Microsoft Forms – Seminar/ILT

Course length:	2-hour seminar or ½ day instructor-led training
Why study this course?	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.
What you'll learn:	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
Course subjects:	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
Who is the course for?	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.