



Microsoft Forms

What is Forms?

A web-based application for surveys, quizzes, polls, and other data-gathering measures.

Why Forms?

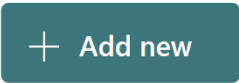
- See real-time results as they're submitted
- Use built-in analytics to evaluate responses
- Ability to customize the form based on the responses
- Allows anonymous submissions

Tips and Tricks

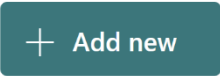
Getting Started




Untitled form







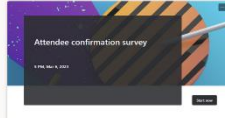
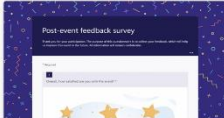
Untitled quiz



Creating a new survey or quiz? Use these buttons on the home page, create a name, then start adding questions!

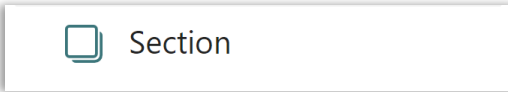
Don't want to start from scratch? Forms has a variety of templates to choose from?

Trending templates

 <p>Employee satisfaction survey 32% users selected</p>	 <p>Office facility request form 26% users selected</p>	 <p>Community volunteer registration form 21% users selected</p>	 <p>Competitive analysis study 14% users selected</p>
 <p>Attendee confirmation survey 11% users selected</p>	 <p>Post-event feedback survey 6% users selected</p>		

**Sections
and
Questions**

Tips and Tricks



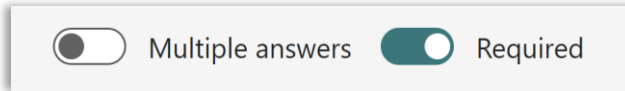
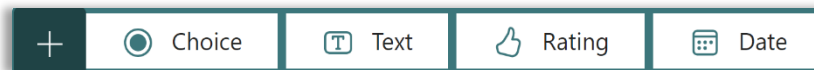
Section 1

Section

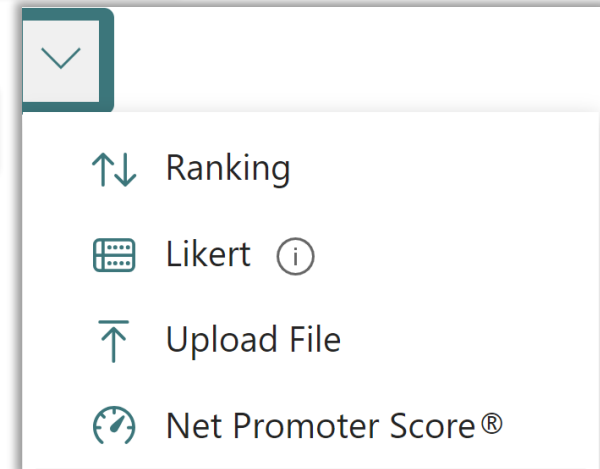
Enter a subtitle

Organize your form with sections to make it easy to follow! Use the subtitle field to add descriptions!

When creating your questions, choose between multiple choice, written responses, scales, and more! Plus, you can choose to have multiple answers for multiple choice questions, add an answer choice for "Other" and choose for questions to be optional or required. Finally, you can add pictures and other forms of media to your questions!



Add "Other" option



Options and Branching

Tips and Tricks

Shuffle options

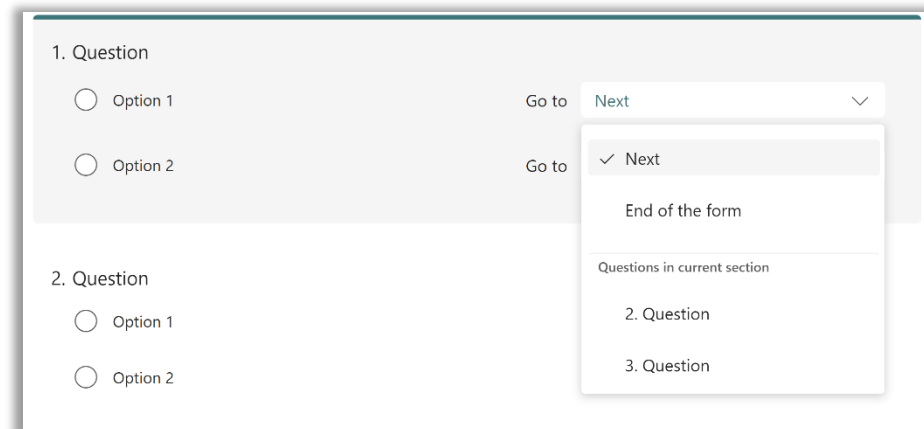
Drop-down

Subtitle

Add branching

Other question settings include Shuffle options, Drop-down, Subtitle, and Add branching. Branching allows you to create conditions where once a respondent selects an answer choice, he or she is taken to a specific question, skipping questions that are irrelevant based on the previous answer. More on branching below!

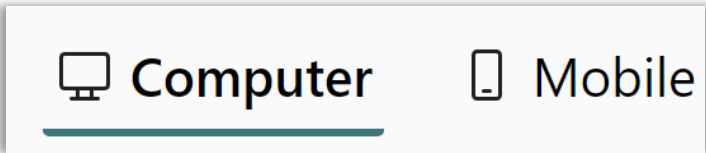
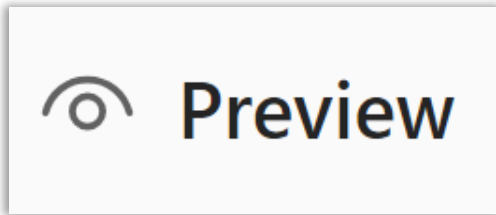
When adding Branching, you can choose where the different answer questions take a respondent! For example, as seen in the image, you can choose that if a respondent selects Option 1, he or she is taken to the next question or to the end of the Form!



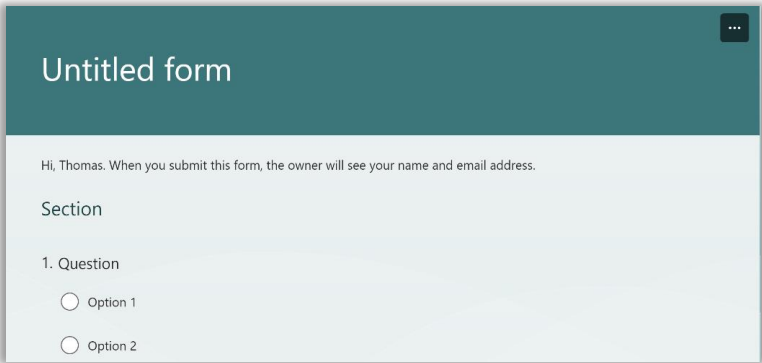
The screenshot shows a survey configuration interface. It features two questions, each with two radio button options labeled 'Option 1' and 'Option 2'. To the right of each question is a 'Go to' dropdown menu. The first dropdown is set to 'Next', and the second is set to 'Next' with a checkmark. A third dropdown is set to 'End of the form'. Below these options, a section titled 'Questions in current section' lists '2. Question' and '3. Question'.

Tips and Tricks

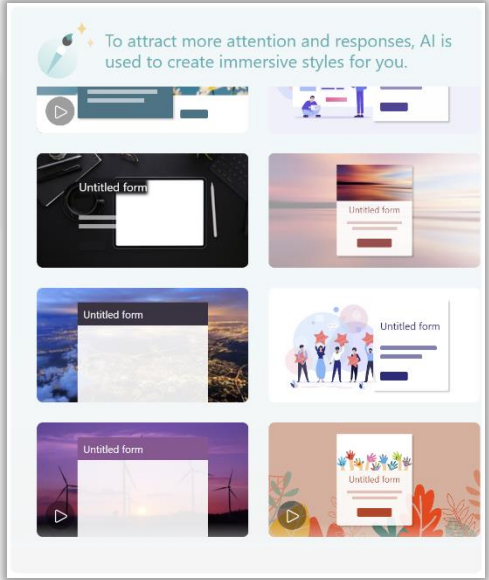
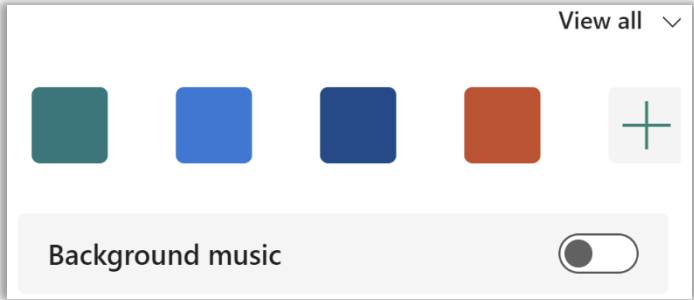
Viewing and Design



Want to know what your Form will look like to your respondents? Use the Preview feature to check it out! Plus, you can toggle between computer and mobile views!

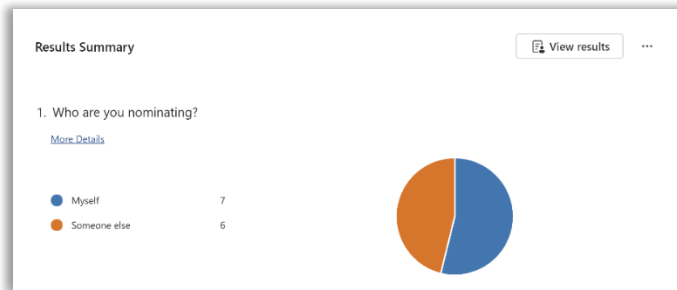
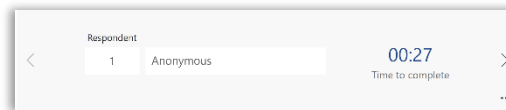


Looking to get creative? Use the Style feature for templates, colors, and even background music! You can also add logos to the title of the Form!



**Viewing
and
Sharing**

Tips and Tricks





Respondent
1 Anonymous 00:27
Time to complete

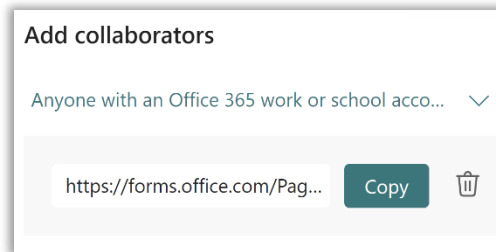
ID ↑	Name	Responses
1	anonymous	[Redacted]
2	anonymous	[Redacted]
3	anonymous	[Redacted]
4	anonymous	[Redacted]
5	anonymous	[Redacted]
6	anonymous	[Redacted]
7	anonymous	[Redacted]

Ready to view your data? Forms makes doing that easy with the Results Summary feature, showing group and individual responses. And, if you want to go even further, you can easily export your Form to Excel right there within the app!

Sync results to Excel for the web automatically and analyze with more detail and flexibility.

 **Open results in Excel** Preview ▼

Working with a group? Easily add collaborators to the Form. Collaborators will be able to add questions and view responses, just like you! Also, if you're looking to share your Form or create a similar one, use the Duplicate feature!



Add collaborators

Anyone with an Office 365 work or school acco... ▼

Copy 🗑️

Share as a template

+ Get a link to duplicate