

# Microsoft Forms Job Aid

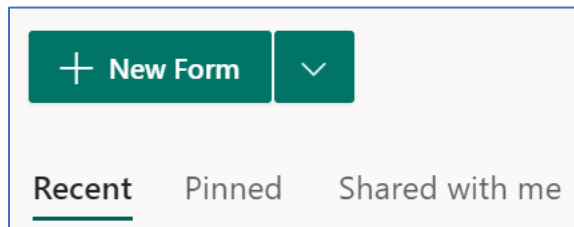
## What is Microsoft Forms?

Microsoft Forms is a part of the Office 365 suite of tools and is used for creating custom surveys, quizzes, and polls. See below for steps on how to create a form to fit your needs.

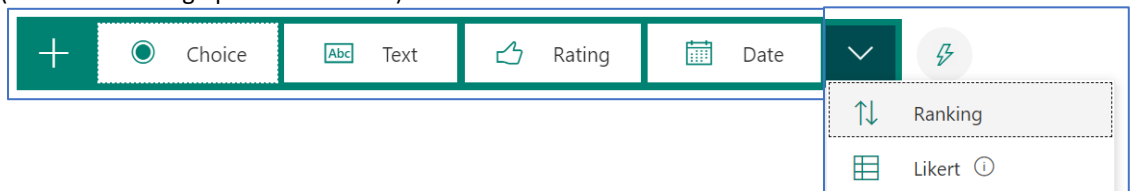
## Creating a Form.

To make a Microsoft Form:

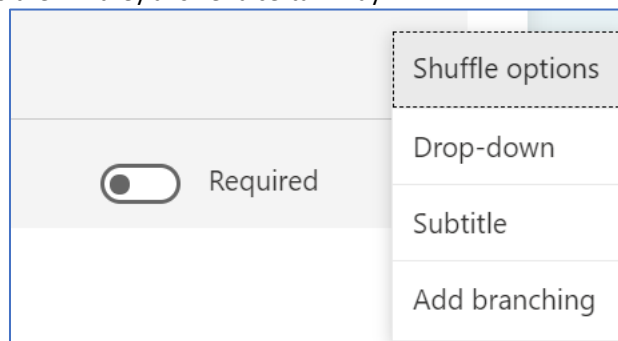
- First login to <https://forms.office.com/> (use your corporate email).  
NOTE: You will need to use your token to sign in.
- On the top, left-hand side, select **New Form**.



- Select **Untitled Form**. Fill in the title of your form and optional description.
- Click the **Add new** button to add questions. Available question formats are below:
  - Choice (for multiple options, more than one can be designated as correct if desired)
  - Text (for freeform answers, short or long)
  - Rating (for selections rated out of 5 or 10)
  - Date (for selecting date options from a calendar)
  - Ranking (for directly comparing options)
  - Likert (for custom rating options on a scale)



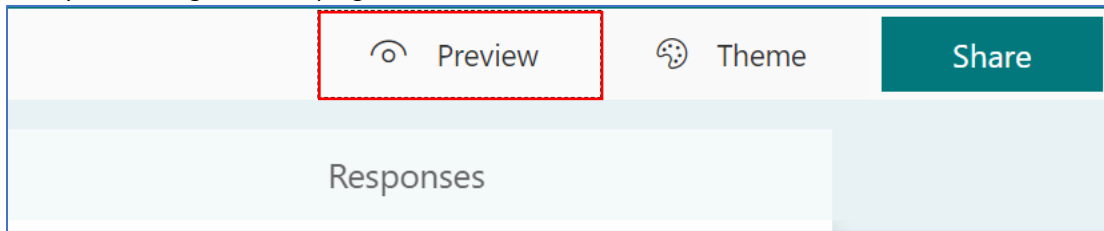
- At the bottom of each question, you can select if you would like the question to be required or not.
- **Branching:** By clicking on the three dots at the bottom of a question, you can add branches to a question. This means that depending on the answer given it will lead the survey taker to a different part of the form since certain following questions may no longer be relevant to them if they answer a certain way.



## Previewing a Form.

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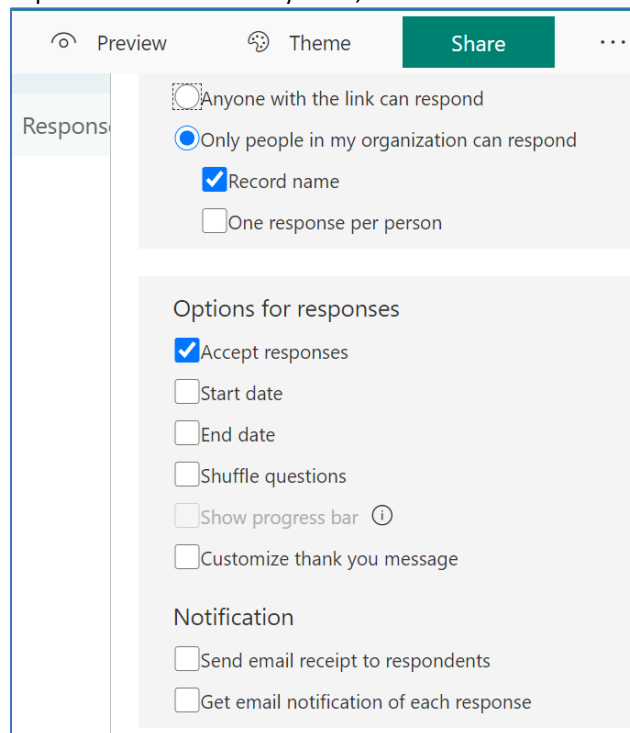
- To preview your Form, go to the top right and click **Preview**.



### Sending a Form.

- Before sending your form, take a moment to make sure your settings are what you want them to be by clicking on the three dots in the upper right-hand corner.

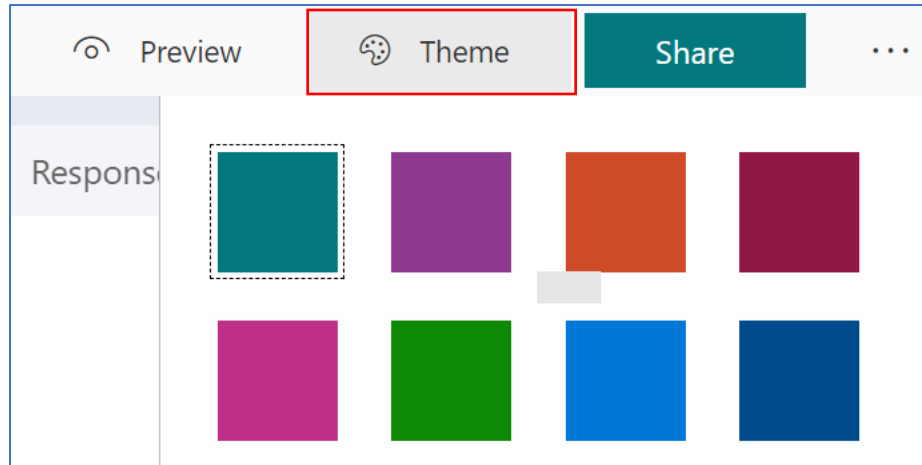
NOTE: If you would like the responses to remain anonymous, unselect **Record name**.



### Changing the theme.

To change the color/theme of your Form:

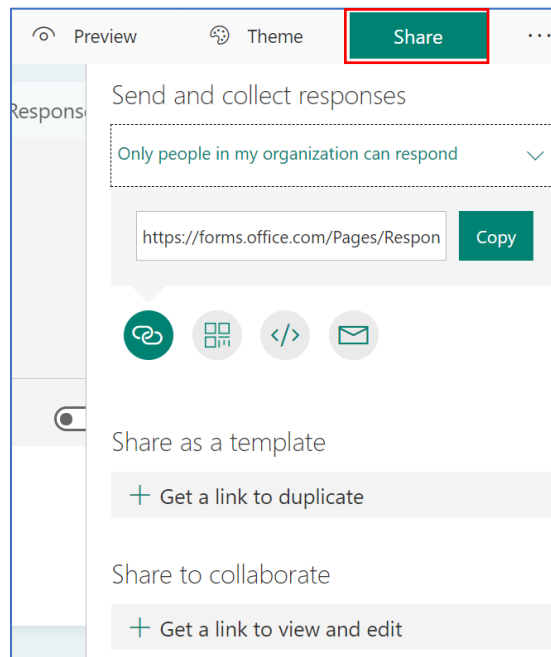
- In the top right-hand corner, select **Theme**.
- You can select from an existing theme or create one of your own by clicking on the + sign at the bottom of the list.



### Sharing a Form.

When you are ready to share your form,

- Click the **Share** button in the upper-right-hand corner.
- From here you can select how you want to share your Form. The easiest method is to simply share a link.
- You can also collaborate with another person on your Microsoft Form by selecting **Get a link to view and edit** and sending it to the person you would like to collaborate with.



### Viewing responses.

Once your Form has been sent out, you can take a look at the responses.

- Select the **Responses** tab at the top of the Form.
- Here you can select if you want to open the data in Excel or view the results as Forms formats them.

Questions

Responses

0

Responses

00:00


Average time to complete


Active

Status

...

View results

 Open in Excel



This form doesn't have any responses yet.

Try sharing it to more people, or use preview mode to enter your own response.