

# MICROSOFT FORMS

**FOUR THINGS YOU**

**NEED TO KNOW**

## WHAT IS MICROSOFT FORMS?

A form creation platform that allows one to create surveys, quizzes polls and more!

## WHO CAN USE MICROSOFT FORMS?

Microsoft 365 Customers,  
Users with a Microsoft account  
Microsoft 365 Apps for Business Customers

## BENEFITS TO USING FORMS

Personalization, Collaboration and Ease!

## CAN I PERSONALIZE THE FORM?

Microsoft Forms is made for personalization! Customization of backgrounds, adding images and pictures, creating polls and surveys!

## REFERENCES

Microsoft Forms. Microsoft Support. (n.d.). Retrieved October 10, 2022, from <https://support.microsoft.com/en-us/office/introduction-to-microsoft-forms-bb1dd261-260f-49aa-9af0-d3dddcea6d69>