Forms – Get started

Description

This Microsoft 365 environment training will provide participants with the knowledge and skills necessary to effectively use Forms on a daily basis. With Microsoft Forms, you can create surveys, quizzes and polls, invite others to respond using any web browser or mobile device, view results in real time as they are sent, and use the built in analysis to evaluate the responses.

Course Content

- Lesson 1: Create a new form or quiz
- Lesson 2: Adjust form or quiz settings
- Lesson 3: Share a form or quiz to collaborate with others
- Lesson 4: Send your form or quiz to others and collect responses
- Lesson 5: Check your form or quiz results
- Lesson 6: Use branching in Microsoft Forms

Lab / Exercises

- Practical exercises will be proposed during and/or at the end of each lesson

Documentation

- Digital courseware included

Participant profiles

- Anyone who uses or will use Microsoft 365
- Decision-makers who are trying to understand the characteristics and benefits of Microsoft 365 and how it can increase employee productivity

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

Niveau
Fondamental
Classroom Registration Price (CHF)
500
Virtual Classroom Registration Price (CHF)
475
Duration (in Days)

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Reference
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