

MICROSOFT FORMS – Gathering Information

½ DAY

Microsoft Forms is a powerful information gathering tool. An M365 application that allows you to create forms, such as surveys, quizzes and polls in minutes. Forms will track the participant responses, provide real-time results as they are submitted. There are built-in analytics to evaluate responses as well as the option of exporting the results to Excel for additional analysis.

Forms lets you insert quizzes, survey, polls into other M365 applications.

COURSE CONTENT

NAVIGATE THE MS FORMS INTERFACE

- Overview of the Forms home page
- See your recent forms
- Pin a Form
- Filter through the forms
- Change the layout of the Forms
- Preview the "Shared with Me" Forms

CREATE A NEW QUIZ

- Title your new quiz
- Add questions
- Use the drop-down option
- Add Math equations
- Mark the correct answer
- Add a comment to the incorrect answer
- Add a score for the right answer
- Utilize the shuffle option
- Post scores
- Sort by scores
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CREATE A NEW FORM

- Title your new form
- Add sections
- Add questions: Choice, Text, Number, Rating, Ranking, Likert, and Net Promoter Score questions
- Allow multiple answers
- Create a question where the user can also upload a file with their answer.
- Use the "required" option
- Add subtitle
- Add branching

THEME SETTINGS

- Change the background colour of your form
 - Customize the theme
 - Add / upload a background image
 - Preview the form for computer or mobile use
 - Enable Immersive Reader
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ESTABLISH THE PROPER SETTINGS TO YOUR FORM

- Who can fill out this form?
 - Change the options for responses
 - Customize a thank you message
 - Add response receipts
 - Add multilingual languages to your form
 - Print the Form
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SHARE YOUR FORM WITH OTHERS

- Who should you share your form with?
 - Decide on the link options
 - Share your form as a template
 - Share to collaborate
 - Send and collect responses
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REVIEW THE RESPONSES

- View individual results
 - Analyze the details
 - Print a summary of responses
 - Print individual responses
 - Share results with others – Create a summary link
 - Delete all responses
 - Analyze the results in Excel
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MS FORMS IN OTHER APPLICATIONS

- Share your Form in a Teams' channel as a tab
- Create a form in Teams
- Create a poll in a chat message
- Share results automatically
- Keep responses anonymous
- Create a new form in Excel Online
- Create a poll in Outlook Online
- Add a Form into a video - Integration with MS Stream