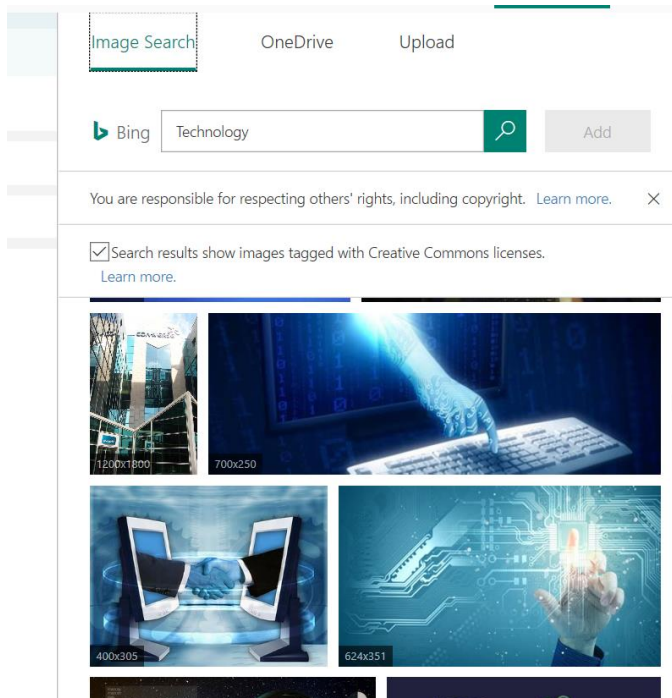
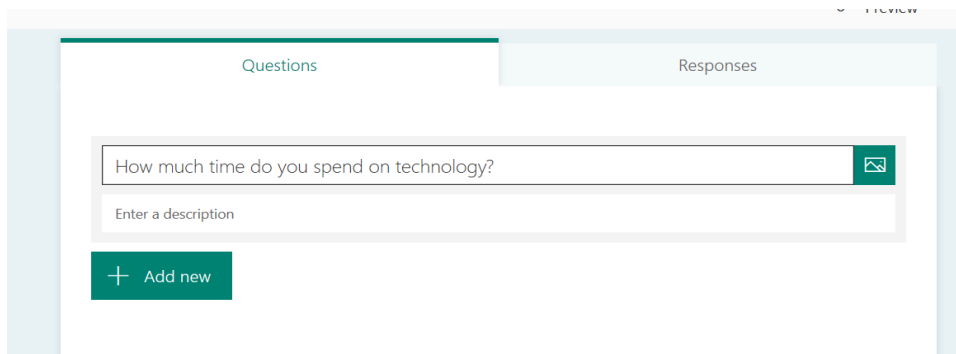


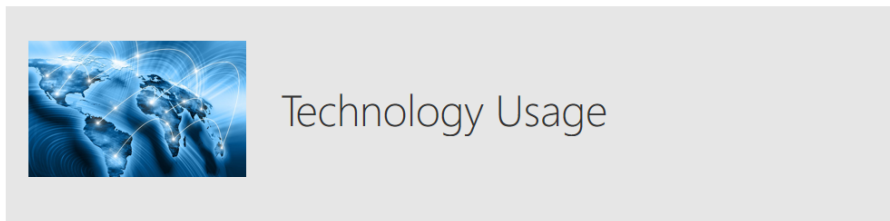
## Microsoft Forms Tutorial

**Step One:** Microsoft Forms are useful for when you want to create a survey or a quiz. Head over to Microsoft Forms on Office 365. Choose either 'New Form' or 'New Quiz'.

**Step Two:** Create a title/question for your survey. The photo icon in the text box enables you to upload a photo to present a visual representation.



Click 'Add' once you have chosen a picture either from Bing or OneDrive. Here is an example of what it would look like.



**Step 3:** Next, click 'Add New' to start creating your survey/quiz.



Choose one of the following.

**Step 4:** Choice allows you create a question and make options the respondent can choose from.

1. How many hours do you spend on technology?

2-4 hours

5-8 hours

8+ hours

+ Add option    Add "Other" option

Multiple answers     Required    ...

**Step 5:** Text is used for the respondent to answer in their own words. Enabling long answers creates the text box bigger so that the answer can be written in more than 2-3 sentences.

2. What do you use your phone for?


Enter your answer

Long answer  Required ...

+ Add new

**Step 6:** Rating allows you to choose a number from 1-10 in a form of a number or a star.

4



A scale from 1-5, how do you feel if you didn't use technology for a day? \*

1 2 3 4 5

**Step 7:** Date can be used for the respondent to input a date that correlates to the question that's being asked.

1.

Please input date in format of yyyy-MM-dd

Required

+ Add new

**Step 8:** Additionally, you can design or give a theme to your survey. Click 'Theme' that is next to the share button on the top right and choose a design. The add symbol box permits you to design your own theme.

Preview Theme Share

Questions Responses

Technology Usage

1. When is your birthday?

Please input date in format of yyyy-MM-dd

Required

+ Add new

Click preview to inspect the work you have done.

Hope this helped 😊