

Microsoft Forms Essentials in Office 365

Duration : 1 Day

Overview

This Microsoft Forms Essentials course covers how Forms, SharePoint and Power Automate integrate into data collection and storage solutions in Office 365.

Objectives

The objective of this course is to educate users in the basics of using MS Forms in Office 365 and its services and the business cases it can be applied to

Course Content

Basics

- Signing In
- Portal Screen
- Office 365 App Launcher

Overview

- Design Forms
- Store Data in SharePoint
- Automate data entry and storage
- Share Form with others

MS Forms

- Overview
- Types of Form & Form Templates
- Creating new Blank Form
- Controls & Properties
- Adding Sections
- Editing Forms & Form Properties
- Branching, Rules and Parameters
- Sharing the Form

SharePoint Lists

- SharePoint Online
- View your SharePoint team site
- Searching and Navigating the Site
- Document Libraries and Lists
- Creating new SharePoint Lists
- Creating from Existing Lists
- Importing from Excel
- Adding Columns
- Column Types and Options
- Automation options

Automation

- Flow (Power Automate)
- Flows in MS Forms & SharePoint
- Connectors available to Power Automate
- Create Flow from Template
- Flows with many steps
- Logical features
- Conditions & Switches
- Apply to each & do Until
- Run tasks on a schedule
- Create an approval flow
- Watch a flow in action
- Publish a template

Putting it all together

- Form Submission Flows
- Attaching Flow to Form
- Triggering Flow when Form submitted Storing Form Data in SharePoint List
- Dynamic data settings
- Sharing and testing inputs
- Using SharePoint data in Office

Further Topics

- New MS Lists application
- Power Apps and SharePoint Lists

