Gathering Information with Microsoft Office 365 Forms

Course Content

Course Description:

This course builds on the foundational knowledge of the Microsoft Office 365 online apps and takes a deeper look at the other apps beyond Microsoft Word, Excel, and PowerPoint. The Forms app is a tool for collecting information that can be used to help determine your next course of action.

Target Student:

This course is designed for knowledge workers in a variety of professional situations and fields who have been introduced to the Office 365 online productivity apps and want to explore and use them to collaborate, communicate, and share resources with members of their organizations.

Topics:

Lesson 1: Gathering Information with Forms

Topic A: Create a Form
- Microsoft Forms
- New Form Creation
- The Untitled Form
- The Add Question Toolbar
- Question Interface
- The Preview Feature
- How to Create Forms
- Creating Forms

Topic B: Share Forms and Collect Responses
- The Share Settings
- How to Share Forms
- Sharing Forms
- Responding to Forms
- The Responses Tab
- Reviewing the Collected Responses
- Responses in Excel
- Reviewing the Responses in Excel