



Microsoft Forms

Format: Half Day
Max Capacity 6

Microsoft Forms is used to gather what you need by creating Forms, Quizzes, Surveys and Polls. The results can be analysed or even marked.

Course Content

- Introduction to forms
- Saving a Form – where does the form save to
- Adding a form title
- Adding a form description
- Inserting a header image
- Creating a Basic Form
 - Adding basic elements
 - Choice
 - Text
 - Rating
 - Date
 - Adjusting the position of form elements
 - Editing Existing form elements
- Using a theme
- Checking the form for Desktop / Mobile
- Sharing a form
 - Setting a form to internal or external users.
- Viewing form responses
- Opening responses in Excel
- Using multiple choices with Ranking and LikeRT options
- Adding a recommendation bar (Net Promoter Score)
- Adding Sections to a form
- Theming – adding your own colours and media
- Using branching to customise the form according to answers received