

CREATE **Beginner** 10 MIN · UPDATED 2026-09-30

Generate a quiz with answer explanations.

Have Copilot draft a quiz from a topic prompt, complete with correct answers and the reasoning behind each one.

MICROSOFT 365

Forms

WORKS WITH

Copilot

Business Outcome

A ready-to-use training quiz in minutes instead of an hour of manually writing questions and answer keys.

Workflow Steps

Step 1: State the topic and the audience level

Forms

Be specific – "data privacy basics for new hires" produces a very different quiz than "GDPR compliance for the legal team."

Step 2: Ask Copilot to draft the quiz

Copilot in Forms

Ask for explanations alongside the correct answers, not just the answer key – the explanation is what actually helps someone learn from a wrong answer.

PROMPT

Draft a 10-question multiple-choice quiz on data privacy basics for new hires. For each question, mark the correct answer and add a one-sentence explanation of why it's correct.

Step 3: Review every question for accuracy

Forms

Quiz content that's subtly wrong undermines training rather than reinforcing it — check each answer and explanation against your actual policy or source material.

Step 4: Publish and set the pass threshold

Forms

In Forms' quiz settings, set the passing score explicitly before publishing — a compliance-critical topic might warrant a 90%+ threshold with retakes required, while a general-awareness quiz can sit lower; decide this deliberately rather than leaving the default in place.

✓ Check the work

- Verify every marked-correct answer against your actual source material or policy.
- Check the explanations don't introduce information that contradicts your real policy.
- Confirm question difficulty actually matches the stated audience level.

Expected Outcome

A published Forms quiz with correct answers and a rationale explanation for each question.

Want help rolling this out across your team? **Go to Liminals.Tech** ■