

Create and evaluate surveys efficiently with Microsoft Forms («MFUEA»)

In this half-day Microsoft Forms course, you will learn how to efficiently create simple but complex (branching) surveys and quizzes for internal and external use, and how to share them for collaboration.

Duration: 0.5 days

Price: 380.–

Course documents: Digicomp courseware

Content

1. Overview Microsoft 365
2. Introduction to Microsoft Forms
3. Types of questions
4. Difference between forms and quizzes
5. Form design
 - Background image
 - Colors
6. Settings
7. Multilingual forms
8. Including branches for more complex forms
9. Evaluation of the results visually as well as in Microsoft Excel
10. Creating and working with summaries
11. Sharing forms
 - Share to fill
 - Sharing for collaboration
12. Example: Creating quizzes
13. Integrating a form within Microsoft Teams
14. View in browser and via SmartPhone
15. Example: Create your own form / quizzes
16. Tips & tricks

Key Learnings

- Getting to know the Microsoft (Office) 365 landscape and the Microsoft Forms app located within it
- Getting to know and efficiently using Microsoft Forms
- Creating simple and complex (branched) forms for internal and external use
- Creating quizzes / contests / training surveys and evaluating and analyzing them

Methodology & didactics

Exercises on PC with practical case studies.

Target audience

This course is aimed at people who want to create, share, evaluate and integrate surveys, general forms as well as quizzes into Microsoft 365 apps in a targeted and efficient way.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-365-apps/microsoft-365-specials/course-create-and-evaluate-surveys-efficiently-with-microsoft-forms

