

Tech Tip

View and Share Microsoft Forms Results

MODERN OFFICE

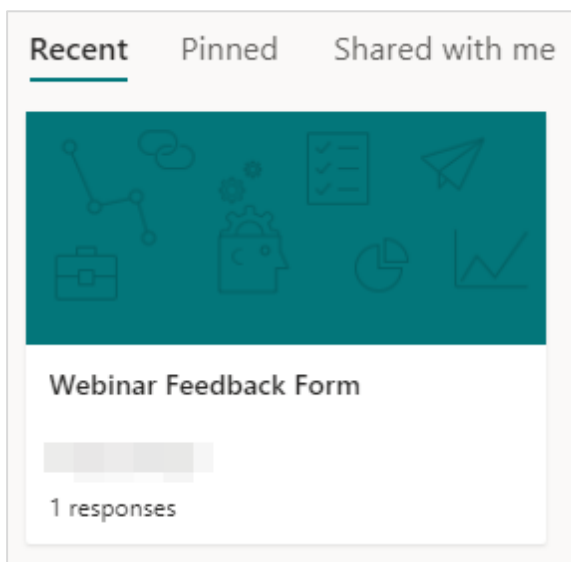
Microsoft Forms includes rich, real-time analytics that provides a summary and individual results for your forms.

You can view a graphical snapshot of responses to get an overview of results or export to Excel for further analysis. You can also view individual respondent's data, to drill down into each response further.

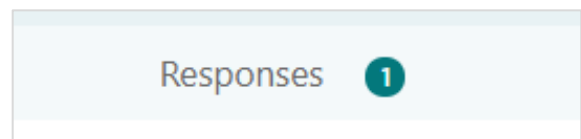
View form results

Once you have shared a form with others and they have added their responses, you can view the form results.

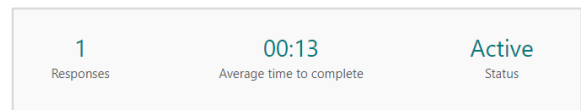
1. Open **Forms**.
2. Select the form you want to view responses for.



3. Select the **Responses** tab on the right-side of the form. You can see the number of new responses as they are submitted on the responses tab.

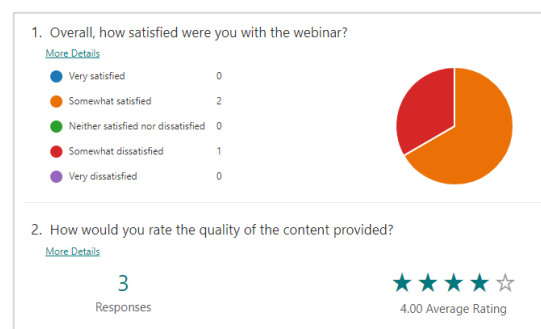


4. You will now see a snapshot view of the responses submitted for your form such as the number of responses and average time to complete.



5. You will also see an overview of responses for each form question, which is displayed in a different graphical format, depending on the type of question.

For example, poll questions and rating questions are displayed differently.



About us

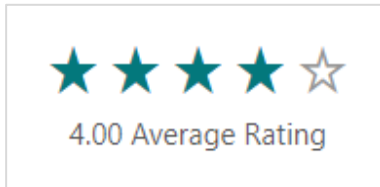
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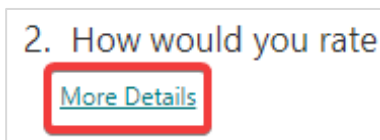
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View question details

Response information such as average responses and the latest responses for each question is beneficial when you need to view information quickly.



1. To drill down into each question, select **More Details** to see all responses.

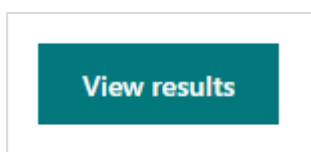


2. You will now see a list of all responses to that question.

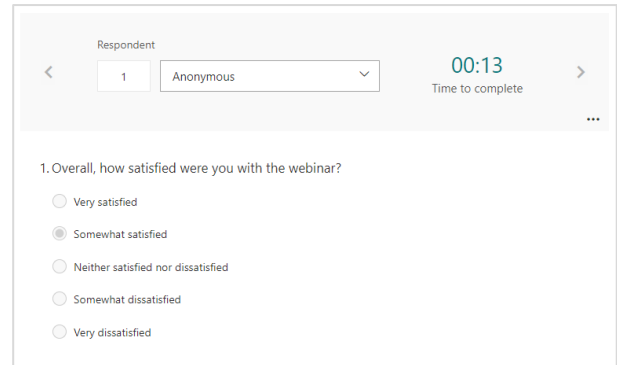
ID ↑	Name	Responses
1	anonymous	4
2	anonymous	5
3	anonymous	3

View individual responses

1. To view detailed responses from individual respondents, select **View results**.

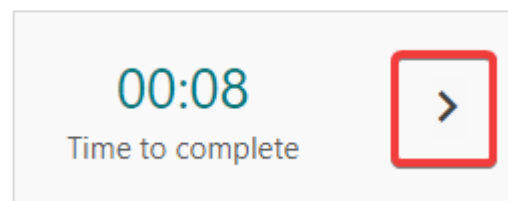


2. You will now be able to see how each respondent answered all the form questions.



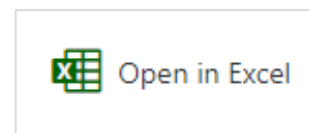
A screenshot of a survey interface. At the top, it shows "Respondent" with a dropdown menu set to "1 Anonymous" and a "00:13 Time to complete" timer. Below this is a question: "1. Overall, how satisfied were you with the webinar?" with five radio button options: "Very satisfied", "Somewhat satisfied", "Neither satisfied nor dissatisfied", "Somewhat dissatisfied", and "Very dissatisfied". The "Somewhat satisfied" option is selected.

3. To move between respondents, select the **Next** and **Back** arrows on the header.



View results in Excel

For further analysis select **Open in Excel** in the main **Responses** section to view responses in a spreadsheet.



How to share form results

1. Select the **Responses** tab
2. Select **More options** then select **Create a summary link**
3. Select **Copy**

You can now share this link with others so they can view a summary of responses for your form.

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What is Microsoft Forms?

Microsoft Forms enables you to create simple electronic forms to collect data with ease. Forms offers easy-to-use tools in a streamlined interface so you can create forms quickly and without training.

When creating your forms, built-in artificial intelligence provides intelligent option suggestions based on the context of your questions. You also have the ability to customise your form's theme or choose from a selection of pre-designed options.

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