

Collect Information with Microsoft Forms



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Create forms such as a survey or a quiz

Many types of built-in questions

You can also implement branching in your form logic

The screenshot displays a web application for creating forms. The top navigation bar is teal and contains a grid icon, the word 'Forms', the title 'Event Feedback Survey - Saved' with a dropdown arrow, a help icon, and a user profile picture. Below the navigation bar is a light gray toolbar with icons for 'Preview', 'Theme', and a 'Collect responses' button. The main content area has two tabs: 'Questions' (active) and 'Responses'. The 'Questions' tab shows a survey titled 'Event Feedback Survey'. The first question is '1. How satisfied were you with the event?' with five radio button options: 'Extremely satisfied', 'Very satisfied', 'Somewhat satisfied', 'Not so satisfied', and 'Not at all satisfied'. The second question is '2. How likely are you to recommend this event to a friend or colleague?' with a horizontal scale from 0 to 10. The scale is represented by a row of 11 boxes, with '0' at the left and '10' at the right. Below the scale, the text 'Not at all likely' is aligned with the 0 and 'Extremely likely' is aligned with the 10.

Forms

Event Feedback Survey - Saved

Preview Theme Collect responses

Questions Responses

Event Feedback Survey

1. How satisfied were you with the event?

☐ Extremely satisfied

☐ Very satisfied

☐ Somewhat satisfied

☐ Not so satisfied

☐ Not at all satisfied

2. How likely are you to recommend this event to a friend or colleague?

0	1	2	3	4	5	6	7	8	9	10
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Not at all likely

Extremely likely

Flexible Options for Every Use Case

Who can fill out this form

- ☐ Anyone can respond
- ☒ Only people in my organization can respond
- ☒ Record name
 - ☒ One response per person
- ☐ Specific people in my organization can respond

Options for responses

- ☒ Accept responses
- ☐ Start date
- ☐ End date
- ☒ Set time duration ⓘ
- 30 minutes
- ☐ Shuffle questions

Multiple options on who can fill out the form

- Anyone in the world (with the link)
- Only people from your company
 - But keep it anonymous!

Options for responses

- Start & end dates
- Time duration
- Shuffle questions



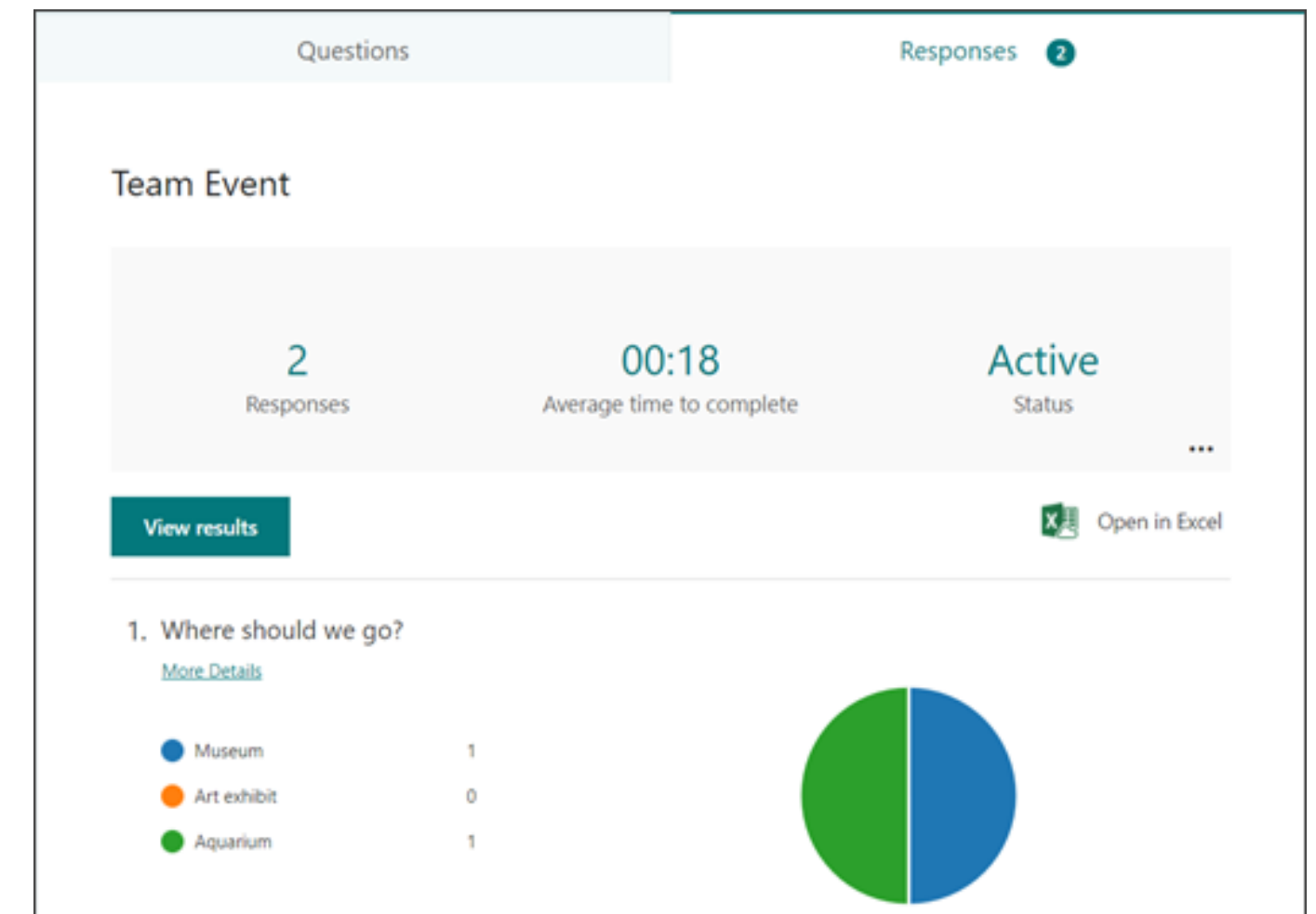
View Responses & Analytics

Forms owners can view results as soon as answers are submitted

Results are aggregated with nice graphs

You can also view individual results

Results can be exported to Excel



Demo



Microsoft Forms in action



Conclusion



Tool to collect information

- Forms / Surveys / Quizzes

Multiple options on who can submit answers

Multiple features to adapt form to your needs

Easy to use analytics



Up Next:
Tell Your Story with Microsoft Sway

