

Hands on: Microsoft 365 Forms





Say hello!

What are you using or hoping to use forms for?



Session outline

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



Quick intro...



**What are your worst
form nightmares?**



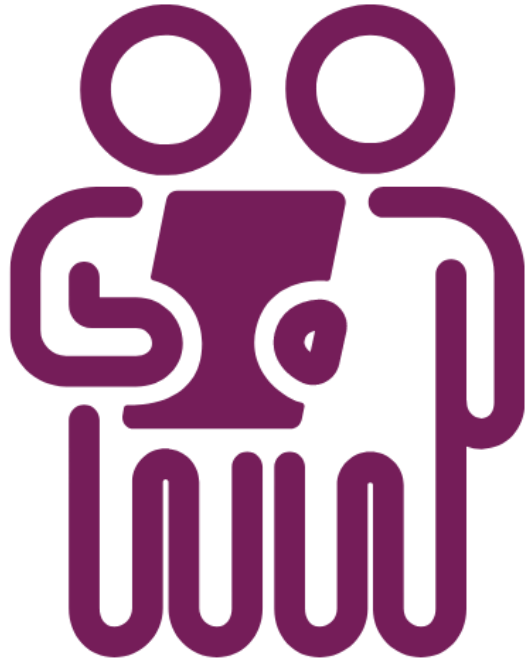
What does good look like to you?

What is good practice for your forms? What's your top tip?

See our 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 really take to complete your form or survey?



Hands on! Demo - then it's your turn



- ✓ Follow the Step-by-step guides to create your own Form with a variety of question types
- ✓ [Microsoft 365 Form Step by step guide](#)



- ✓ Compare against Google Forms following the same process
- ✓ [Google Form Step by step guide](#)





Any questions?



What's the difference?

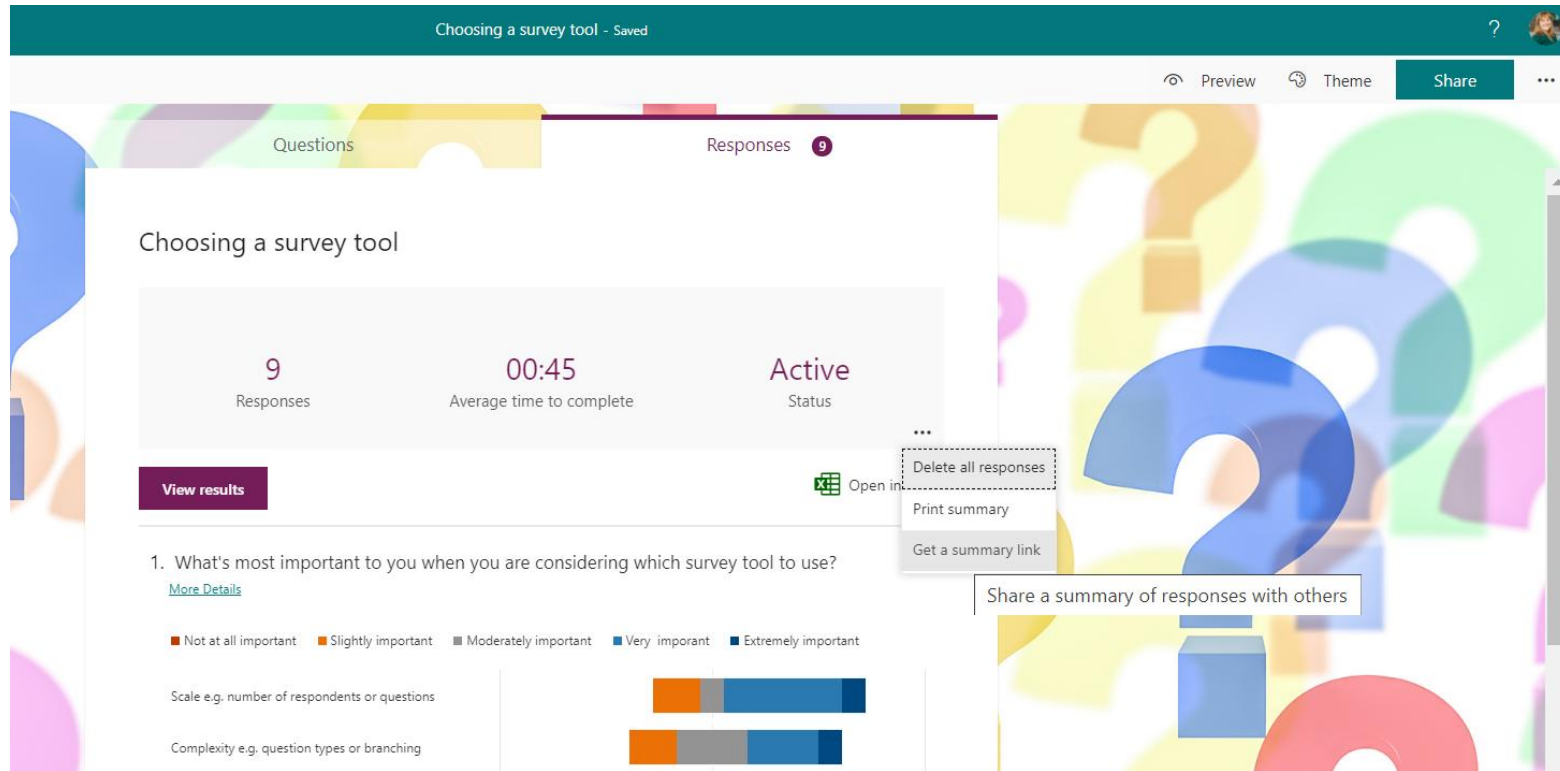


- ✓ Branching – allows you to jump to a specific question
- ✓ You can share a 'summary responses' link (it's not perfect!)
- ✓ Rating – star option
- ✓ Ranking option
- ✓ File upload (only for internal use in your organisation)
- ✓ Present live – share link and watch responses come in



- ✓ 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 or star rating
- ✓ File upload (only for people logged in)
- ✓ Prefilled form link available (e.g. for people to update details on an annual basis)

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 *

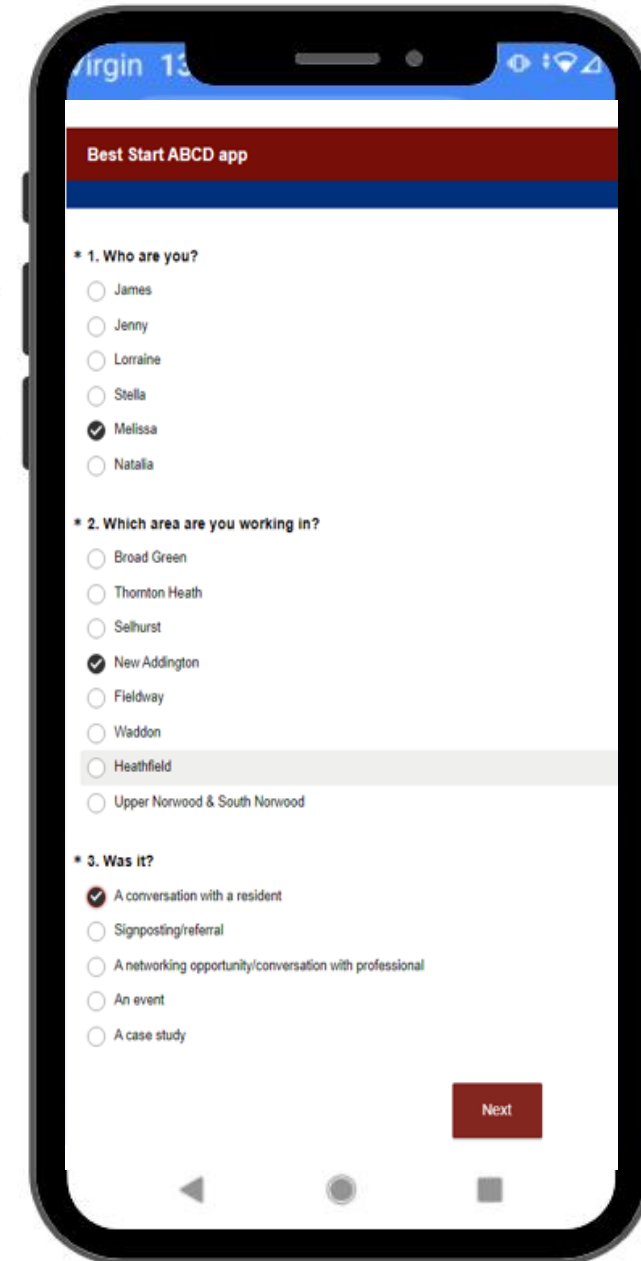
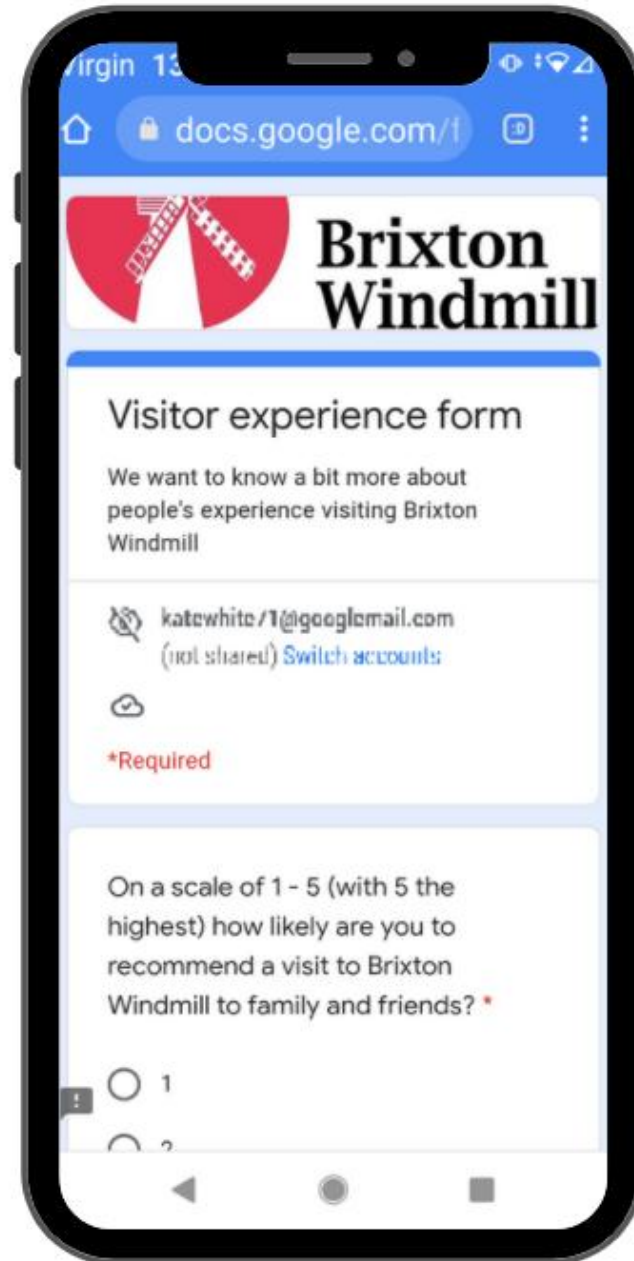
Translation needed?

**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

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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 for help if you need it
clarechamberlain@superhighways.org.uk

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

[Sign up for our e-news](#)

Read [Kate's blog](#) on some of the new features in Forms

Book some training

- ✓ [Charts and graphs with Excel](#) 5th March
- ✓ [Visualising your postcode data on a map](#) 13th March
- ✓ [Excel trilogy](#) – dates tbc
- ✓ [Spring / Summer term dates](#) will launch at the end of March



Thank you for taking part

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