

11 Copilot in Microsoft Forms

Microsoft Forms allows you to create and share online surveys, quizzes, polls, and forms. Want some help with getting started on engaging and effective surveys? Copilot in Forms can solve writer’s block or typos.

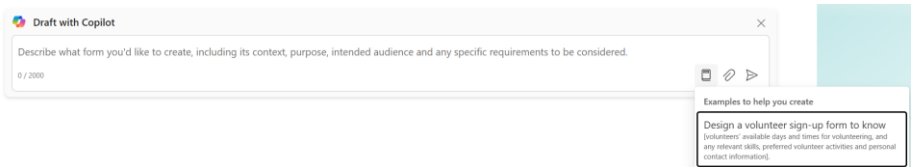
The chapter is simple, as it should be!

Intended Uses

Feature	Description
Create new surveys or quizzes	Describe the form you want to build, and Copilot generates a well-designed draft.

Activating Copilot in Forms

Any time a new form is created, the offer to draft the survey with Copilot pops up. If manual creation is preferred, click “X” to close, and to get started with a fill in the blank example template, click the disk drive icon.



Navigate to this box and tap out the purpose and prompt for your form, or attached a related file and Copilot will create a contextually relevant survey.

How to use Copilot in Forms to its Fullest

Create a survey from a prompt:

1. From <https://forms.office.com/> , select “New Form”
2. Enter in a detailed prompt using the strategies throughout this book. For example, “Imagine you are an HR leader. Propose a town-hall feedback survey to collect employees’ feedback on the following aspects: Clarity of communication during town hall meetings, Relevance of topics discussed, Overall effectiveness of the town hall format, Suggestions for future improvement. Make the survey 5-7 questions long, multiple choice, and where appropriate, allow multiple answers. Your audience is the staff at a small architecture and engineering firm.”
3. “Keep it” or regenerate.
4. Edit the questions and move them around until you are satisfied.
5. You can use Copilot to rewrite any question.
6. Add additional questions (using “Insert with Copilot” again if desired).
7. Review the suggestions that Copilot has for you at the top of the draft form.
8. Add a theme/background.
9. “Collect Responses” as usual.

Create a survey from a file:

Using a file to create the survey can be even more effective. Follow the same flow as above, but add a file to the prompt.

For instance, **attach a job description** and ask “Create a 10-12 question 360° feedback survey covering key success factors of this role.”

Teachers or L&D professionals can **attach the lecture or learning notes** and ask “Create a 10-question quiz at a 200-300 level about the contents covered in the document.”