

Microsoft Forms

GoSkills online course syllabus

Saturday, January 11, 2025

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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