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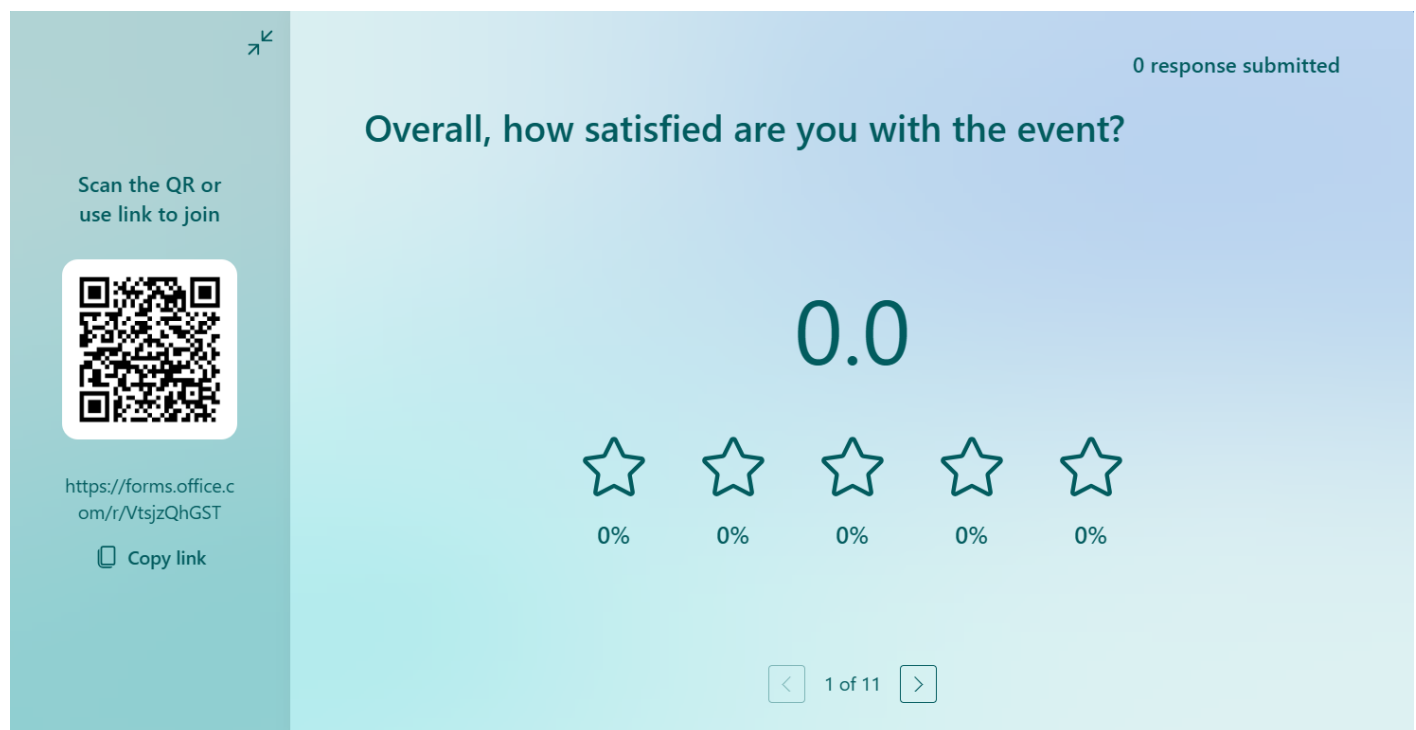## Launch Tip of the Month
November 2023

Microsoft released an exciting new way to get feedback from the spectators of a presentation while they are still in their seats. It can be done using Microsoft Forms and the feature called Present Mode. And best of all, it has been integrated into Microsoft PowerPoint as well!

If you have asked audience members to fill out a feedback questionnaire after a presentation, you know that it's hard to get high participation rates. If you send them an email after the event, they may or may not respond.

You can now display a form on a projected screen in person, in an online meeting, or even as part of a PowerPoint presentation. Simply open the form and click the Present icon in the upper right corner of the screen.

| ⊙ Preview | 🩺 Style | **Collect responses** | 🖥 Present | ⋯ |

The audience can now scan the QR code with their phones and take the survey!

Scan the QR or use link to join

https://forms.office.com/r/VtsjzQhGST

📋 Copy link

0 response submitted

Overall, how satisfied are you with the event?

0.0

☆ ☆ ☆ ☆ ☆

0%   0%   0%   0%   0%

‹ 1 of 11 ›

Best of all, as the audience responds, the results appear in real time! This greatly increases participation rates.

Is this your first time attending events like this?

50%	50%
Yes	No

Treemap | Bar ⟨ 2 of 11 ⟩

The presenter can move from question to question to share results with the audience.

How would you rate the following for the facilitator or trainer?

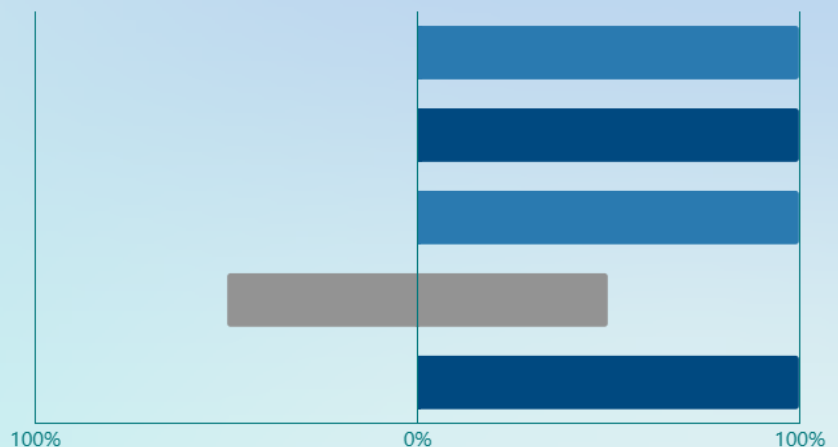■ Not well at all   ■ Not very well   ■ Somewhat well   ■ Very well   ■ Extremely well

Explained the purpose of the event

Presented concepts in a clear and easy-to-understand way

Maintained my interest throughout the duration of the event

Encouraged attendee participation

Thoroughly answered questions from participants

100%   0%   100%

You can even display word clouds.

What did you like most about the event?

speaker made it fun   topics I am interested

Wordcloud   All responses   < 7 of 11 >

1. To add a form to your PowerPoint presentation, select Insert>Forms.
2. Select a form from the list in the pane on the right.
3. Choose between presenting for interactive meetings and collecting responses offline.

Select the view you would like to insert

Present for Interactive meetings
Interactive engagement and real-time feedback during meetings and classes

Collect response offline
Fill in the form directly in the slide after meetings

Want to learn more about Microsoft Forms?

Featured Course: Getting Started with Microsoft Forms
What is Microsoft Forms
Accessing Microsoft Forms
Creating a new form or quiz
Titling your form and adding a description
Previewing a form as it appears on a computer or mobile device
Types of questions
- Choice
- Text
- Rating
- Date
- Ranking
- Likert
- Upload File
- Net Promoter Score

Rearranging questions
Question Suggestions
Creating sections
Duplicating and Moving Sections
Branching
Adding a theme and background music
Collecting responses
Viewing responses
Opening responses in Excel
Printing a summary of responses
Sharing a summary link
Inviting others to add and edit questions, view responses, and share with others
Allow others to use this as a template and make it their own
Accessing Settings
Creating surveys in foreign languages
Immersive Reader
Printing forms
Forms Present Mode
Templates

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