Creating Excel Surveys in OneDrive

Deliver surveys to your audience and track responses in an Excel spreadsheet.

Take a sample Excel Survey.

Survey

- Open OneDrive from your MS 365 web account.
- Under New, choose Excel Survey.
• Name the new survey

![Image of Create a new document dialog box with Document Name set to Leave no trace survey]

• Click the gear icon to add questions and set **Response Types**.
• See examples on next page.

![Image of Edit Survey dialog box with question and response type options]

• When your questions are complete click **Share Survey**.
Examples of Response Types

Leaving No Trace - Survey excerpt

First name or trail name
boulder  Text

Choose your favorite outdoor sport.
- Hiking
- Backpacking
- Camping
- Snowshoeing
- Skiing - back country

30  Choice

Have you ever left anything behind?
Be honest.
Yes  Yes/No

Give an example.
book - for other hikers
tent stakes - accidentally
food waste - bad idea - sorry

Paragraph

Estimate how many times you have carried out what someone else left behind.
40  Number

When did you complete this survey?
Example: 10/21/2015  Date
• The **Share Survey** box will open.

![Share Survey window](image)

• Copy the link and paste it into an email. Send to participants. You can also paste the link to a document or website.

![Email content](image)
Survey results are compiled in an Excel spreadsheet found in your OneDrive account.

![Image of Excel spreadsheet](image)

### Excel Spreadsheet

<table>
<thead>
<tr>
<th>First name or trail name</th>
<th>Choose your favorite outdoor sport.</th>
<th>Have you ever left anything behind?</th>
<th>Give an example.</th>
<th>Have you ever carried out anything you didn't carry in?</th>
<th>Estimate how many times you have carried out what someone else left behind.</th>
<th>When did you complete this survey?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve</td>
<td>Hiking</td>
<td>Yes</td>
<td>Water bottle swept away in fast moving stream.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarah Sanchez</td>
<td>Hiking</td>
<td>No</td>
<td>Energy bar wrapper</td>
<td>Yes</td>
<td>Burnt matches</td>
<td></td>
</tr>
<tr>
<td>Paul</td>
<td>Skiing - back country</td>
<td>Yes</td>
<td>Gloves, food wrappers</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nat</td>
<td>Camping</td>
<td>Yes</td>
<td>Trash in fire ring</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Howard</td>
<td>Snowshoeing</td>
<td>Yes</td>
<td>Broken gear</td>
<td>No</td>
<td>Part of a sandwich</td>
<td></td>
</tr>
<tr>
<td>Fred</td>
<td>Backpacking</td>
<td>Yes</td>
<td>Wet clothes hanging on branch to dry</td>
<td>No</td>
<td>9 9/26/2011</td>
<td></td>
</tr>
<tr>
<td>Energizer Bunny</td>
<td>Backpacking</td>
<td>Yes</td>
<td>Laundry detergent in stream</td>
<td>No</td>
<td>100 9/30/2011</td>
<td></td>
</tr>
<tr>
<td>Callie</td>
<td>Skiing - back country</td>
<td>Yes</td>
<td>Food scraps and trash at campsite.</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>boulder</td>
<td>Backpacking</td>
<td>Yes</td>
<td>book - for other hikers tent stakes -</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>