

# Forms – Get started

## Description

This training dedicated to Microsoft Forms teaches you how to create and manage forms, surveys, and questionnaires in a simple and efficient way. Integrated within the Microsoft 365 environment, the application makes it easy to collect information and analyze results in real time. Accessible from any web browser or mobile device, Forms quickly becomes an essential tool for saving time and improving internal communication.

## Discover Microsoft Forms and its daily uses

Throughout the course, you will learn how to design clear questionnaires, customize settings, and collaborate with your colleagues. You will also see how to securely share your forms and track responses seamlessly. With Microsoft Forms, participants can visualize collected data through charts and statistics, making decision-making and project management easier.

This course covers all the essential steps from creating your first form to analyzing results. You will also learn how to use branching to adapt questions based on user responses. This interactive approach helps you gather more relevant and better-structured data.

## Course Content

- Module 1: Create a form or questionnaire
- Module 2: Customize form settings
- Module 3: Share and collaborate with other users
- Module 4: Send the form and collect responses
- Module 5: View and analyze results
- Module 6: Use branching in Microsoft Forms

## Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

## Documentation

- Digital courseware included

## Participant profiles

- Microsoft 365 users who want to create forms
- Project assistants or coordinators
- HR managers or trainers
- Team leaders or managers seeking to automate data collection
- Decision-makers wishing to better understand Microsoft collaborative tools

## Prerequisites

- Practical knowledge of Windows operating systems
- A good command of Microsoft Office

## Objectives

- Create a form or questionnaire
- Customize the parameters of a form or questionnaire
- Share a questionnaire or form and work collaboratively on it with other people
- Send a form or questionnaire and collect the answers
- Consult the results of forms or questionnaires
- Use connections in Microsoft Forms

## Description

Forms Training – Getting Started

### Niveau

Fondamental

### Classroom Registration Price (CHF)

500

### Virtual Classroom Registration Price (CHF)

475

### Duration (in Days)

0.5

### Reference

MFO