

Actual vs Target	Actual	Target	Product	Brand	MS	MS	MS	MS	MS

MS FORMS

COURSE OUTLINE



01428 741 482
capitaltraining.com





3 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

Audience

This course is designed anyone interested in creating surveys, quizzes, and forms using Microsoft Forms

Pre-Requisites:

Participants should have a basic understanding of Microsoft 365 applications and be familiar with common survey and form concepts

Course Objectives:

By the end of this one-day course, participants will have gained comprehensive skills in creating, customizing, and analysing surveys and forms using Microsoft Forms

01428 741 482
capitaltraining.com





3 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

- Form Basics
- Creating a new form
- Adding a text question
- Multiple choice options
- Managing a Form
- Deleting or editing a question
- Adjust question orders
- Apply Themes to a Form
- View Form on mobile device
- Add sections
- Sharing and distributing
- Explore sharing options
- Attach a form to Teams tab
- Generate QR code
- Sharing form as template
- Analysing results
- View survey results





3 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

- Printing summary
- Export to excel
- Integration with Other Microsoft 365 Apps:
- Embedding forms in SharePoint or Teams
- Utilising Forms data in Excel for analysis
- Forms Security and Permissions:
- Managing access and permissions for forms
- Ensuring data security and compliance

01428 741 482
capitaltraining.com

