

Microsoft Office Forms

Create forms and quizzes in Office 365

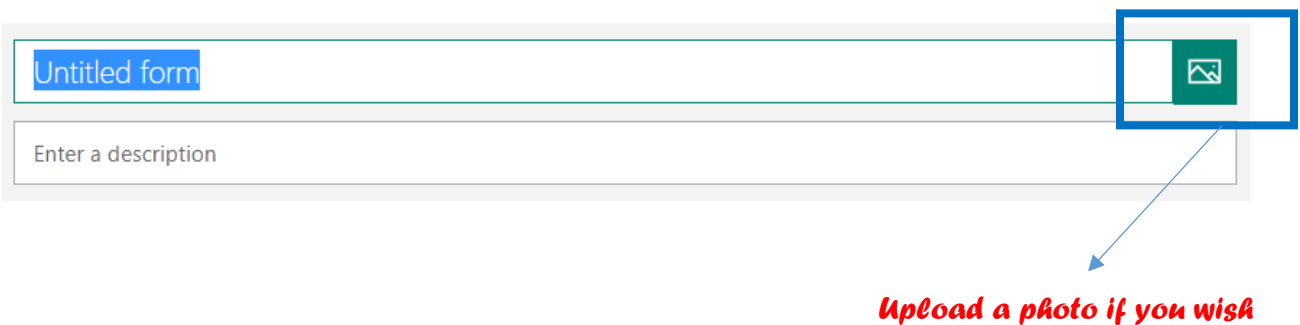
Creating a Basic Form



Your new form will save automatically while you create it.

Untitled Form – Give your form a title so people know what they are filling out

Enter a description – This box is optional and does not show up if you do not provide a description.



Click  to create your question

Your choices are



Choice – lets you create a multiple choice question with either radio buttons or tick boxes.

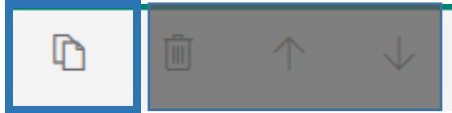
- Radio buttons only allow 1 answer.
- Toggle the **Multiple answers** button to change it to tick boxes.
This will allow more than 1 box to be ticked in the answer.
- Fill in the Option 1, Option 2 boxes etc.
- Click + Add Option if you wish to create more options
- Add "Other" option will leave a blank box that can be filled in by respondent
- Some choice questions will trigger auto suggestions to add as choices. You may use click on the suggested option box if you wish to use them

Text – allows you to create a field that the respondent can fill in themselves. It is only 1 line unless you toggle the **Long answer** button. This will allow the respondent to write in as much as they need to.

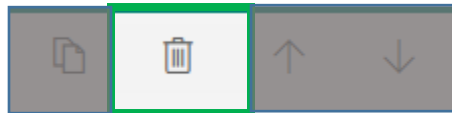
Rating – this would primarily be used for feedback forms. You can choose how many levels you would like and either a star or number.

Date – This allows a date to be inputted in the form of M/D/YYYY. There is a calendar in the box that the respondent can choose their date.

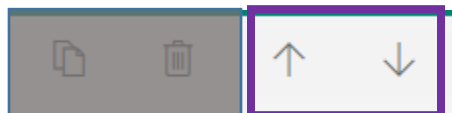
Additional Basic functions



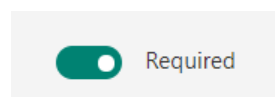
Use this function to duplicate a question.



Use this function (trash can) to delete the question.



Use these functions to move question up or down



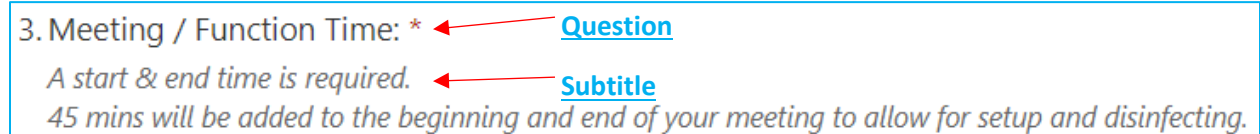
For all questions, you can make the answer mandatory by toggling the **Required** button. Respondents will not be allowed to submit the form without the question being answered.

Moving beyond the Basic Form



These three little dots allow more functions to be added to the questions

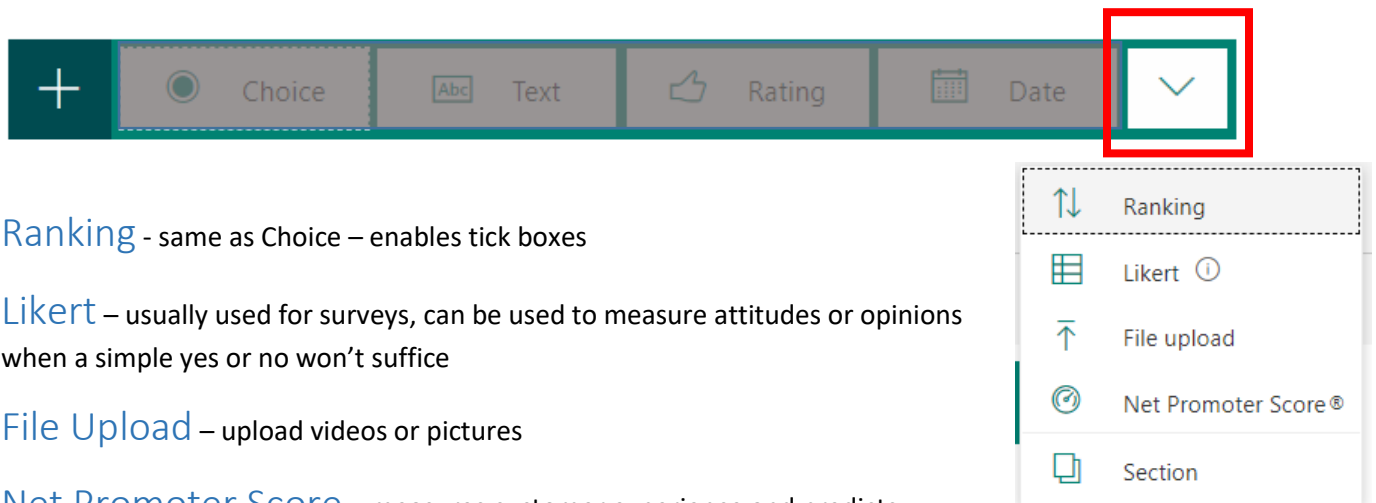
Subtitle – use this if your question needs a subtitle, or even a little further explanation. For example:



Restrictions – allows you to set restrictions when you need to have numbers as the answer. You can choose to restrict the numbers by selecting from the various options such as **Greater than, Less than, Between** and many more.

Add branching – allows you to skip to next page, section, certain questions or end of form. The form or quiz may change depending on how the respondents answers the questions. It allows only the relevant questions to be answered. If the questions don't apply, the respondent is redirected or a set of questions is skipped altogether. It is best if you have all of your questions completed before adding branching. (See *Use branching in Microsoft Forms* for further instructions).

More question types



Ranking - same as Choice – enables tick boxes

Likert – usually used for surveys, can be used to measure attitudes or opinions when a simple yes or no won't suffice

File Upload – upload videos or pictures

Net Promoter Score – measures customer experience and predicts business growth

Section – create another Section to organize sections for your questions.

Settings

Click the three dots in the top right hand corner of your form to create [Settings](#). You can make adjustments to who can fill out the form, options for responses and notifications.

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

Show progress bar

Customize thank you message

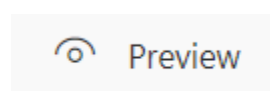
Notification

Send email receipt to respondents

Get email notification of each response

Share

- Send and collect responses to decide who can respond and how to share the link.
- Share as a template if somebody would like to duplicate your form for their own needs.
- Share to collaborate allows others to see your form and view responses as well.



Your Form to see how it will look to respondents

Use branching in Microsoft Forms

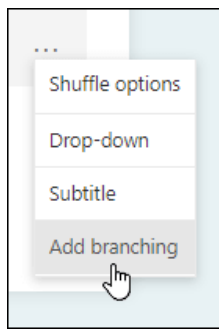
Microsoft Forms

You can add branching logic to a survey or quiz so that it changes according to the responses to specific questions. In a survey or quiz that branches, questions appear only if they are relevant to the respondent. If the questions don't apply, the respondent is redirected to a different set of questions or will skip a set of questions altogether.

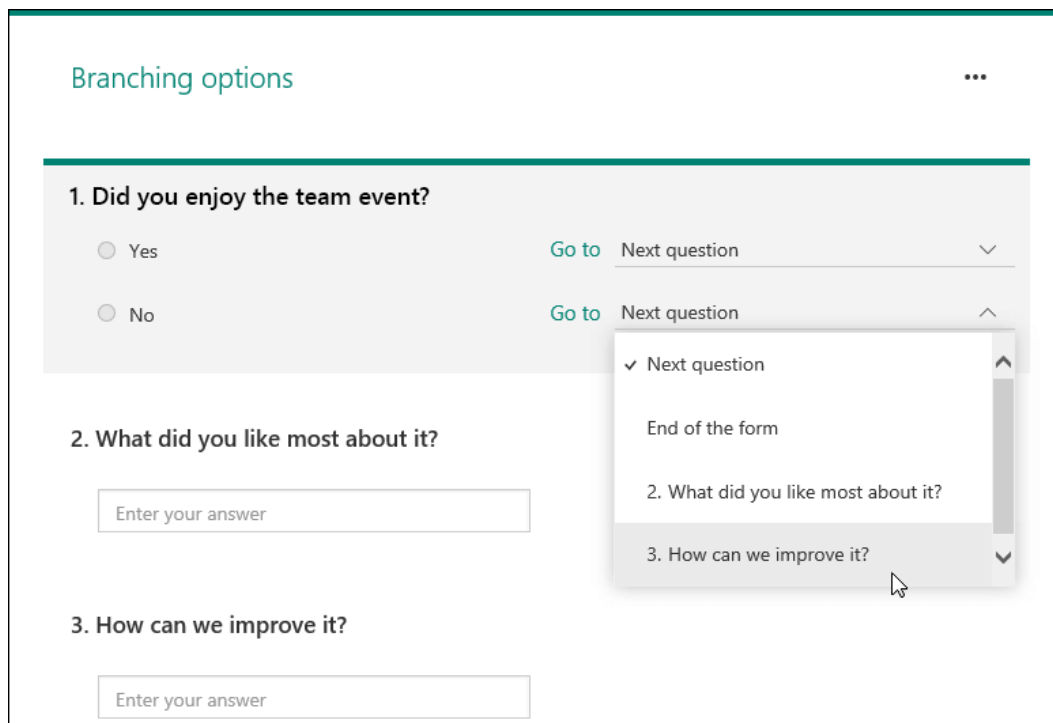
Add branching logic to your form

Before you get started, it's a good idea to make sure all of your questions are created. When you're ready to add branching, follow these steps:

1. Go to the question for which you want to add branching. Select **More settings for question** **...**, and then choose **Add branching**.



2. On the **Branching options** page, select the drop-down list next to the question you want to branch.

A screenshot of the 'Branching options' page in Microsoft Forms. The page title is 'Branching options'. It shows three questions:

- 1. Did you enjoy the team event? (Radio buttons for Yes and No). The 'Go to' dropdown for 'Yes' is set to 'Next question'.
- 2. What did you like most about it? (Text input field with placeholder 'Enter your answer'). The 'Go to' dropdown for 'No' is open, showing options: 'Next question' (selected), 'End of the form', '2. What did you like most about it?', and '3. How can we improve it?'.
- 3. How can we improve it? (Text input field with placeholder 'Enter your answer').

3. Select the question that you want to branch to. In this example, if a respondent answers **Yes** to the first question, you would direct them to go on to the next question (#2). However, if the respondent answers **No** to the first question, you would have them branch, or skip, to question 3.

Branching options

1. Did you enjoy the team event?

Yes Go to Next question

No Go to 3. How can we improve it?

2. What did you like most about it?

Enter your answer

3. How can we improve it?

Enter your answer

Notes:

- You can only branch to a consecutive question and not a preceding one. For example, if you have seven questions in your form and want to add branching to question 4, it can only branch to questions 5, 6, 7, or end of form. In the same example, question 5 can only branch to questions 6, 7, or end of form.
- If you try to branch to a preceding question, such as question 4 branching to question 2, it will break the experience for your respondent by skipping questions 5 through 7 and taking them directly to the end of the form with the Submit button. To prevent this, only branch to a consecutive question.

To insert additional branches to your survey or quiz, repeat steps 2 and 3. If you want a particular question assigned as the final one in the survey or quiz, select the drop-down list next to that question, and then select **End of the form**.

If you want to completely reset your form and remove branching, select **More options** ******* , and then choose **Reset**.

