

# 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