# Microsoft Forms

General Management

When using Microsoft Forms, either in the application or in Microsoft Teams, you are able to delete items and perform data analysis.

Deleting items

Deleting from Questions tab

Important: Questions and options that are deleted cannot be retrieved.

1. Delete by selecting:

    a. In the questions tab of your form select your 'question' and click on the **rubbish bin** icon.

    b. In the questions tab of your form, select the 'option' and click the **rubbish bin** icon.
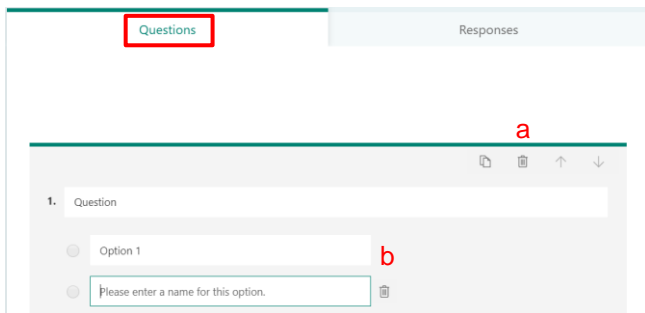
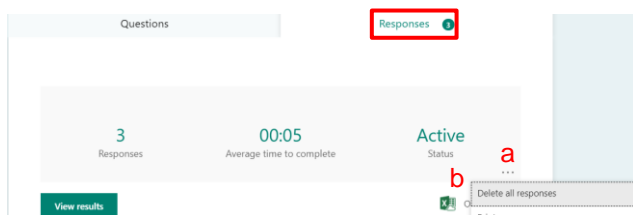**Note: The rubbish bin may move depending on the question type.**

Deleting from Responses tab

All responses

1. To reset your form you can d*elete All Responses* by selecting the following:

Important: Once deleted these responses cannot be retrieved.

    a. From the *Responses* tab, select the **three dots**.
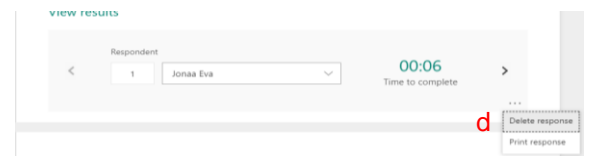
    b. Click on **Delete all responses**.

Single responses

2. To delete a *Single Response* select the following:

    c. From the *Responses* tab, select **View Results**.

    d. On the *View Results* page, click on the **three dots** and select **Delete Response.**
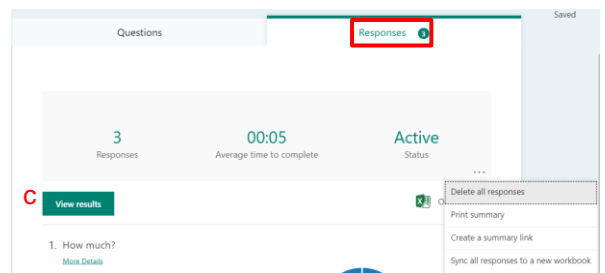
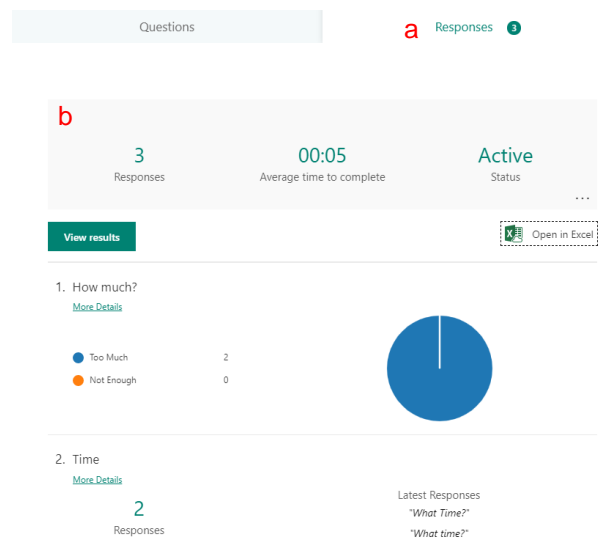## Data analysis

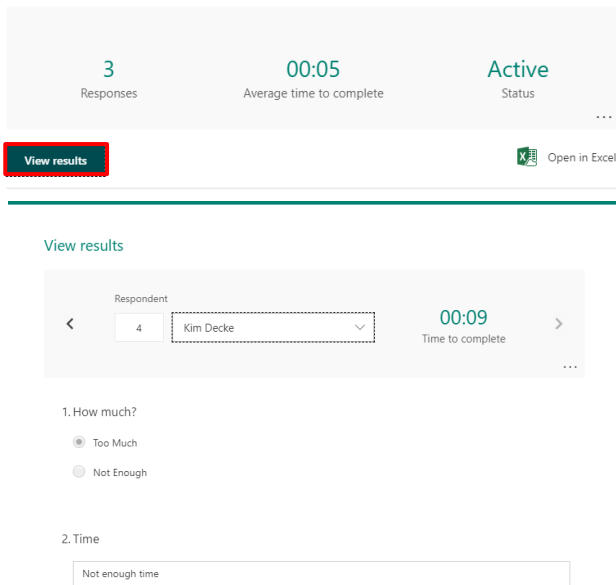1. The data collected from responders is stored in the

Responses tab of your form.

    a. Select **Responses** on the top of your form.

    b. At a glance you are provided with a dashboard summary of the form responses, time for completion and a breakdown of answers selected.
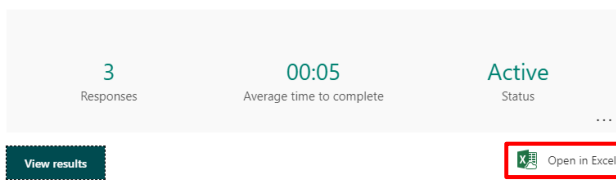

Note: Data is summarised differently depending on the question type.

2. Select **View results** for a summary.

3. The raw data is also available by clicking **Open in Excel**
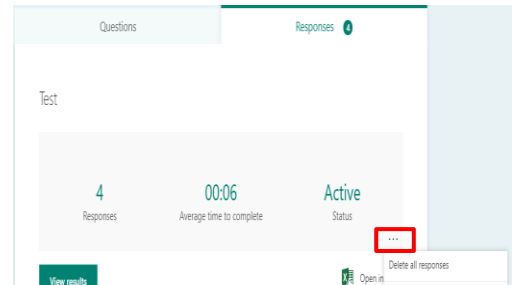

Important: Do not edit data in the Excel document. Create a copy or download the data.

Editing the Excel document may lead to it being desynchronised from the form, meaning new repsonses will not populate.
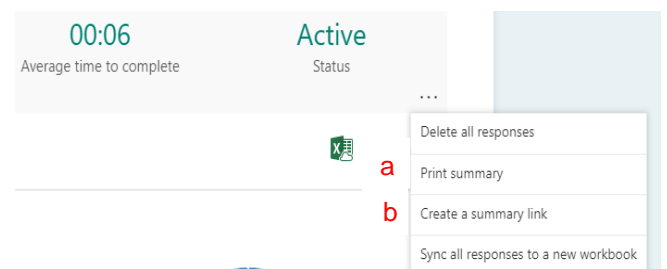
Summarising responses

4. A summary of your responses is also availble. In the *Responses* section of your form, select the **three dots**.

5. To view a dashboard of this information you can:

   a. Select **Print Summary** to print the dashboard summary.

   b. Select **Create a summary link**, which creates a link that can be shared to view response data

Troubleshooting

Desynchronised responses

Form responses are stored in an Excel file on the Sharepoint for the Team. If the link between the Form and this file is disrupted, new responses will not be transferred to the Excel file. If this was to happen, the Form can be reset by following these steps:

1. Save a copy of the desynchronised Excel file as a backup.

2. In the *Responses* section of your Form, select the **three dots**.

3. From the list select **Sync all responses to a new workbook**. This will copy all form resposnes into a new Excel file.