



# Introduction to Microsoft Forms

# Forms vs. Survey Monkey

## Question Types

| <u>Question Type</u>                    | <u>Forms</u> | <u>SurveyMonkey</u> |
|---|--------------|---------------------|
| Multiple Choice                         | ✓            | ✓                   |
| Text Box (Single Line or Comment Style) | ✓            | ✓                   |
| Rating                                  | ✓            | ✓                   |
| Date                                    | ✓            | ✓                   |
| Ranking                                 | ✓            | ✓                   |
| Rating Scale/Likert                     | ✓            | ✓                   |
| Checkbox                                | ✓            | ✓                   |
| Dropdown                                | ✓            | ✓                   |
| Slider                                  | X            | ✓                   |
| Multiple Textboxes                      | X            | ✓                   |
| Contact Info Field                      | X            | ✓                   |
| File Upload                             | planned      | ✓ (premium)         |
| Dropdown Menu Matrix                    | X            | ✓ (premium)         |

# Forms vs. Survey Monkey

## Features

| <u>Features</u>                     | <u>Forms</u> | <u>SurveyMonkey</u> |
|-------------------------------------|--------------|---------------------|
| Collaboration                       | ✓            | ✓                   |
| Logo                                | ✓            | ✓ (premium)         |
| Branching                           | ✓            | ✓ (premium)         |
| Anonymous Responses                 | ✓            | ✓                   |
| Start/End Date                      | ✓            | ✓                   |
| Shuffle Questions                   | ✓            | ✓                   |
| Email Notification of Each Response | ✓            | ✓                   |
| Multiple Pages                      | ✓            | ✓                   |
| Intro Page                          | X            | ✓                   |

# Documentation

General information on Office 365 products

- Forms
- Flow
- SharePoint
- Others

<https://lsuh.sc/365docs>