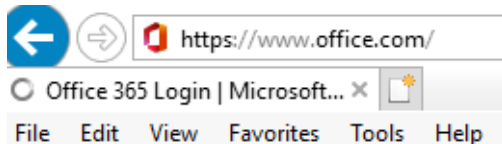# Microsoft Forms

Using the application

Microsoft Forms is a useful tool to create surveys and feedback forms to gather information. This quick reference guide demonstrates how to create a form in the Microsoft Forms application, which will only be accessible to the creator.

Accessing

1. To access *Microsoft Forms* you can either:

    a. Go to *Microsoft Forms* site, forms.office.com.

   b. Type office.com in the address bar of your browser.

   c. Click the Office 365 icon on your desktop.

2. Sign in to *Office 365* or *Microsoft Forms* using your Queensland Health email and password.

Note: If you sign in through the Microsoft Form site (option a.) you will be in your personal Microsoft Form and do not need to complete further steps.

3. When accessing through the *Office 365* portal or desktop icon, you will be taken to the *Office 365* homepage. Click on the **Forms** icon, if this icon *does not* appear in the homepage, click on **All apps**.
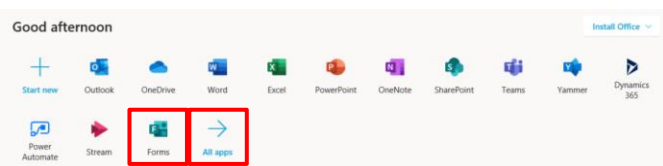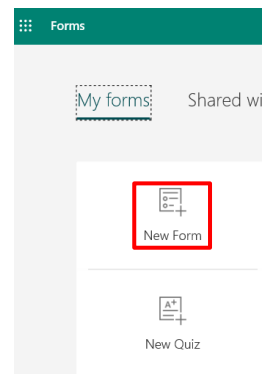

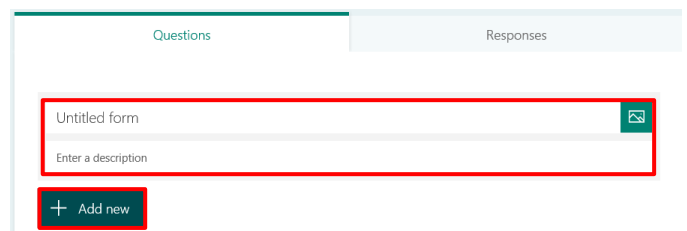4. From the application page, look for the *Forms* icon and click on **Forms**.
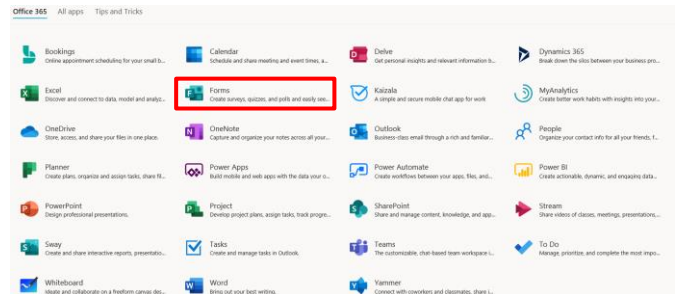
5. The *Microsoft Forms* application will open and you can start creating a form.

Creating a form

1. In the Microsoft Forms application, select **New Form**.

2. Give your Form a **Title** and a **description** if required.To add a question to your form, select **+ Add new**.

Important: Your form is saved automatically while you create it.

Queensland Government

3. There are four question types available for quick access and five more accessible by clicking on the drop-down:

Choice   Ranking
Text   Likert
Rating   File Upload
Date   Net Promoter Score ®
                     Section
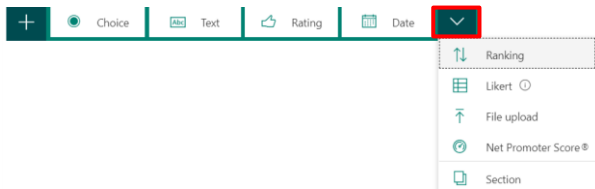
Note: The 'Choice' question type was used in the following example. Each question type is structured similiarly.

4. Once you have chosen your 'question type'.

   a. Enter the question you want to ask.

   b. Enter the options participants will choose from.

   c. Add more options by clicking **Add option**.

   d. Additional question settings are available by selecting the three dots.

   e. To create more questions in your form select **Add new**.
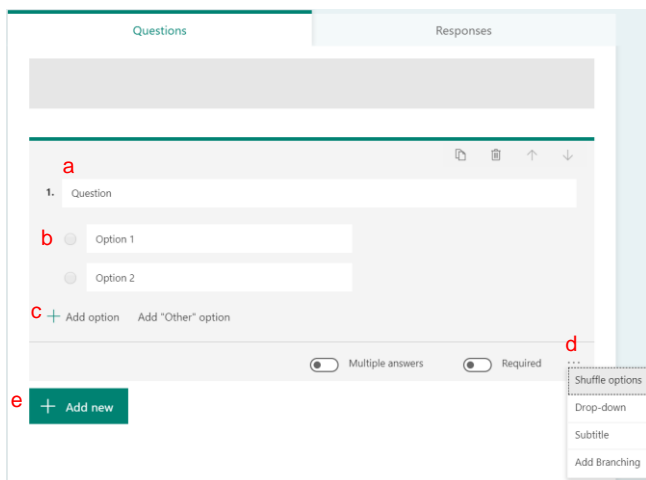
Tips for forms

There are some key features that can help when creating forms.

   a. Copy: Immediately copies and pastes the questions.

   b. Move question up/down: This moves the question in the form order.

   c. Multiple answers: Only applies to Choice questions with no drop-down.

   d. Required: Make the question mandatory.

   e. More options (…): This menu differs depending on the question type, though branching and adding a subtitle are common across all.
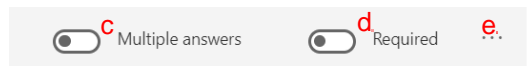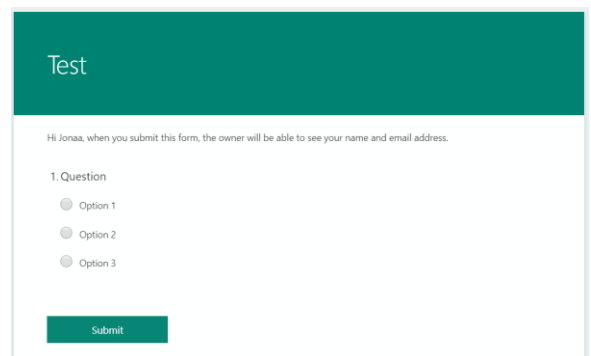

Previewing your form

Before sharing your form it is best practice to preview it to make sure that the form works as intended.

1. In the toolbar above the form select **Preview**.
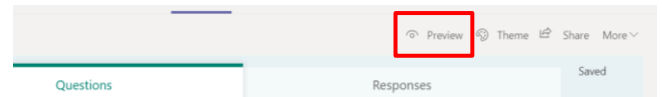
2. The form will load how it will be viewed when shared. Check that the questions and options work as intended.

Important: If you select 'submit' while in preview this will generate a response to your form and be included in your form data.