

# Microsoft Forms for Government Training Agenda (Level 100)

*\*Please see appendix at bottom for notes on product feature differences by US Government Clouds*

## 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



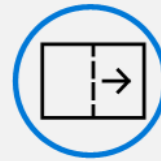
Navigation and functionality



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

- Send and collect responses
- Share a template
- Share to collaborate

## 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
- 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

- Review training
- Question and answer

## Appendix

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*Additional product features are being released to Gov Clouds on an ongoing basis. Please confirm feature availability within the customer's tenant prior to training.*

\*File Upload question type is rolling out to Gov Clouds June 2021, full rollout expected July 2021.

\*External sharing is not available in GCCH or DoD