



Trust for London
Tackling poverty and inequality

Office 365 and Google Forms

In 1.25 hours

#DatawiseLondon





Say hello!

What are you using forms,
or hoping to use forms for?



Session outline

- ✓ Forms and survey tips recap
- ✓ Hands on – create your own form!
- ✓ Final tips and Q & A
- ✓ Next steps



Quick intro...



What are your worst nightmares?

Go to our [Office 365 form](#)



Quick recap: What does good look like?

What is good practice for
your forms or surveys?

(No more nightmares for us or our
form participants)

[Go to our Google form](#)



Top Tips



Suggestions to improve the experience of the person completing your form

See the full slide deck from [Online Tools and Surveys: Best practice](#)



Questions to ask yourself first...

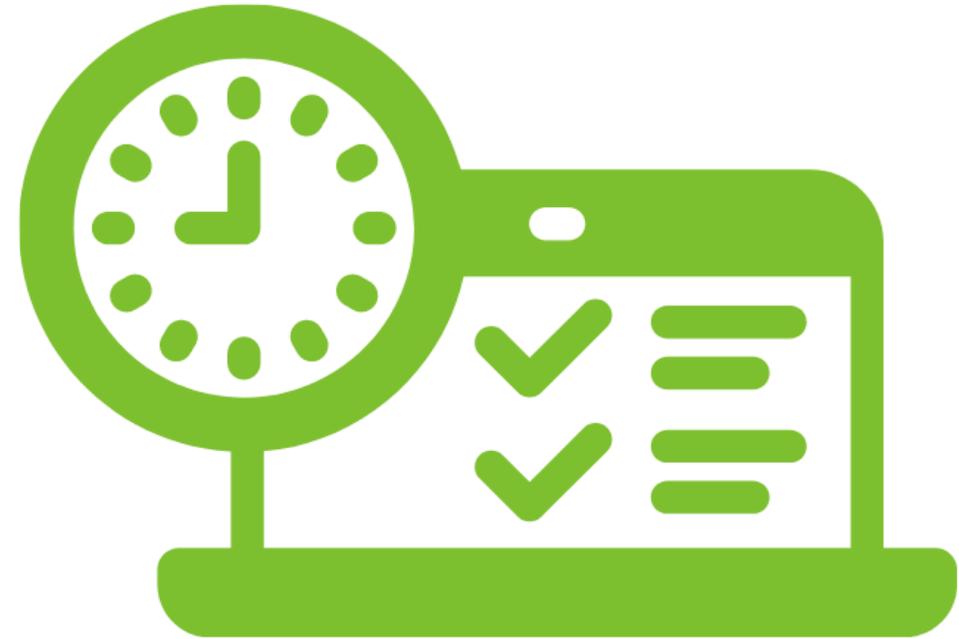


- ✓ Why do you need this information?
- ✓ What are you going to do with it?
- ✓ How will you tell people?
- ✓ Privacy and consent – do you have simple information available?
- ✓ What next for the data – [Responsible Data Lifecycle matrix](#)



Do a test run

- ✓ Typos or other mistakes
- ✓ Send a test survey to people with knowledge of the subject to check the language and feed back on clarity of questions
- ✓ How long does it take to complete your form or survey?



Hands on! Practical form task



✓ Follow the Step by step guides to create your own Form with a variety of question types

✓ [Office 365 Form Step by step guide](#)

✓ [Google Form Step by step guide](#)





What's the difference?



- ✓ Branching – allows you to jump to a specific question
- ✓ You can share a summary responses link (it's not perfect!)
- ✓ Rating – star option
- ✓ Ranking option
- ✓ File upload (only for internal in your organisation)

- ✓ Branching – allows you to jump to a section
- ✓ If people log in with a Google account – they can come back to resume completing their form later
- ✓ Rating – linear scale
- ✓ File upload (only for people logged in)
- ✓ Prefilled form link available (e.g. for people to update details on an annual basis)

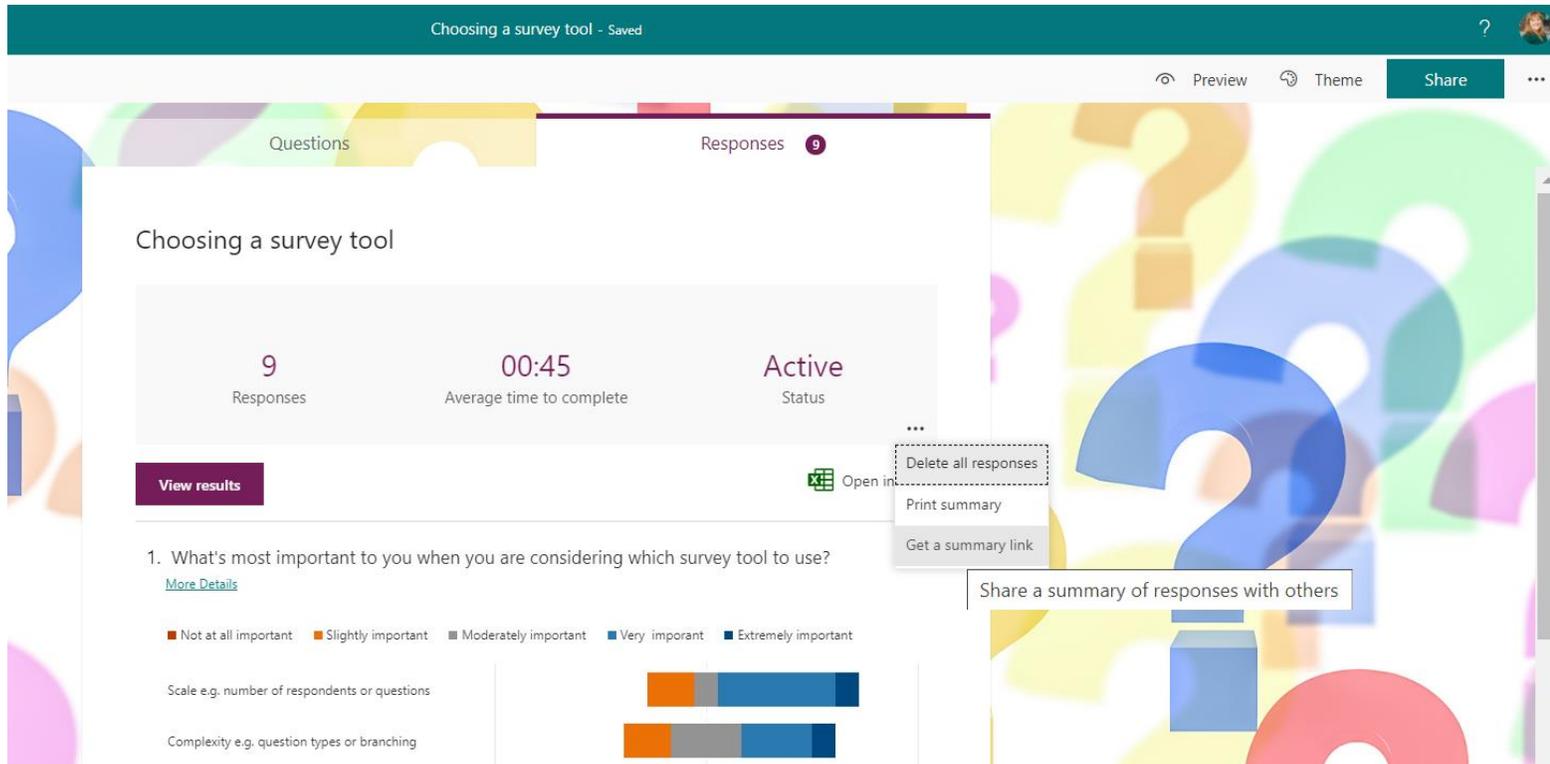




Any questions?



Instant reporting



- ✓ Screenshots
- ✓ PDF downloads (or print to PDF) for individual responses
- ✓ Summary links to share full report





உள்ளூர் நுண்ணறிவு ஒன்று
முதல் ஒரு பதிவுகள் வரை

அதிவேக ரீடரை இயக்கு

* தேவையான

1. அமைப்பான்மை *

Enter your answer

2. முதல் பெயர் *

Enter your answer

3. கடைசி பெயர் *

Translation needed?

**Anyone can right
click anywhere in
your form and
select Translate
to, then select the
language they
need**



On the go...

- ✓ Add your form to the Home Screen of your mobile device (click 3 dots in the browser...)
- ✓ Click whenever you want to collect responses
- ✓ In free text questions – toggle to microphone input for someone to ‘speak’ their answer. Your device converts text to speech





Search

Excel Bitesize 4 Analysing survey data Topic 1: Get & Transform data (Power Queries)

An explanation of the Get & Transform data & Queries



▶ PLAY ALL

Excel Bitesize 4

6 videos • 36 views • Updated today



There is an Excel workbook of sample data and exercises and a step by step guidelines document to accompany this Excel Bitesize 4 session. To download please register with Superhighways via this link:

<https://forms.office.com/r/y36bt9sCt7>



Superhighways

SUBSCRIBE

1
Excel Bitesize 4 Analysing survey data
Topic 1: Get & Transform data (Power Queries)
An explanation of the Get & Transform data & Queries
11:03

2
Excel Bitesize 4 - Topic 2:
Unpivot Data - Method 1
How to unpivot data from
multiple columns
14:18

3
Excel Bitesize 4 - Topic 3:
Unpivot Data - Method 2 (delimited)
How to unpivot
data from multiple
columns
12:31

4
Excel Bitesize 4 - Topic 4:
Creating a Pivot table & Column chart
11:26

5
Excel Bitesize 4 - Topic 5
Open text questions
How to create open text text boxes for analysis
23:19

Excel for Analysing your Survey Data

[Watch and learn on our YouTube channel.](#)

You'll need to register to download the data set to work with



Next steps

Ask us for help if you need it

Further training available – [book now!](#)

[Sign up for e-news](#)

Audio interviewing and recording Book here	Wednesday 20 th October	10am – 12pm
Visualising your postcode data on a map Book here	Wednesday 3 rd November	10am – 12pm
Simple video storytelling for beginners Book here	Wednesday 17 th November	10am – 12pm
Creating presentations that connect and influence Book here	Wednesday 1 st December	10am – 12pm
Using external data sources to inform your work Book here	Wednesday 15 th December	10am – 12pm





Thank you for listening

KATE WHITE

SORREL PARSONS

info@superhighways.org.uk

[@SuperhighwaysUK](https://twitter.com/SuperhighwaysUK)

#DatawiseLondon

