

Survey Form

Do you want to collect information on the opinion people have about your idea, product or service? A survey form is a tool used to gather information about opinions or concerns from a large number of people. In a business, survey forms are used to understand the needs of customers in order to serve them better.

Look at the following example:

Survey Form

Date 30th July, 2012

Gender Female Male

Age 25

.....

Rating Scale

1 = Yes

2 = No

1) Do you have a television in your house?
Pick a rating: 1

2) Do you have a cable TV connection?
Pick a rating: 1

3) Are you provided with over 50 channels?
Pick a rating: 2

4) Do you think the subscription fees are reasonable?
Pick a rating: 2

5) Are you interested in a digital cable TV connection?
Pick a rating: 1

Survey Form Template Example

As in the example above, a Survey Form created on the computer typically has:

- A text box with a title that describes the contents
- Fields where people can enter information about the date, their gender and their age
- Four or five survey questions
- A text box with an explanation of the rating scale
- An answer field with the same rating scale below each question

Before you begin using the computer to create your survey form, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the activity card - **How to Use the Help Guide**.

Survey Form

Steps on How to Create a Survey Form

A. Draw a Text Box

1. **Start the word processing software, and open a new, blank document.**

For help, see Graphics Skill 4.1: To start the word processing software with drawing tools

2. **Make a short but wide text box at the top of the page.**

For help, see:

Graphics Skill 4.5: To use the Drawing (Shapes) tool

Graphics Skill 7.1: To make a box so you can add words to a drawing

3. **Save your work.** Make sure you save your work after every few steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Add a Title in the Text Box

1. **Type a title inside the text box.**

For help, see Graphics Skill 7.2: To type words into a text box

2. **Change the look of the words any way you wish.**

For help, see:

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design, or font, of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the color of words in a drawing

3. **Save your work.**

C. Align the Words in the Text Box

1. **Change the alignment of words in the text box any way you wish.**

For help, see Word Processing Skill 4.2: To change the left/right position or alignment of lines of words

2. **Save your work.**

D. Add Color in the Text Box

1. **Add a fill color to the title text box.**

For help, see Graphics Skill 7.14: To add a fill color inside a text box

2. **Save your work.**

E. Change the Look of the Text Box Border

1. Change the line style, color and width of the text box border.

For help, see:

Graphics Skill 7.10: To add a color border around a text box

Graphics Skill 7.11: To change the width of a text box border

Graphics Skill 7.12: To change the line style of a text box border

2. Save your work.

F. Show the Forms Toolbar

1. Show the Forms toolbar or Forms Control toolbar.

For help, see Word Processing Skill 10.10: To create a form

2. Show the ruler.

For help, see Word Processing Skill 6.2: To show or hide the ruler

3. Save your work.

G. Add Text Form Fields

1. Below the title box, type "Date".

For help, see Word Processing Skill 2.1: To type words, or to enter text

2. Add a text form field where people can type the date.

For help, see Word Processing Skill 10.10: To create a form

3. On the line below, type "Gender".

4. Add a check box form field. Type "Female" next to it. Then on that same line, add another check box field and type "Male" next to it.

For help, see Word Processing Skill 10.10: To create a form

5. On the line below, type "Age".

6. Add a text form field where people can type their age.

For help, see Word Processing Skill 10.10: To create a form

7. Save your work.

Survey Form

H. Format Text

1. Change the look of words.

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the color of words

2. Increase the space between the three lines.

For help, see Word Processing Skill 4.1: To change the space between lines

3. Save your work.

I. Set Tab Position

1. To line up the answer fields, set a left-aligned tab for all three lines. Make sure you look at the ruler to pick a good measurement number to use as the tab stop position. Then on each line, use the Tab key to line up all of the answer fields.

For help, see Word Processing Skill 4.4: To set and use a tab to space your words from left to right

2. Save your work.

J. Draw a Line

1. Below the Age line, draw a straight line across the page to separate the top information from the questions that you are about to add below. Change the look of the line any way you wish.

For help, see:

Graphics Skill 5.2: To draw a straight line

Graphics Skill 6.1: To select a line, shape, or other object in a drawing

Graphics Skill 6.5: To make a line or shape's border thicker or thinner

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.7: To change the color of a line or shape's border

2. Save your work.

K. Draw a Text Box

1. Below the line, make a text box. Type information that explains the rating scale. This rating scale will be used to answer the form questions.

For help, see:

Graphics Skill 7.1: To make a box so you can add words to a drawing

Graphics Skill 7.2: To type words into a text box

2. Change the look of the rating scale information so it is easy to read.

For help, see:

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design, or font, of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the color of words in a drawing

3. Save your work.**L. Type Questions****1. Below the text box, type the survey questions.**

For help, see Word Processing Skill 2.1: To type words, or to enter text

Note: You do not need to number your questions at this point. Be sure to start each question on a new line.

2. Change the look of the questions to match the look and line spacing of the Date, Gender and Age information above the line.

See Help Guide Skill Reference in section **H. Format Text**

3. Save your work.**M. Make a Numbered List****1. Turn the questions into a numbered list.**

For help, see Word Processing Skill 4.6: To make a numbered list of information

2. Change the tab and indent settings as needed so the list looks good.

For help, see Word Processing Skill 4.4: To set and use a tab to space your words from left to right

3. Save your work.**N. Add Text Form Fields****1. Put the cursor after the first question. Hold down the Shift key, and press the Enter key on the keyboard.** This makes a new line without making a new numbered list item.**2. Type a few words that explain how to pick one of the rating numbers, and make this text bold.**

For help, see:

Word Processing Skill 2.1: To type words, or to enter text

Word Processing Skill 3.3: To change the style of words

3. Add a drop-down form field with each of the rating scale items entered.

For help, see Word Processing Skill 10.10: To create a form

Survey Form

4. **Copy the bold instruction words and the drop-down form field. Then, paste it on new lines below each question.** Remember to use the Shift and Enter keys to start your new lines.

For help, see:

Word Processing Skill 2.6: To copy words or text

Word Processing Skill 2.8: To paste words or text in a new place

5. **If you are using Microsoft Word, protect the form. If you are using OpenOffice.org Writer*, turn the Design Mode off.** Notice that now the answer fields work when you click them.

For help, see Word Processing Skill 10.10: To create a form

6. **Save your work.**

O. Save as Template

1. **Save the survey form as a template.**

For help, see Word Processing Skill 10.4: To make and use your own document style, or template

Note: Now you and others can take turns using the form template you just saved to start a new document. Each of you can answer the questions and then save your finished survey forms where you can easily find the files later. Invite others to fill out a copy of the survey form on your computer. Try to get a total of five completed forms (including one filled out by you).

2. **Save your work.**

P. Survey Form Challenge(Optional)

1. **Add a fill effect in the text box.**

For help, see Graphics Skill 6.13: To fill a shape with colors that blend together, or a gradient

2. **Add a shadow effect in the text box.**

For help, see:

Graphics Skill 9.7: To add a shadow to an object

Graphics Skill 9.8: To make changes to an object's shadow

Graphics Skill 9.9: To remove an object's shadow

3. **Save your work.**

Survey Form

Date 30th July 2012

Gender Female Male

Age 25

Rating Scale

1 = Yes

2 = No

1) Do you have a television in your house?
Pick a rating: 1

2) Do you have a cable TV connection?
Pick a rating: 1

3) Are you provided with over 50 channels?
Pick a rating: 2

4) Do you think the subscription fees are reasonable?
Pick a rating: 2

5) Are you interested in a digital cable TV connection?
Pick a rating: 1

Survey Form Template Challenge Example

Review Your Work

Look over your survey form. Make sure each has the following elements:

- A text box with a title that describes the contents
- Fields where people can enter information about the date, their gender and their age
- Four or five survey questions
- A text box with an explanation of the rating scale
- An answer field with the same rating scale below each question

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Survey Form

1. **Preview your survey form before you print it. Set up the document so it prints sideways, or landscape.**

For help, see:

Word Processing Skill 1.2: To use the Menu (Ribbon) bar

Word Processing Skill 1.3: To use the Standard (Quick Access) toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

Survey Form

2. **To print your survey form, click File. Then, click Print.** A Print window pops up.

Note: For Microsoft®Office 2010 users, when you click the File tab, you will notice a Backstage view.

3. **To select the printer you want to use, click the arrow in the Name or Printer list and select the printer.**

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print, place your cursor on that page and click Current Page. Or, click Pages, and then type the page number that you would like to print.**

Note: If your survey form covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 5.

5. **To select more than one copy you want to print, click the up arrow in the Number of copies list.**

Note: For Microsoft®Office 2010 users, click the up arrow in the **Copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK or click Print.**