

Create a form with Microsoft Forms

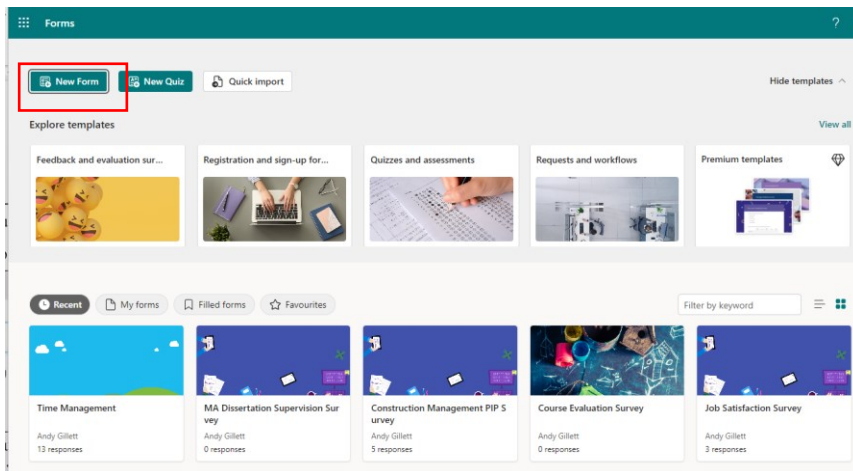
With Microsoft Forms, you can create surveys, quizzes, and polls, and easily see results as they come in.

In your web browser, go to forms.office.com.

Sign in with your Office 365 school credentials, Office 365 work credentials, or Microsoft account (Hotmail, Live, or Outlook.com).

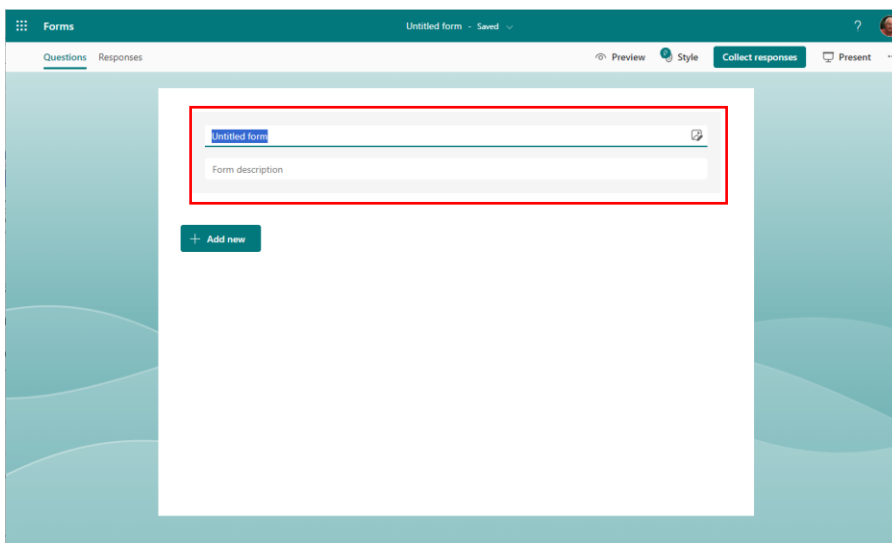
Create a Survey

Under **Forms**, click **New Form** to begin creating your form.



Enter a name for your form. You can also enter an optional subtitle.

Form names can contain up to 90 characters and a subtitle can contain up to 1,000 characters.



Click **Add New** to add a new question to the form. Choose from **Choice**, **Text**, **Rating**, or **Date** questions.



You can also click  and select **Ranking**, **Likert**, or **Net Promoter Score** questions.

Your form is saved automatically while you create it.

For **Choice** questions, enter the text you want to display for the question and each of the choices.

Team Event

Help us to decide what to do for our upcoming team event.

1. Where should we go?

☐ Museum

☐ Art exhibit

☐ Aquarium

+ Add option Add "Other" option

Multiple answers Required

Choice Text Rating Date

If you want to add more choices, click **Add Option** to add more choices than the default two choices. Click **Add “Other” Option** to add a choice option that displays the text Other. To remove a choice, click the trash can button next to it.

You can also choose to make a question **Required** or allow **Multiple answers** for a question by changing the settings at the bottom of the question. To have Microsoft Forms randomly shuffle the order of the options displayed to users of the form, click [...] (**More settings for question**), and then select **Shuffle options**.

2. Where should we go?

☐ Museum

☐ Art exhibit

☐ Aquarium

+ Add option Add "Other" option

Multiple answers Required

Shuffle options

Drop-down

Subtitle

Add branching

Click **More settings for question [...]**, and then select **Subtitle** to add a subtitle for a question.

This is what your participants will see.

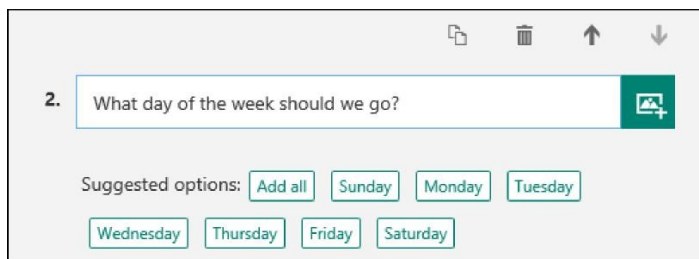
2. Where should we go?

☐ Museum

☐ Art exhibit

☐ Aquarium

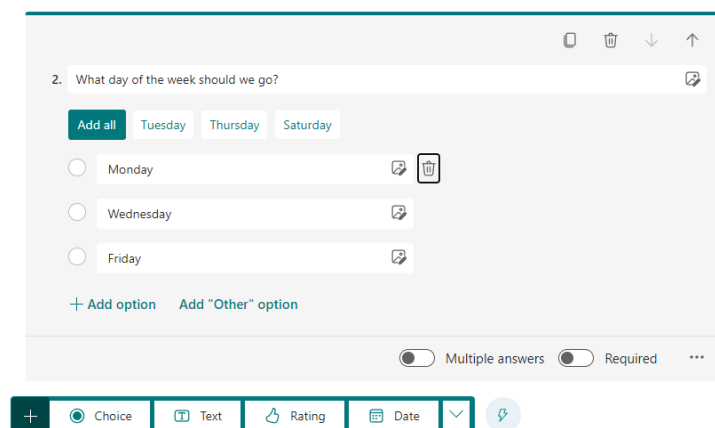
Some Choice questions will trigger auto suggestions.



2. What day of the week should we go?

Suggested options: [Add all](#) [Sunday](#) [Monday](#) [Tuesday](#) [Wednesday](#) [Thursday](#) [Friday](#) [Saturday](#)

Click on the suggested options to add as choices. In the following example, **Monday**, **Wednesday**, and **Friday** are selected.



2. What day of the week should we go?

[Add all](#) [Tuesday](#) [Thursday](#) [Saturday](#)

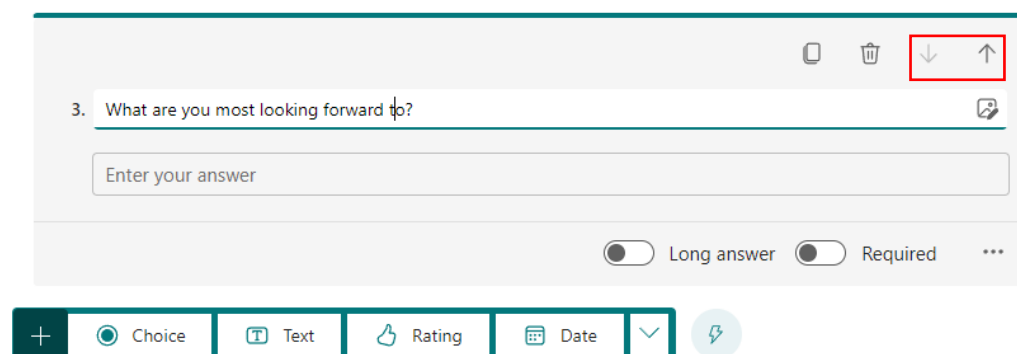
☒ Monday ☐ Wednesday ☐ Friday

[+ Add option](#) [Add "Other" option](#)

☐ Multiple answers ☒ Required ...

[+](#) [Choice](#) [Text](#) [Rating](#) [Date](#) [v](#) [⚡](#)

To change the order of the questions, click the **Up** or **Down** arrows on the right side of each question.



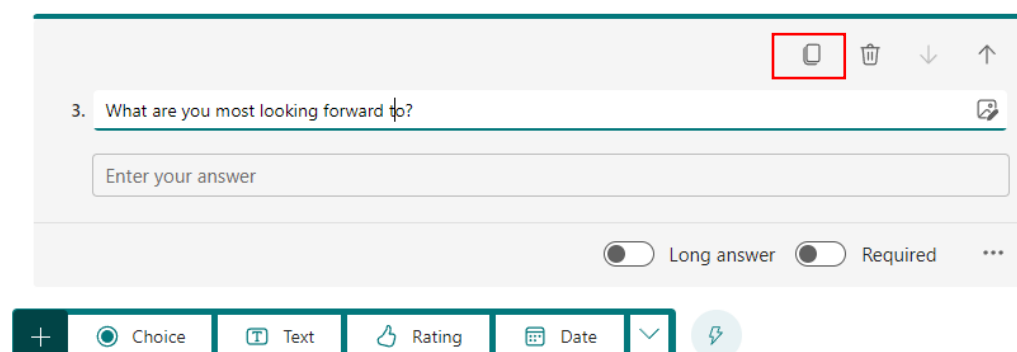
3. What are you most looking forward to?

Enter your answer

☐ Long answer ☒ Required ...

[+](#) [Choice](#) [Text](#) [Rating](#) [Date](#) [v](#) [⚡](#)

To copy a question, select it and then click the **Copy Question** button in the upper right corner.



3. What are you most looking forward to?

Enter your answer

☐ Long answer ☒ Required ...

[+](#) [Choice](#) [Text](#) [Rating](#) [Date](#) [v](#) [⚡](#)

Click **Add New** to add more questions to your form. Add a **Text** question.

The screenshot shows the question editor interface. At the top, there is a toolbar with a plus icon and five buttons: 'Choice', 'Text', 'Rating', 'Date', and a dropdown arrow. The 'Text' button is highlighted with a red box. Below the toolbar, a question card is displayed. The question text is '3. What are you most looking forward to?' and the input field is a single-line text box labeled 'Enter your answer'. At the bottom of the card, there are two toggle switches: 'Long answer' (disabled) and 'Required' (disabled). Below the question card, there is another toolbar with the same buttons as the first one, but with a lightning bolt icon added to the right.

For text questions, select the **Long Answer** option if you want a larger text box displayed on the form.

This screenshot is similar to the previous one, but the 'Long answer' toggle switch is now turned on and highlighted with a red box. The input field is a larger, multi-line text box labeled 'Enter your answer'.

Text questions also allow you to set restrictions when you need to have, for example, numbers as the answer. Click **More settings for question**, and then select **Restrictions**. You can choose to restrict the numbers by selecting from the various options such as **Greater than**, **Less than**, **Between**, and many others.

The screenshot shows a question card for '4. How important is the team event for you?' with a five-star rating input field. Below it is another question card for '5. What are you most looking forward to?' with a single-line text input field. The 'Long answer' and 'Required' toggle switches are both disabled. At the bottom, there is a toolbar with the same buttons as the previous screenshots, but with a lightning bolt icon added to the right. A settings menu is open on the right side of the screen, showing three options: 'Subtitle', 'Restrictions', and 'Add branching'. The 'Restrictions' option is highlighted with a red box.

4. How long should our event be?

Number must be between 1 ~ 6

Restrictions Between 1 and 6

Long answer Required

+ Choice Text Rating Date

Click **Add New** to add more questions to your form. Choose **Rating**.

+ Choice Text Rating Date

In a **Rating Question** you are asked to rate a statement according to the criteria given.

6. How important is the team event for you?

☆☆☆☆☆

Levels: 5 Symbol: ☆ Star

Required

+ Choice Text Rating Date

This is what you see.

4. How important is the team event for you?

☆☆☆☆☆

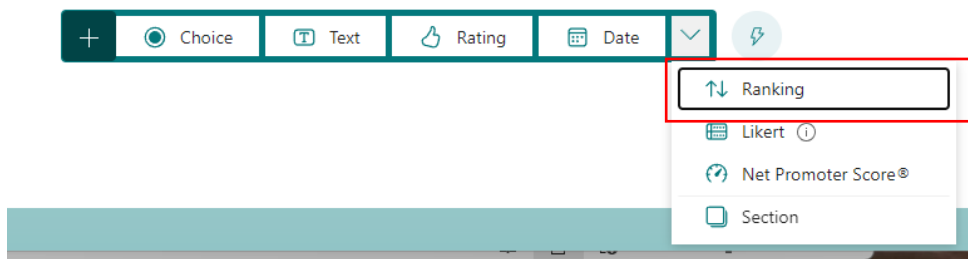
Click **Add New** to add more questions to your form.

Click **↓** and select **Ranking**, **Likert**, or **Net Promoter Score** questions.

+ Choice Text Rating Date

Ranking
Likert
Net Promoter Score®
Section

Click **Add New** to add more questions to your form. Choose **Ranking**



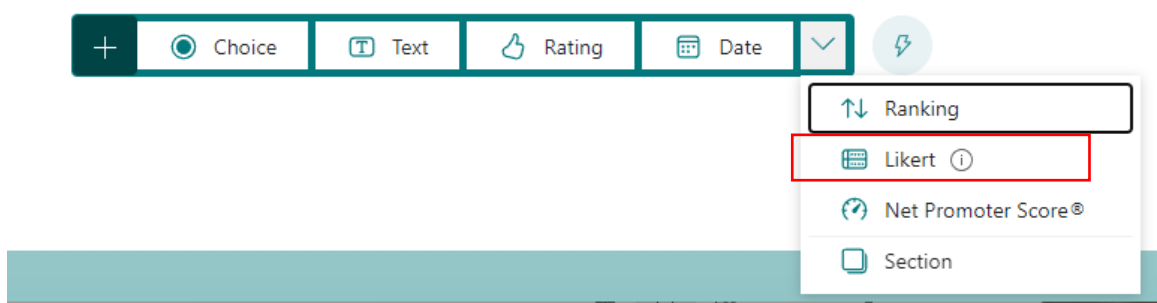
Add a question and options.

A screenshot of a form question. The question text is "7. What is the main benefit of the team event? Rank the following option is order of importance for you." Below the question, there are three text input fields containing the options: "A day away from work.", "A day to get to know my colleagues better.", and "A day to experience something new." At the bottom left of the options, there is a "+ Add option" link. At the bottom right, there is a "Required" toggle switch and a three-dot menu icon. Below the question area, there is a horizontal bar with buttons for '+', 'Choice', 'Text', 'Rating', 'Date', and a dropdown arrow.

You will see.

A screenshot of the completed form. The question is "7. What is the main benefit of the team event? Rank the following option is order of importance for you." The options are now ranked: "1 A day away from work.", "2 A day to get to know my colleagues better.", and "3 A day to experience something new." Each option has an up/down arrow icon to its right.

Click **Add New** to add more questions to your form. Choose **Likert**



Type in the Likert Scale criteria along the top and the statements to evaluate on the left.

8. What is your opinion on previous team events?

	I strongly disagree	I disagree	I disagree	I agree	I agree strongly	+
The events are useful	☐	☐	☐	☐	☐	
The events are beneficial.	☐	☐	☐	☐	☐	
The events are enjoyable.	☐	☐	☐	☐	☐	
The events are a good use of time.	☐	☐	☐	☐	☐	

+ Add statement

Required ...

+ Choice Text Rating Date

This is what you see.

8. What is your opinion on previous team events?

	I strongly disagree	I disagree	I disagree	I agree	I agree strongly
The events are useful	☐	☐	☐	☐	☐
The events are beneficial.	☐	☐	☐	☐	☐
The events are enjoyable.	☐	☐	☐	☐	☐
The events are a good use of time.	☐	☐	☐	☐	☐

Click **Add New** to add more questions to your form. Choose **Net Promotion Score**.

Add the question you want to answer. Edit the criteria statements if you want.

9. How likely are you to recommend this event to a friend or colleague?

Not at all likely

Extremely likely

Required ...

+ Choice Text Rating Date

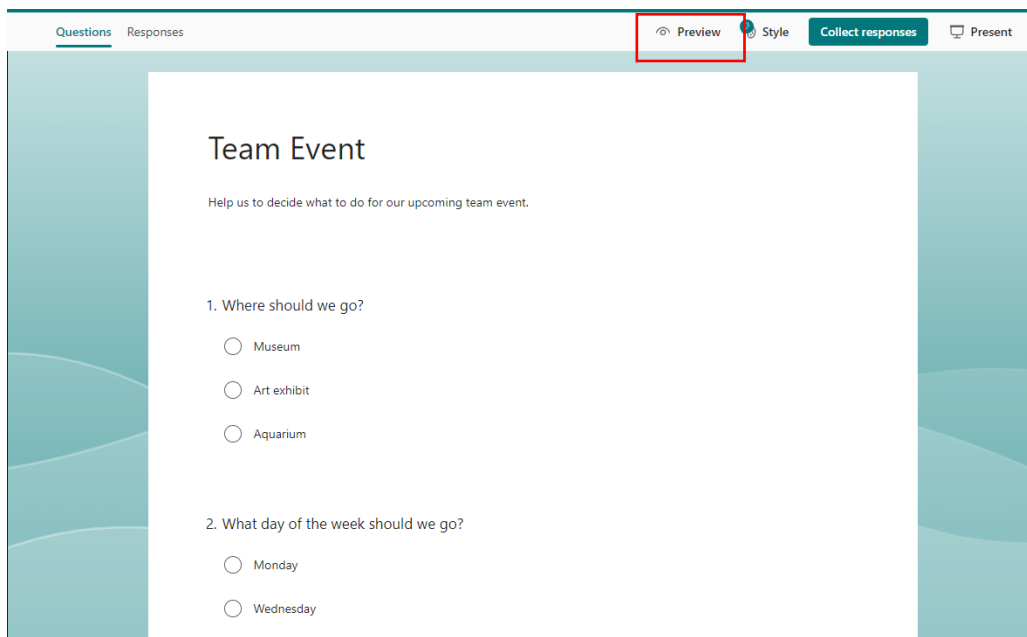
This is what you see.

9. How likely are you to recommend this event to a friend or colleague?

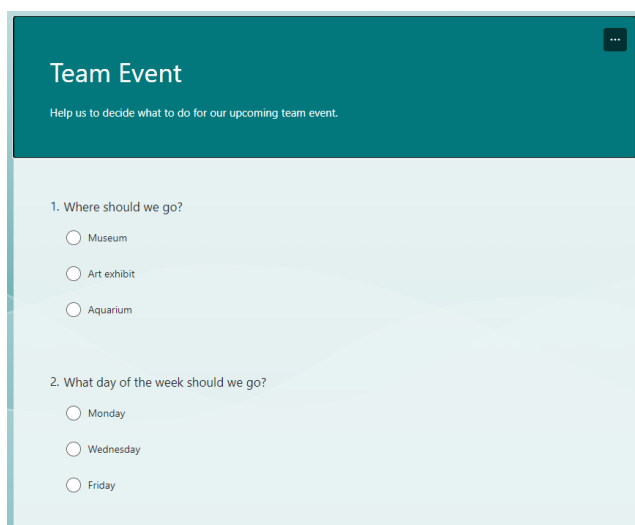
0	1	2	3	4	5	6	7	8	9	10
Not at all likely					Extremely likely					

Preview

Click **Preview** at the top of the design window to see how your form will look on a computer. If you want to test your form, enter answers for the questions in preview mode and then click **Submit**.

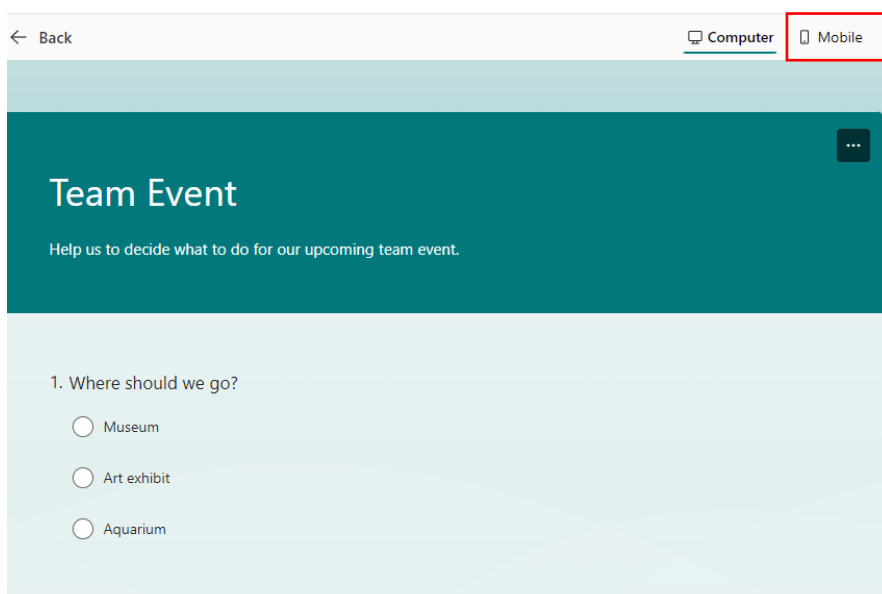


The screenshot shows a web browser window with a navigation bar at the top. The bar contains tabs for 'Questions', 'Responses', 'Preview' (highlighted with a red box), 'Style', 'Collect responses', and 'Present'. The main content area displays a form titled 'Team Event' with the subtitle 'Help us to decide what to do for our upcoming team event.' The form contains two questions: '1. Where should we go?' with radio button options for 'Museum', 'Art exhibit', and 'Aquarium'; and '2. What day of the week should we go?' with radio button options for 'Monday' and 'Wednesday'.

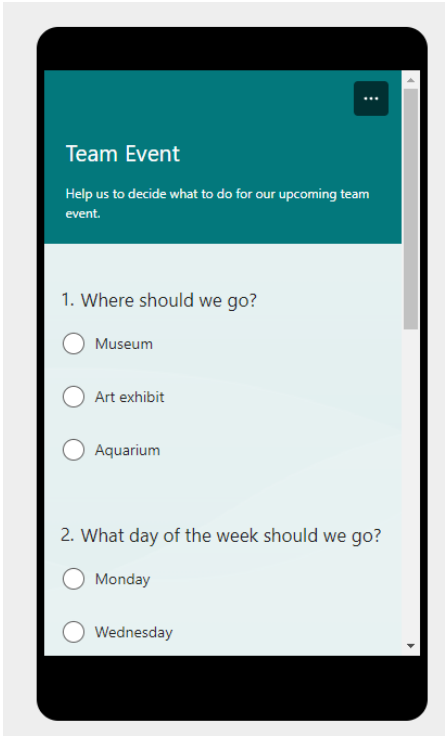


The screenshot shows the same form as above, but rendered for a mobile device. The form is titled 'Team Event' with the subtitle 'Help us to decide what to do for our upcoming team event.' The questions are the same, but the radio button options are now displayed in a single column. The first question, '1. Where should we go?', has options 'Museum', 'Art exhibit', and 'Aquarium'. The second question, '2. What day of the week should we go?', has options 'Monday', 'Wednesday', and 'Friday'.

Click **Mobile** to see how your form will look on a mobile device.



The screenshot shows the same form as above, but rendered for a mobile device. The form is titled 'Team Event' with the subtitle 'Help us to decide what to do for our upcoming team event.' The questions are the same, but the radio button options are now displayed in a single column. The first question, '1. Where should we go?', has options 'Museum', 'Art exhibit', and 'Aquarium'. The second question, '2. What day of the week should we go?', has options 'Monday', 'Wednesday', and 'Friday'.



Collect responses

When you are happy with your questionnaire, click **Collect Responses** at the top of the form.

and choose how you want to distribute your questionnaire.

Send and collect responses

Anyone can respond

You will probably prefer to send a link to your participants. If so, it is useful to shorten it. Copy the link.

For more form choices.

Choose [...] More Form Settings at the top of the screen

Forms Team Event - Saved

Questions Responses 21 Preview Style Collect responses Present ...

Team Event

Help us to decide what to do for our upcoming team event.

Section 1

Information and Consent

1. Do you agree to the terms of this research survey? *

☐ Yes

☐ No

Duplicate Settings Print Form Feedback Terms

To Print the Form

Forms Team Event - Saved

Questions Responses 21 Preview Style Collect responses Present ...

Team Event

Help us to decide what to do for our upcoming team event.

Section 1

Information and Consent

1. Do you agree to the terms of this research survey? *

☐ Yes

☐ No

Duplicate Settings Print Form Feedback Terms

And change various settings, such as start and finish dates for the questionnaire.

Forms Team Event - Saved

Questions Responses 21 Preview Style Collect responses Present ...

Team Event

Help us to decide what to do for our upcoming team event.

Section 1

Information and Consent

1. Do you agree to the terms of this research survey? *

☐ Yes

☐ No

Duplicate Settings Print Form Feedback Terms

Forms
Team Event - Saved
?

Questions
Responses 21
Preview
Style
Collect responses
Present

Team Event

Help us to decide what to do for our upcoming team event.

Section 1

Information and Consent

1. Do you agree to the terms of this research survey? *

☐ Yes

☐ No

Settings

Options for responses

- ☒ Accept responses
- ☐ Start date
- ☐ End date
- ☐ Set time duration ⓘ
- ☐ Shuffle questions
- ☐ Disable question number for respondents
- ☐ Show progress bar
- ☐ Get email notification of each response
- ☐ Hide **Submit another response**
- ☐ Customise thank you message
- ☒ Allow respondents to save their responses
- ☐ Allow respondents to edit their responses

Add Styles

Forms
Team Event - Saved
?

Questions
Responses 25
Preview
Style
Collect responses
Present

Team Event

Help us to decide what to do for our upcoming team event.

Section 1

Information and Consent

The purpose of this questionnaire is to investigate the purpose and objectives of the team event and decide where to go

Your participation is voluntary and you do not have to take part. If you do agree to take part, you can withdraw at any time, without giving a reason.

If you agree to take part in the study, you will be asked to complete a short questionnaire.

There are no potential risks or discomforts involved. There is no expected benefit to the participant, but future students may find the classes more useful.

All information obtained during the study will be kept confidential and if the data is published it will not be identifiable as yours. Direct quotes from interviews will only be used when permission is obtained.

If you have any further questions or concerns about this study, please speak to the researcher. If you remain unhappy or wish to make a formal complaint, please submit a complaint via the University's Complaints Process.

Thank you for reading this information and taking part in this study.

Themes & Colours

Forms
Team Event - Saved
?

Questions
Responses 25
Preview
Style
Collect responses
Present

Team Event

Help us to decide what to do for our upcoming team event.

Section 1

Information and Consent

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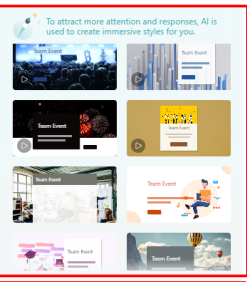
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All information obtained during the study will be kept confidential and if the data is published it will not be identifiable as yours. Direct quotes from interviews will only be used when permission is obtained.

If you have any further questions or concerns about this study, please speak to the researcher. If you remain unhappy or wish to make a formal complaint, please submit a complaint via the University's Complaints Process.

Thank you for reading this information and taking part in this study.

To attract more attention and responses, AI is used to create immersive styles for you.



View all

Background music ☐



Team Event

17 Mar 2024

Help us to decide what to do for our upcoming team event.

Viewing responses.

Choose **Responses**

Forms

Team Event - Saved

?

Questions

Responses

Preview

Style

Collect responses

Present

Team Event

Summary of responses

Team Event

21

Responses

00:35

Average time to complete

Active

Status

View results

Open in Excel

...

You are shown a summary of each question. Click **More Details** for more details.

2. Where should we go?

[More Details](#)

Museum	6
Art exhibit	9
Aquarium	1



3. What day of the week should we go?

[More Details](#)

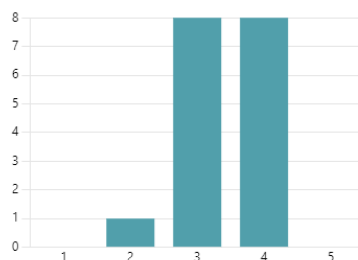
Monday	4
Wednesday	12
Friday	1



4. How important is the team event for you?

[More Details](#)

3.41
Average Rating



Open in Excel for further analysis

Team Event

21

Responses

00:35

Average time to complete

Active

Status

View results

 Open in Excel ...

Click on **View Results** to see individual responses.

Team Event

21

Responses

00:35

Average time to complete

Active

Status

View results

 Open in Excel ...

← Back

View results

Respondent

<

3

Anonymous

>

00:10

Time to complete

...

If you want to delete a response.

← Back

View results

Respondent

<

3

Anonymous

>

00:10

Time to complete

More options for Responses

...

← Back

View results

Respondent

<

3

Anonymous

>

00:10

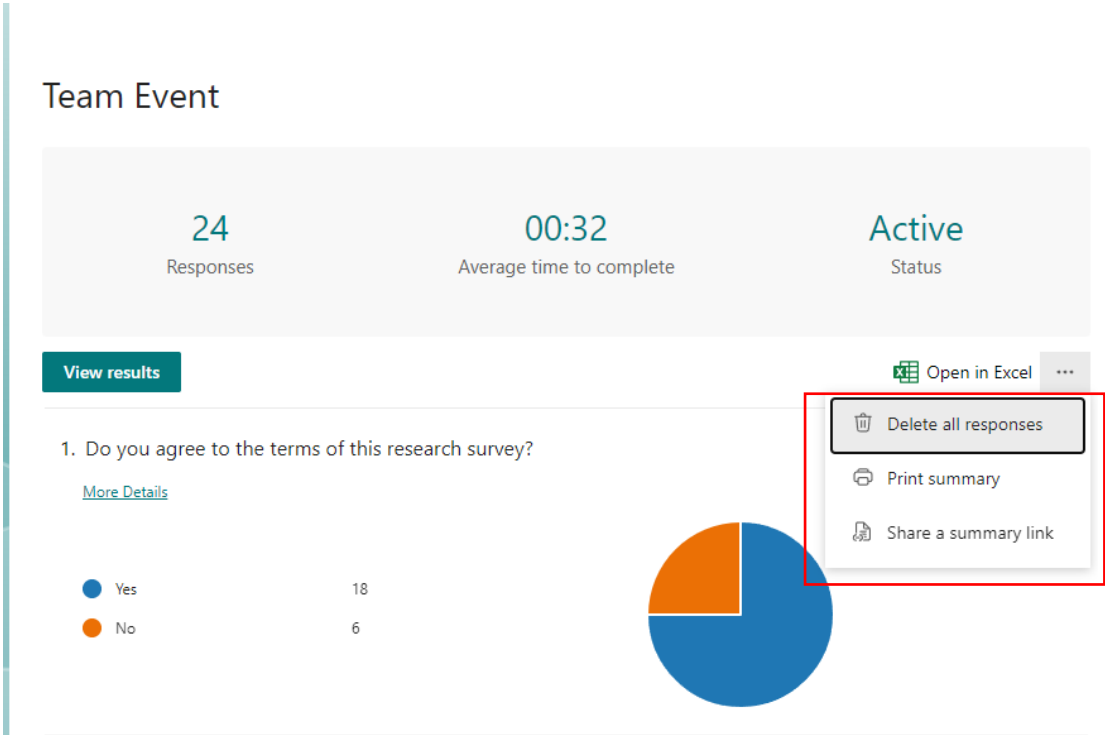
Time to complete

...

Delete response

Print response

Or, if you want to delete all the responses – for example, if you are trialing:



To add a consent form

1. Open your form
2. Add two section breaks to the beginning of your form – **Insert New**.

The screenshot shows the form editor interface. At the top, there is a form titled "Team Event" with a subtitle "Help us to decide what to do for our upcoming team event." Below the form, there is a toolbar with buttons for "Choice", "Text", "Rating", "Date", and a dropdown menu. The dropdown menu is open, showing options: "Ranking", "Likert", "Net Promoter Score", and "Section". The "Section" option is highlighted with a red box. Below the toolbar, there is a question "1. Where should we go?" with three radio button options: "Museum", "Art exhibit", and "Aquarium".

Give your sections titles such as “Information and Consent” and “Questionnaire”.

The screenshot shows the form editor interface with two section breaks. The first section is titled "Section 1" and contains the text "Information and Consent". The second section is titled "Section 2" and contains the text "Questionnaire".

Below section 1, Insert a **Choice** question.

Include your information and consent text – perhaps as a subtitle in the section header or as part of the question - in the question and add two answers such as:

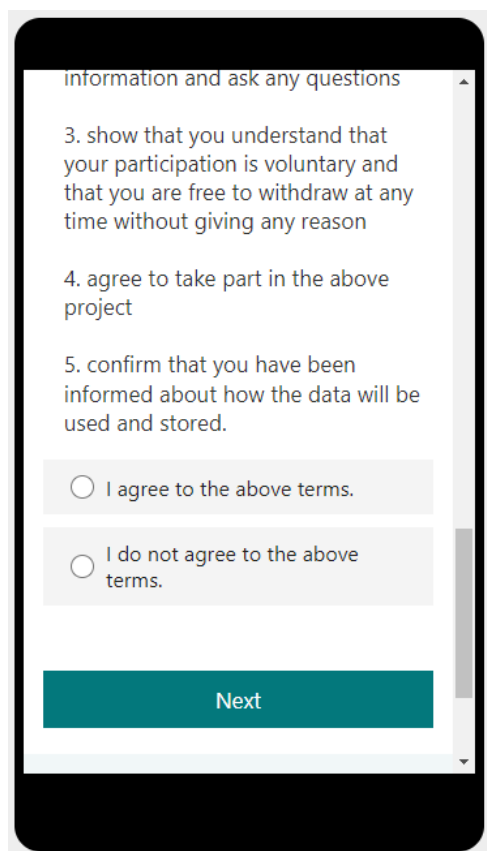
- I agree to the above terms.
- I do not agree to the above terms.

Choose **Required**. Click on **More Settings For Question [...]** and choose **Add branching**.

Choose where you want to go – probably “Questionnaire” and “End of Form”

If you prefer, you can add two sections at the end, one saying, “Thank you for completing the survey” and the other that says “Thank you, but I am sorry that without your consent, we cannot proceed with the survey” and redirecting.

Preview



information and ask any questions

3. show that you understand that your participation is voluntary and that you are free to withdraw at any time without giving any reason

4. agree to take part in the above project

5. confirm that you have been informed about how the data will be used and stored.

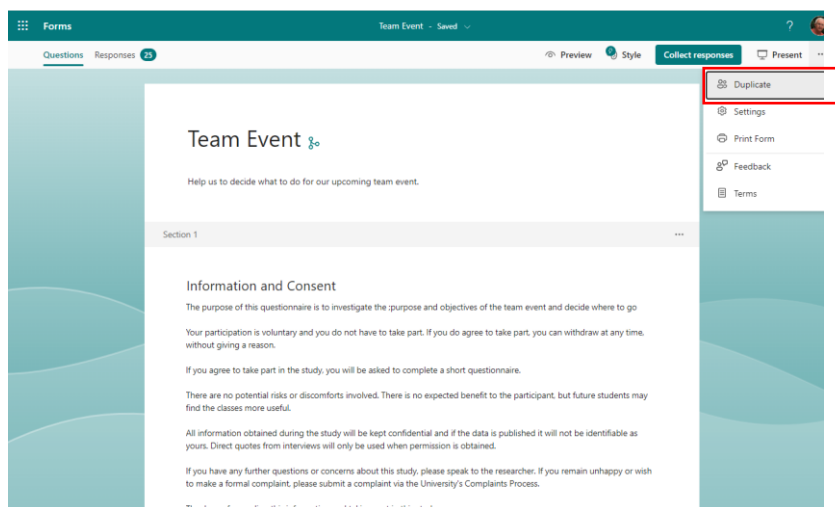
☐ I agree to the above terms.

☐ I do not agree to the above terms.

Next

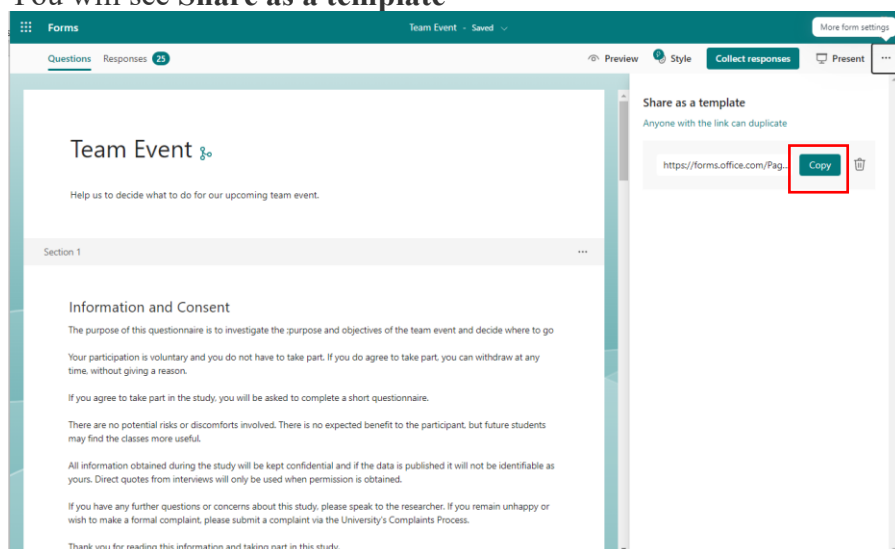
Share the Survey – or Copy it to Another Account.

Open the form you want to copy, click on **More Form Settings** [...] and choose duplicate.



The screenshot shows the Microsoft Forms editor interface. The main content area displays a form titled 'Team Event' with a description 'Help us to decide what to do for our upcoming team event.' Below this is 'Section 1' titled 'Information and Consent', which contains several paragraphs of text regarding the purpose of the questionnaire, participation requirements, confidentiality, and contact information for the researcher. On the right side, a menu is open with options: 'Duplicate', 'Settings', 'Print Form', 'Feedback', and 'Terms'. The 'Duplicate' option is highlighted with a red rectangular box.

You will see **Share as a template**



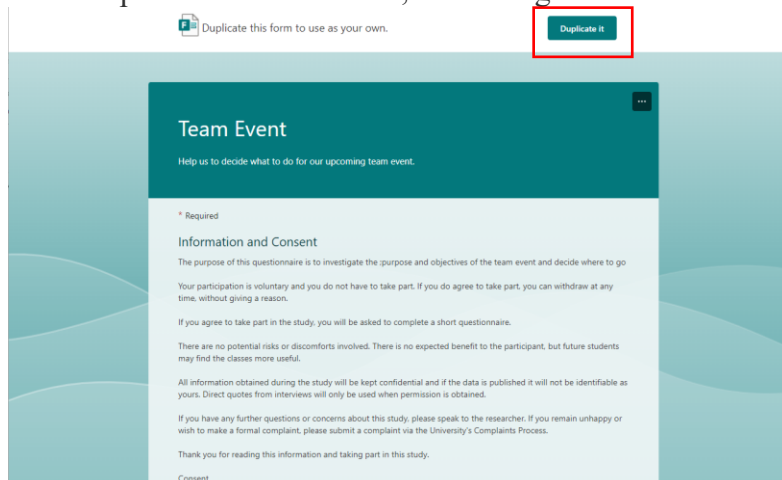
This screenshot shows the 'Share as a template' dialog box in the Microsoft Forms editor. The dialog box contains the text 'Anyone with the link can duplicate' and a URL 'https://forms.office.com/Pag...'. A green 'Copy' button is located next to the URL, and it is highlighted with a red rectangular box. The background shows the same 'Team Event' form as in the previous screenshot.

Click on **Copy** and paste this into an email. Send this to the user you wish to have the form.

Log into the other account.

Open the email and click the link in the email (or copy and paste the link into a new browser tab.)

At the top of the window there, will be a green button that says **Duplicate it**. Click this.



This screenshot shows the Microsoft Forms editor interface after clicking the 'Duplicate it' button. At the top of the page, there is a green button labeled 'Duplicate it', which is highlighted with a red rectangular box. Below this, the form content is visible, starting with a 'Required' section followed by the 'Information and Consent' section, which is identical to the one in the previous screenshots.

MS Forms will then recreate the form in the new account.