Microsoft Forms or Google Forms: a decision checklist

Twelve questions to answer before you pick one. Tick each one once you know the answer.

Form or project: _____ Date: _____

☐ **1. Which account do the people filling it in already use every day?**
Microsoft 365, a Google account, both or neither. Note it for most of your respondents.
Your answer:

☐ **2. Is the form for people inside your organization, or outside it?**
Check who can respond without signing in, and which setting allows it.
Your answer:

☐ **3. Do respondents need to upload files?**
Check who can upload, whether they must sign in, and where the files are stored.
Your answer:

☐ **4. Where must the answers end up?**
Excel, Google Sheets or another tool. Check how each one gets the answers there.
Your answer:

☐ **5. Does one answer need to change what comes next?**
Check which question types can branch, and where a branch can go.
Your answer:

☐ **6. Is it a graded quiz?**
Check which question types take an answer key and what people see after they submit.
Your answer:

☐ **7. How many responses could this one form collect?**
Read the limits page for the exact account type you will build with.
Your answer:

☐ **8. Do you need it to close on a date or after a number of responses?**
Check the settings for a close date and a response limit.
Your answer:

☐ **9. How will people get the form?**

Email, a link, a QR code on a poster, or embedded on a website. Check each one you need.

Your answer:

☐ **10. How close to your brand does it need to look?**

Check the theme, colors, header image and fonts. Try it on a phone.

Your answer:

☐ **11. Do you need to take a payment in the form?**

Check whether the tool's own help pages describe a payment question, and what it costs.

Your answer:

☐ **12. How easy is it to move the form and the answers out later?**

Look for a response export and a copy of the questions you could rebuild from.

Your answer:

Your answers side by side

What matters for this form	Microsoft Forms	Google Forms	Another tool

Help pages and limits change. Check each tool's own help and pricing pages on the day you decide.