

Microsoft Forms



IT Department

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Microsoft Forms



Course Management

✓ Course Description

Microsoft Forms

✓ Content

✓ Forms Quick Start ⓘ

Build a form in minutes. Learn how to add questions to your form, define settings, share your form, and check results in just a few easy steps!

- ☐ Sign in
- ☐ Create a form
- ☐ Share a form
- ☐ View results
- ☐ Confirmation

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✓ Create a form and view results ⓘ

Learn how to use Forms to create surveys, quizzes, and polls, and easily see results as they come in.

- ☐ Create a new form or quiz
- ☐ Share a form to get responses
- ☐ View results of your form
- ☐ Use branching logic in your form
- ☐ Add sections to your survey or questionnaire
- ☐ Confirmation

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✓ Share and collaborate ⓘ

Learn how to collaborate with colleagues on your quizzes and forms and share your quiz or form as a template for others to use independently.

- ☐ Send and collect responses for your form
- ☐ Check your form results
- ☐ Check your quiz results
- ☐ Share a form
- ☐ Share a form or quiz as a template
- ☐ Send an email receipt of responses
- ☐ Forms Frequently Asked Questions
- ☐ Confirmation

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