

# **Instruction Document for Creating Survey Forms Using Microsoft Forms**

Microsoft Forms is a user-friendly tool that allows users to create surveys for data collection. This guide provides step-by-step instructions to create a survey form using Microsoft Forms.

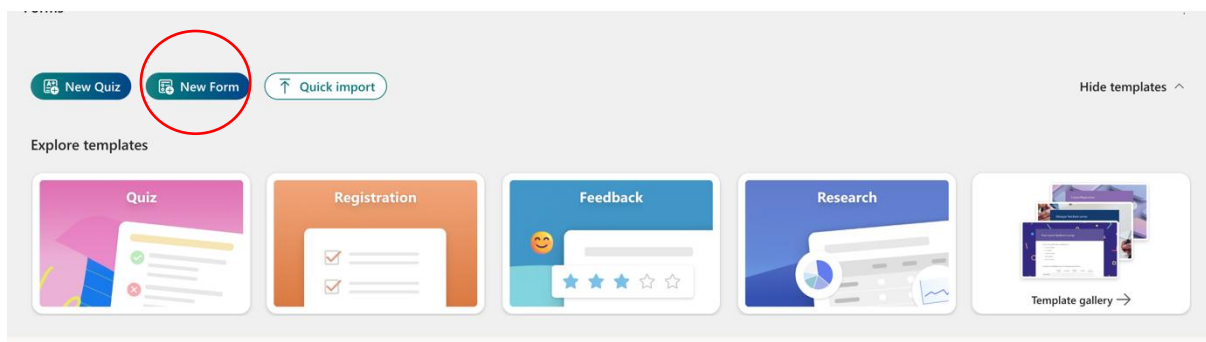
More details on using Microsoft Forms is provided below:

<https://support.microsoft.com/en-au/office/create-a-new-form-or-quiz-3c39c220-e30e-401d-bb6f-c1861d5aea01>

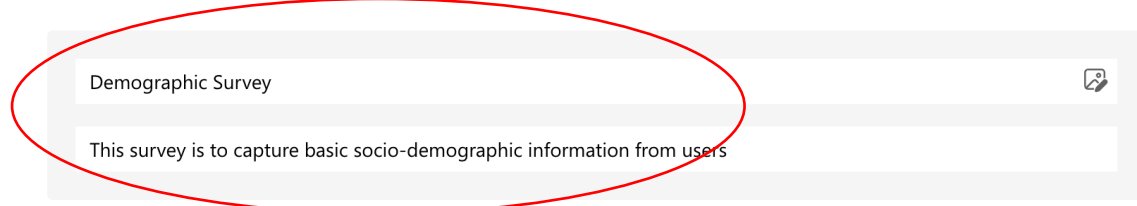
**Step 1: Please login to <https://forms.office.com>**

You should use your ACU student ID to login.

**Step 2: Once logged in, Click on “New Form” tab.**

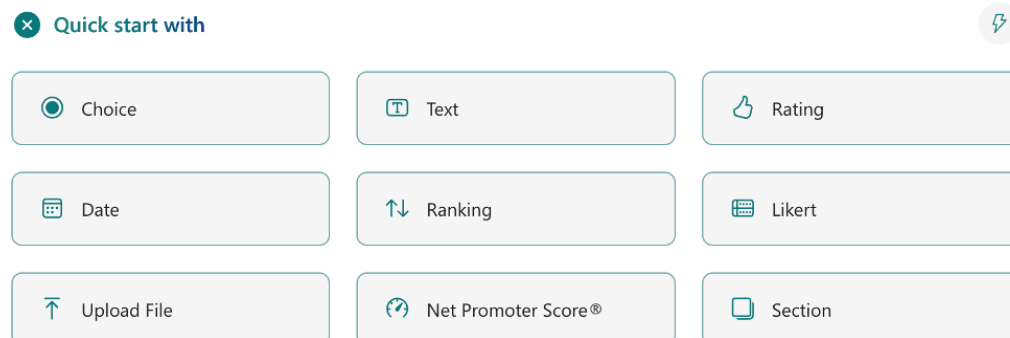


### Step 3: Enter a name for your form and its description.



A screenshot of a form creation interface. At the top, there are two input fields. The first field contains the text "Demographic Survey" and is circled in red. The second field contains the text "This survey is to capture basic socio-demographic information from users". To the right of the first field is a small icon of a document with a pencil. Below the input fields is a section titled "Quick start with" with a close button (X) on the left and a lightning bolt icon on the right. Below this title are nine buttons arranged in a 3x3 grid, each with an icon and a label: "Choice" (radio button icon), "Text" (text icon), "Rating" (thumbs up icon), "Date" (calendar icon), "Ranking" (up/down arrows icon), "Likert" (table icon), "Upload File" (upload icon), "Net Promoter Score®" (globe icon), and "Section" (document icon).

### Step 4: Choose survey/question type by selecting one of the options below. e.g., Choice – For multiple choice survey Text – For text input in the survey Likert scale – For psychometric rating scale.



A screenshot of the same form creation interface as in Step 3, but with the "Quick start with" section expanded. The "Choice" button is selected, indicated by a radio button icon. The other buttons are "Text", "Rating", "Date", "Ranking", "Likert", "Upload File", "Net Promoter Score®", and "Section".

**Step 5: Write the question you want to and provide options.**

## Demographic Survey

This survey is to capture basic socio-demographic information from users

1. What is your age group ?

☐ 18-24

☐ 25-34

☐ 35-44

☐ 45-54

☐ 55-64


**Step 6: Continue adding multiple question. Each question can have different types of options as below.**

 Add new question



 Choice

 Text

 Rating


 Date

 Ranking

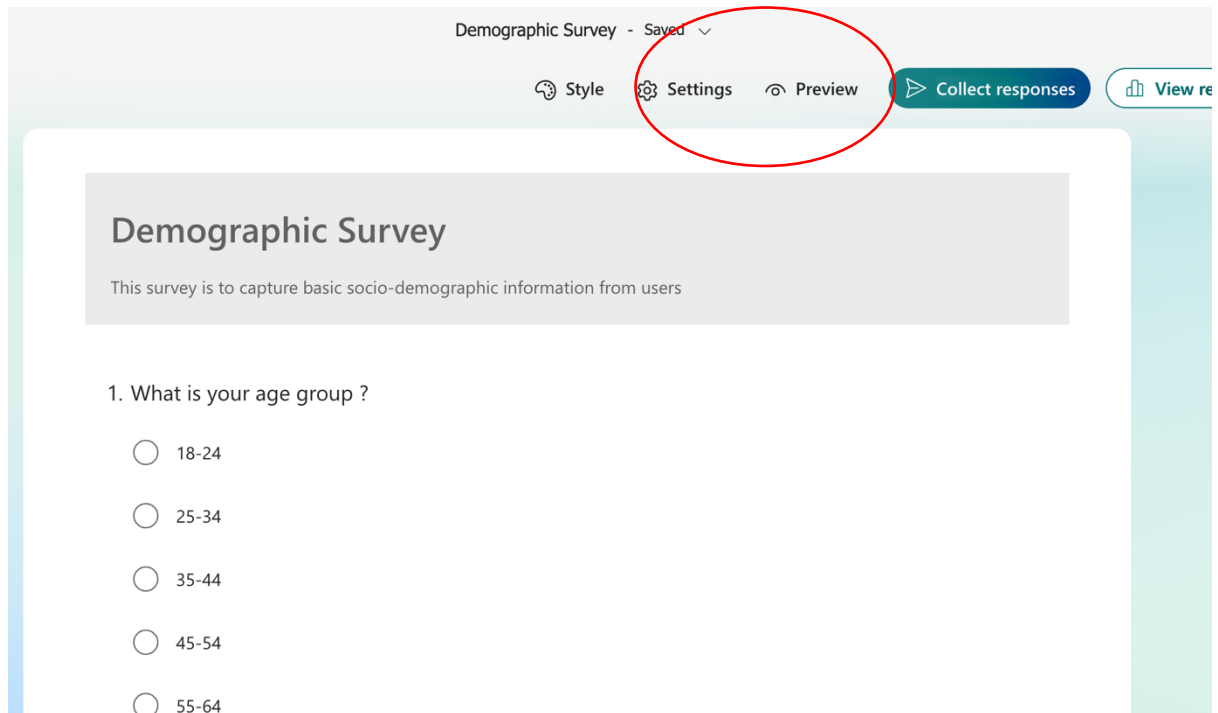
 Likert

 Upload File

 Net Promoter Score®

 Section

**Step 7. After questions are completed. Click Preview.**



Demographic Survey - Saved

Style Settings Preview Collect responses View re

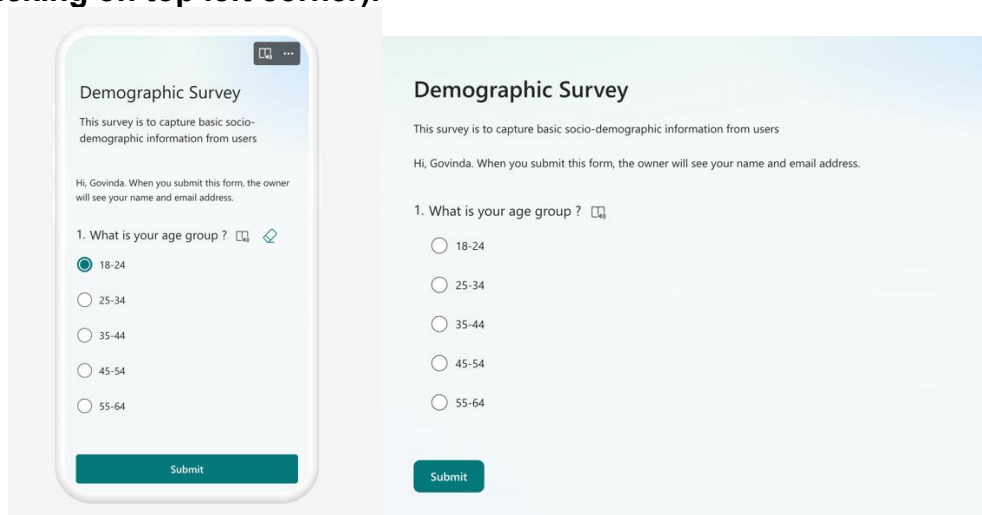
## Demographic Survey

This survey is to capture basic socio-demographic information from users

1. What is your age group ?

- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64

**Step8: You can preview how your survey looks like in computer and mobile (by clicking on top left corner).**



**Mobile Preview:**

Demographic Survey

This survey is to capture basic socio-demographic information from users

Hi, Govinda. When you submit this form, the owner will see your name and email address.

1. What is your age group ?

- ☒ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64

Submit

**Desktop Preview:**

Demographic Survey

This survey is to capture basic socio-demographic information from users

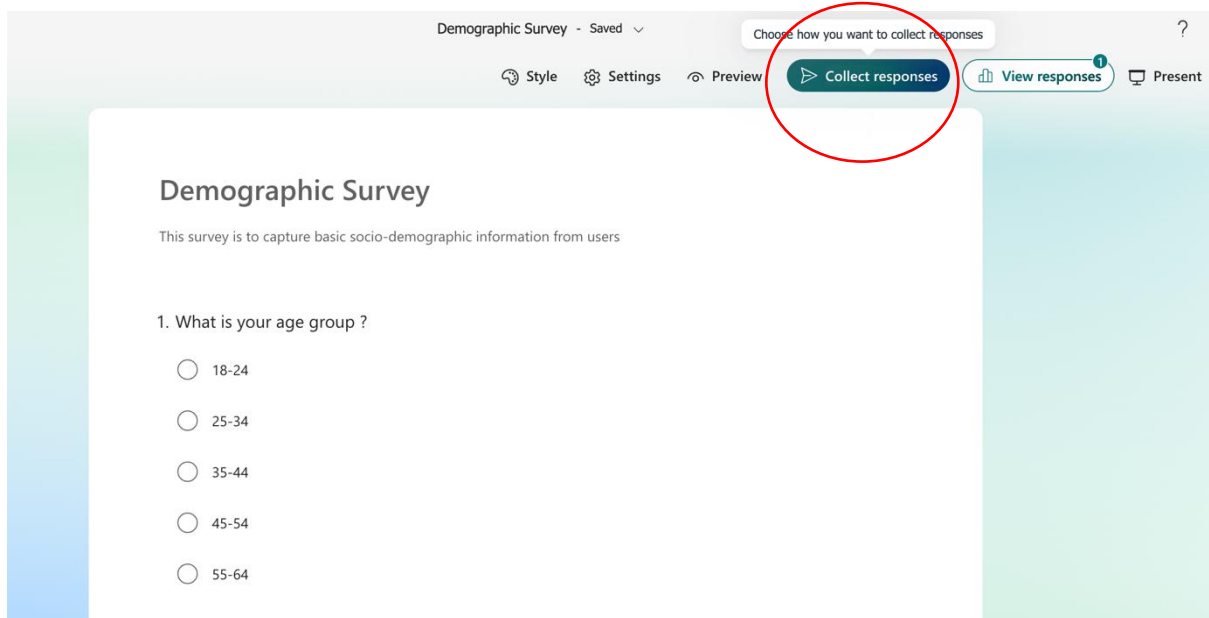
Hi, Govinda. When you submit this form, the owner will see your name and email address.

1. What is your age group ?

- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64

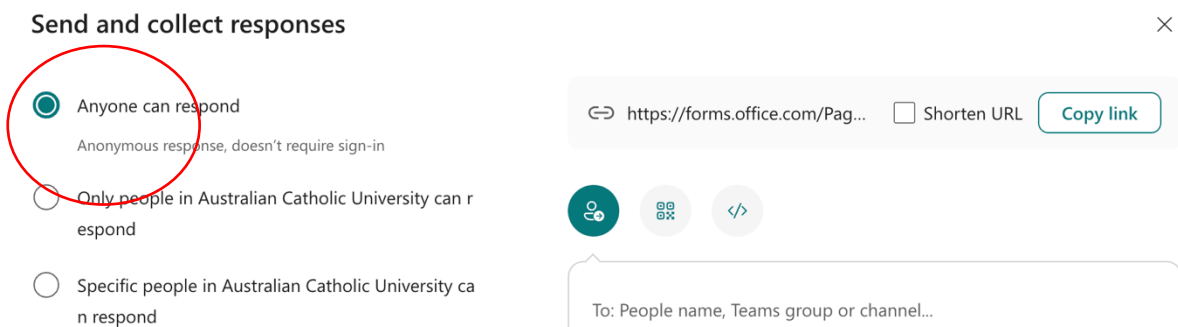
Submit

**Step 9: To conduct survey and collect responses, click on “Collect Responses”.**



The screenshot shows the Microsoft Forms editor for a survey titled "Demographic Survey". The survey description is "This survey is to capture basic socio-demographic information from users". The first question is "1. What is your age group ?" with five radio button options: "18-24", "25-34", "35-44", "45-54", and "55-64". In the top right corner, there is a toolbar with buttons for "Style", "Settings", "Preview", "Collect responses", "View responses", and "Present". The "Collect responses" button is highlighted with a red circle.

**Step 10: Select your survey group (Anyone, Only from ACU, Specific People in ACU).**



The screenshot shows the "Send and collect responses" dialog box. On the left, there are three radio button options for selecting the survey group: "Anyone can respond" (which is selected and circled in red), "Only people in Australian Catholic University can respond", and "Specific people in Australian Catholic University can respond". To the right of these options, there is a text field showing the survey URL "https://forms.office.com/Pag...", a checkbox for "Shorten URL", and a "Copy link" button. Below the URL field, there are three icons: a person icon, a QR code icon, and a code icon. At the bottom, there is a text field labeled "To: People name, Teams group or channel...".

**Step 11: Copy link (using shorten URL if a short URL is preferred). This link can be shared with your survey participants via email etc.**

#### Send and collect responses

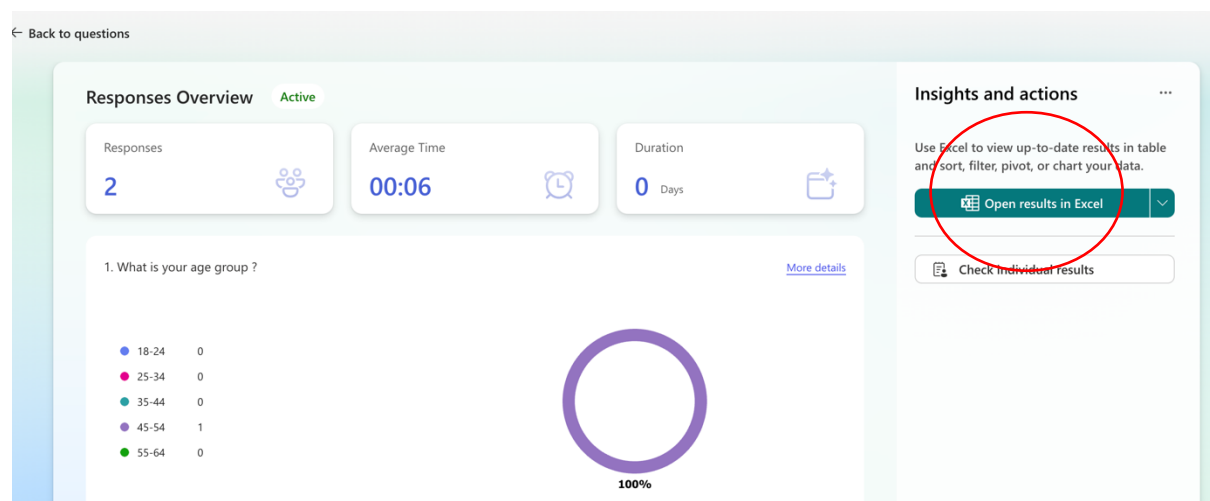
- ☒ Anyone can respond  
Anonymous response, doesn't require sign-in
- ☐ Only people in Australian Catholic University can respond
- ☐ Specific people in Australian Catholic University can respond

https://forms.office.com/Pag... ☐ Shorten URL [Copy link](#)



To: People name, Teams group or channel...

**Step 12: Click on View Responses and Select Open in Excel to further analyse your data. You can also obtain summary of your responses from this page.**



If you're creating a lengthy survey or questionnaire, it's helpful to organize your questions into multiple pages—or sections—which you can easily rearrange and reorder.

Step 1: Select **Add new question**

Step 2: Select **More question types > Section**

Step 3: Add a **section title and description**

Step 4: Select **Add new to add a question for that section.**

