Mindluster Platform

About the course Microsoft forms essentials for beginners

Microsoft forms essentials course, in this course we will learn about Microsoft Forms Essentials, a powerful tool for creating surveys, quizzes, and polls with ease. Youâ€™ll begin by exploring the basic features of Microsoft Forms, including how to set up a new form, customize questions, and choose from various question types such as multiple-choice, text responses, and ratings. Weâ€™ll guide you through adding branching logic to tailor the respondent's experience and how to adjust settings to control form access and response options. Additionally, the course will cover how to share your form with others, either through direct links, email, or embedding it in a webpage. Youâ€™ll also learn how to analyze the collected data using built-in analytics tools or export the data to Excel for further analysis. By the end of this course, youâ€™ll be equipped with the skills to create, distribute, and analyze forms efficiently, making Microsoft Forms an essential tool for gathering feedback, conducting assessments, and engaging with your audience.

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