Microsoft

Getting to know

Microsoft Forms

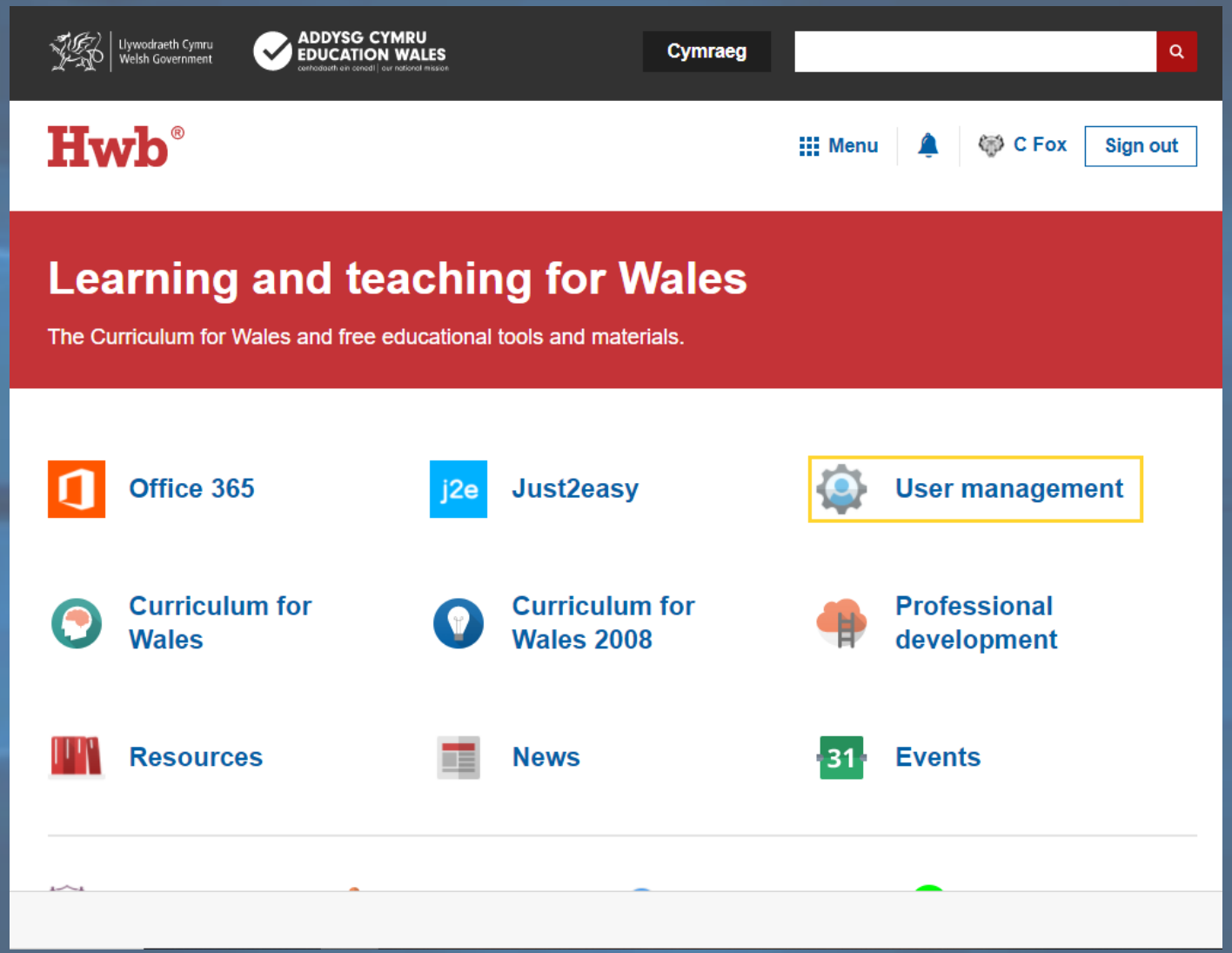
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How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

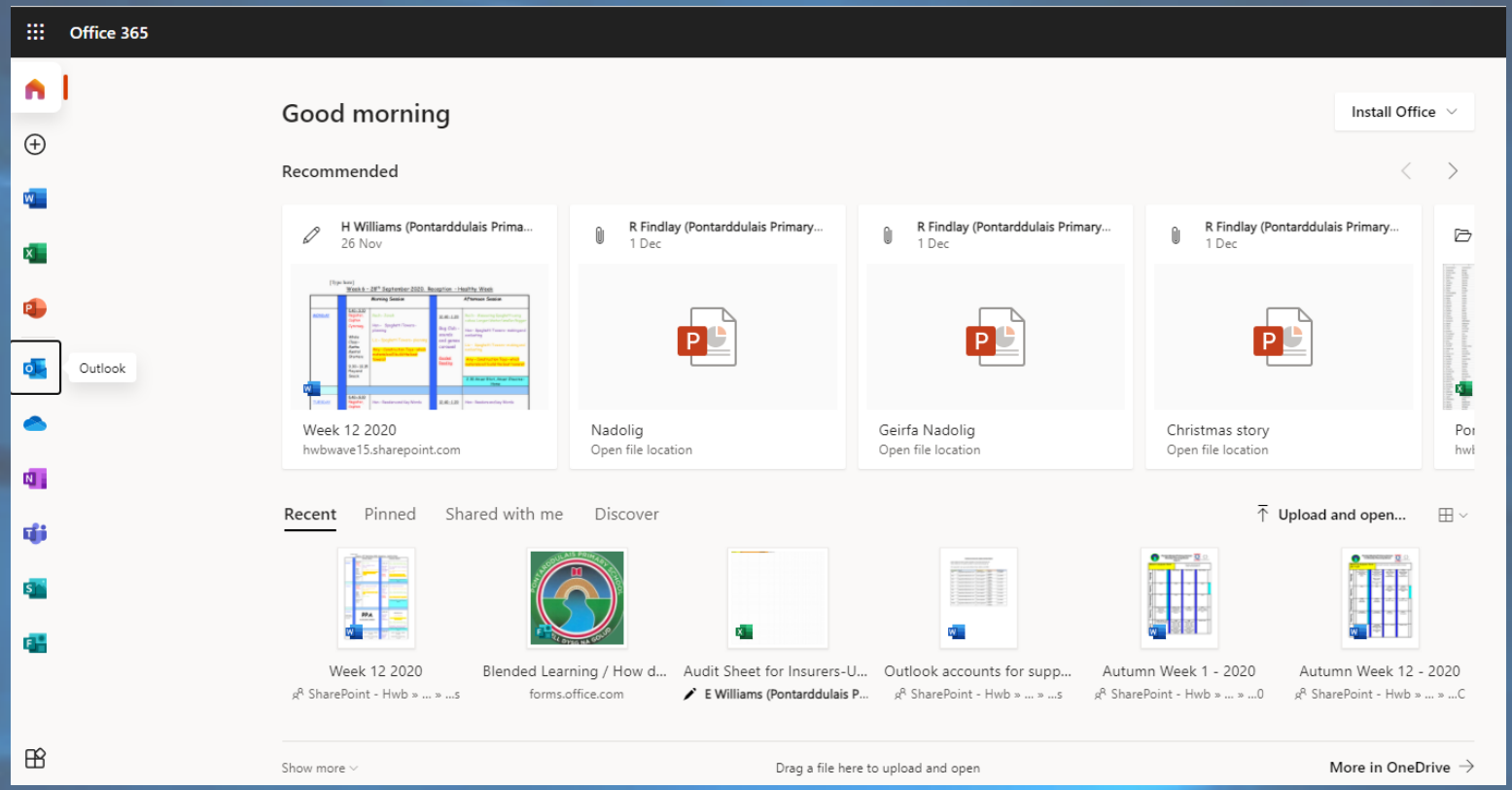
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

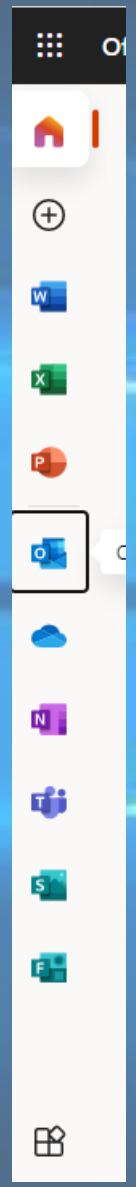
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



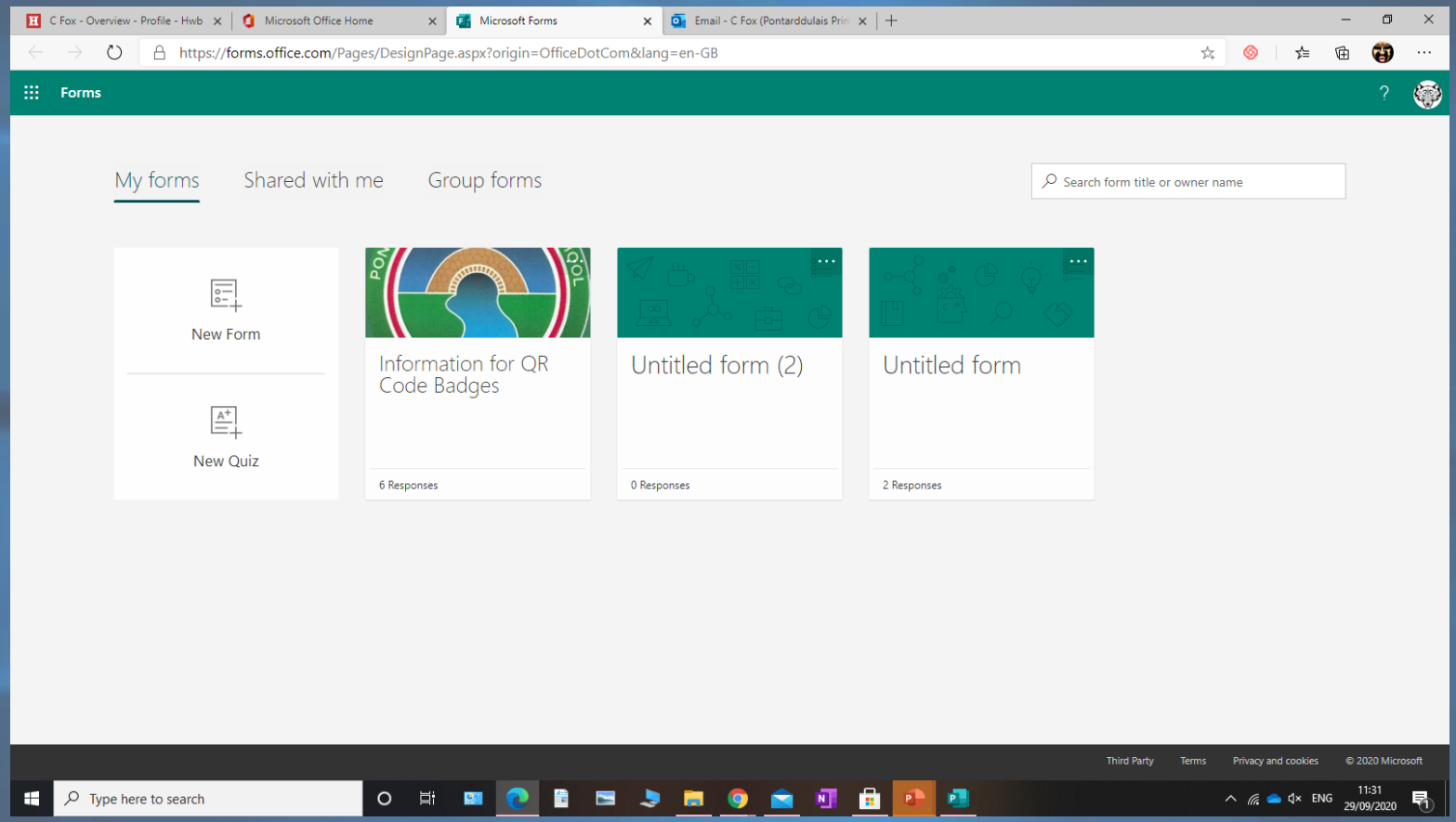
Very Formal

Forms are a good way of finding out information, and are very easy to create. Look for the green logo with a F on it. This is Forms.



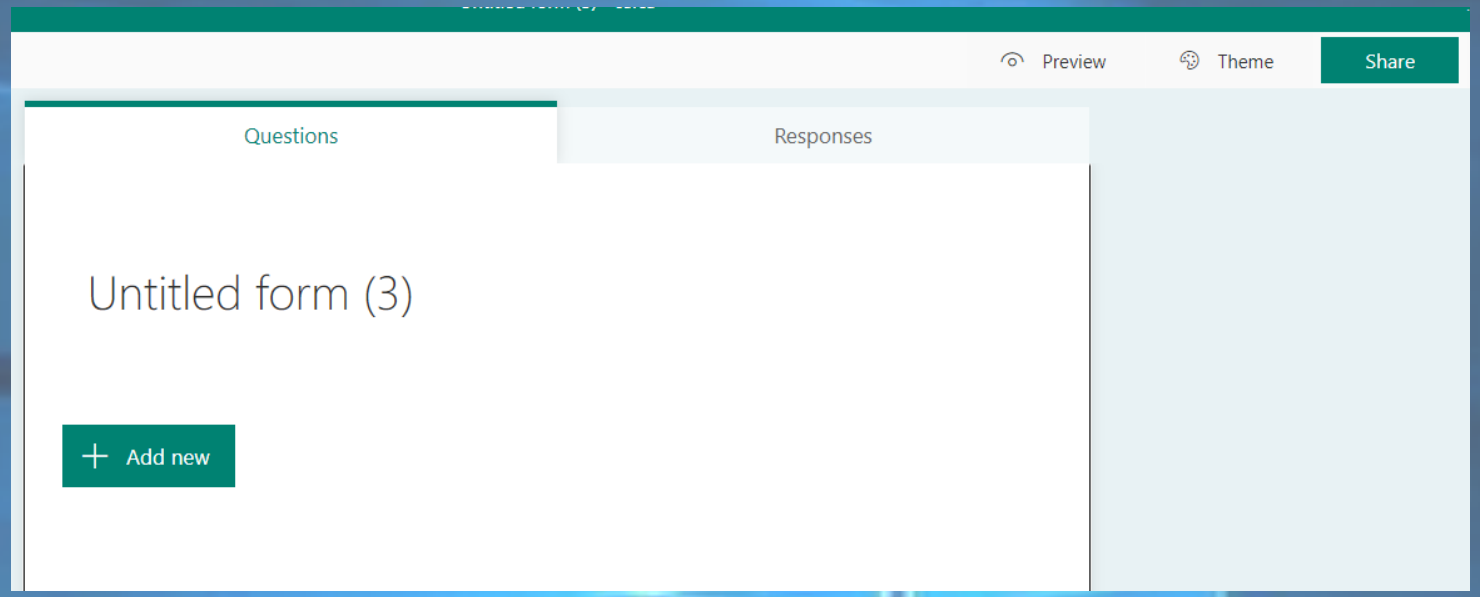
Creating a Form

This is your Forms Homepage, where you can create and access saved forms. Click on new form.



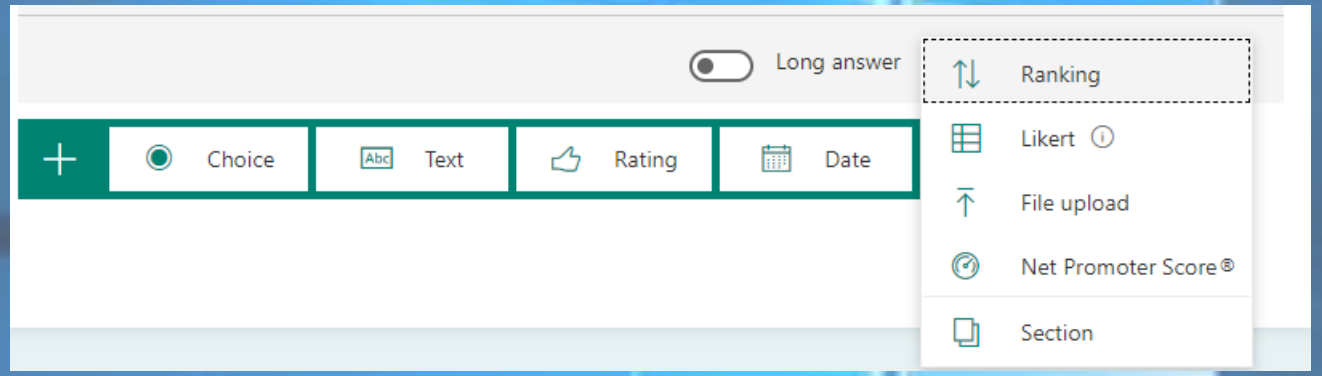
Form 1

Give your Form a title and also change the theme to personalise it. When you are ready to start, click on Add New.



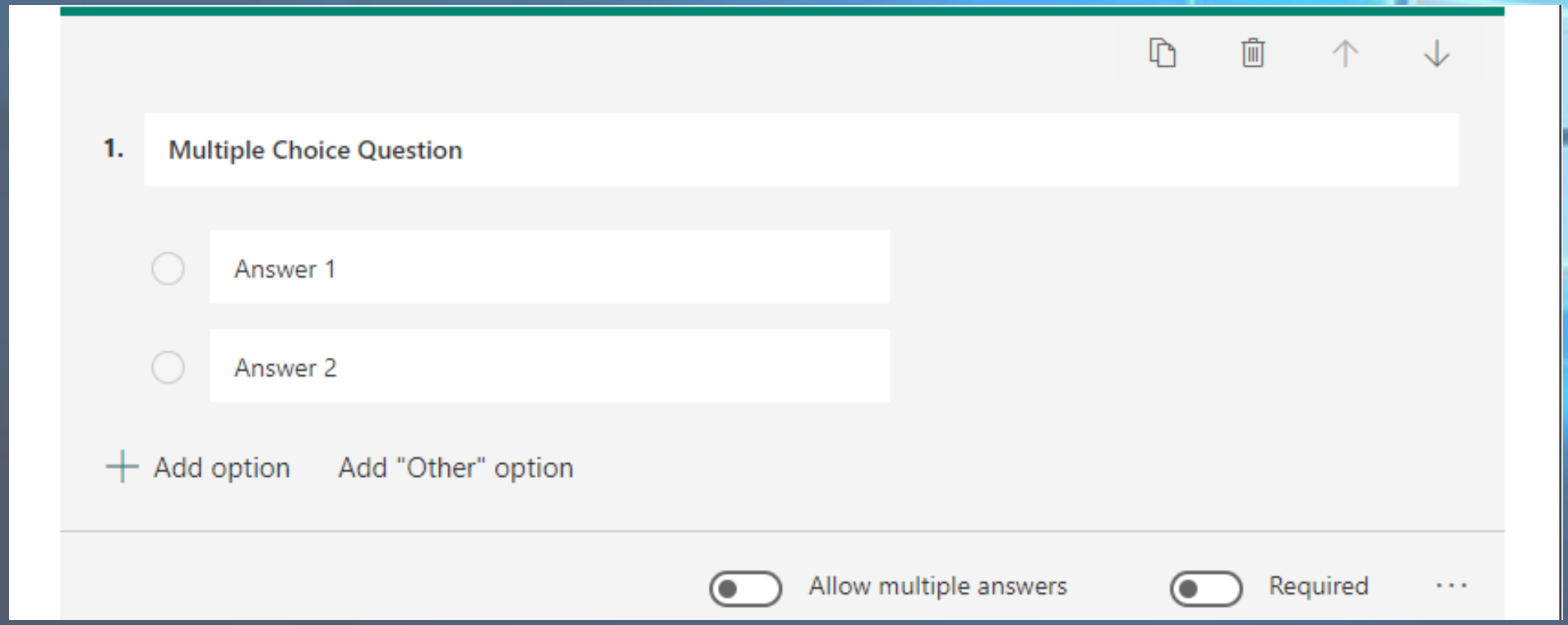
Form 2

You have many options to how your questions are asked or answered. See the next few pages to see fully.



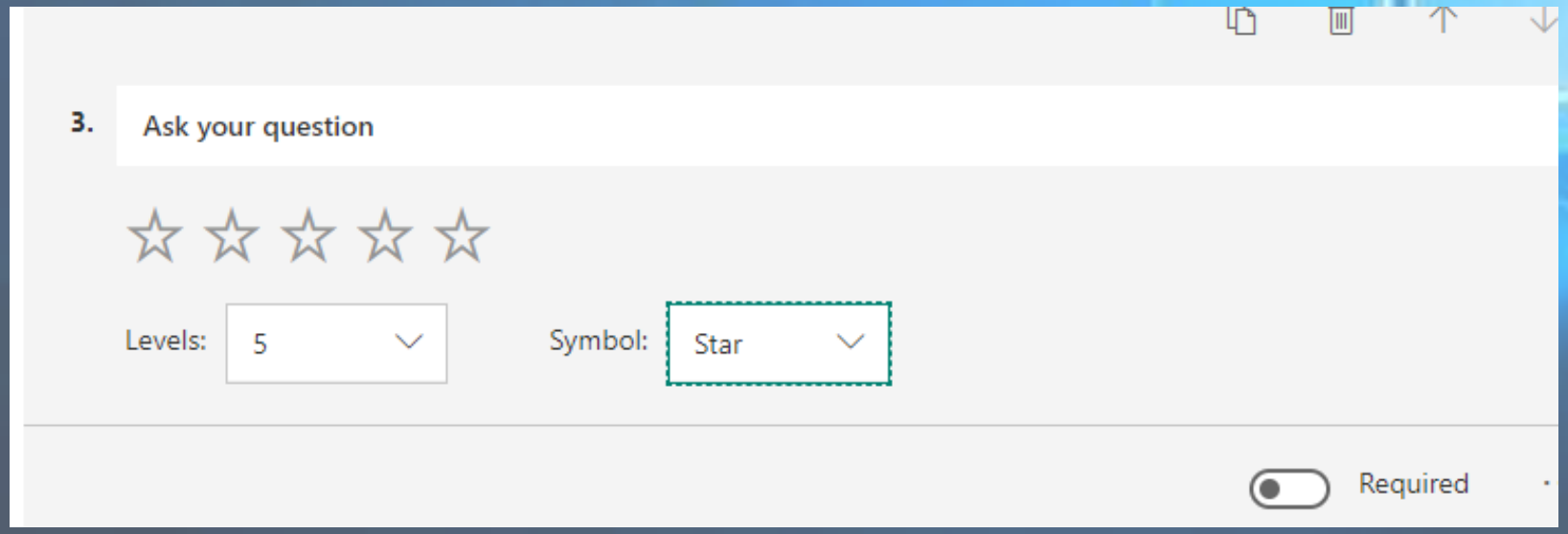
Choices

You can have as many options, select if the person answering can choose more than one, and if the answer is required to complete the form.



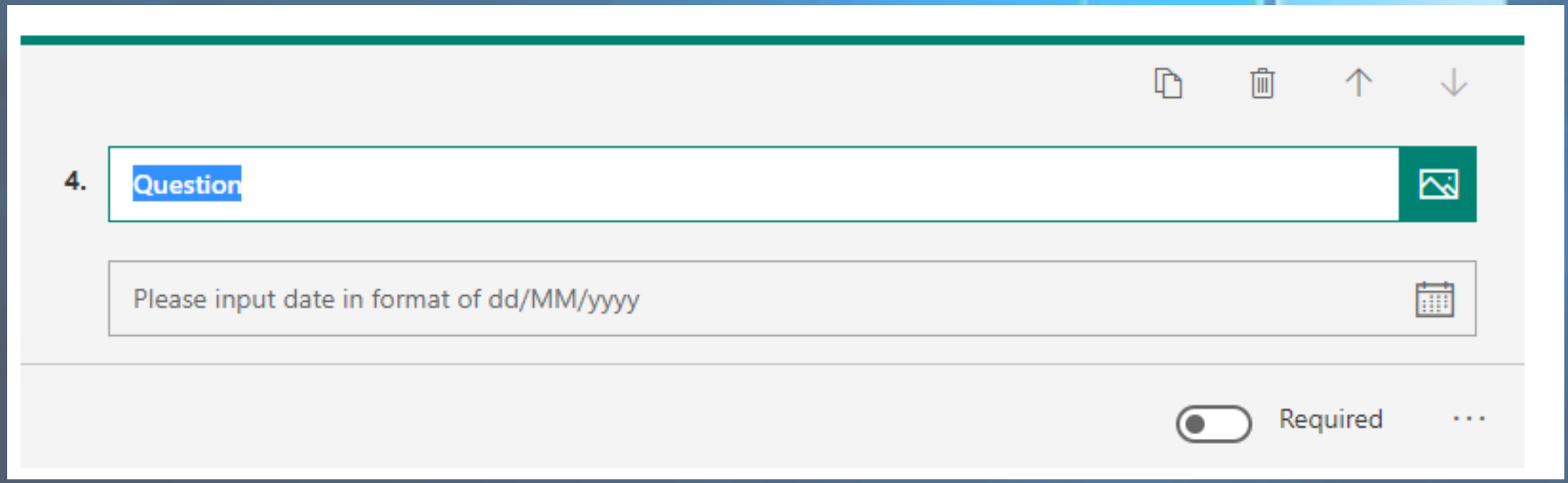
Rating

Rate something with stars or numbers.



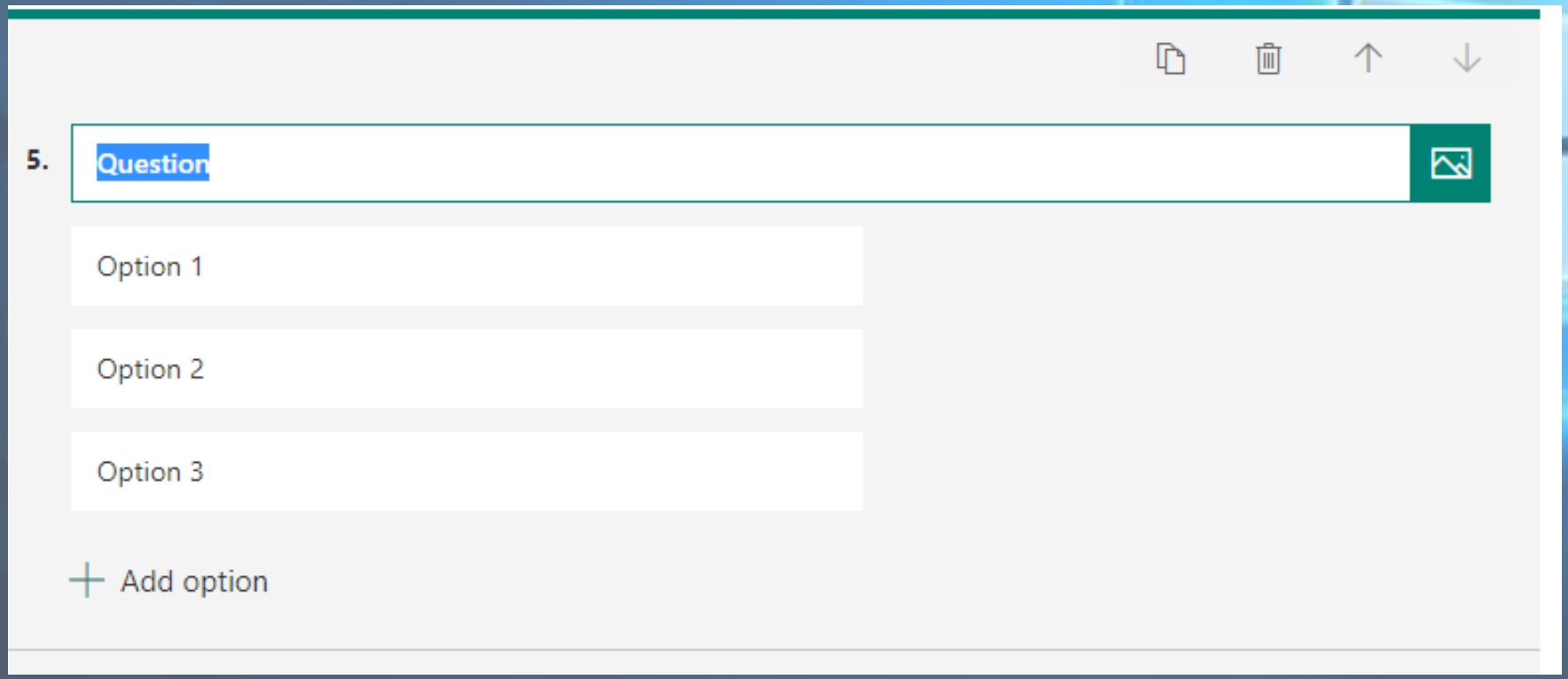
Date

Have someone type in date, or search for it by clicking on the calendar.



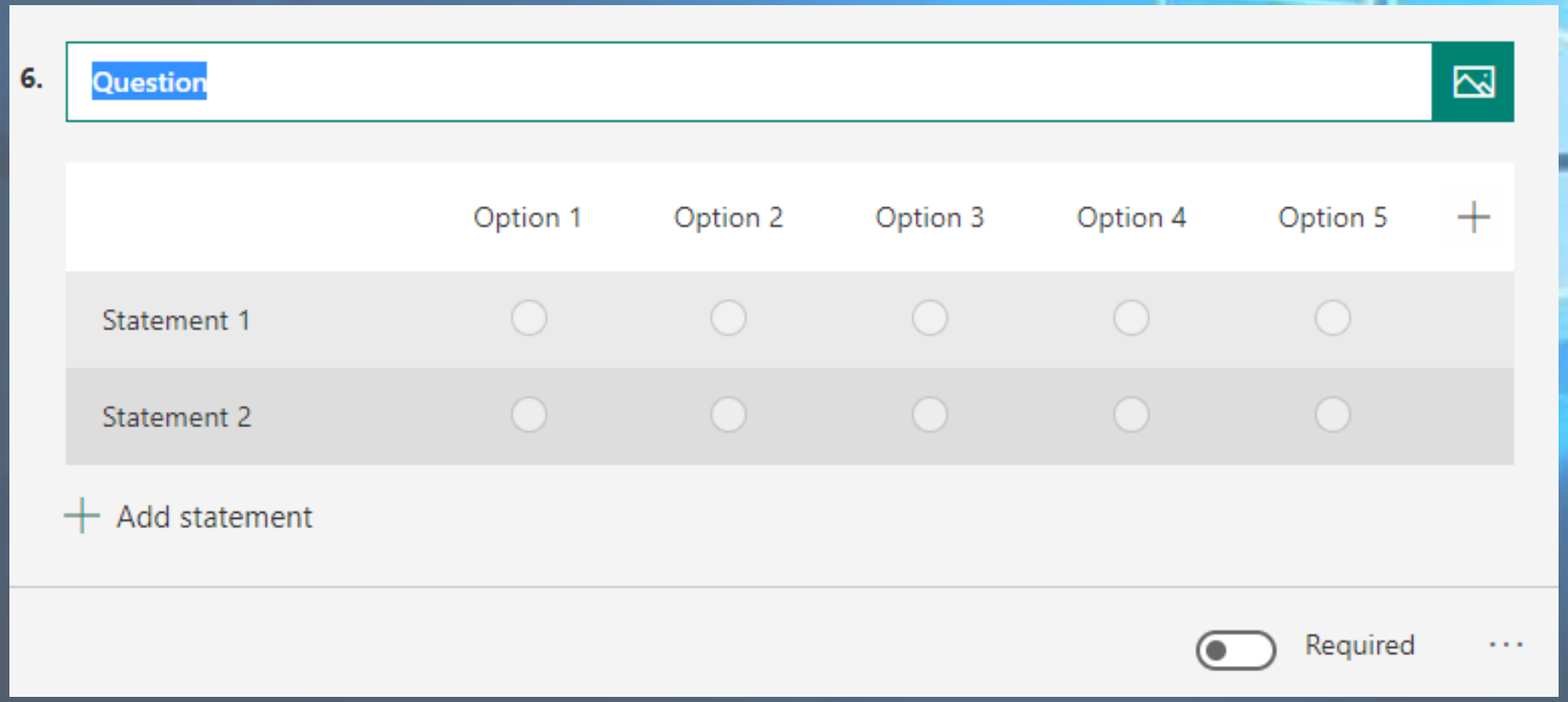
Ranking

Place choices in order of importance.



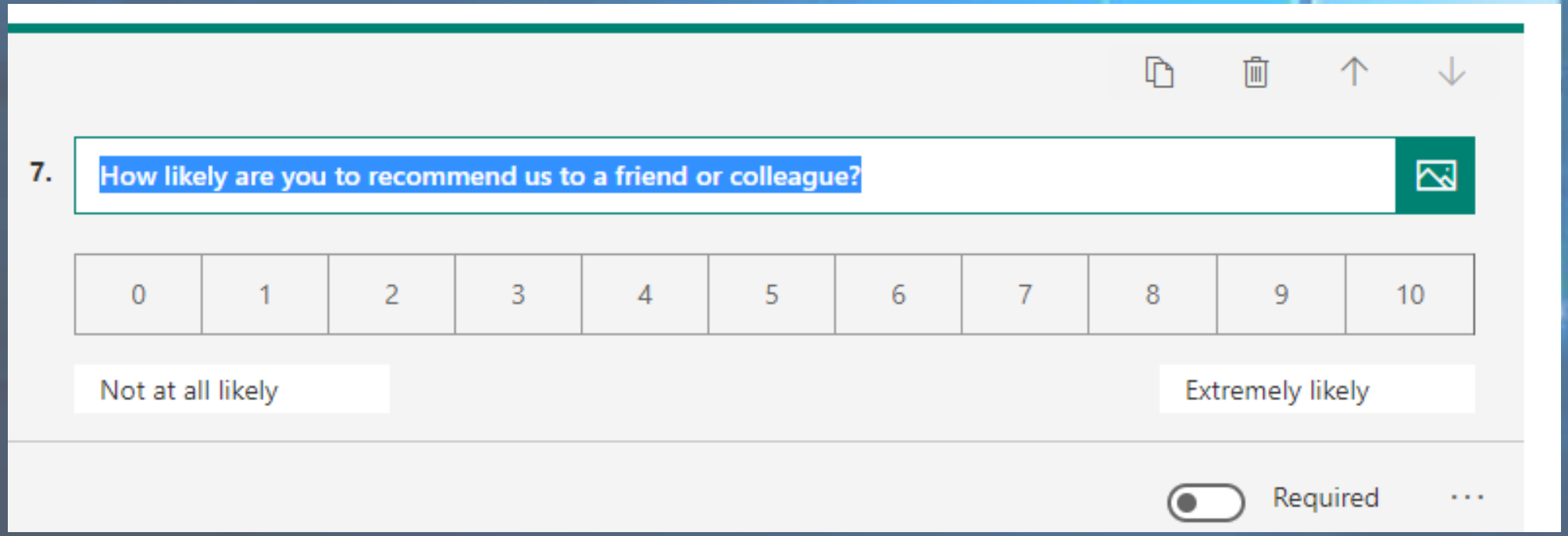
Likert

Use this to gauge a person's opinion on different statements.



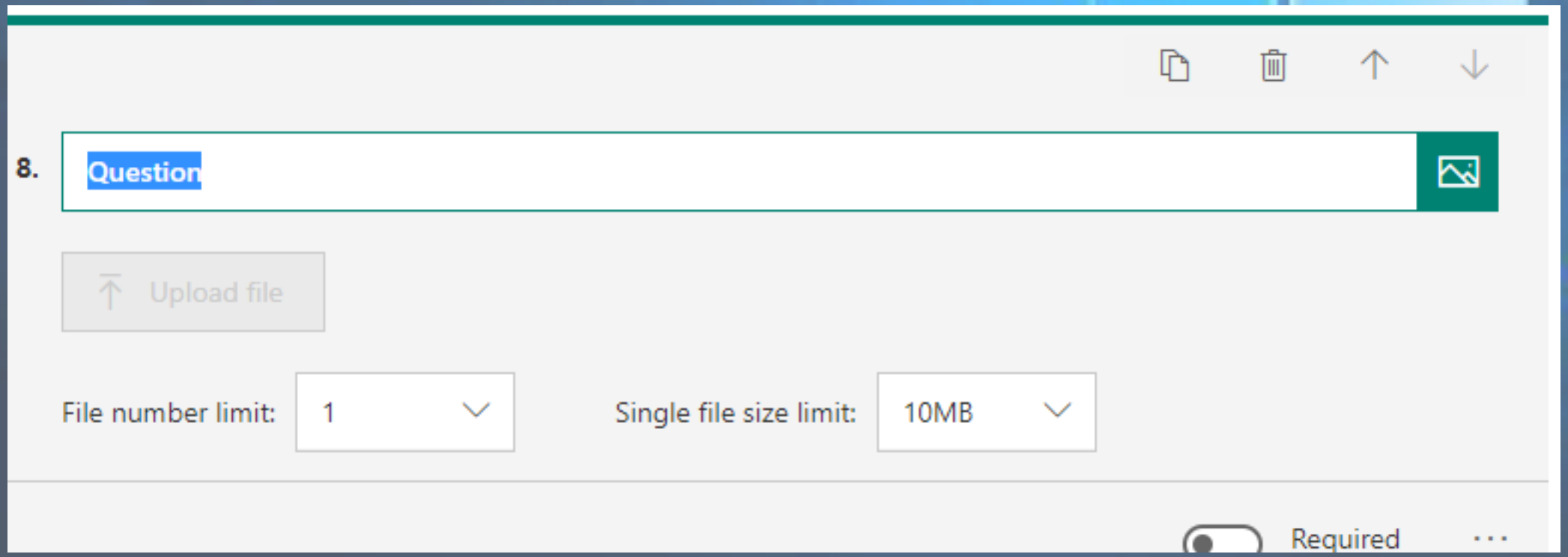
Promotor Score

Use this to see if a person has enjoyed something.



File Upload

Have your responder upload a file to you. You choose the size and number. A special folder will be created in your HWB for you to access the files.

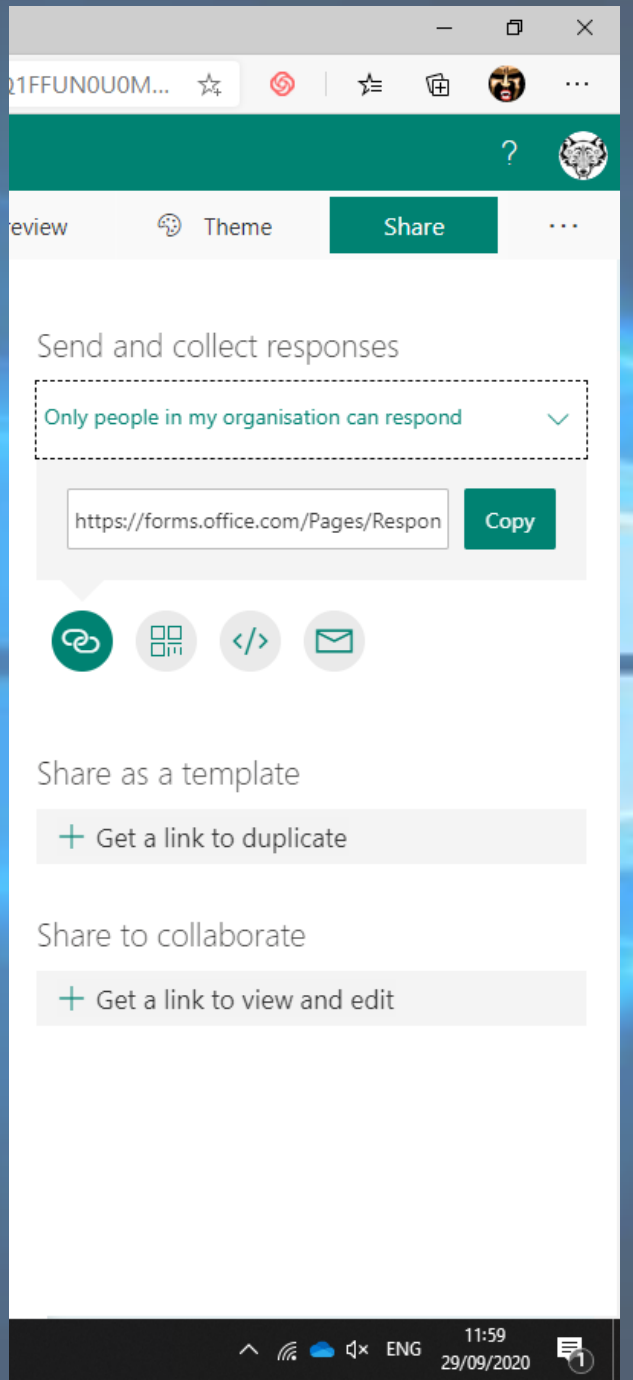


Finessing

- You can move your questions around if you wish, delete any you don't want, duplicate a style. Also, by clicking the three dots, you can randomise your multiple choices, use drop down menus, have bilingual subtitles or branch a question. This means if you answer a question a certain way you instantly go to a certain question. You can also create different sections, for example a section on art and then another on sport.
- You can also print out the form.

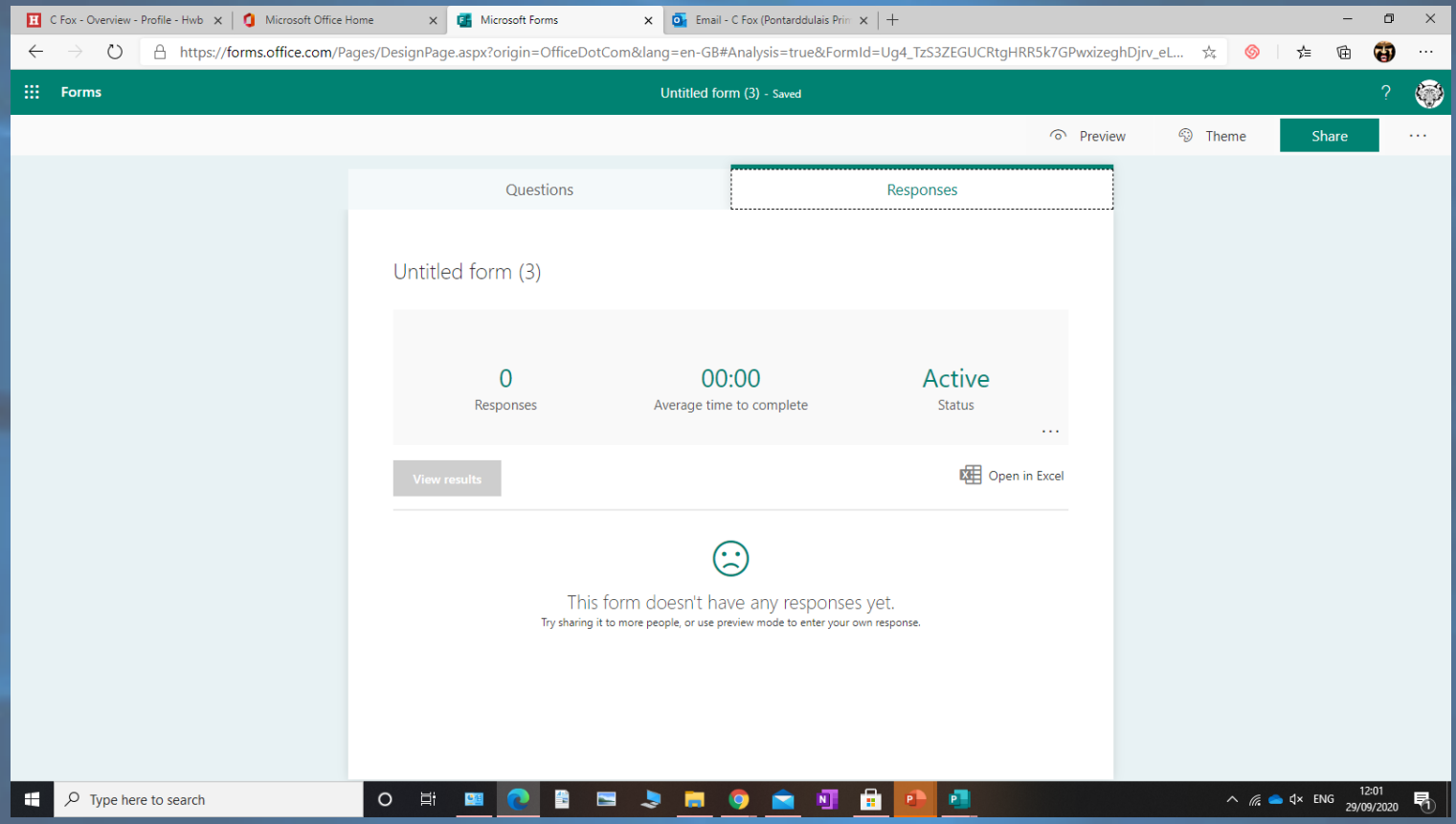
Ready?

When you are finished, click on Share. Click the copy symbol and then paste the link in an email. All someone has to do is open your link and answer your questions. You can also send a different link for someone to collaborate with you.



Checking Answers

Your form is saved. You can always go back and click on responses. On your homepage, it will tell you how many responses you have. This allows you to see answers, either as combined graphs or charts or individual answers.

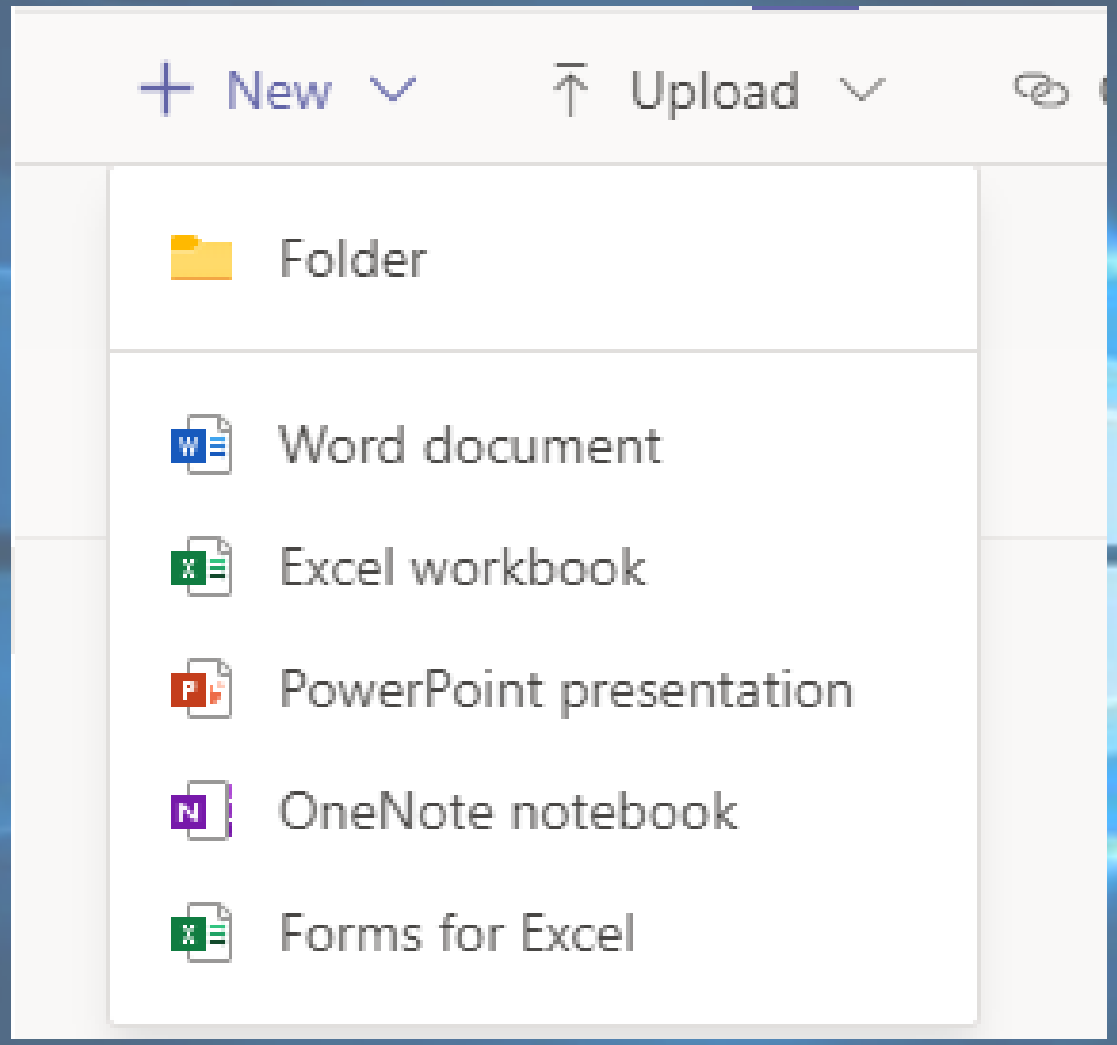


All Yours

Have fun personalising your own form. If you click on new quiz, it works the same way as a form, except you can create and saved correct set answers. In your responses, you will see who gets them rights.

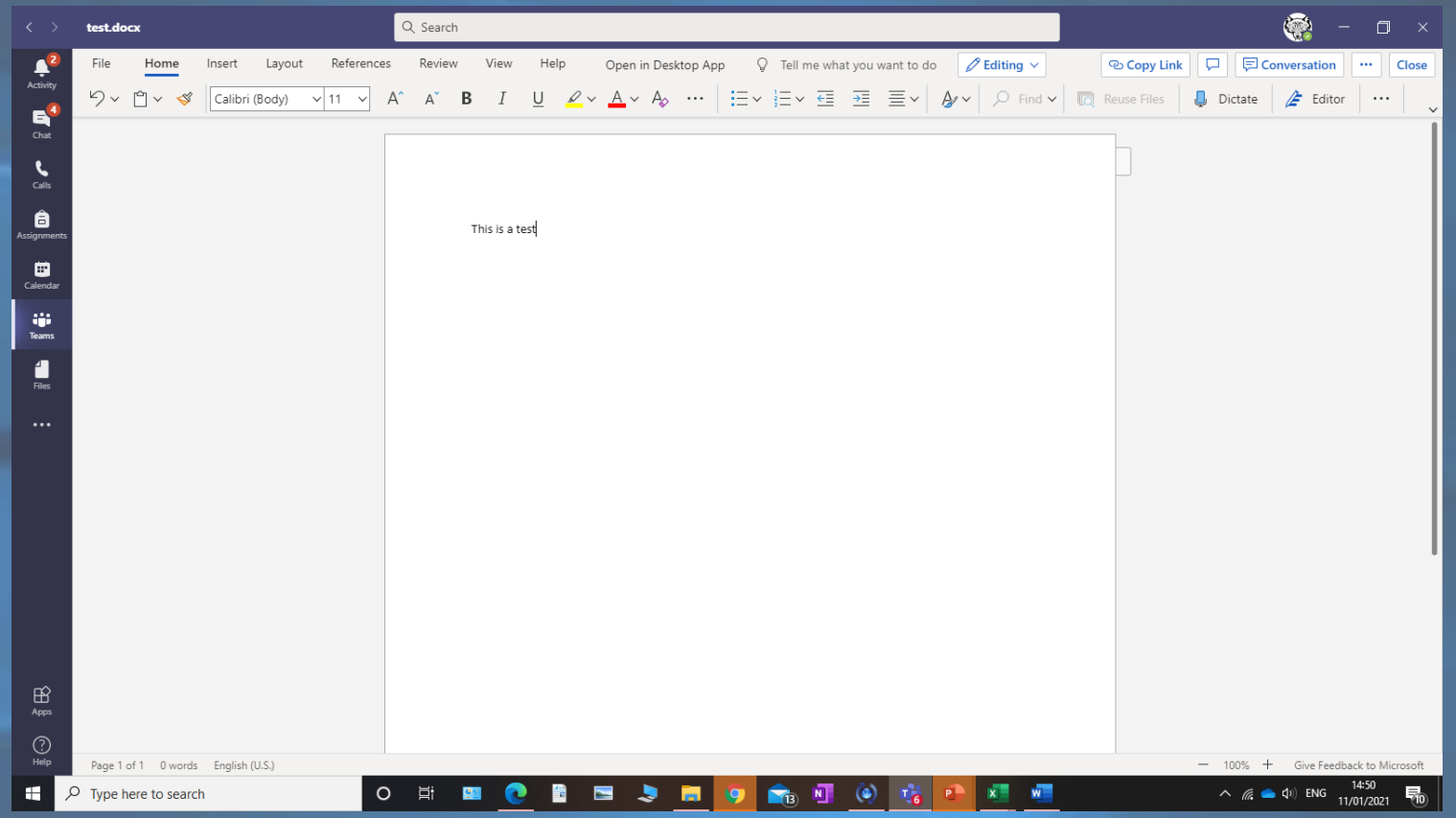
Saving Time

To save time in uploading, you can create a Form within your Teams without having to use the main Office homepage by selecting New.



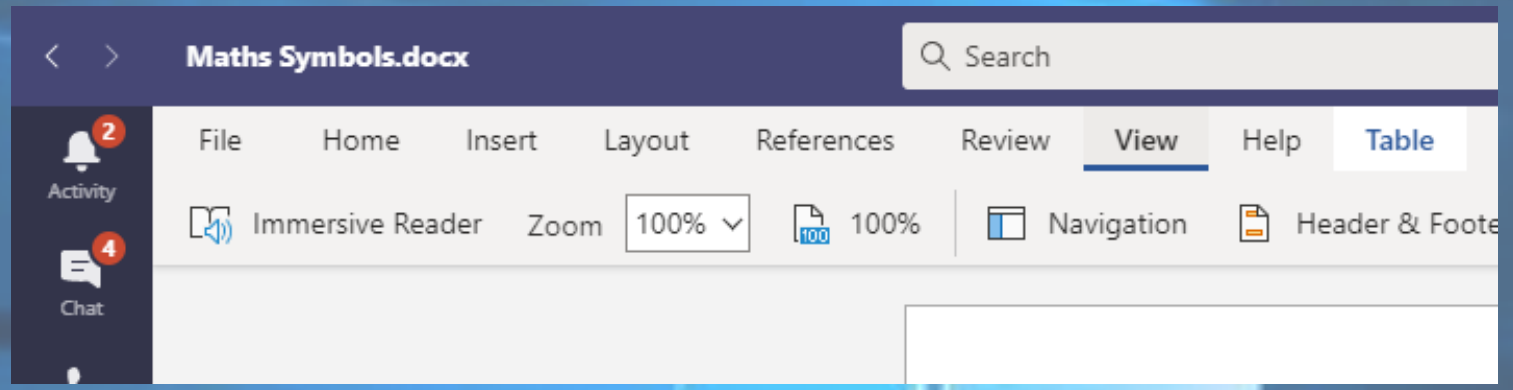
Saving Time 2

It works exactly the same as if working on it separately, yet you can still view what is happening in Teams. Also, this saves directly into the Files section of your team.



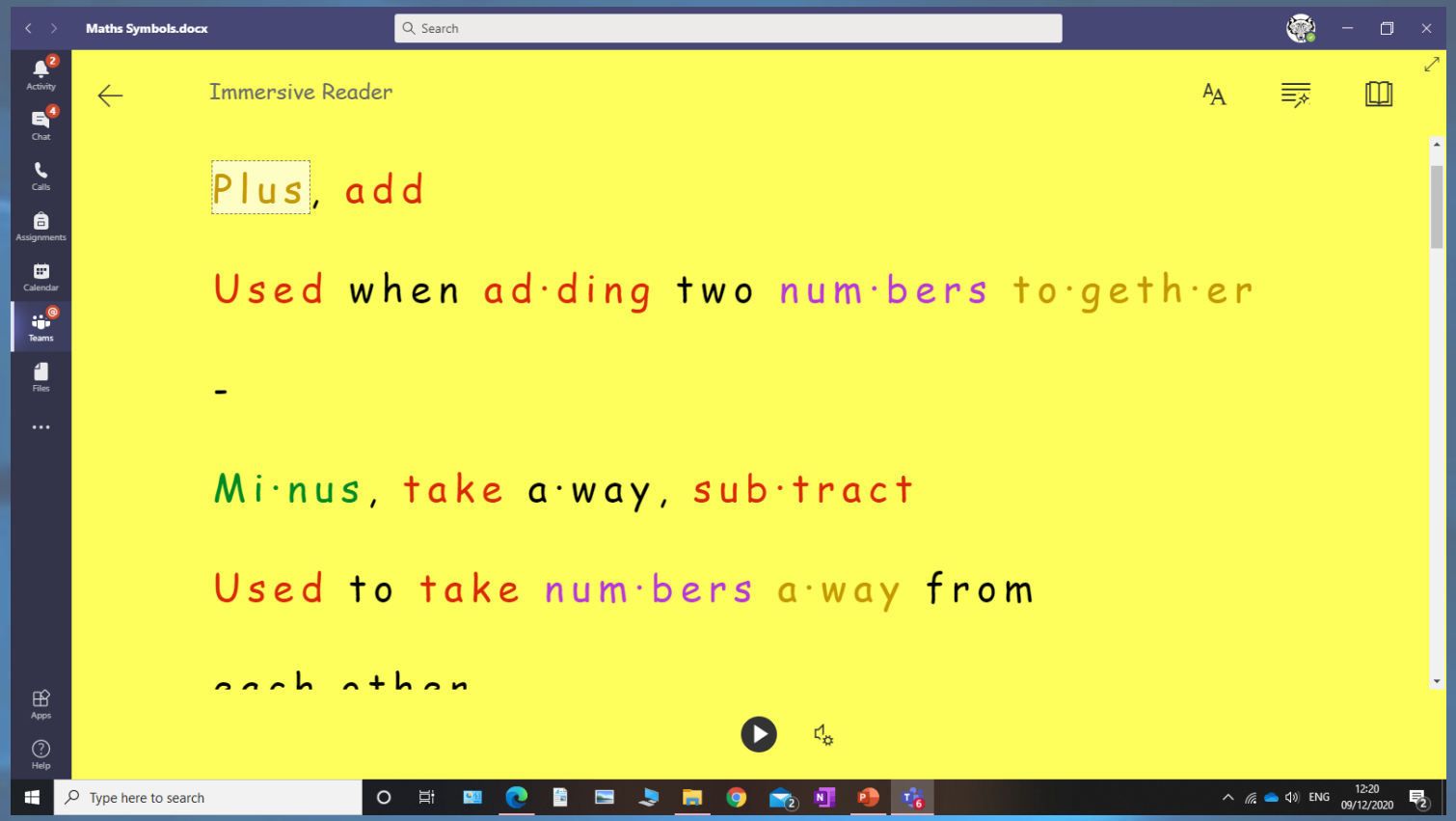
A Little Help

If you have opened a document and are having troubles reading it, click on View and select Immersive Reader. This works on all Word, Excel, PowerPoint and other Windows documents.



A Little Help 2

Here you can break the words up into syllables, show what are nouns, verbs etc, change the background colour and font, change everything into a different language and even have the document read to you.



Microsoft

