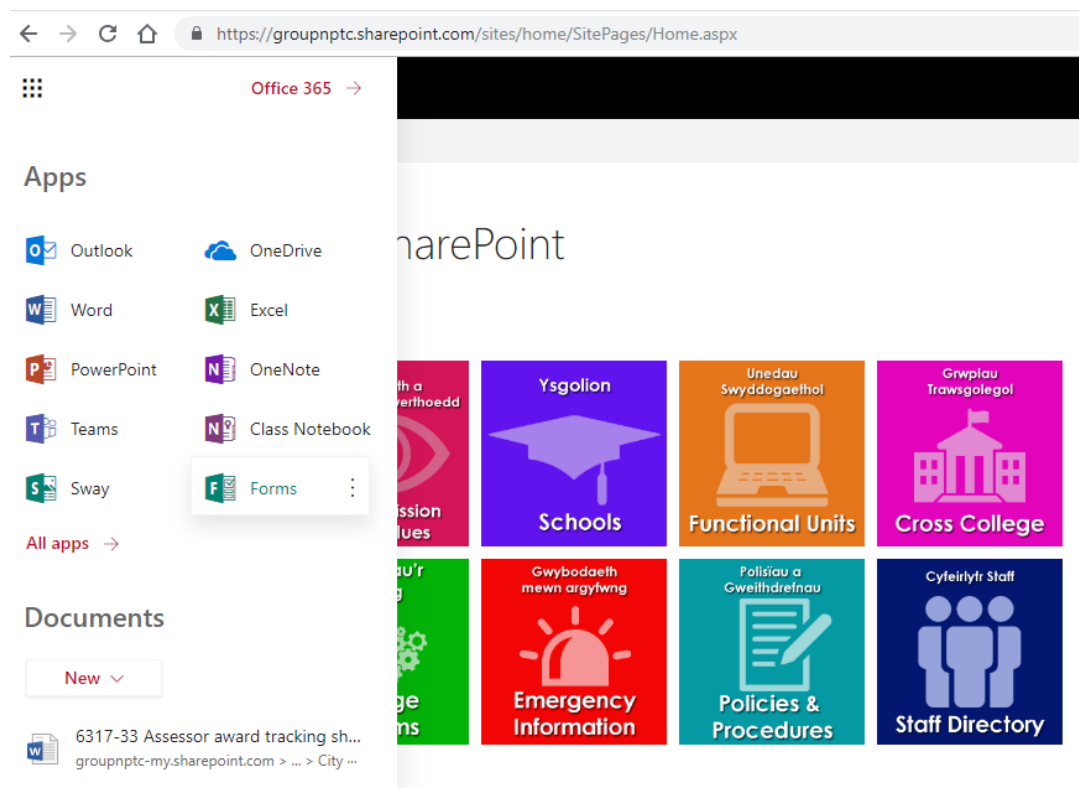


A Guide to Microsoft Forms

Microsoft Forms is an application which allows you to create shareable quizzes surveys, and polls in minutes.

Where to find it

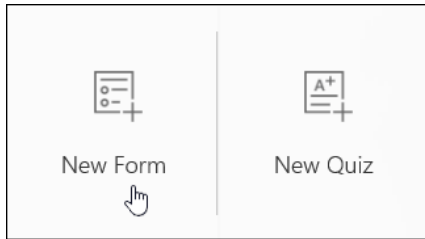
To find the app, open your Office 365 and look at your list of apps. If Forms isn't showing, click 'All apps →' and you'll find it listed in there.



Creating a Form or Quiz

Right, let's run through the basics of creating a form. Inside the app, you'll be presented with the Forms home page. As you can see, you can choose to create a new form or quiz.

1. Under **My Forms**, click **New Form** to begin creating your form.



2. Enter a name for your form. You can also enter an optional subtitle.

Note: Form names can contain up to 90 characters and a subtitle can contain up to 1,000 characters.

A screenshot of the form editor interface. At the top, there are two tabs: 'Questions' (active) and 'Responses'. Below the tabs is a text input field containing 'Team Event' with a character count '16/90' on the right. Below the input field is a subtitle 'Help us decide what to do for our upcoming team event'. At the bottom left, there is a green button with a plus sign and the text 'Add question'.

3. Click **Add Question** to add a new question to the form. Choose from **Choice**, **Text**, **Rating**, or **Date** questions. You can also click **More** *******, and select **Ranking**, **Likert**, or **Net Promoter Score®** questions.



Note: Your form is saved automatically while you create it.

4. For choice questions, enter the text you want to display for the question and each of the choices.

Team Event

Help us decide what to do for our upcoming team event

1. Where should we go?

Museum

Art exhibit

Aquarium

+ Add option Add "Other" option

Multiple answers Required ...

+ Add question

Want to add more choices? Click **Add Option** to add more choices than the default two choices. Click **Add "Other" Option** to add a choice option that displays the text Other. To remove a choice, click the trash can button next to it. You can also choose to make a question required or allow multiple choices for a question by changing the settings at the bottom of the question. To have Microsoft Forms randomly shuffle the order of the options displayed to users of the form, click **More settings for question ...** , and then select **Shuffle options**.

Tip: Click **More settings for question ...** , and then select **Subtitle** to add a subtitle for a question.

Some choice questions will trigger auto suggestions.

2. What day of the week should we go?

Suggested options:

Click on the suggested options to add as choices. In the following example, **Monday**, **Wednesday**, and **Friday** are selected.

2. What day of the week should we go?

Suggested options:

Monday

Wednesday

Friday


- Click **Add Question** to add more questions to your form. To change the order of the questions, click the **Up** or **Down** arrows on the right side of each question. For text questions, select the **Long Answer** option if you want a larger text box displayed on the form.


3. What are you most looking forward to?

Enter your answer

Long answer Required ...

+ Add question

Tip: To copy a question, select it and then click the **Copy Question** button  in the upper right corner.

- Text questions also allow you to set restrictions when you need to have numbers as the answer. Click **More settings for question** , and then select **Restrictions**. You can choose to restrict the numbers by selecting from the various options such as **Greater than**, **Less than**, **Between**, and many others.

4. How long should our event be?

Enter your answer

Restrictions **Between** 1 and 6

Long answer Required ...

- Click **Preview** at the top of the design window to see how your form will look on a computer. If you want to test your form, enter answers for the questions in preview mode and then click **Submit**.

← Back Computer Mobile

Team Event

Help us decide what to do for our upcoming team event

Hi, Jen, when you submit this form, the owner will be able to see your name and email address.

- Where should we go? *
 - Museum
 - Art exhibit
 - Aquarium
- What day of the week should we go?
 - Monday
 - Wednesday
 - Friday

- Click **Mobile** to see how your form will look on a mobile device.

Team Event

Help us decide what to do for our upcoming team event

Hi Jen, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Where should we go? *

Museum

Art exhibit

Aquarium

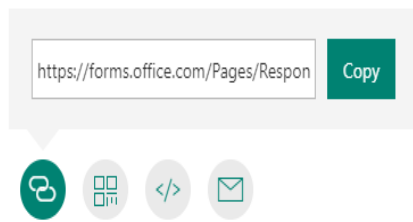
Click **Back** when you are finished previewing your form.

9. Sharing your Form

Sharing your survey is simple with Microsoft Forms. You can choose whether the survey is only shareable to people within your organisation or just anyone that gets hold of the link. You can also share survey templates and collaborate on survey design.

Send and collect responses

Anyone with the link can respond ▾



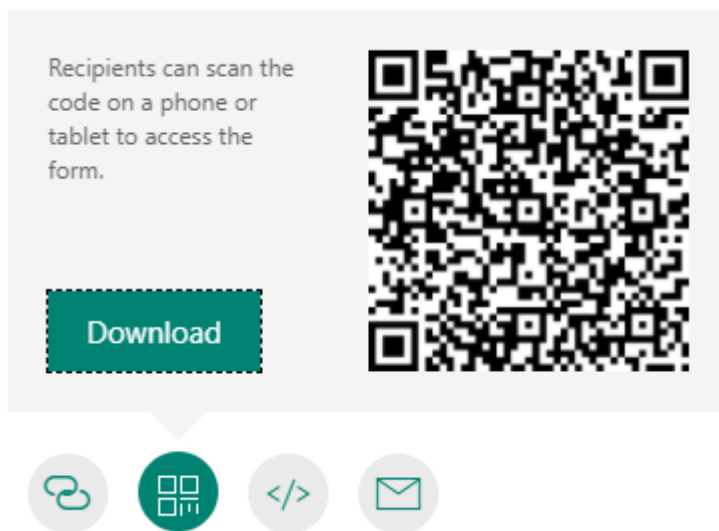
By copying the link, you can paste it anywhere e.g. in an email, Moodle or social media. Alternatively, you can generate a QR code – which requires someone to scan the code using their mobile device to access the form.

Share as a template

+ Get a link to duplicate

Share to collaborate

+ Get a link to view and edit



The other two options include 'Embed' and 'Email'. The embed option provides some HTML code which you can paste in a webpage, while 'email' is exactly what it says on the tin.


Responses and Results

Once you've shared your new survey, you will likely want to review the responses. In your survey 'responses' tab, you will find a dashboard with analytics of the data

submitted by your survey respondents.

Test Survey!

5 Responses 00:46 Average time to complete Active Status

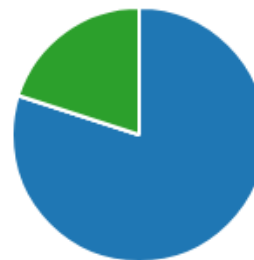
[View results](#)  Open in Excel

As you can see, you can quickly find out how many people have submitted responses, the average time it takes a respondent to complete the form and the status of the form. Following this, you can see an overview of the answers for each of your survey's questions. For a multiple-choice question, you will see the number of responses for each option and a pie chart.

1. Was it appropriate for Mike to add this cat meme to his Chorus blog article on Microsoft Forms?

[More Details](#)

- Yes 4
- No 0
- Maybe 1



For any question type, you can see a full breakdown of all the different answers. Note how each respondent is provided with an ID. This allows you to cross-compare answers between different questions.

If you share your survey with people inside your organisation, you can select the option to capture their names – otherwise the data is anonymised.

2. Name Your Favourite UK-based Managed IT Services Provider

5 Responses

ID↑	Name	Responses
1	anonymous	Chorus
2	anonymous	Chorus
3	anonymous	Chorus
4	anonymous	Chorus
5	anonymous	I don't have one.

With 'rating' questions, the overview shows you the average rating from all of the responses.

4. Rate your experience of completing this Microsoft Form

[More Details](#)

5
Responses



9.40 Average Rating

Finally, you can open the data in an Excel spreadsheet in case you want to do more detailed statistical analysis.