



Course Description: Microsoft Forms is included as a part of the Microsoft 365 suite of applications. It is a great way to capture valuable information through surveys, quizzes or polls, making it much easier to gather important data and feedback from a determined group of colleagues, collaborators, or another group.

This course shows how easy it is to use Microsoft Forms to create online forms, surveys, and quizzes, and view the results as they come in. And we'll look at how those same features can be used to add polls to Microsoft Teams chats or meetings.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities – 3.5 hours (1/2 day).

Upon successful completion of this course, students will be able to:

- Discuss the role and purpose of Microsoft Forms
- Create a basic form
- Create a basic quiz or survey
- Create a poll and use it in a Teams chat or meeting
- Discuss different ways to share a form
- Customize a Microsoft Form using Themes
- Gather, view, and share information you collect

Prerequisites: Basic Windows operations and introductory word processing skills are all that is necessary for course attendance.

Course Outline

Creating a Form from Scratch

- Changing the Form's Title
- Adding Questions
- Building Out Your Form
- Adding Branching Logic to Your Form

Understanding the Question Types

- Choice
- Text
- Rating
- Date
- Ranking
- Likert
- Net Promoter Score

Creating a Form from a Template

Creating a Quiz

Uploading Files to a Form

Changing Your Form's Style

Sharing a Form for Others to Respond

Viewing Form Responses

Exporting Form Statistics to Excel