Microsoft Forms

Beginner

Duration: 3 hours

Prerequisites:

- Have access to a computer
- Know how to navigate the Microsoft Office web interface
- Have an active Microsoft 365 account

Teaching methods:

- Remote training
- Demonstration
- Course materials included

Target audience:

- Businesses, professionals and individuals who want to learn how to use the tool effectively, improve their activities and streamline their workflows

Skills acquired at the end of the training:

- Be able to create interactive, targeted, effective and professional forms

Recognized certificate upon completion: yes

DESCRIPTION

Microsoft Forms is a Microsoft 365 tool that makes it easy to create interactive forms, quizzes and surveys, among other things. Its main features include quickly creating a variety of questions, collecting responses in real time with analytics, and seamless integration with the suite's other tools to automate tasks.

PROGRAM

1. Introduction

- Explore the tool
- Understand the *No-Code* concept for data capture
- Analyze the flow of incoming data through a form
- Surveys and quizzes

2. Creating forms and question types

- Discover the design interface and create a first form
- Explore the different question types
- Organize the form into sections to improve its structure

3. Branching logic and customization

- Understand branching logic and set it up
- Customize content and apply professional themes based on targeted needs

4. Settings, access and distribution

- Configure response settings
  - Adding respondents
  - End dates
  - Notifications
- Manage access rights and sharing options
- Review distribution methods

5. Analyzing and using results

- View responses in real time through the Forms interface
- Export and sync data to Excel for in-depth analysis

QUESTIONS AND ANSWERS