

Microsoft Forms

GoSkills online course syllabus

Skill level

Beginner

Lessons

39

Accredited by

CPD

Pre-requisites

No prior experience needed

Versions supported

Microsoft 365

Video duration

2h 12m

Estimated study time

10h

Instructor

Deborah Ashby

Introduction to Forms

- 1** **What is Microsoft Forms?**
An introduction to Microsoft Forms and why it is useful.
- 2** **How to Access Microsoft Forms**
Explore the different ways to access Microsoft Forms.
- 3** **The Forms Start Page**
Get familiar with the Microsoft Forms start page and interface.

Create a Form

- 4** **Create a Survey**
Learn how to create a survey from scratch.
- 5** **Add Multiple Choice Questions**
Create a multiple choice question and add it to the form.
- 6** **Add Text-Based Questions**
Add a text-based question to the survey.
- 7** **Create a Rating Scale Question**
Create a rating scale question and add it to the survey.

8

Create a Date Picker Question

Add a question that requires responders to pick a date.

9

Add a Ranking Scale Question

Create a question that allows respondents to rank the answers.

10

Create a Likert Scale Question

Create a Likert scale question and add it to the survey.

11

Add a File Upload Field

Allow respondents to upload a file into the survey.

12

Add a Net Promoter Score Question

Add a Net Promoter Score Question to the Survey.

Create a Quiz

13

Create a New Quiz

Create a New Quiz to test the knowledge of your respondents.

14

Create Quiz Questions

Add a Multiple Choice Quiz Question.

15

Use Equations in Quiz Questions

Use mathematical equations in quiz questions.

16

Display Quiz Results

Control if responders can see their quiz results or not.

17

Import a Quiz

Import a quiz from Microsoft Word into Microsoft Forms.

Organize Forms

18 **Copy, Edit, or Delete a Question**
Learn how to copy, edit, and delete options and questions.

19 **Add and Reorder Form Sections**
Add sections to a form and manage which questions are included within.

20 **Add Branching to a Form**
Add branching to a form to skip over certain questions.

21 **Control Form Interactions**
Control how responders interact with the form.

22 **Change a Forms Theme**
Change the look and feel of a form by modifying the theme.

Share Forms

23 **Share a Form**
Share a form with other people to collect responses.

24 **Collaborate with Others on a Form**
Add collaborators to a form.

25 **Present a Form**
Present a form and view the results.

26 **Share as a Template**
Duplicate a form and share it as a template.

Gather Form Results

27 **View Survey and Quiz Responses**
Learn how to view and interpret survey and quiz responses.

28 Custom Quiz Grading
Learn how to custom grade quizzes and assign partial points to quiz answers.

29 Post Scores
Post scores so responders can see their grades and feedback.

30 Export Results to Excel
Export quiz results to Excel for further analysis.

Manage Forms

31 Filter the List of Forms
Find existing forms using the Filter button.

32 Reuse an Existing Form
Save time by reusing an existing form.

33 Delete and Restore a Form
Learn how to delete a form and restore it from the recycle bin.

Group Forms

34 Create a Collection of Forms
Create form collections to group related forms.

35 Create a Form for Groups
Create shared forms for groups.

Collaborate with Forms and Polls

36 Share a Form in a Teams Channel
Learn how to share an existing form in a Microsoft Teams channel.

37 Set up a Poll in a Teams Meeting
Create a Poll to share with attendees in a Teams meeting.

38 Add a Form to a PowerPoint Presentation
Add an existing form to a PowerPoint presentation.

Course Close

39 Course Close
Course close and instructor good bye.

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