

# Microsoft Forms

GoSkills online course syllabus

Friday, May 17, 2024

**Skill level**

Beginner

**Lessons**

39

**Accredited by**

CPD

**Pre-requisites**

None

**Versions supported**

Microsoft 365

**Video duration**

2h 12m

**Estimated study time**

10h for all materials

**Instructor**

Deborah Ashby

## Introduction to Forms

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### 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

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### 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

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### 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

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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

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**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

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**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

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### 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

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### 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

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### 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

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Course Close

Course close and instructor good bye.

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