

How to use Microsoft Forms to create professional surveys

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Although there are many tools for creating surveys, but a very simple application is Microsoft Forms, an alternative to Microsoft InfoPath. If you want to try this tool, the following article will guide you to perform surveys with Microsoft Forms.

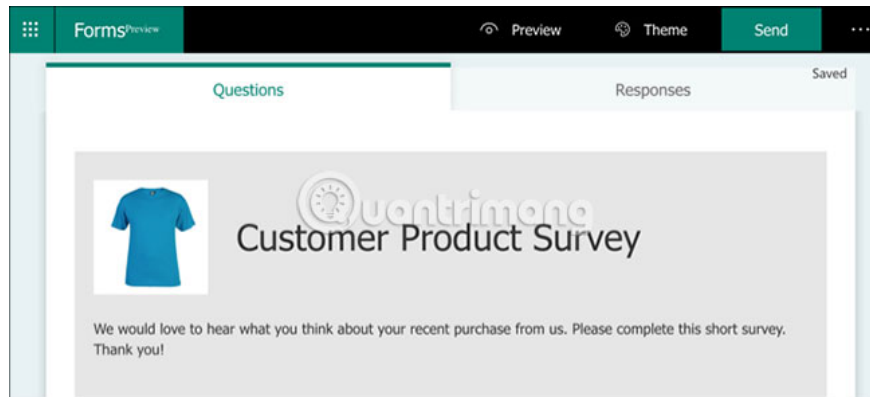
Tao professional survey with Microsoft Forms

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Create a survey in Microsoft Forms

To get started, visit the Microsoft Forms website and log in with your Microsoft account information. On the **My Forms** screen , click **New Form** to create the survey.

Give the form a title and description (optional). You can click on the image icon to upload photos from your computer or OneDrive, even search Bing to get the right image. And you can choose a theme on top or use your own image as a background.



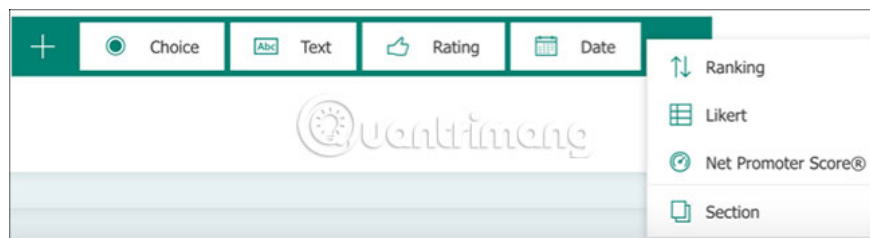
As you continue to create your survey, Microsoft Forms will automatically save it. So you don't have to worry about losing any job.

You should also click the **Preview** button at the top when creating the survey. This allows you to view the survey from the perspective of the participants. You can use the additional buttons at the top to see the survey on both computers and mobile devices.

Choose a type of survey question

To add a question, click the green Add New button. You can choose from different types of questions.

1. **Choice:** Multiple choice questions provide the '**Other**' option for an answer.
2. **Text:** Text in free form for your questions and participants' answers.
3. **Rating:** Use up to 10 levels with stars or numbers for the ranking system.
4. **Date:** A simple date entry for survey participants.
5. **Ranking:** Participants move the items you provide up and down in the list to rank them.
6. **Likert:** Extensive option for feedback from statements you provide.
7. **Net Promoter Score:** Survey participants choose one point for answers from 1 to 10.



You can also choose to create a new **section** in your survey, if you want to divide it into different areas. Give each section a name, description and picture if you want.

Characteristics of the question types

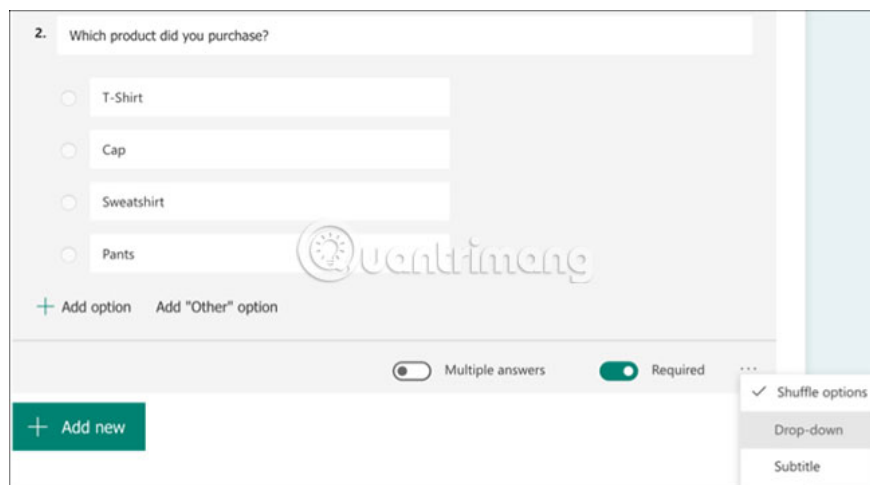
While some questions are very basic and do not require anything more, the other questions give you flexible options. For example, the **Date** question type is simply a participant entering a date and has nothing to adjust. However, with the **Choice** question type, you can change the question type and rearrange the answers.

Now, find out in detail the types of questions and their characteristics.

Choice question type

For multiple choice questions, you will enter your questions and possible answers. By default, the answers use radio buttons. But you can choose to use the menu style if you like by clicking the **More> Drop-down button** .

If you want the survey participants to choose more than one answer, you can turn on the **Multiple Answers** option at the bottom. And if you want the option to add content to the answer, you can click on the **Add 'Other' Option answer** .



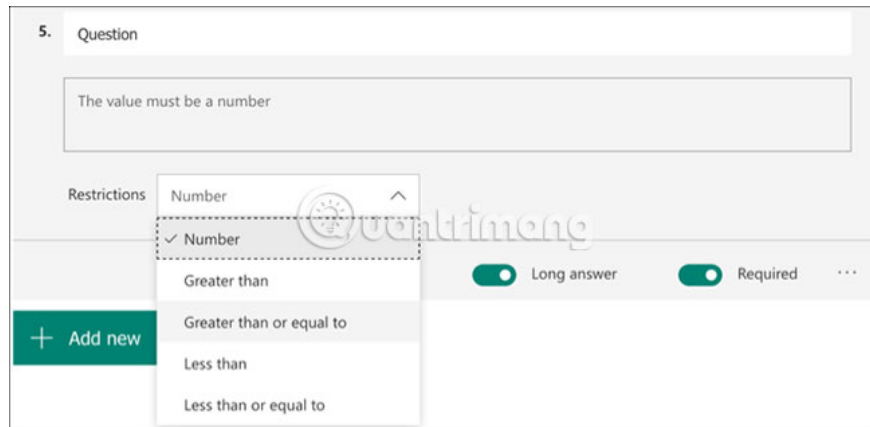
The screenshot shows a question editor for a multiple choice question. The question text is "2. Which product did you purchase?". Below the question, there are four radio button options: "T-Shirt", "Cap", "Sweatshirt", and "Pants". At the bottom of the question area, there are two buttons: "+ Add option" and "Add 'Other' option". Below the question area, there are two toggle switches: "Multiple answers" (which is currently off) and "Required" (which is currently on). To the right of these toggles, there is a three-dot menu icon. A dropdown menu is open, showing three options: "Shuffle options" (checked), "Drop-down", and "Subtitle". At the bottom left of the editor, there is a green button with a plus sign and the text "Add new".

You can rearrange the answers in your list by clicking, dragging them to new locations, and then release the mouse button.

Type of Text questions

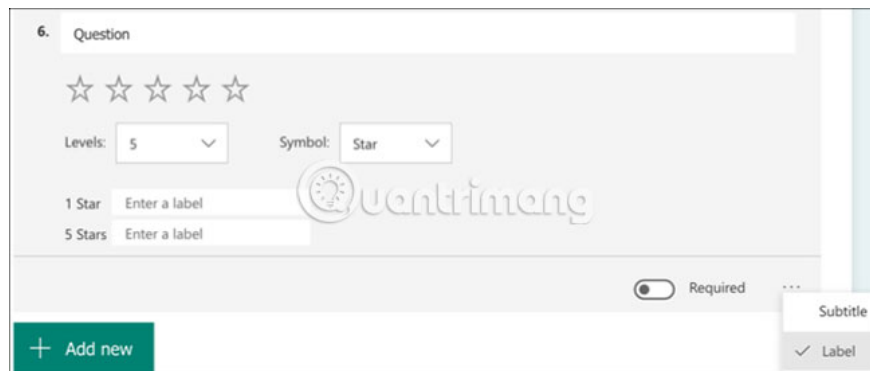
Although this type of question allows participants to type their answers, you can adjust this type of question for numbers and add restrictions.

Click the **More> Restrictions** button. In the drop-down **Restrictions** box , you can choose from options such as **greater than**, **less than** (smaller), **equal to** (equal) and **between** (within range). Just select the restriction you want and enter any corresponding details.



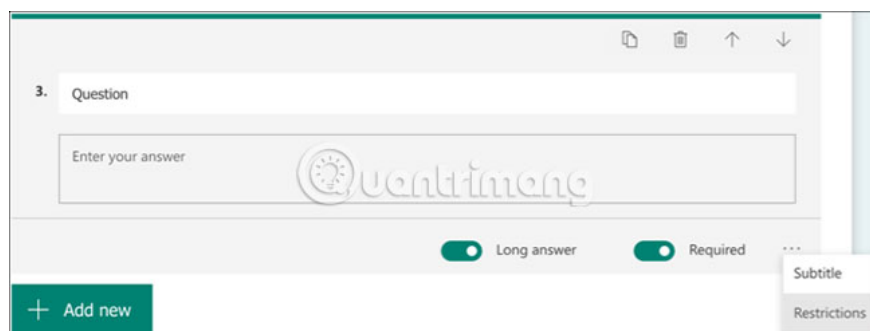
Rating question type

As mentioned above, the **Rating** question type provides a maximum of 10 numerical or numerical levels for the rating system. In addition, you can add labels to the star or the first and last number in the rating. Click the **More> Label** button.



Adjust settings for survey questions

After selecting a question type, there are several settings that you can change as needed. At the top of the question section, you will see buttons to copy, delete, scroll up or down.



At the end of the questionnaire, you will see a switch to toggle the option, if you want to ask the required question. You can see additional options beside, depending on the type of question. For example, if you use the

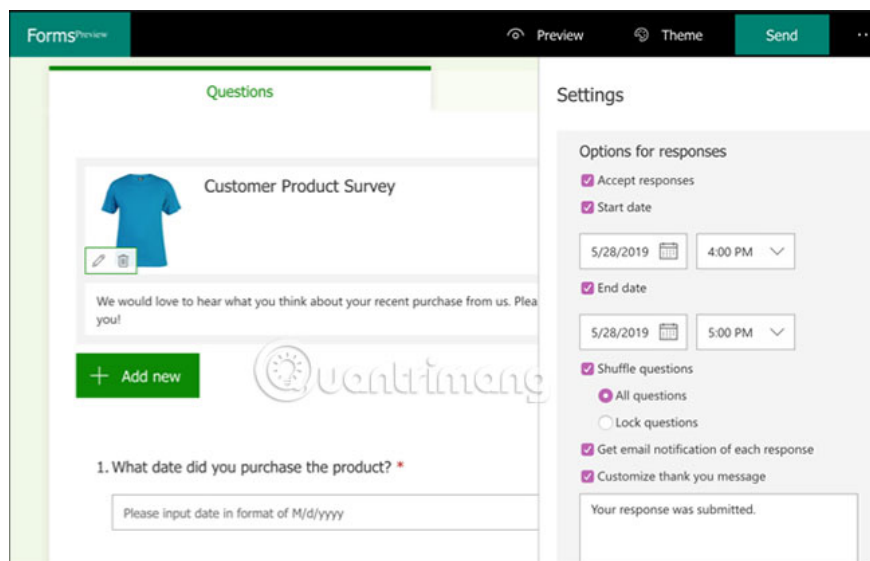
Text question type, you can enable the **Long Answer** option for participants.

The **More** button (three dots icon) on the bottom right also provides options, depending on the type of question, such as **Subtitle**, **Shuffle** or **Restrictions**.

Select the settings for the survey

When the survey is complete, you can choose options for the answer. Click the **More** button (three dots icon) at the top right of the survey page and select **Settings**.

Here, you will see options to accept answers, start and end dates, scrambling questions, receive email notifications and customize message notifications. Check the boxes for the settings you want and enter any corresponding details.

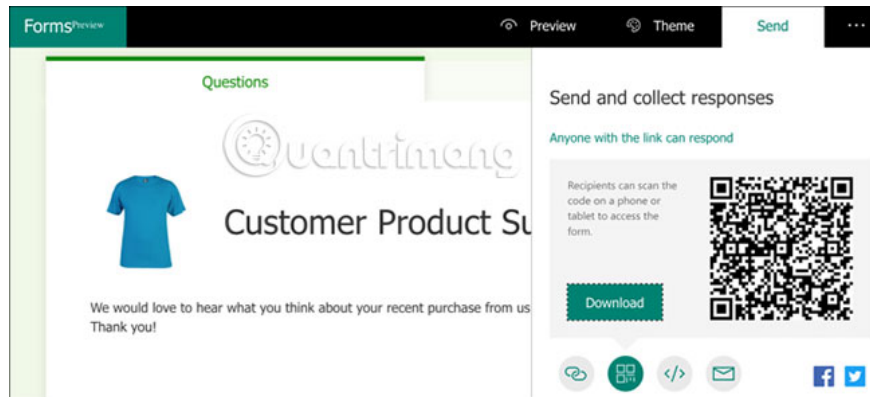


The screenshot displays the 'FormsPreview' interface for a survey titled 'Customer Product Survey'. The main area shows a preview of the survey with a blue t-shirt icon and the text: 'We would love to hear what you think about your recent purchase from us. Please help us improve our products by answering the following questions.' Below this is a question: '1. What date did you purchase the product? *' with a text input field and a placeholder 'Please input date in format of M/d/yyyy'. A green '+ Add new' button is visible. On the right, the 'Settings' panel is open, showing 'Options for responses' with the following settings: 'Accept responses' (checked), 'Start date' (5/28/2019, 4:00 PM), 'End date' (5/28/2019, 5:00 PM), 'Shuffle questions' (checked), 'All questions' (selected), 'Lock questions' (unchecked), 'Get email notification of each response' (checked), and 'Customize thank you message' (checked). The custom message is 'Your response was submitted.' The top navigation bar includes 'Preview', 'Theme', and 'Send' buttons.

Share survey

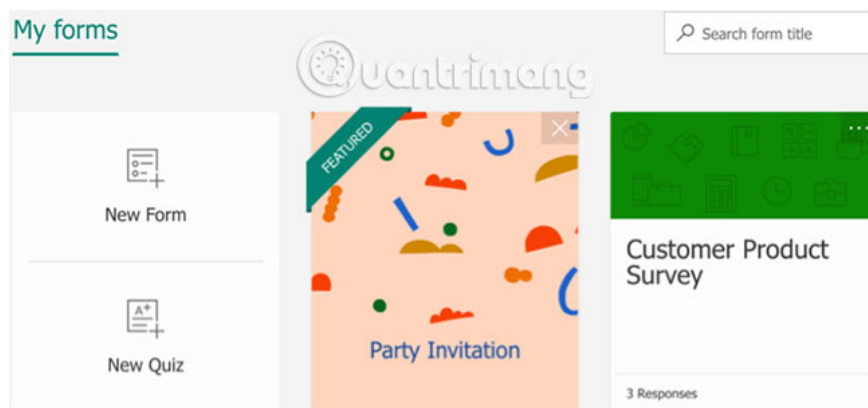
You have some interesting options to submit or share your completed survey. Click the **Send** button at the top to see the following options:

1. Copy a link to the survey and send it to the participants.
2. Download QR codes to share with participants.
3. Get the embed code to put the survey on a website.
4. Create and send emails with a link to the survey.
5. Share surveys directly on Facebook or Twitter.



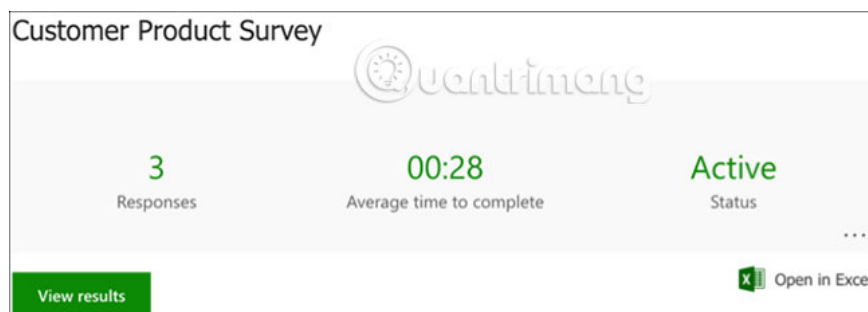
Review the survey feedback

If you want to see all the responses to your survey, go back to Microsoft Forms and log in. You will see the number of responses you have for your survey on the **My Forms** page .



Click on the survey and select **Responses** tab on the top. You will then receive a large amount of information starting with the number of responses, average time to complete and survey status.

You can click the **View Results** button to see each completed survey of participants. And you can save all feedback in the spreadsheet by clicking on the **Open in Excel option** . If you're already using Excel, you can also see how to create surveys and collect data with it.

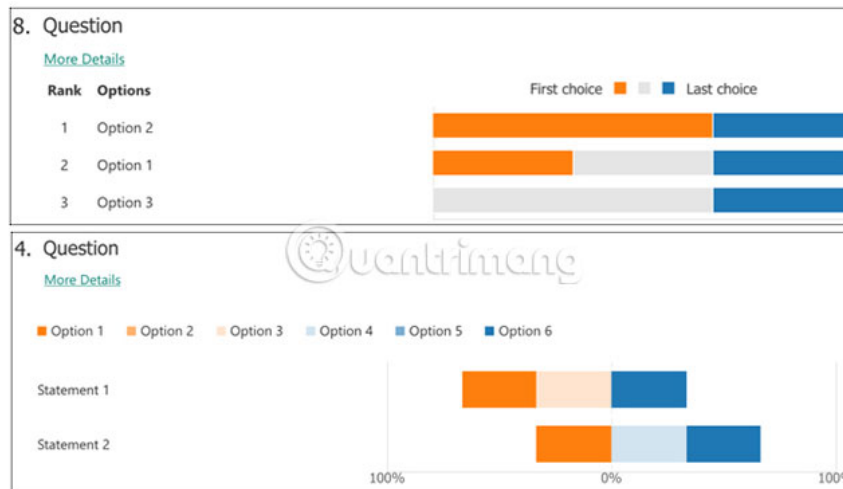


For each question, you will see the answers given by the participants in a different way. For example, the **Choice** question type will show your answer in a convenient pie chart as well as the number of responses for each

answer.



As another example, you will see the answers **ranked Ranking** and **Likert** in a bar chart style.



Below each question, you'll see the **More Details** link . If you click on it, you can see each answer to that question in the clean table format.

2. Which product did you purchase?

3 Responses

ID ↑	Name	Responses
1	anonymous	Pants
2	anonymous	Sweatshirt
3	anonymous	Cap

Now, you have an overview of how Microsoft Forms works to create surveys. It's time to incorporate elements to create your own survey. Get ready for the questions, go to the Microsoft Forms website and create the survey you need.

Hope you are successful.

You finished reading the article "**How to use Microsoft Forms to create professional surveys**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

