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

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 fille 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**
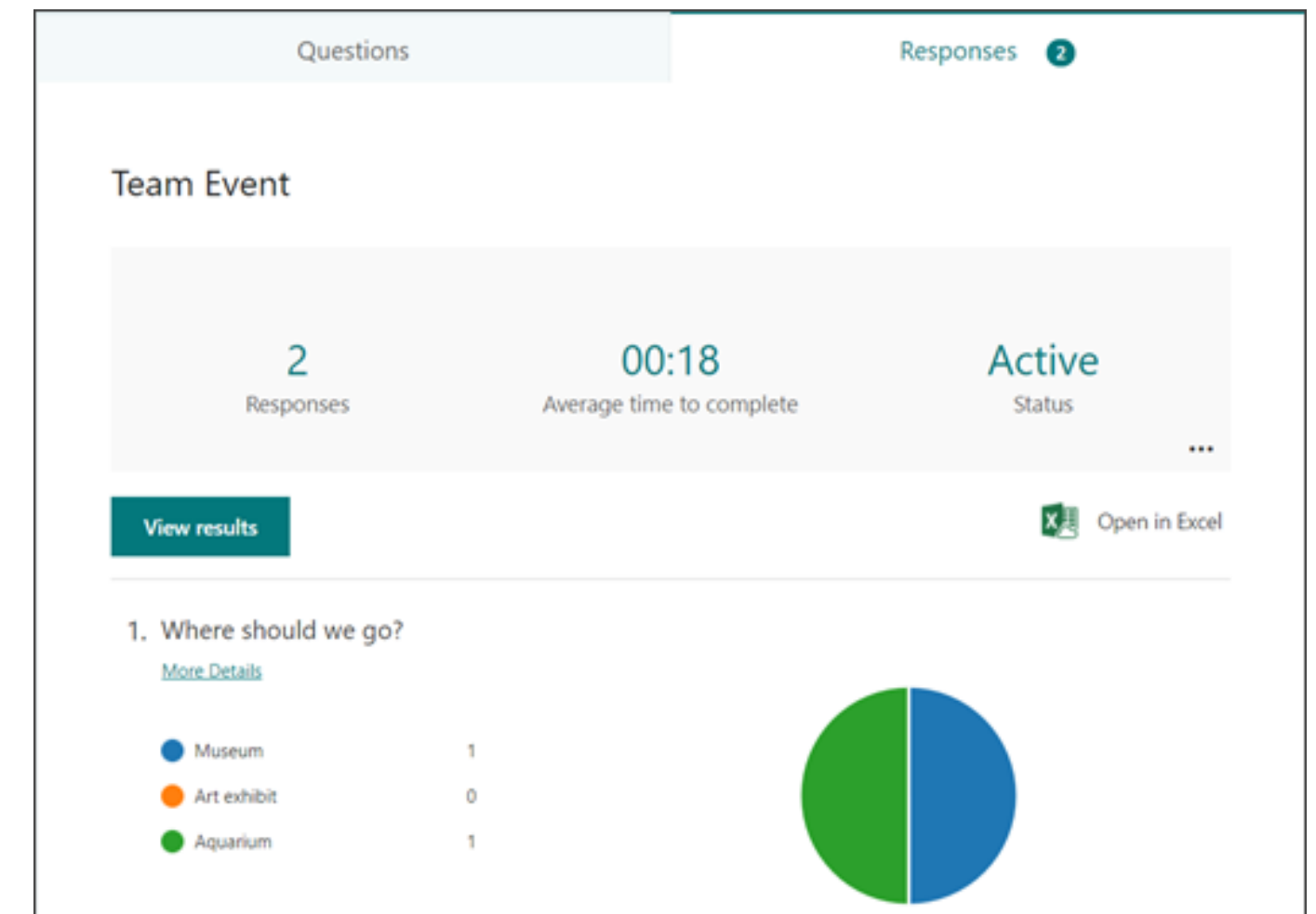- **Time duration**
- **Shuffle questions**

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

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