



# Office 365 - Forms

## **Audience**

For anyone who needs to quickly create surveys, polls or a quiz to collect data, ideas and feedback.

## **Outcomes**

You will be able to use Forms to gather and analyse responses from people inside and outside your organisation.

## **Course Content**

- Navigate around Forms
- Understand and set up the question types available
- Change the setting options for the questions
- Change the settings for a quiz or survey
- Choose a theme for your quiz or survey
- Edit a survey
- Save a survey as a template
- Share a survey or quiz
- Review the responses

## **Duration**

1 hour with lots of hands-on practical exercises

## **Price**

£155 including the hire of 8 laptops