INFORMATION SHEET



Electronic collection of field data

Creating a electronic data collection using Microsoft Forms and Microsoft Excel

You will need:

- A Microsoft Account if your school runs on Microsoft (outlook) then you can just use your school email address.
- A tablet or android phone or laptop
- Know how to manipulate data in excel
- Know how to create line graphs in excel

Create the form to collect data

- 1. Go to Microsoft forms either through google or through your windows home tab
- 2. Login (as mentioned above use your school login)

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3. Click on Create a new form





- Click on Untitled form change the name Chicken Data_7ag5. The description box can also be completed.
- 5. Click on + Add new this will be your first question. Select text.

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- 6. Leave Long answer unchecked, but check required. This means this question MUST be answered.
- 7. In the Question box, write: Students Name

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- 11. Repeat + Add new for Chickens Height (cm) add restriction value must be a number
- 12. Chickens Wingspan (cm) add restriction value must be a number
- 13. Now click on PREVIEW and have a go at completing your form.

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14. Press submit when you are finished entering.

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Create my own form Powered by Microsoft Forms Privacy and cookies Terms of use		

15. You can then click on RESPONSES

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16. At the end of the lesson – or week – or term you can click on open in excel17. You may get this warning – press ALLOW

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- 19. Enable editing.
- 20. Go to File and Options Formulas ensure that numbers formatted as text is ticked.

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21. Your data will now have error messages on it (little green triangles in cells) Highlight all cells with numbers, click on the error message () and convert to numbers.

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22. Select any cell, then go to Design tab. Untick Filter Button

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- 23. Delete Columns which aren't necessary (ID, Start time, Email, Name)
- 24. Rename column C to Date and format column to Short Date.
- 25. You data is now ready to be analysed. Some examples include:
 - Students create a line graph showing their chickens weight (or height or wingspan)
 - Students create a line graph with their data and their friends make comparisons
 - Students create a line graph with their data and the class average make comparisons



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