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SOFTWARE SOLUTIONS TEAM
TRAINING - CONSULTING

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Course Description and Outline

Microsoft Forms Essentials

Days: ½ (3 hrs.)   **Prerequisites or Equivalent Skills:** Windows and Outlook

Course Description:

Microsoft Forms is an Office 365 app that allows users to create custom web-based surveys, quizzes, polls, and questionnaires. It also can send an invitation to other users asking them to fill out the Microsoft Forms using a web browser on any mobile device or computer. The creator can review the results in real time and can perform analysis on the collected data. After completing this course, you will know how to:

- Create a Form for a Survey or Quiz
- Add and configure questions
- Preview Form and Themes
- Set up Branching Questions
- Share Forms and check Form Results

Course Outline:

Unit 1 : Create Form

- Explore Form window
- Explore Question Types
- Add and configure Questions
- Copy and Edit Questions

Unit 2 : Preview Form

- Computer or Mobile view

Unit 3 : Themes

- Add or change Theme
- Add pictures to Form

Unit 4 : Branching Questions

- Set From to jump to certain questions depending on answer

Unit 5 : Create Quiz

- Answer Options

- Question Points

Unit 6 : Form Settings

- Determine who can complete Form
- Set Response Options

Unit 7 : Share Forms

- Team collaboration
- Share Form as a Template
- Send a Form and collect responses
- Check Form results and Export results to Excel
- Manage Forms