# Microsoft Forms Webinar June 10<sup>th</sup> 2025

#### Welcome

The webinar will begin at 2pm

Your microphone and camera will be automatically disabled, but if you have questions, please use the Q&A option at the top of your screen.

## **Todays Speakers**

James Earl,
Digital Transformation Manager

James has been with Heliocentrix for the last 3 years and works with clients to develop bespoke web applications, websites, low-code apps, and power solutions that help companies achieve more with less by fully leveraging digital technology.

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#### Agenda



- Microsoft Forms Availability & Licensing
- How Microsoft Forms Works
- Benefits of Using Microsoft Forms
- Common Use Cases
- Best Practices for Using Microsoft Forms

#### Introduction To Microsoft Forms

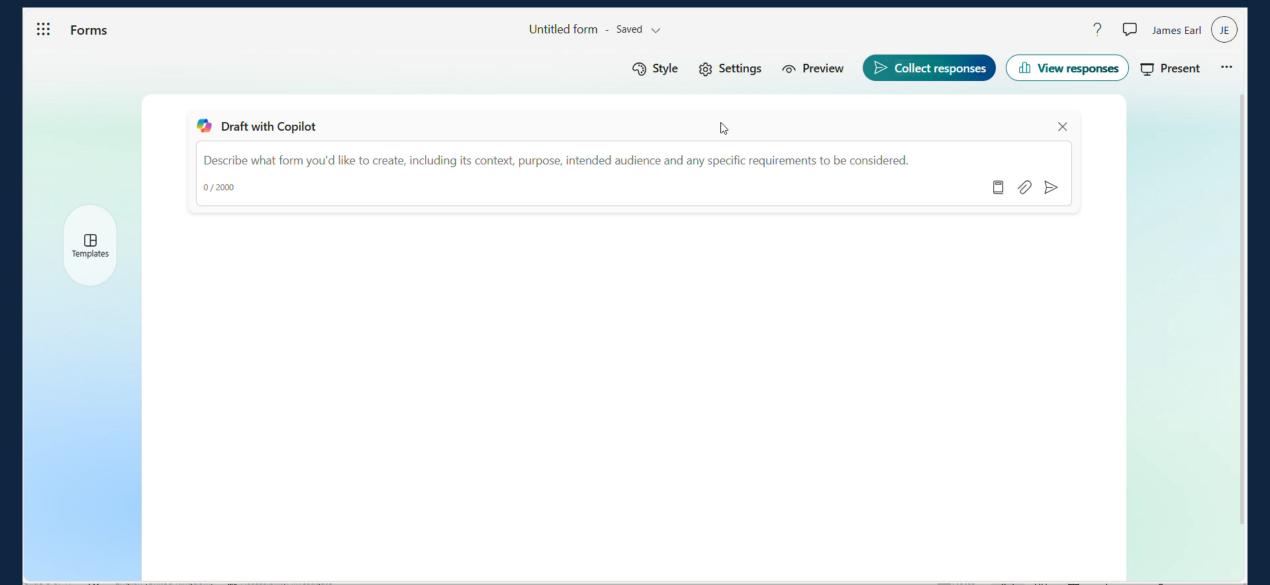


- Part of the Microsoft 365 suite
- Create quizzes, polls, surveys and forms
- Available on both browser and mobile
- Copilot enabled

### Licensing Details

- Widely accessible to both business and education users
- Included with most M365 business licenses
- Including Business Basic
- Only the creator needs the license

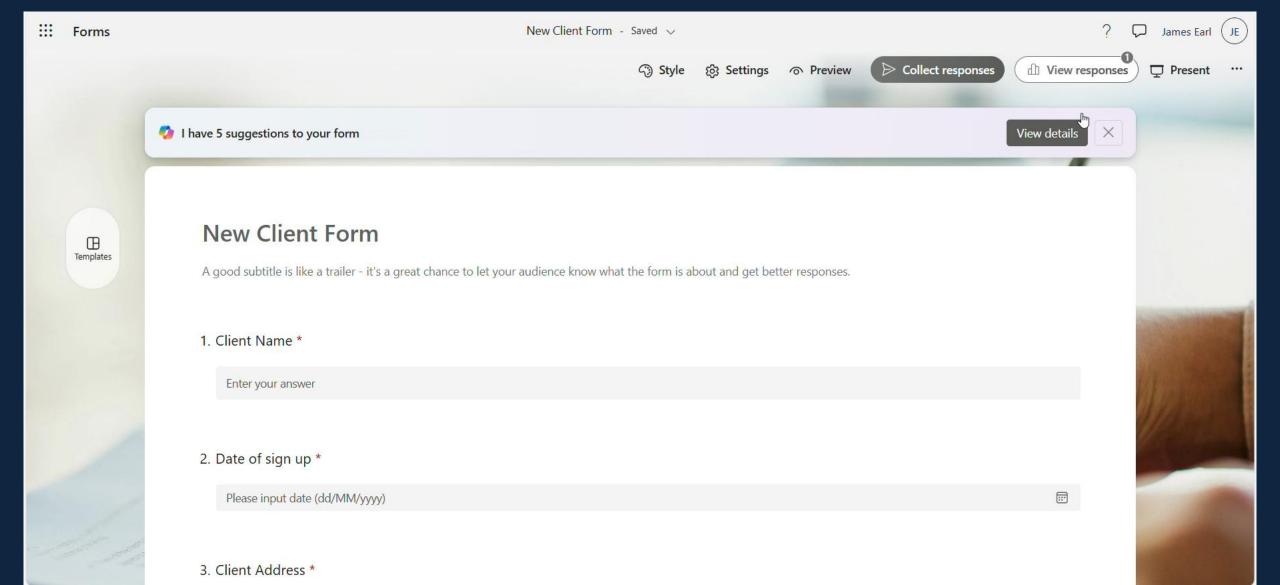
# Creating a Form



#### Additional Features

- Customised branding
- Sections
- Branching
- Answer analysis

# Viewing Responses



#### Benefits of Using Microsoft Forms

- Structured Data Format
- Consistency in Data Collection
- Real-Time Insights
- Easy Data Export

## Capturing Data Is Just The Beginning

- Eliminate Repetitive Tasks
- Seamless Data Connection
- Speed and Efficiency
- Automated Document Generation

#### Microsoft Forms Use Cases

- New client onboarding
- Project tracking
- Issue tracking
- Training request form

#### Microsoft Forms Best Practice

- Know Your Audience
- Clarity and Conciseness
- Utilise Branching Logic
- Professional Branding

#### How to learn more

- Further webinars
- Bespoke Training and Consultancy
- In person Copilot Masterclass on 17<sup>th</sup> June 2025



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