# Microsoft Forms

GoSkills online course syllabus

| **Skill level** | **Lessons** | **Accredited by** |
|---|---|---|
| Beginner | 39 | CPD |
| **Pre-requisites** | **Versions supported** | **Video duration** |
| None | Microsoft 365 | 2h 12m |
| **Estimated study time** | **Instructor** | |
| 10h for all materials | 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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