Mindluster Platform

About the course Microsoft forms basics for beginners

Microsoft forms basics course, in this course we will learn about Microsoft Forms basics, providing a comprehensive introduction to this tool for creating surveys, quizzes, and polls. We start by exploring the Microsoft Forms interface and its essential features. You will learn how to create new forms and customize them with various question types, including multiple choice, text, and rating scales. We will cover how to set up response options, including branching to create dynamic forms, and configure settings to manage who can access and submit your forms. The course also includes guidance on analyzing responses using built-in tools for viewing and exporting data. We will explore how to share forms with others, either by direct links or embedding them in websites or emails. By the end of this course, you will be able to design effective forms, collect and analyze data efficiently, and use Microsoft Forms to streamline data collection processes. Ideal for beginners, this course provides the foundation needed to harness the full potential of Microsoft Forms.

Computer Softwares Category's Courses

Course Lesson(3)

Lesson 1 : **OneNote Tutorial**

Lesson 2 : **Microsoft Forms Tutorial**

Lesson 3 : **Microsoft Planner Tutorial**

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