Microsoft Forms Training Agenda (Level 100)

Overview
This course introduces Microsoft forms and demonstrates how to create surveys, quizzes, and polls, how to respond in nearly any web browser or mobile device, and how to analyze those responses.

Session Summary

Engagement deck  ➔  Navigation and functionality  ➔  Creating surveys and quizzes  ➔  Manage and analyze  ➔  Next Steps

Expectations
- Understand navigation and functionality in Microsoft Forms
- Create forms, quizzes, and polls
- Change visual layout
- Configure access and sharing settings
- Learn question types
- Make use of branching
- Analyzing responses

Engagement Deck
- What is Microsoft Forms?
- Create a form easily
- Looks great on mobile or desktop
- Make better decisions with data

Navigation and functionality
- Overview navigation
- Understanding the value of Forms and Quizzes
- Previewing the Forms experience
  - Mobile
  - Desktop
- Add a theme
- Multilingual forms
- Settings
  - Control who can fill out a form or quiz
  - Options for responses
- Sharing Forms
Creating surveys and quizzes

- Create a survey
- Understand question types
  - Multiple choice
  - Text
  - Rating
  - Date picker
  - Ranking
  - Likert scale
  - File upload
  - Net Promoter Score
- Create a quiz
  - Set correct answer
  - Show results automatically
  - Use math equations
- Additional options
  - Shuffle Options
  - Subtitles
  - Drop down
  - Sections
  - Multiple Answers
  - Required response
- Branching options
- Sharing a Form

Manage and analyze

- Review responses
- Create a summary link
- Close a form to further responses
- Grading
  - Post results
  - Customize grades
- Analyze data in Excel

Next Steps

- Microsoft Forms integrations
- Review training
- Question and answer