

# Microsoft Forms Introduction



## Course Details

**Course Name** Introduction to Microsoft Forms

**Duration** 0.5 Day

**Course Code** AFBIMF

**Assumed Knowledge** No prior knowledge is required

## Course Aims

The aim of this course is to introduce you to Microsoft Forms, a tool that allows you to create and share online surveys, quizzes, polls, and feedback forms. You will be guided through how to use Forms to collect data from different audiences, analyze the results, and collaborate with others. You will also explore how to integrate Forms with other Microsoft applications, such as SharePoint, Teams, and Power Automate, to enhance your workflows and productivity.

## What You Will Learn

By the end of this course, you will be able to create and share different types of forms using Microsoft Forms. You will learn how to design engaging and accessible forms, quizzes, and polls, and how to add questions, choices, images, and videos. You will also learn how to customize your forms with themes, logos, and branching logic. Additionally, you will discover how to view and analyze the responses you collect, and how to export the data to Excel or PowerPoint. Furthermore, you will explore how to collaborate with others on group forms, and how to integrate Forms with SharePoint, Teams, and Power Automate to automate tasks and workflows.

## Skills

- Understand the benefits of Microsoft forms and quizzes for different purposes and audiences
- Understand how to manage and analyze responses from various sources using Microsoft Forms
- You will learn how to Integrate Microsoft Forms with other Microsoft 365 apps to enhance collaboration and automation

## Target Audience

The target audience for an Introduction to Microsoft Forms learning session would be anyone who wants to create and share online forms for various purposes, such as surveys, quizzes, polls, or feedback.

## Course Content

### Module 1 - Getting to know Microsoft Forms

Topic A What is Forms?

Topic B Key Features and Benefits

Topic C Form Types

### Module 2 - Exploring Microsoft Forms

Topic A Forms

Topic B Quiz

Topic C Group Forms

### Module 3 - Making the most of Microsoft Forms

Topic A Integrate with SharePoint

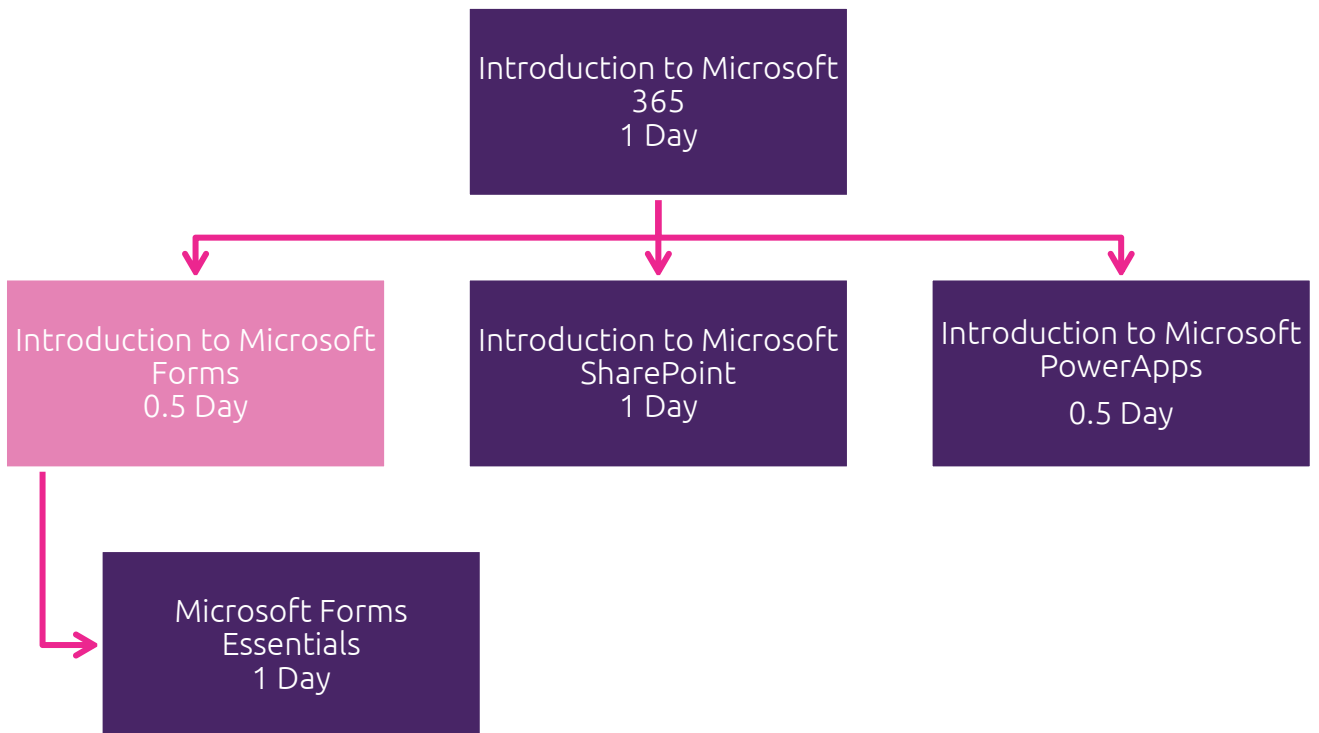
Topic B Integrate with Teams

Topic C Power Automate and Forms

## Course Progression

At Appetite, we understand the significance of Microsoft SharePoint in modern workplace collaboration. That's why we are excited to introduce our Microsoft SharePoint Introduction training course, designed to give the delegates the basic knowledge and understanding about what the technology is and its many possibilities. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft SharePoint and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft SharePoint and advance your career in the digital era by taking one of the following courses.



## About Appetite

### Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.





Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

## Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	 <b>Certified</b>  <b>Corporation</b> 