



Microsoft Forms

Getting Started

- What is Microsoft Forms
- Signing into the App
- Where do Forms save to
- Introduction to the Interface

Creating a Form

- Adding a Form title
- Adding a Form description
- Inserting a header image

Working with Form elements

- Adding a Choice
- Adding Text
- Adding a Rating
- Adding a Date
- Changing the position of Form elements
- Editing existing Form elements

Working with Forms

- Using a Theme
- Adding your own colours and media

- Checking the Form for Desktop/Mobile use
- Adding a recommendation bar (Net Promoter Score)
- Using multiple choices with ranking and LikeRT options
- Using branching to customize the form according to answers received
- Adding Sections

Sharing a Form

- Printing a Form
- Setting a form for Internal use
- Setting a form for external use

Working with Responses

- Viewing a form's responses
- Using Insights
- Opening responses in Excel
- Creating a Summary Link

Q&A

Our hands-on training course is designed for users with little or no experience using Microsoft Forms. You'll learn how to create professional forms, quizzes, surveys, and polls, and gain the skills to manage, analyse and share your results effectively.

