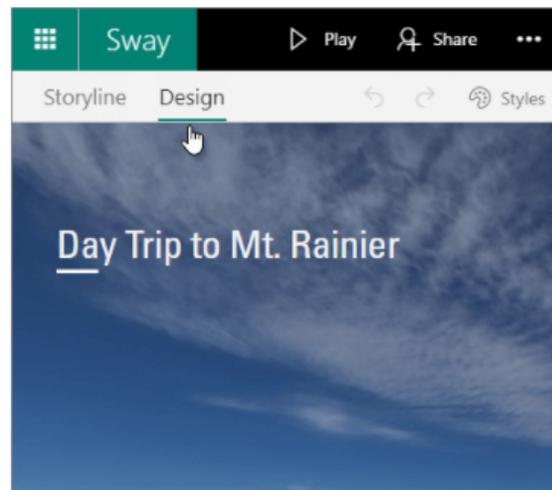
1. Select the **Design** tab on the menu bar.
2. In the **Styles** pane, select whether your content should scroll vertically, scroll horizontally, or appear like a presentation.



Preview your Sway

When you preview your Sway, you can see how it will appear to others when you share it.

- Preview your work in progress at any time by clicking the **Design** tab.
- Select **Play** on the top menu bar to fully experience your Sway (including any interactivity options that you've added).





Share your Sway

It's easy to share your finished Sways. Family, friends, classmates, and coworkers can see your creations on the web without signing up, signing in, or downloading anything.

1. Select **Share** on the top menu bar.
2. Select an option for sharing your Sway.

Note: Your choices on this menu depend on the type of account that you used to sign in to Sway. You can change the privacy settings for any Sway whenever you want more control over what you share.

Share Just me

Share with others

- Docs.com - Your public gallery
- Get embed code

This Sway can be shared with:

- Share with only my organization
- Anyone with a link
- Public - discoverable on search engines

TIPS AND TRICKS

1. Take a screenshot = windows logo+shift+s
2. Record a video from your screen = windows logo+alt+r
3. Add a quiz in Sway = Create a quiz in Forms Office, get the embedded code, paste it in Sway in the Media Section (embed)