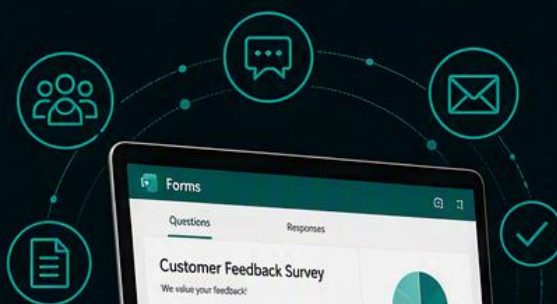


MASTERING MICROSOFT FORMS

Create forms. Collect data.
Get insights. Take action.

Learn how to design professional forms, quizzes, and polls, share them securely, and analyze responses to drive better decisions with Microsoft Forms.



1 Day
(7 hours)



DELIVERY

Live Virtual
Instructor-Led
Delivery



RESOURCES

Learning guide
+ guided exercises



LANGUAGE

English or French



OVERVIEW

Microsoft Forms helps you create surveys, quizzes, and polls to collect and analyze data quickly and efficiently.

This one-day course teaches you how to design professional forms, share them securely, and interpret responses for actionable insights.



WHO THIS COURSE IS FOR

- ✓ Employees, managers, administrators, and information workers who want to use Microsoft Forms more effectively.
- ✓ Microsoft 365 users who want practical examples for creating forms, quizzes, polls, collecting data, and analyzing results.
- ✓ Teams that want to integrate forms and data collection into their everyday work practices.



EXPECTED OUTCOMES

After this course, participants will confidently create forms, collect responses, analyze data, and use insights to make better decisions.



Create professional forms, quizzes, and polls for various purposes.



Collect and analyze responses using built-in tools.



Save time and improve productivity with streamlined data collection.



Share forms securely and manage permissions for different audiences.



Use insights and export data to drive better decisions.

COURSE TOPICS

01



Introduction to Microsoft Forms

Overview of Microsoft Forms and its role in Microsoft 365. Types of forms: surveys, quizzes, polls, and navigation of the interface.

02



Creating and Customizing Forms

Add and format questions. Use different question types (choice, text, rating, etc.). Apply themes and branding.

03



Advanced Features

Use branching logic for personalized experiences. Add images, videos, and rich media. Configure quiz settings and automatic grading.

04



Sharing and Collaboration

Share forms via links, QR codes, and embedding. Manage permissions and audience settings. Collaborate with team members.

05



Analyzing and Exporting Data

View responses and summary charts. Export data to Excel for deeper analysis. Use insights for decision-making.

06



Integration and Best Practices

Connect Forms with Teams, SharePoint, and Power Automate. Tips for effective form design and data security.



GUIDED PRACTICE

Apply what you learn through guided exercises designed around realistic Microsoft Forms scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world examples and immediate application.



IMMEDIATE IMPACT

Use Microsoft Forms with confidence from day one.

