

Nexus365: Forms - Up and running



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2

Ready To Learn?



Today's session takes place in a video-call using Teams



You can turn on Live Captions using



Don't plan to multi-task



3

Session objectives



- Understand the benefits of using Forms to create surveys and quizzes
- Create a form/quiz using different question types
- Create a form using branching and feedback options
- Understand the different sharing and collaboration functions
- Understand how Forms integrates with Teams

4

Resources for your learning



- **Activities for you to practice today**
In the course handbook
Work at your own pace!
Be selective
- **Videos with today's topics in Molly**
- **Follow-up work**
Continue with exercises after the session
Bookable Course Clinics later

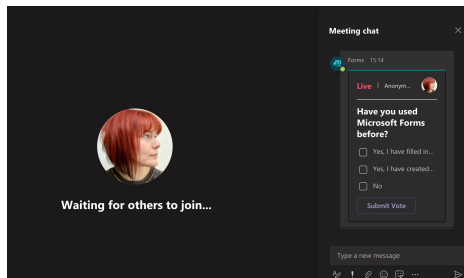


molly
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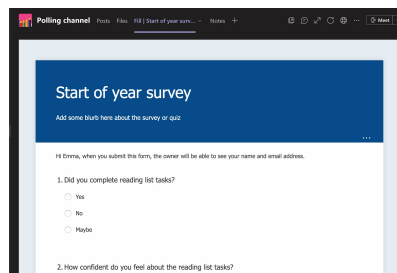
5

Forms in Teams

In a meeting



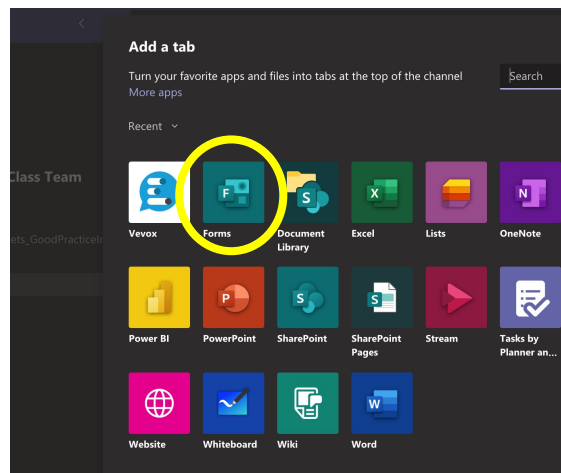
In a channel



6

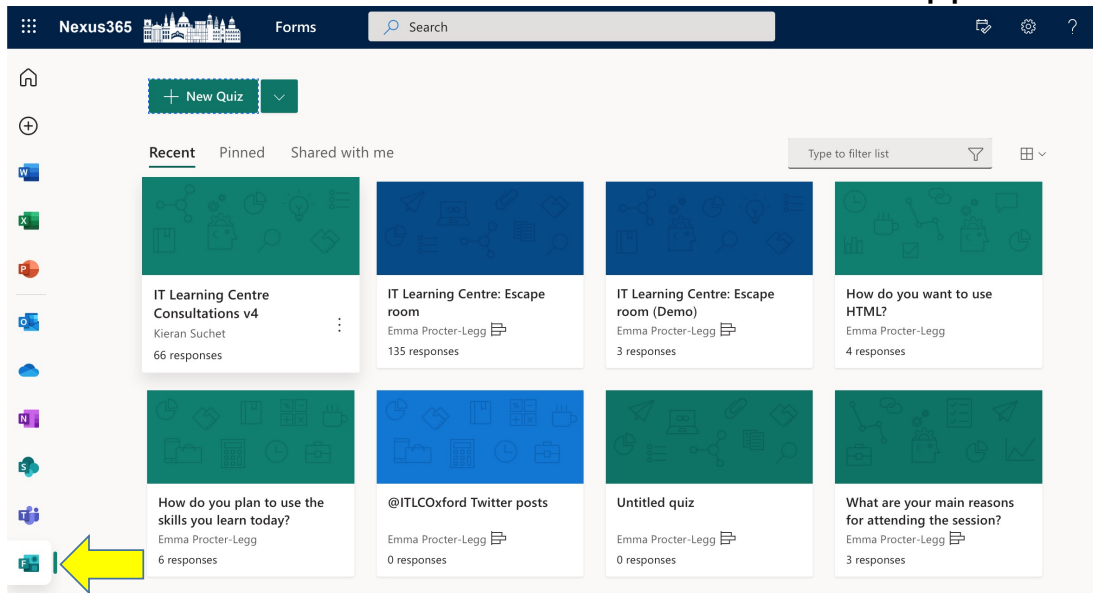
Forms in Teams - adding the app

<https://support.microsoft.com/en-us/office/poll-attendees-during-a-teams-meeting-9923b7d4-ea97-4aa2-b8b8-b45fefe7d454>



7

The Forms app



8

An individual form

The screenshot displays an individual form titled "Social Media Form" within the Microsoft Forms app. The top bar shows the "Forms" tab, the form title "Social Media Form - Saved", and a user profile icon. Below the bar are tabs for "Questions" and "Responses" (indicated by a blue circle with the number 3). The "Questions" tab is active, showing the form title and a prompt: "Please answer the following questions". The first question, numbered 1, is "Do you use social media?". To the right of the question is an image of colorful blocks with various social media logos (Twitter, YouTube, Instagram, Facebook, etc.). Below the question are two radio button options: "Yes" and "No". The "Responses" tab is visible in the background, showing a list of responses.

9

Adding branching to a form

Branching options

1. Do you use social media?

☐ Yes

☐ No

☐ Maybe

Go to Next

Go to End of the form

Go to Next

2. Which of the following social media accounts do you have?

☐ Facebook

☐ WhatsApp

☐ Instagram

☐ LinkedIn

☐ Snapchat

☐ Twitter

10

Adding Feedback to a quiz question

Questions Responses

1. Arguably the most useful fact you'll need to remember while studying here.
What form does an Oxford single sign-on username take?

☐ abcd1234 ✓ Correct answer

Well done! This is your SSO or Oxford username

☐ 1234abcd

Message for respondents who select this answer

☐ firstname.lastname

+ Add option

Points: Multiple answers Required

+ Add new

11

Microsoft Forms Essential Training

<http://support.office.com/forms>

Download the files (and more)
from the IT Learning Portfolio at



Next steps



Other courses you might like:

- [Surveys: Tools and good practice](#)
- [Presentations: Adding interactivity via polling](#)

14

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15