

# Microsoft Forms

GoSkills online course syllabus

Tuesday, February 11, 2025

**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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- 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

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- 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

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- 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

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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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