

# Adding a Quiz to PowerPoint

To make your presentations more interactive



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# Introduction

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## Creating a Quiz via Microsoft Forms

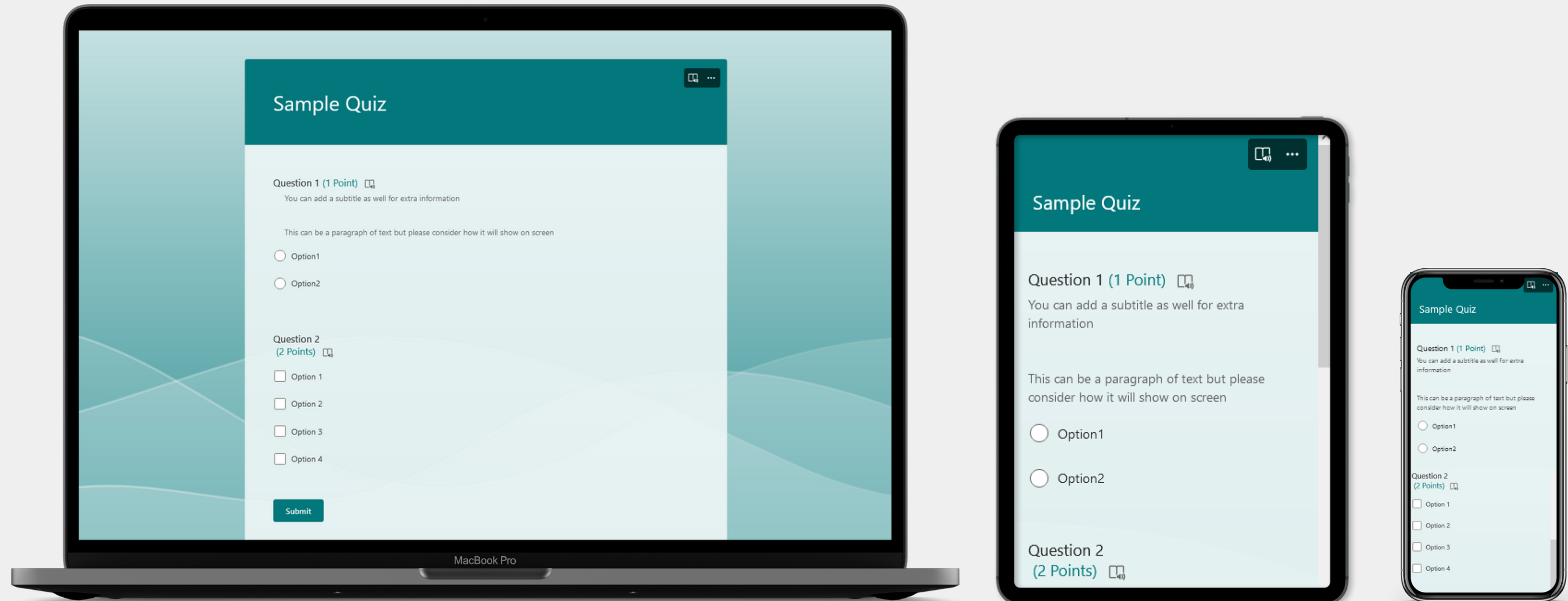
One approach to increase interactivity in your technical events is to incorporate quizzes or surveys.

Quizzes and surveys can help keep your audience engaged and enhance their learning experience. They can be used to test their knowledge on a particular topic or gather feedback on the event. With the help of technology, quizzes and surveys can be easily incorporated into your presentation and can be either self-paced or timed.



## Creating a Quiz via Microsoft Forms

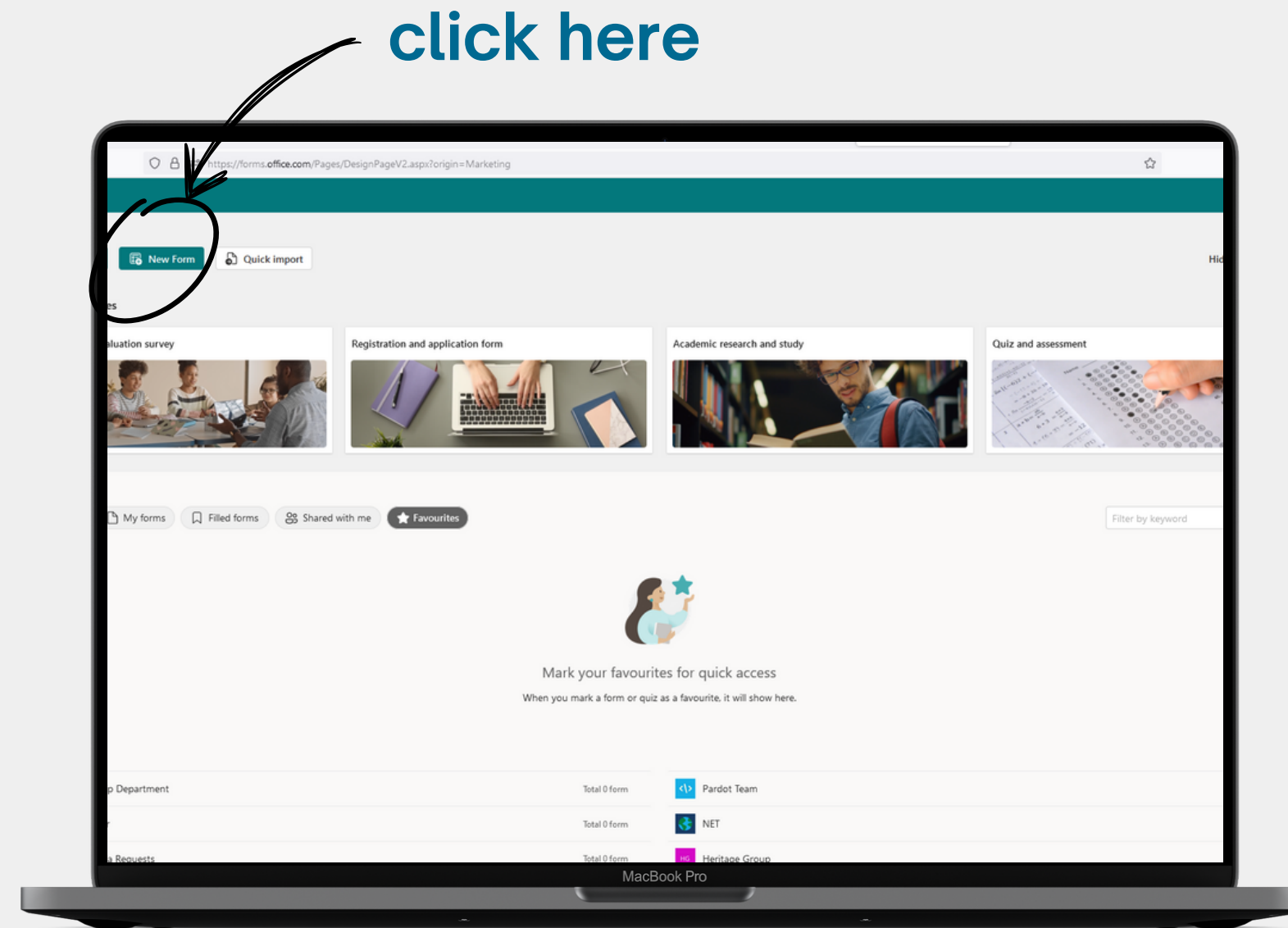
Your audience will be able to participate using their computers, tablets and phones, even if they are not logged into an online meeting with these devices.



## Making the Quiz

# Making the Quiz

You can also make a Form via mobile following the same steps



**01** Go to <https://forms.office.com/> and sign in using your committee email account

**02** Click New Quiz on the top-left the screen

**03** Add in your questions



# Making the Quiz

Remember to click the tick box next to the correct answer

Add in the total points for the question here

The screenshot shows a quiz editor interface. At the top, there are tabs for 'Questions' and 'Responses', and buttons for 'Preview', 'Style', 'Collect responses', and 'Present'. The 'Style' button is circled in black. The main area displays a 'Sample Quiz (3 Points)'. The first question, 'Question 1', has a subtitle and a paragraph of text. It has two options: 'Option1' (with a checked tick box) and 'Option2' (with an unchecked tick box). The 'Points' field is set to '1' and is circled in black. Below the options are toggle switches for 'Math', 'Multiple answers', and 'Required'. The second question, 'Question 2 (2 Points)', has three options: 'Option 1', 'Option 2' (with a checkmark), and 'Option 3' (with a checkmark). A 'Style' panel is open on the right, showing various background and color themes. A grid of color swatches is visible at the bottom of the style panel.

Clicking Style will allow you to change the colour of the background.

The background is what will be shown on your presentation



## Sharing the Quiz

The screenshot shows the Microsoft Forms interface for a 'Sample Quiz'. The 'Collect responses' button in the top right is highlighted with a red arrow. A dialog box titled 'Send and collect responses' is open in the center. The 'Anyone can respond' option is selected and circled in red. Below the dialog, the quiz options are visible: 'Option 2', 'Option 3', and 'Option 4' (which is checked).

Forms

Sample Quiz - Saved

Questions Responses 5

Preview Style Collect responses Present

**Send and collect responses**

- Anyone can respond  
Anonymous response, doesn't require sign-in
- Only people in cibse.org can respond
- Specific people in cibse.org can respond

Feedback

Option 2

Option 3

Option 4 ✓

+ Add new

https://forms.office.com/Pages/ResponsePage... [Copy link](#)

Shorten URL

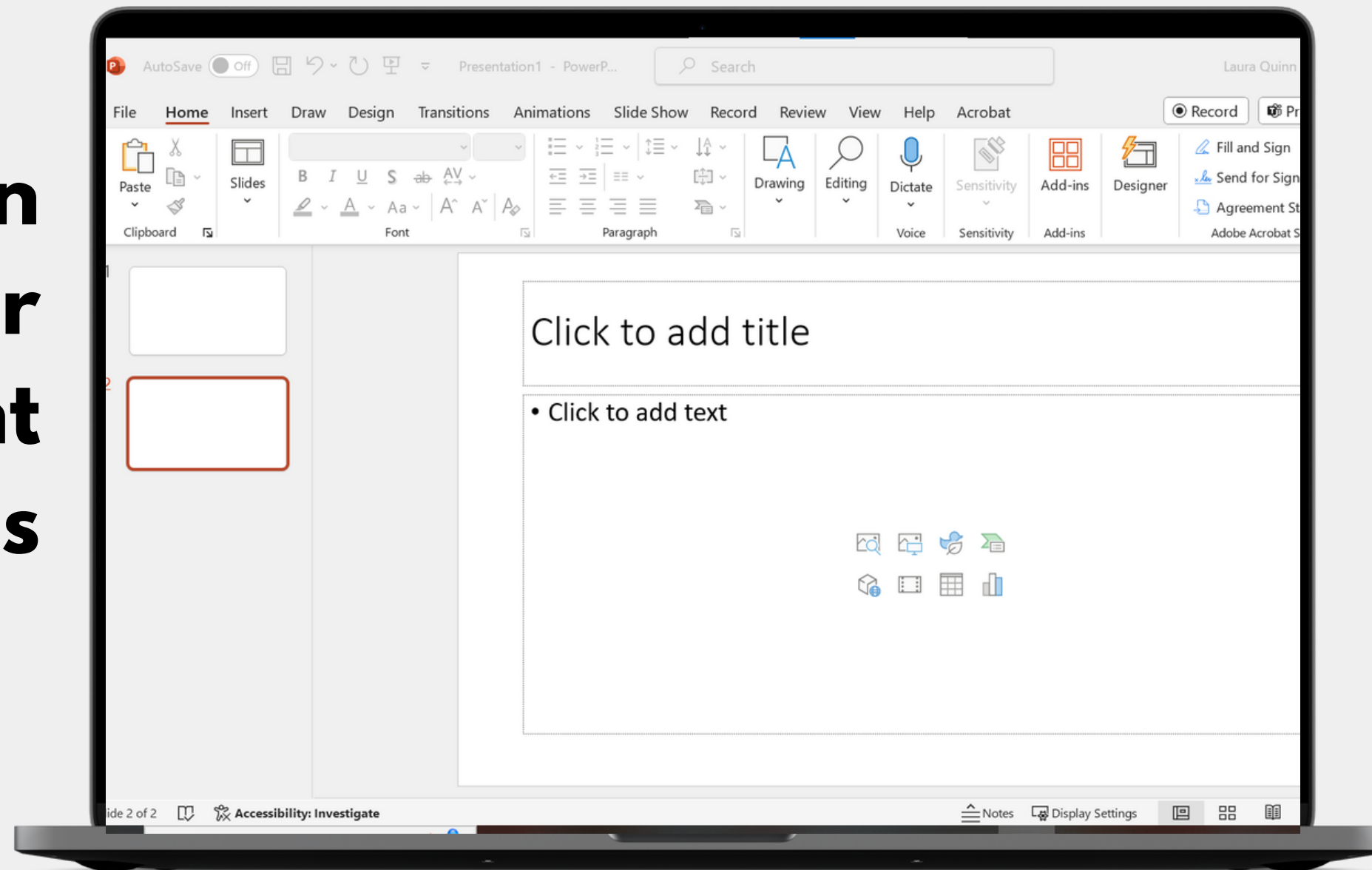
Sample Quiz

Responders will see the form like this.

Double-check that your audience can respond by clicking on “Collect Answers” and ensuring you have “Anyone can respond” selected.



# Adding within your PowerPoint slides



**01** Create your PowerPoint using your Committee's Account

**02** Add a new blank slide to add your Quiz

**03** Insert your Quiz

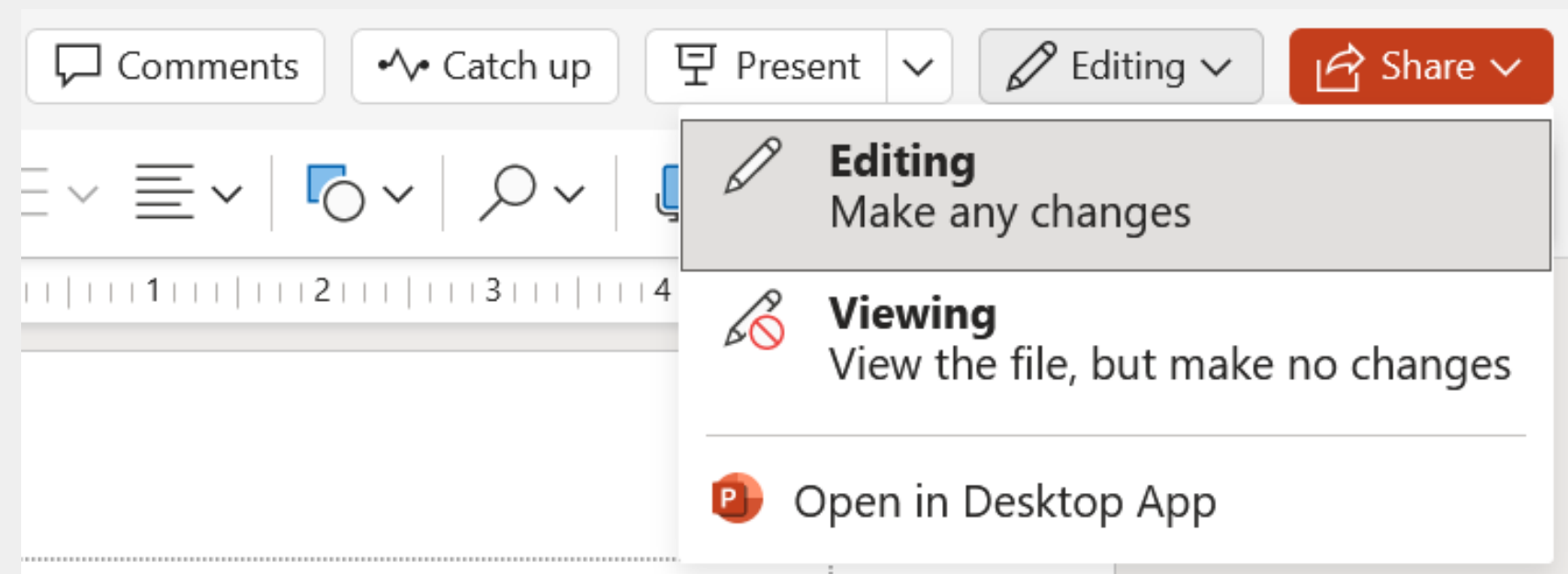




## Adding within your PowerPoint slides

Login to your Committee's account and create a new PowerPoint via <https://www.microsoft365.com/launch/powerpoint>

This should save your presentation automatically as well as allow the whole committee to access it.

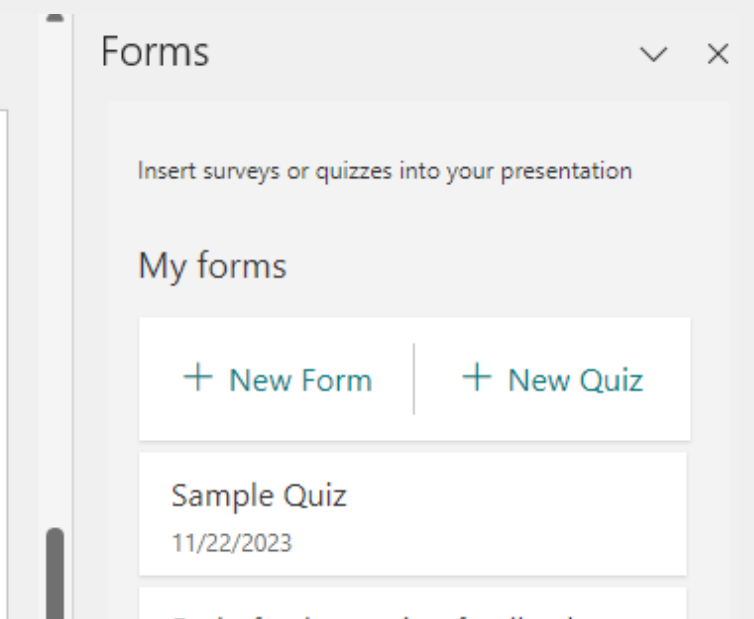
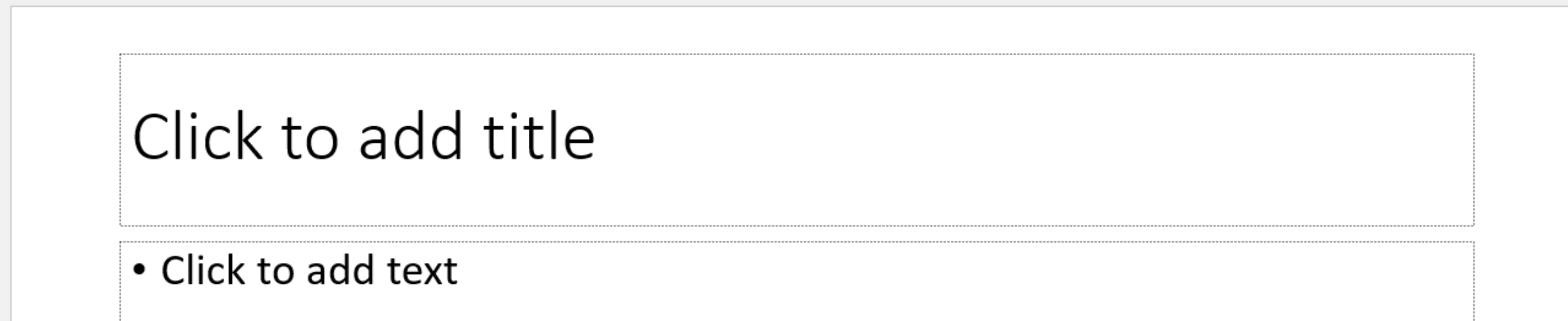
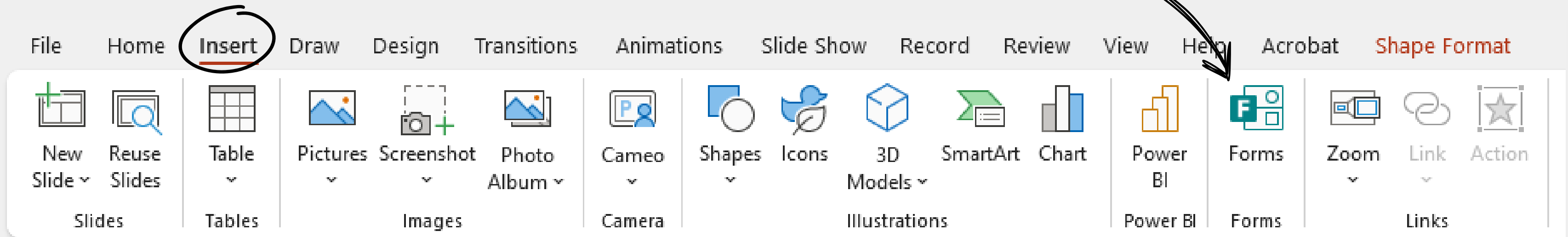


If you have the desktop version of PowerPoint, you can use it by choosing the "Desktop App" option located under the "Editing" drop-down menu.



## Adding within your PowerPoint slides

In PowerPoint, create a new slide and then go to Insert, then Forms



This will open a popup menu on the right hand side. Within the menu, you'll have the option to create a new quiz or add an existing one, provided it's associated with the same account that you are using to create the PowerPoint.



## Adding within your PowerPoint slides

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

Forms

Insert surveys or quizzes into your presentation

My forms

+ New Form | + New Quiz

Sample Quiz  
11/22/2023

After choosing the quiz you wish to insert, you will be presented with two options. Please select the "interactive meetings" option.



## Adding within your PowerPoint slides

This will replace the slide with your Form - the below is an example.

The QR code allows people in the room or online to answer via their smartphone or tablet camera

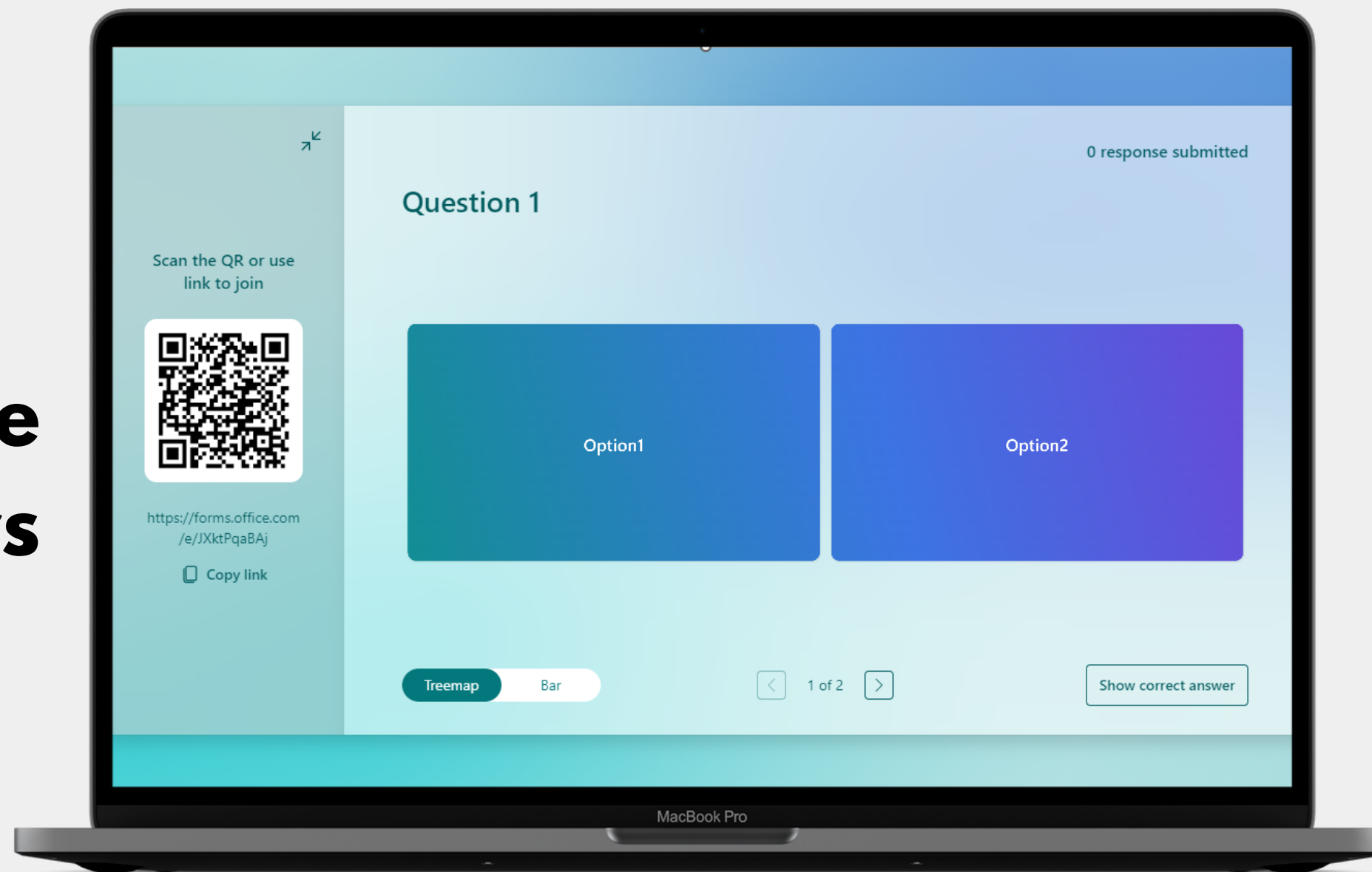
You can copy the link into the meeting chat if you are hosting an online event.

The screenshot shows a Microsoft Forms quiz interface. On the left, there is a panel with a QR code and the text "Scan the QR or use link to join". Below the QR code is the URL "https://forms.office.com/e/JXktPqaBAj" and a "Copy link" button. The main area of the form displays "Question 1" and "0 response submitted". There are two large buttons for "Option1" and "Option2". At the bottom, there are navigation controls including "Treemap", "Bar", "1 of 2", and "Show correct answer". On the right side, there is a sidebar with the heading "FORMS" and "My forms" section containing a "+ New Form" button and a "Sample Quiz" entry dated "11/22/2023".

Navigate through your questions here



# Sharing the Answers



**01** Navigate to the presentation slide

**02** Copy the link into the meeting chat, if presenting online

**03** Wait for the answers



## Sharing the Answers


4 responses submitted

Question 1

75%  
Option1

25%  
Option2

Scan the QR or use link to join



<https://forms.office.com/e/JXktPqaBAj>

Copy link

Treemap Bar

1 of 2

Show correct answer

Your PowerPoint will update with the answers chosen by your audience in real-time!

Click Show correct answer when you are ready to reveal it

Question 1

75%  
Option1

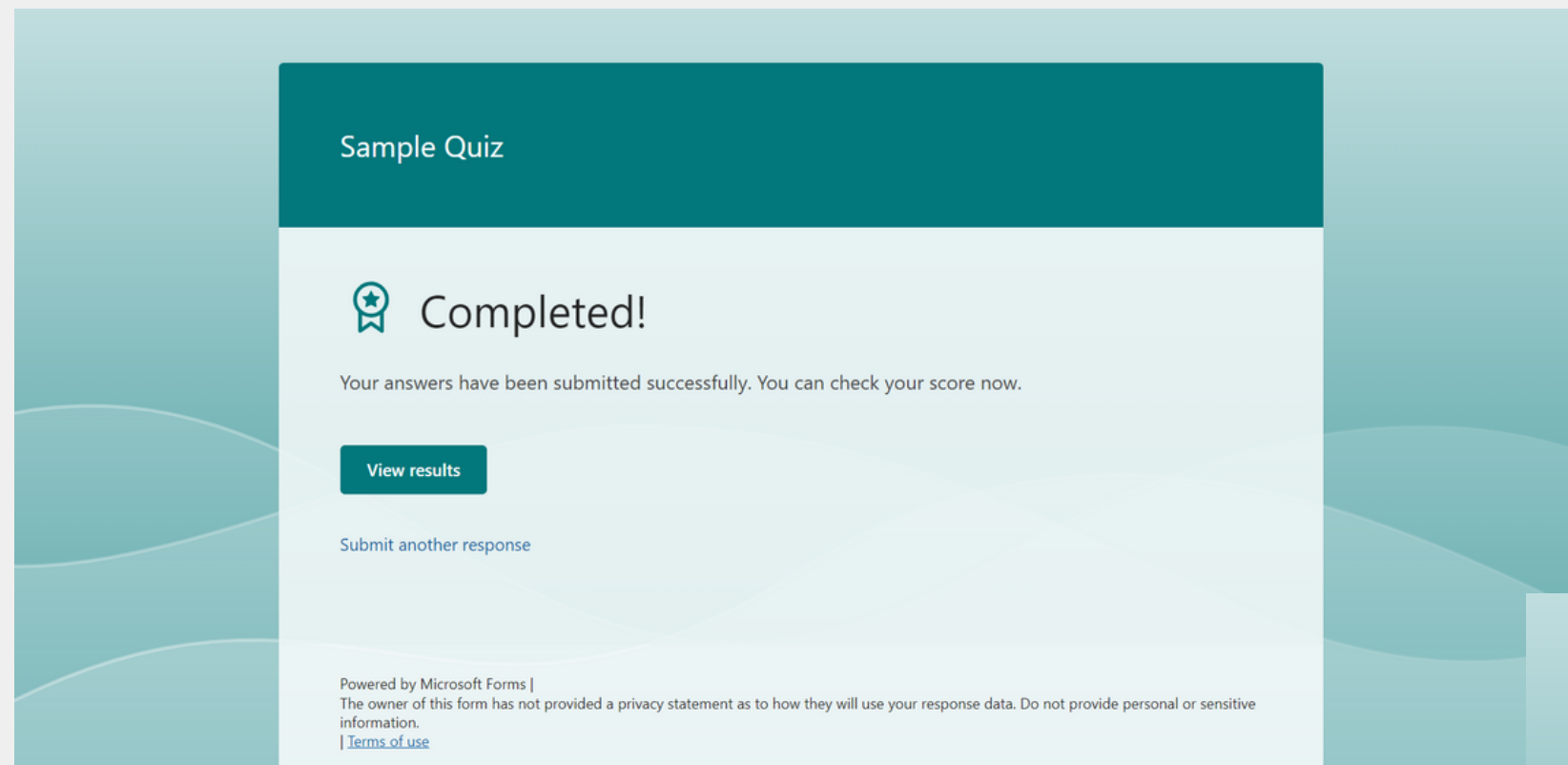
25%  
Option2

75%  
Option1

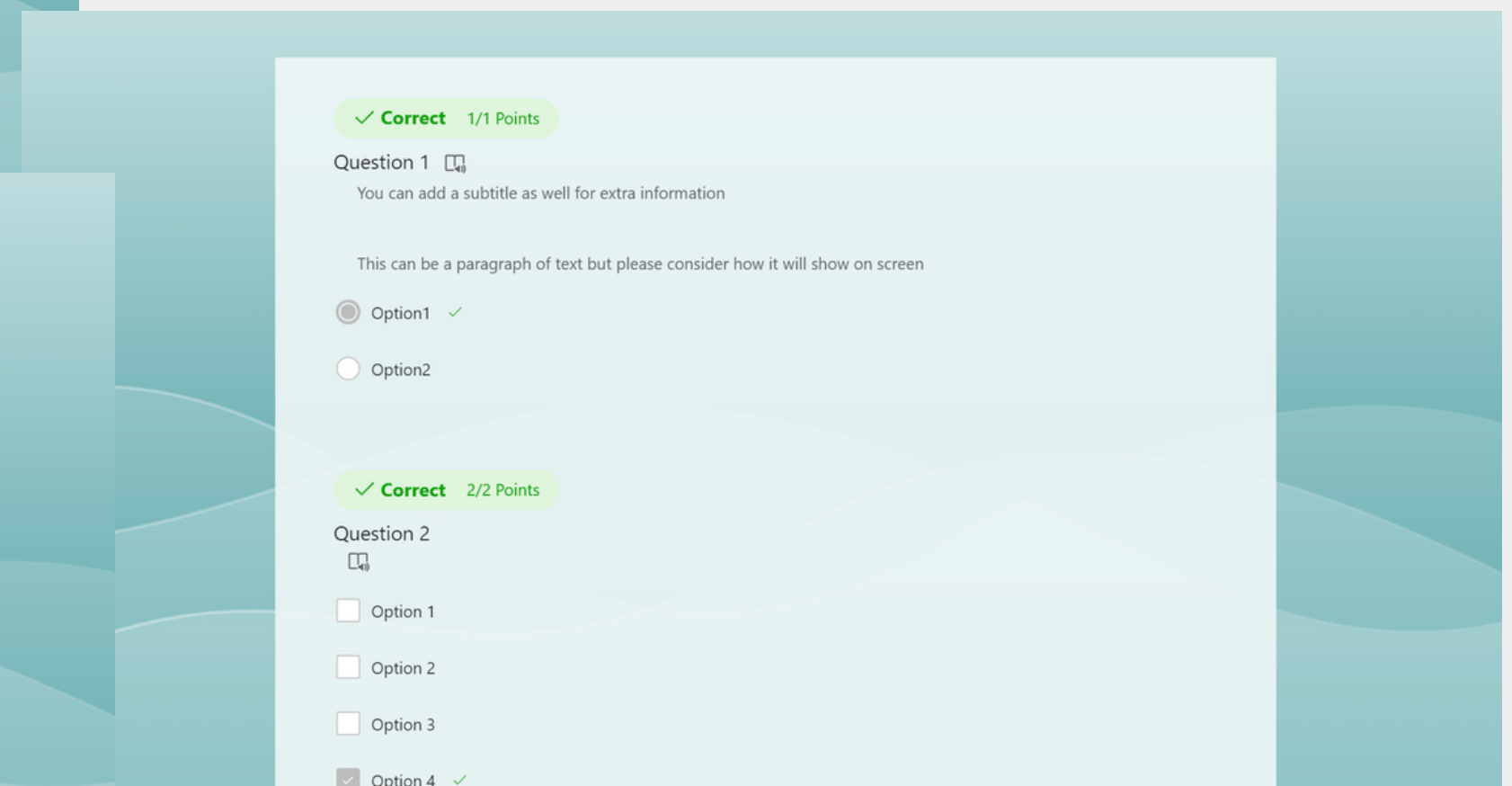
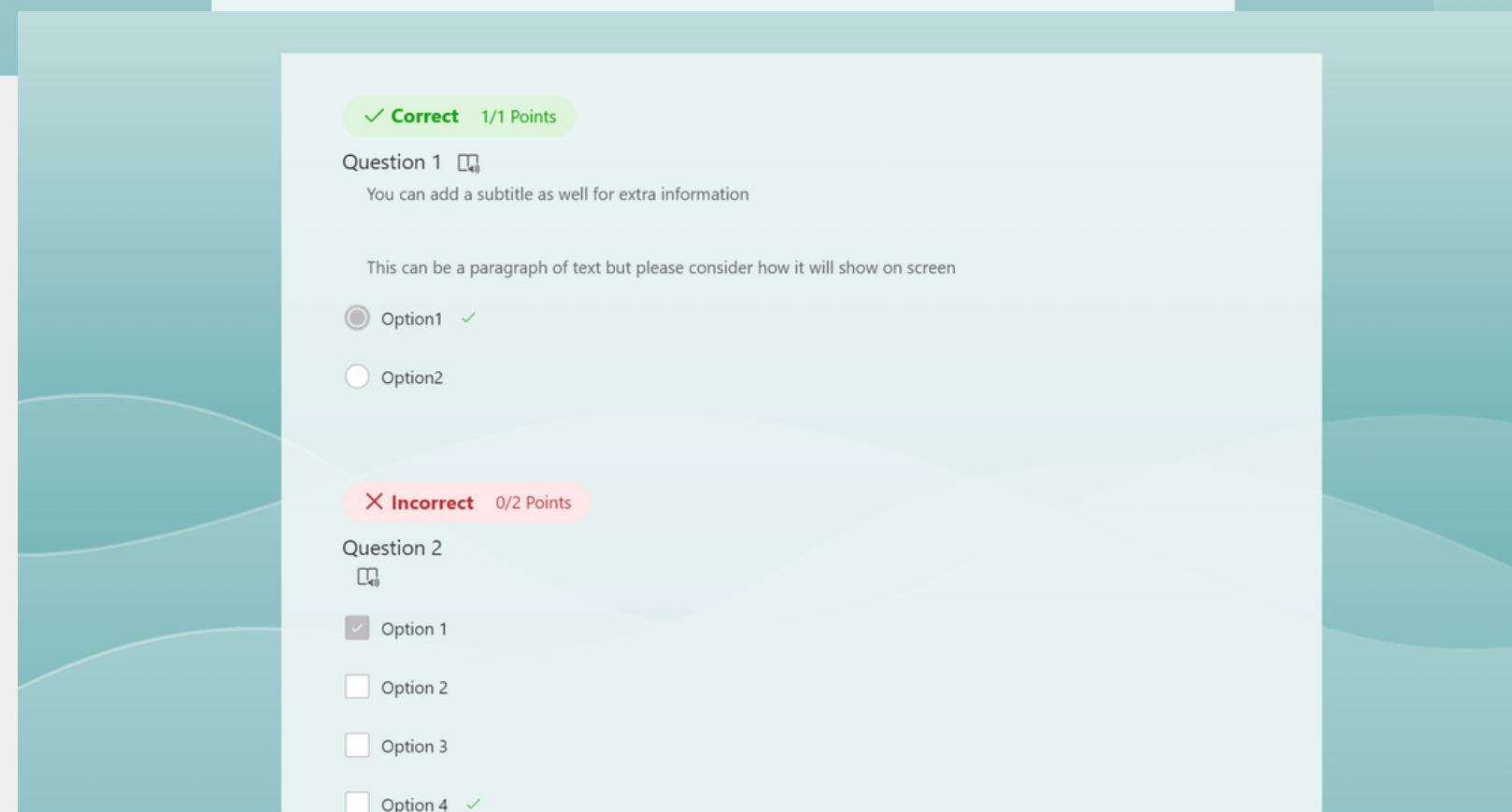
25%  
Option2



## Sharing the Answers



Participants can then also see their results





# Need any assistance?

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Contact [regions@cibse.org](mailto:regions@cibse.org) or [groups@cibse.org](mailto:groups@cibse.org)