The purpose of this guide is to give you an overview of the Microsoft Office 365 Excel web application.

**Creating a New Excel Survey**

Log in to Office 365 using your student ID and password in the usual way.

Once you have logged in, click the OneDrive link at the top.

This will bring up your student OneDrive. You can then click new document and Excel from the list.
You will now be prompted to give your Excel workbook a name. Provide one in the pop up box that appears and click OK when done.

The Excel Edit Survey Wizard
The Excel web application will open and the survey wizard will appear. You can click in the Enter a title for your survey and enter a description for your survey and type text in the boxes.
Once the survey title and description have been entered, you can click in the box for your first question and follow the prompts on screen.

The first question has been selected in green. You will need to then:

- Type in the question
- Type in a suitable question subtitle

You can then use the dropdown arrow for the response type, and select the appropriate type from the selection presented. These are:

- Text
- Paragraph
- Number
- Date
- Time
- Yes / No
- Choice

Each response type will be shown below.
The Text response can either be required or not and have a default answer if you wish to have one. Simply enter the values required. The question text will appear as one line on the left hand side.

Selecting Paragraph Text has the same fields as above, but the question text has a larger box. This is often more use if you wanted a freeform text field, for example a feedback question:

Again, you can add a default answer if you wish.
When you select a number response, you can select decimal, currency or percent, so you can tailor the numeric value as to whichever you like. Make sure you also select if the value is required.

When you select the format, you will also be asked how many decimal places you would like (for example, for age you might wish to have no decimal places).
When you select the date as a response type, you will only need to specify if it is required along with a default answer (if needed):

![Image of Edit Question dialog for date response type]

The time format has a similar layout, except you can select the time to be entered with or without seconds.

![Image of Edit Question dialog for time response type]

Select with or without seconds as a time value.
If you enter Yes/No as a response type, the default answer drop down will be selectable so you can choose either value as its default.

The final response type, Choice, allows you to enter the values yourself, which are then selectable as drop down responses for the question. You can select if it is required too. Each choice needs to be entered on a separate line.

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At the end of each question, you will have an option to add another question, or to finish the survey, either by sharing it or by saving it and viewing it.
If you click Save and View, a preview of your survey will appear on screen, so you can see what it will look like when it is shared as a link to be filled out.

The questions will appear in the pop-up window, and also shows how the Submit button will look at the end of the survey. You can then share the survey or edit it. Editing it will go back to the survey wizard shown earlier and will allow you to make changes.
Sharing a Survey

If you have created a survey or have edited the survey to add more questions, you will have seen a button marked Share Survey.

Once you are satisfied that the survey design meets any requirements that you may have, clicking the Share Survey button will show the below screen.

The sharing link is highlighted. Right click the link and select Copy, and this link can then be pasted into an email for example so you can then send this link to whoever you wish to fill out the survey.

You can also stop sharing the survey by clicking the link Stop sharing this survey.

If you have copied the link into an email message, you should see something like this. The users can then click on the link to fill the survey out:

https://stummuac-my.sharepoint.com/personal/4500000001_stu_mmu_ac_uk/_layouts/15/guestaccess.aspx?guestaccesstoken=i5%2bee1P6w2jDCXwqg4F5E9M8yTk6WW%2by3qbcvICg1L98%3d&docid=1_169b6257bb7b64f799fa680ad739a6d3c&wdFormid=%7BE181D16B%2D094F%2D4659%2DA2FE%2DD675F03F680D%7D

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Opening an Existing Excel Survey

If you already have an Excel workbook on your OneDrive, and you wish to open it, please ensure you have logged in to Office 365 using your student ID and password in the usual way.

Once you have logged in, click the OneDrive link at the top.

A list of documents will appear in your OneDrive. Browse to the document you wish to open and click on the document name to open it.

The document will open in a read only view. You will need to click Edit Workbook, and then select Edit in Excel Web App from the list.
Working with your Excel Survey

If you have opened your Excel Survey document that you have previously created, the menu bar will appear.

The majority of functionality within the Home ribbon tab is similar to Excel on your desktop PC, with the functions split into groups. These are covered in our Office 365 Excel document.

You will notice in the Tables group that the Survey button has a drop down button, with the options:

View Survey – View the survey as it will look when it is filled in
Edit Survey – The wizard screen will re-appear as if you were creating a new one but with the questions that you have already entered
Delete Survey – If you wish to remove the survey entirely
Share Survey – Share the survey, as per the Sharing a Survey page

In the example above, you can also see that a response has been received for the survey, and data filtering has been enabled so that the answers can be filtered into the relevant selections.
There is also a menu which in the Excel Web App will show **Open in Excel**:

![Excel Web App](https://example.com/excel_web_app.png)

When you click, if you have Excel 2010 or 2013 installed, Excel will open and prompt you for your student email address and password. This will happen on MMU student PCs with Excel 2010:

![Sign in](https://example.com/sign_in.png)

- Enter your student email address: eg: 12345678@stu.mmu.ac.uk
- Enter your password
- Click Sign in
Once you have entered your details and clicked Sign in, Excel will appear as normal. You may need to click the Edit Workbook button as it may think you’ve opened your document from an unknown web source:

However the Save option will save to the user’s OneDrive, not to their student home area. This is because the file is referenced in the File Menu as a OneDrive file.