

Instructions for using Microsoft Forms

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Microsoft launched Microsoft Forms in September 2018. It is used to create surveys, polls and puzzles. Compared to Google Forms, Microsoft Forms has a cleaner interface but some hidden features are hard to find. This article will show you how to use Microsoft Forms.

How to use Microsoft Forms

1. How to create a form
2. Share and embed the form on the website
3. Branching option
4. Share to cooperate
5. Groups Forms
6. How to add time limits and other customizations
7. Analyze the answer
8. Change theme and template

1. How to create a form

When creating a form, Microsoft Forms gives you seven choices:

1. Multiple options
2. Text
3. Rating
4. Date
5. Ranking
6. Net Promoter Score

Survey Form

1. What's your Name

Enter your answer

Long answer Required

+ Add new

When doing multiple choice questions, Question analysis forms and help you answer. For example, if the question is 'Did you buy .', the Form will display suggestions Yes, No and Perhaps.

12. Have you

Enter a subtitle

Suggested options: Add all Yes No Maybe

Option 1

Option 2

+ Add option Add "Other" option

If the first option is Sad, Forms will suggest you add Happy and Angry as the second and third choices.

+ Choice Text Rating Date

Suggested questions Add all ×

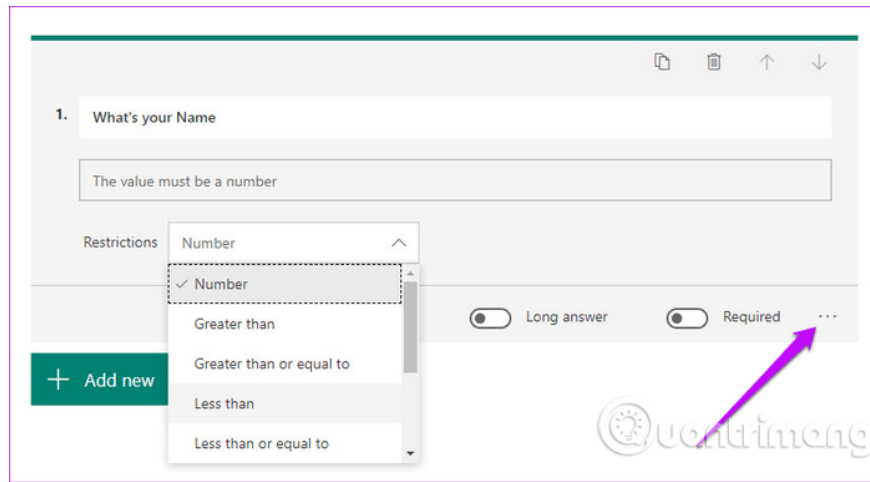
What's your organization

What's your Email address

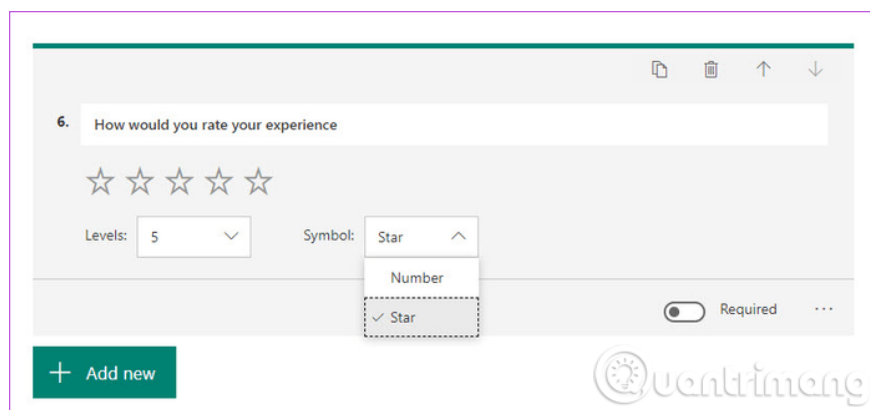
What's your phone number

You just need to select the option and proceed to the next question.

Similarly, for questions that need to be answered in writing, you can specify a long or short answer. In addition, you can limit the type of answers by clicking on the three dots menu and selecting **Restrictions** .



Then, choose one of the options from the drop-down list and add the values.



For ratings, you can specify levels as well as icons.

2. Share and embed the form on the website

When you complete the form, you can send it to people to collect feedback by clicking on the **Share** button in the top right corner.

You can select objects for your form. If you want to limit the people in your organization, leave the default option. If not, click **Only people in my .** and select the option **Anyone with the link .**

Send and collect responses

Only people in my organization can respond ^

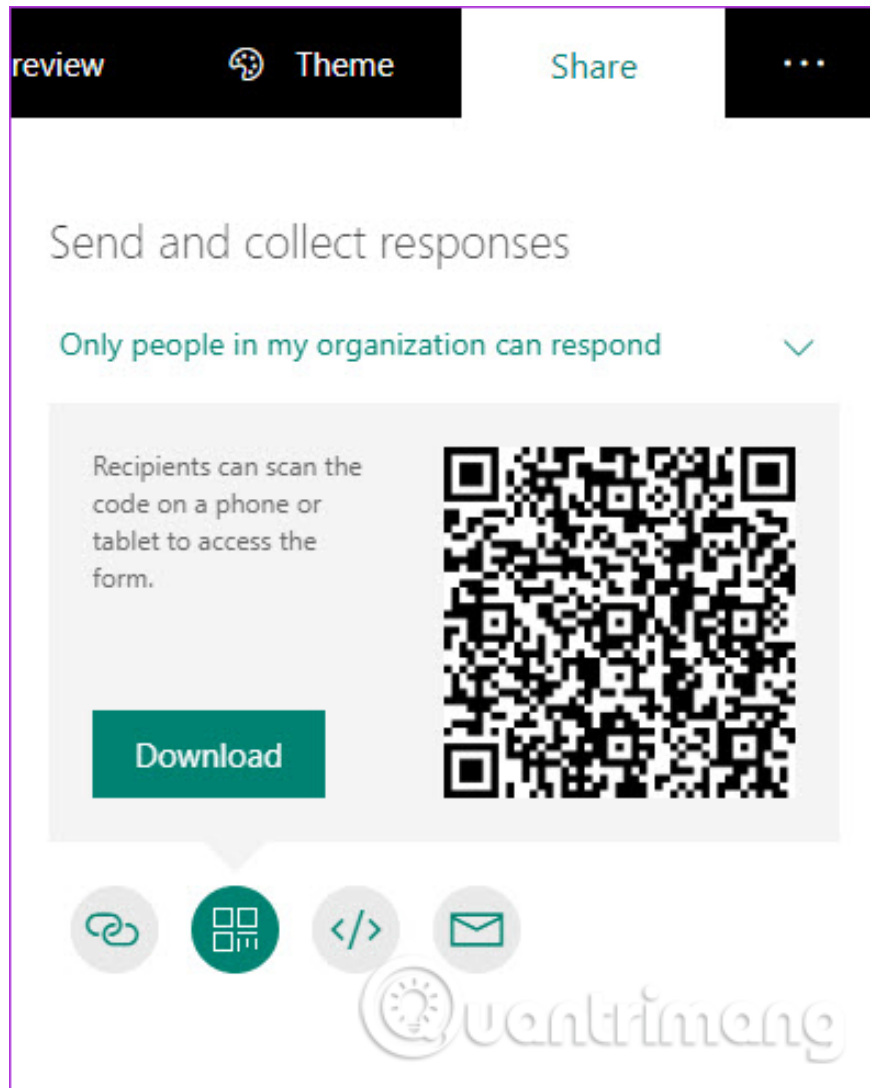
Anyone with the link can respond

✓ Only people in my organization can respond



Quantimang

You can share direct links with specific objects. But the best way is to embed the form in your website or blog. Or better yet, create a QR code for the form and then share it on the blog or add it to the email.

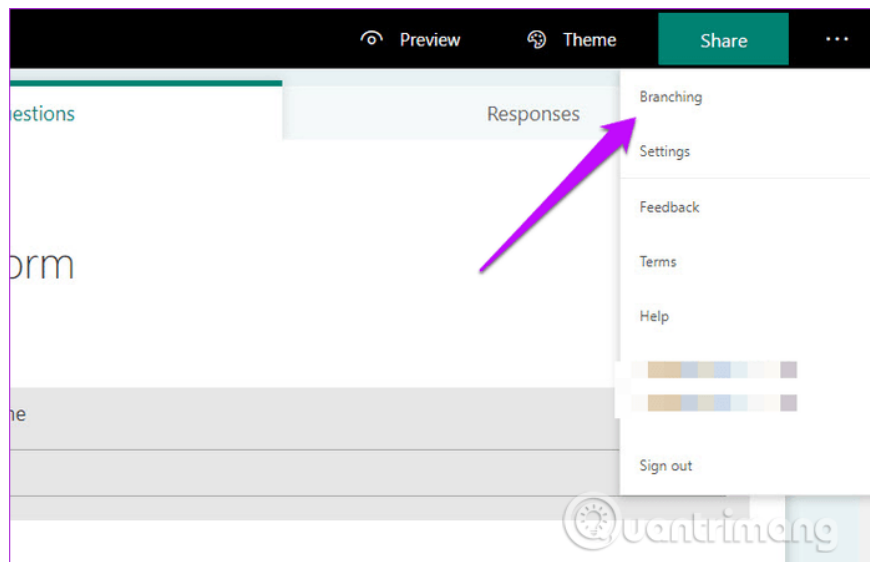


3. Branching option

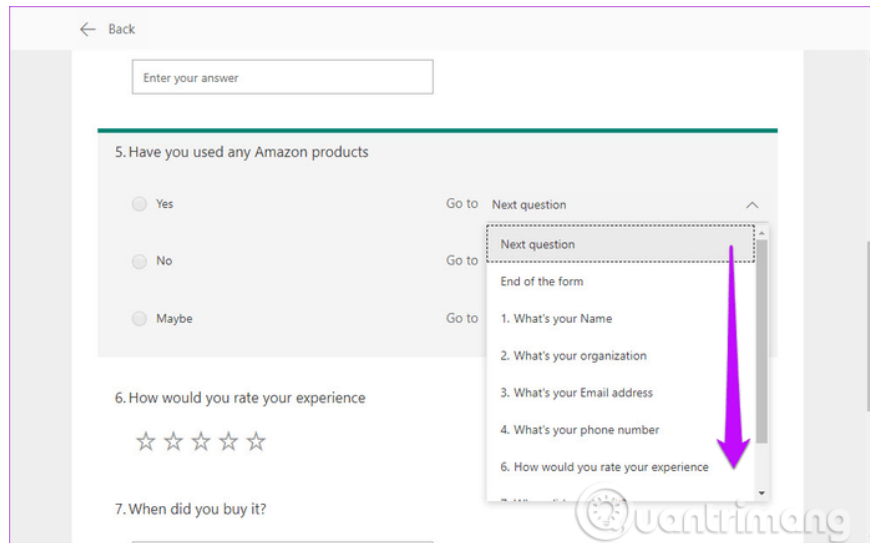
By default, Microsoft Forms does not allow you to add conditional questions like Google Forms. This is one of the hidden features of Microsoft Forms.



For example, in a question with or without, if the answer is Yes, go to a question 2 and if the answer is No, go to question number 3. To add a condition to the question, after completing it, touch Three dots icon in the upper right corner and select **Branching** .



Next, touch the question you want to add conditions. Now touch the next question from the drop down menu. Note, you need to do this for all questions.



To preview your form with conditional logic, just go back and click the preview icon.

3. Share to cooperate

Microsoft Forms adds business features so you can make forms and survey with friends. To share the form with friends or colleagues, tap the **Share** button at the top and select the **Share** option from the menu on the right.

review

Theme

Share



Send and collect responses

Only people in my organization can respond 

<https://forms.office.com/Pages/Respon>

Copy



Share as a template

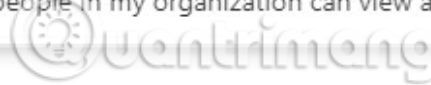
+ Get a link to duplicate

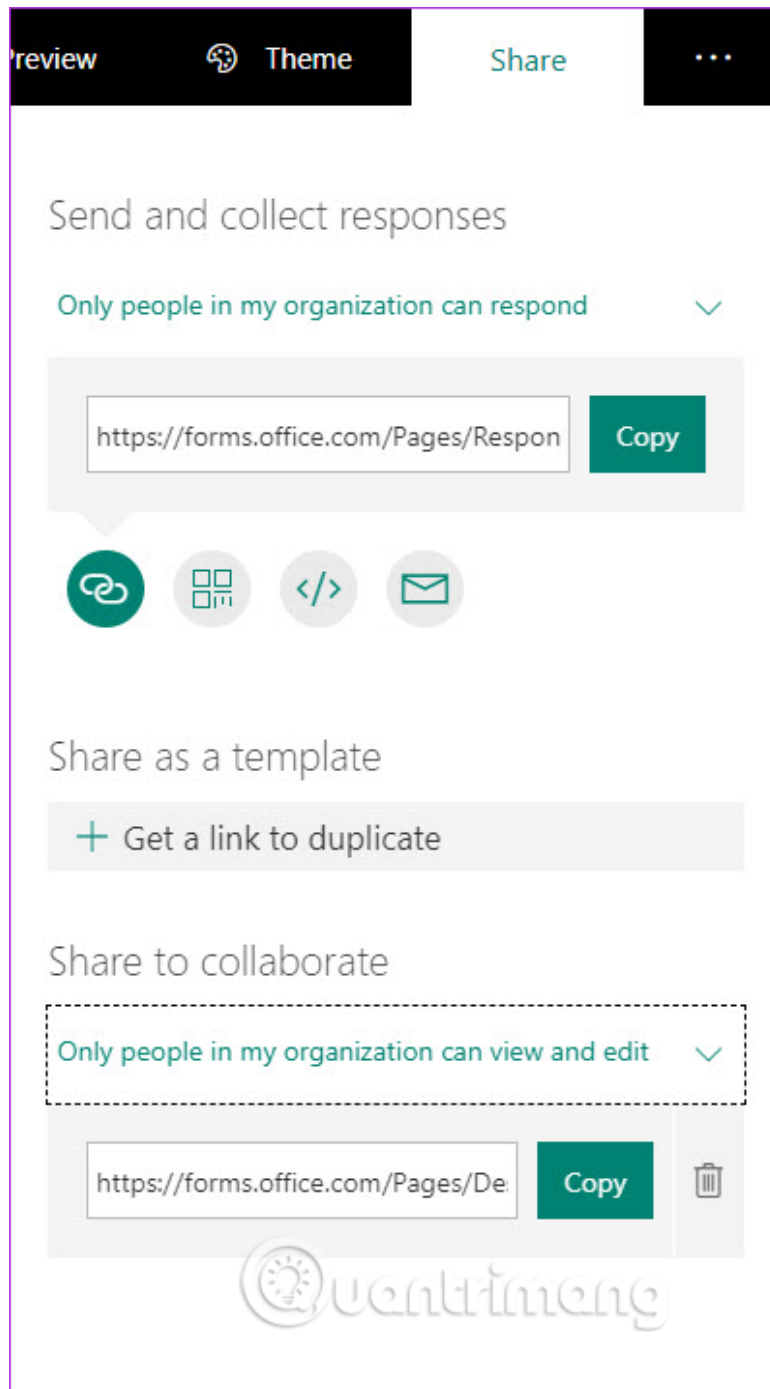
Share to collaborate

Users with an Office 365 work or school account c... 

Users with an Office 365 work or school account can view and edit

Only people in my organization can view and edit





Next, choose the sharing option to work and share links with colleagues. The downside of this feature is that you cannot choose a name to share the form with and someone else to work on later.

5. Groups Forms

Groups is an exclusive Office 365 service that helps you collaborate with people in your team. This feature is not only available on Forms but also a key feature in Office Suite.

With Groups Forms, team members can view and edit forms without linking. These forms will be included in the group form.

6. How to add time limits and other customizations



Microsoft Forms seem to lack some features but as mentioned above they are hidden. To add the start and end dates, go to **Settings** in the three-point menu, select **Start Date** and **End Date** , enter the date.

Settings

Who can fill out this form

- Anyone with the link can respond
- Only people in my organization can respond
 - Record name
 - One response per person

Options for responses

- Accept responses
- Start date
 - 
 - 
- End date
- Shuffle questions
- Customize thank you message

Notification

- Send email receipt to respondents
- Get email notification of each response

Preview Theme Share

Settings

Who can fill out this form

- Anyone with the link can respond
- Only people in my organization can respond

- Record name
- One response per person

Options for responses

- Accept responses
- Start date

30-05-2019 11:00

- End date

30-05-2019 12:00

- Shuffle questions
- Customize thank you message

Notification

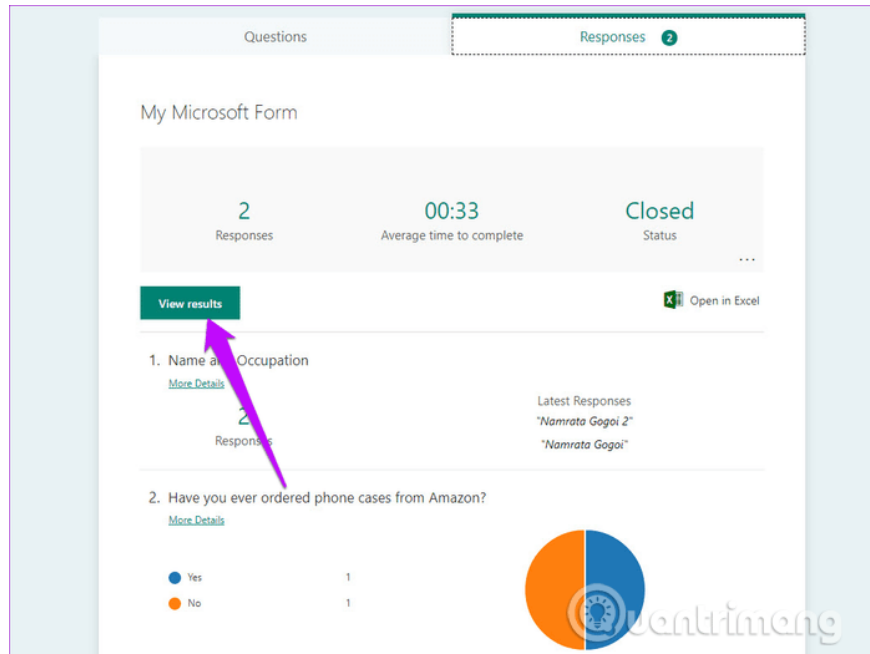
- Send email receipt to respondents
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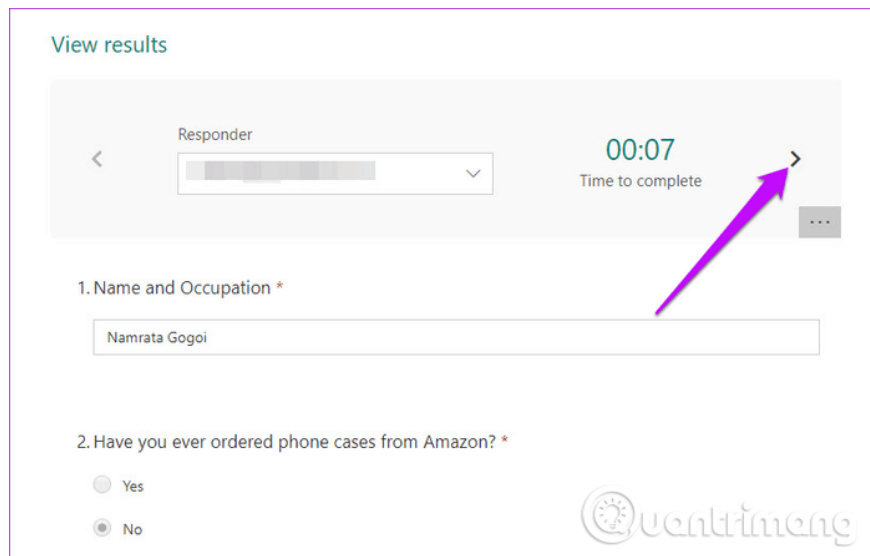
In addition, you can delete questions for different people and add the words 'Thank you' at the end of each form. You can also set up receiving email notifications when someone answers the survey by selecting the option in **Notifications**.

7. Analyze the answer

After submitting the survey and getting the answer, so how to analyze and synthesize? The implementation is very simple, you just need to access the **Response** tab to see all the answers. Microsoft Forms provides visual images for all answers to make them easier to understand.



However, if you want to see all the individual responses, click **View results** . You will see the respondent's name in the **Responder** box and their answer below.

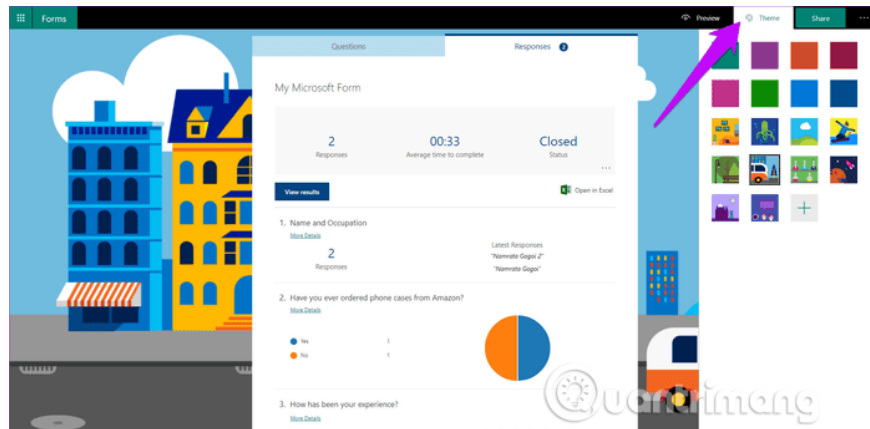


To see the next answer, click on the arrow icon. You can also download all the answers on the spreadsheet by clicking the **Open in Excel** button.

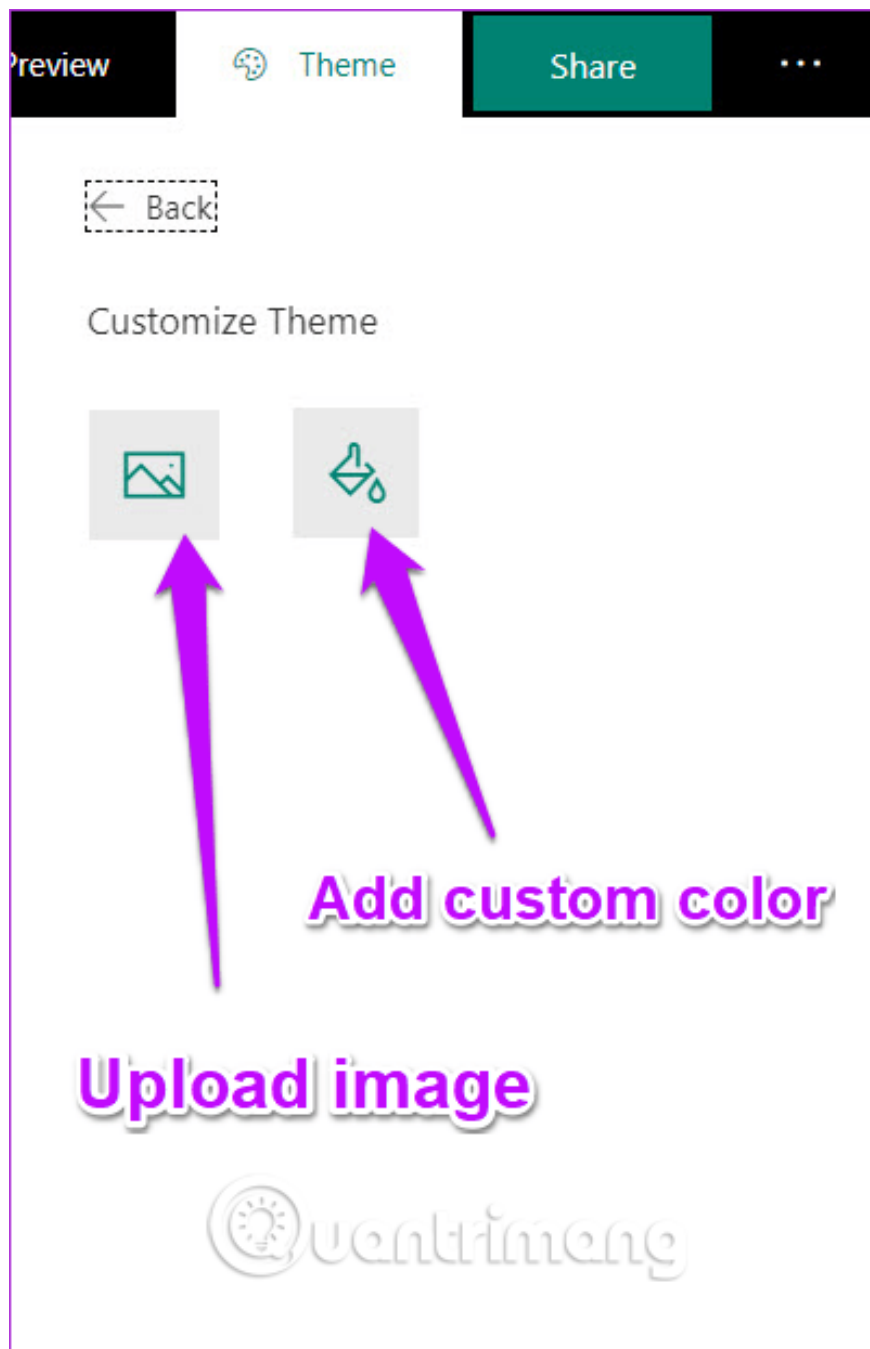
8. Change theme and template

What users like about Microsoft Forms is that the interface is clean and not messy. They also like its theme with bright colors that make your form stand out.

To select a theme, touch the **Theme** button at the top. You can also create custom colors for your forms or choose photos from your computer library.



For example, if your survey is about gadgets and phones, the background with a utility will be more useful than the background of a person surfing the web.



To select the background, click on the plus sign icon and choose one of two options: download photos from your OneDrive account or search the network.

Although Microsoft Forms has a lot of good features and designs, it still lacks certain options such as the ability to download files. In addition, it does not have pre-built templates that users can use without spending a lot of time building structures.

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