KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Forms

Learn to create, customise, and share Microsoft Forms surveys and quizzes, then review and export the results.

7 MODULES

17 TOPICS

COURSE OVERVIEW

Microsoft Forms is an Office 365 app that allows users to create custom web-based surveys, quizzes, polls, and questionnaires. It also can send an invitation to other users asking them to fill out the Microsoft Forms using a web browser on any mobile device or computer. The creator can review the results in real time and can perform analysis on the collected data.

WHO THIS COURSE IS FOR

- **Office 365 Users**
- **Survey Creators**
- **Administrative Staff**
- **Team Collaborators**
- **Business Analysts**

LEARNING OBJECTIVES

After completing this course, you will know how to:

- Create a Form for a Survey or Quiz
- Add and configure questions
- Preview Form and Themes
- Set up Branching Questions
- Share Forms and check Form Results

COURSE SYLLABUS

7 Modules, 17 Topics

01

Create Form

TOPICS

Explore Form window · Explore Question Types · Add and configure Questions · Copy and Edit Questions

02

Preview Form

TOPICS

Computer or Mobile view

03

Themes

TOPICS

Add or change Theme · Add pictures to Form

04

Branching Questions

TOPICS

- Set Form to jump to certain questions depending on answer

05

Create Quiz

TOPICS

Answer Options · Question Points

06

Form Settings

TOPICS

Determine who can complete Form · Set Response Options

07

Share Forms

TOPICS

- Team collaboration
- Share Form as a Template
- Send a Form and collect responses
- Check Form results and Export results to Excel
- Manage Forms

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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