

Seminar/ILT – Forms

Course Length: 2 hour seminar or ½ day instructor-led training

Overview: The skills and knowledge acquired in this course are sufficient to be able to create a Form and perform a variety of tasks with Microsoft Forms.

Skills Gained: On completion of this course students should be able to:

- Open Forms and navigate around the Homepage
- Create a new Form
- Add variable content to a Form
- Customise a Form
- Send a Form
- View Form results

Key Topics:

- Open Forms
- Forms Homepage
- Create a Form with content
- Preview a Form
- Change the Theme of a Form
- Send a Form
 - By email
 - QR code
 - Embed in a webpage
- View Form results
- Export Form results to Excel

Target Audience: This course is designed for users who have a general experience with using Microsoft Office.

Prerequisites: This course assumes little or no knowledge of Microsoft Forms. However, it would be beneficial to have a general understanding of personal computers and how a Windows operating environment works. Some knowledge of how to use a keyboard and mouse is necessary.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.