

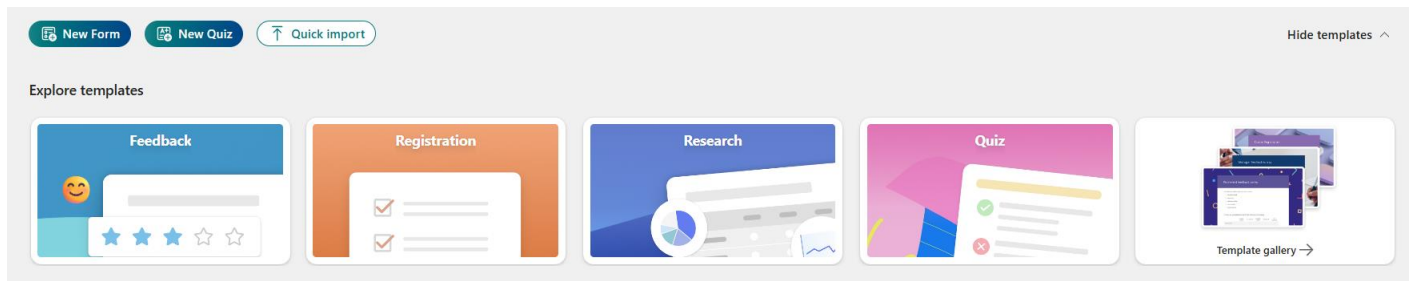
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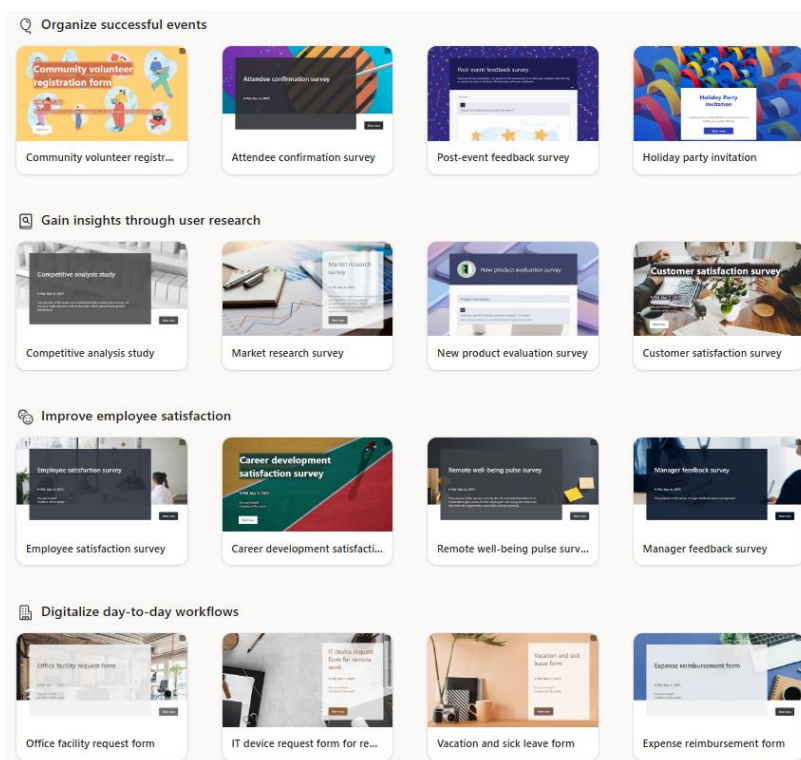
Launch Tip of the Month September 2024

Microsoft Forms makes it easy to get information from your customers and employees. The new templates make it easier than ever!

When you first open Forms, you can create a new form from scratch, a new quiz from scratch, or you can use one of the many templates. New ones are being added from time to time.



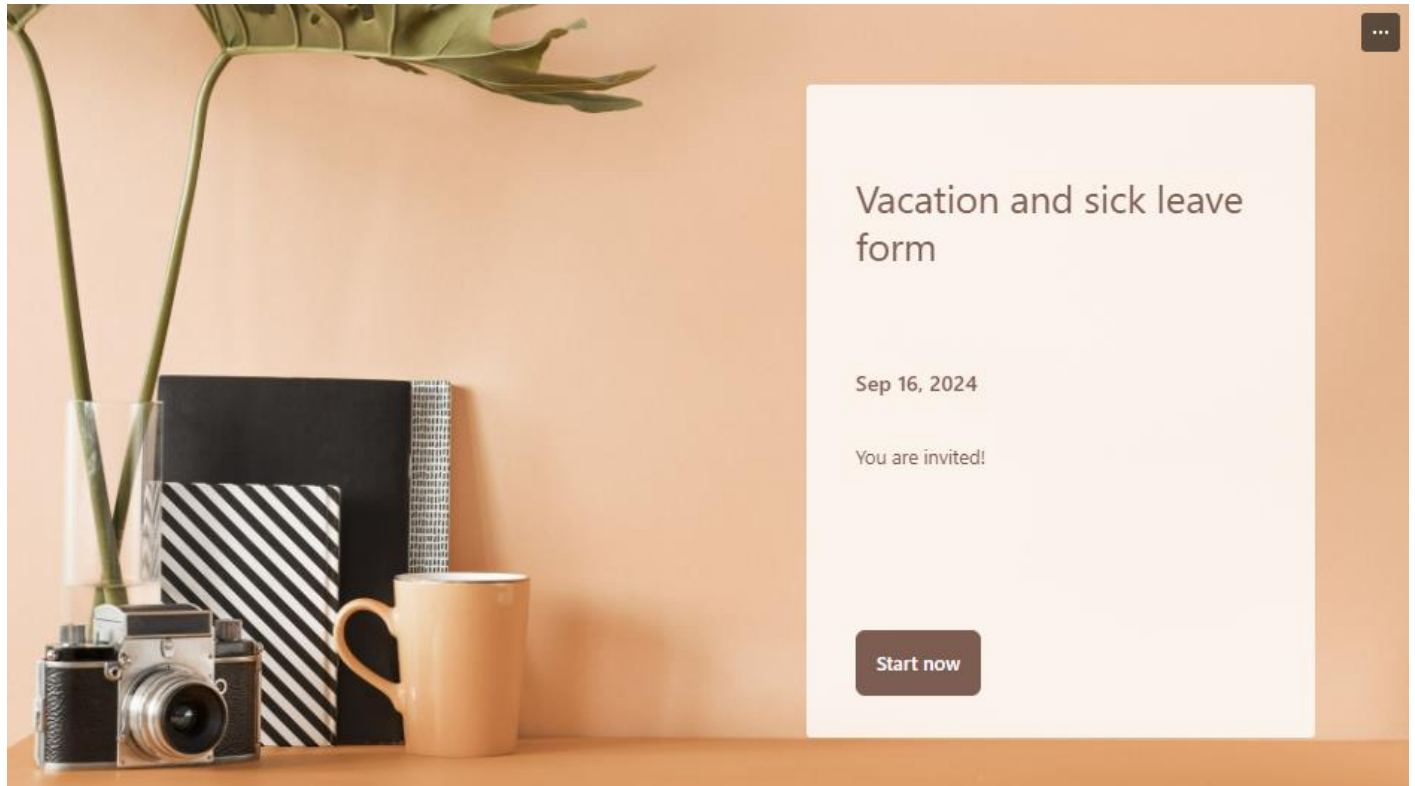
Click Template gallery to view the templates by category.



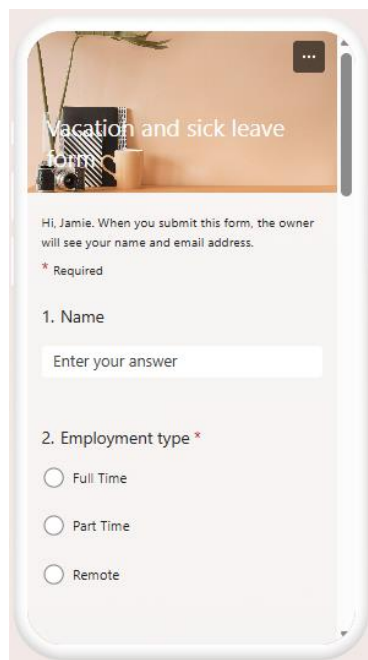
If this list isn't big enough, you can find even more online.

Simply click one of the options and a new form with a number of questions is ready to go. The form can be customized by adding, removing, or editing questions. Microsoft Forms even suggests questions which can then be added with a click of the mouse!

Here is what we get when we select the Vacation and sick leave form:



We get a version for computers and another version for mobile devices.



Vacation and sick leave form



Hi, Jamie. When you submit this form, the owner will see your name and email address.

* Required

1. Name

2. Employment type *

Full Time

Part Time

Remote

3. Department *

Marketing

Sales

Human Resources

Product

Finance

Other

4. Title

5. Leave type *

Sick leave

Vacation

Maternity leave


Paternity leave

Casual leave


Half day leave

Work from home


6. Leave date *

Please input date (M/d/yyyy) 

7. Return date *

Please input date (M/d/yyyy) 

8. Upload relevant documents here (Non-anonymous question🗸)

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio


Submit


If we click the Add new question link, we get to pick the type of question we want to add.


✕ Add new question

<input checked="" type="radio"/> Choice	 Text	 Rating
 Date	 Ranking	 Likert
 Upload File	 Net Promoter Score®	 Section

The interface makes it easy to create questions.

9. **Question** 

Option 1 

Option 2 

[+ Add option](#) [Add "Other" option](#)

Multiple answers Required ...

Best of all, you can make the form accessible as a link, an invitation in Outlook or Teams, a QR code, or code you can embed in several products. The responses are instantly tabulated when they are submitted and analyzed with totals and graphs!

Want to learn more about advanced Microsoft Forms?

Featured Course: Microsoft Forms: Getting Started with Microsoft Forms

3 Hours

- What is Microsoft Forms?
- Popular uses of Microsoft Forms
- How to access Microsoft Forms
- Accessing Microsoft Forms in Teams
- The Forms interface
- Creating a new form
- Titling a form and adding a description
- Adding new questions to a form
- Previewing a form as it appears on a computer or mobile device
- Question Suggestions
- Creating sections
- Branching
- Adding a theme
- Collecting responses
- Viewing responses to surveys or quizzes
- Opening responses in Excel
- Printing a summary of responses
- Sharing a Summary Link
- Inviting others to add and edit questions, view responses, and share with others
- Allow others to use this as a template and make it their own
- Accessing Settings
- Creating surveys in foreign languages
- Printing forms
- Creating a new quiz
- Immersive Reader

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