

Forms Cheat Sheet

Create, simultaneously edit, and analyze surveys with your team, right in your browser.

Manage event registrations, whip up a quick opinion poll, create a pop quiz, and much more.

1 Build your form.

This screenshot shows the Google Forms editor interface. Callouts point to the following features:

- Rename your form:** Points to the title 'Untitled form' at the top of the form.
- Change your form's look and feel:** Points to the theme palette icon in the top right.
- Customize your question and answer options:** Points to the question editor area.
- Add questions:** Points to the plus sign icon in the right-hand sidebar.
- Add titles and descriptions, images, videos, or sections:** Points to the icons for text, image, video, and section in the sidebar.
- Edit, copy, or delete questions:** Points to the edit, copy, and delete icons at the bottom of the question editor.

2 Share and collaborate on your form.

This screenshot shows the 'Sharing settings' dialog box. It includes options to lock the form, invite people via email, and a 'Send' button.

3 Choose where to collect your responses.

This screenshot shows the 'Choose response destination' dialog box. It offers two options: 'New spreadsheet' (selected) and 'Enter in an existing spreadsheet'. A 'CREATE' button is at the bottom right.

4 Preview and send your form.

This screenshot shows the 'Send form' dialog box. It features a 'SEND' button at the top right and 'Send via' options for email, link, and social media (Google+, Facebook, Twitter).

5 View and analyze responses.

This screenshot shows the 'RESPONSES' tab in Google Forms. It displays '42 Response' and a 'CREATE' button. Below, a spreadsheet window titled 'Survey (Responses)' is shown with columns A, B, and C.

A	B	C