

Forms Cheat Sheet

Create, edit, and analyze surveys with your team—all from your browser.
Manage event registrations, design a quick opinion poll, create a pop quiz, and much more.

1 Design your form.

The screenshot shows the Google Forms editor interface for an "Untitled form". The interface includes a top navigation bar with a "SEND" button and a settings gear icon. Below the navigation bar are tabs for "QUESTIONS" and "RESPONSES". The main area displays "Untitled Questions" with a question editor. A right-hand sidebar contains a menu with icons for adding questions, titles, descriptions, images, videos, and sections. At the bottom of the question editor, there are icons for editing, copying, and deleting questions.

- Change your form's look and feel:** Points to the settings gear icon in the top navigation bar.
- Rename your form:** Points to the "Untitled form" title at the top left.
- Customize your question and answer options:** Points to the question editor area.
- Add questions:** Points to the plus 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 right-hand 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.

The screenshot shows the "Sharing settings" dialog box. It includes a "Sharing settings" section with a lock icon and a "Can edit" dropdown menu. Below this is an "Invite people:" section with an email input field and a "Send" button.

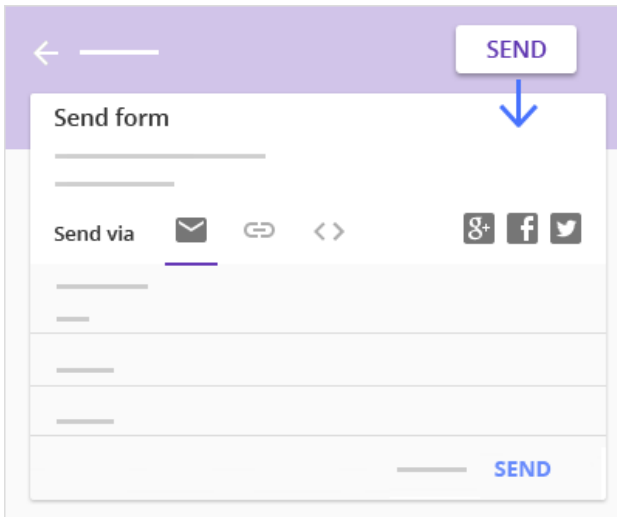
3 Choose where to collect your responses.

The screenshot shows the "Select response destination" dialog box. It has two radio button options: "Create a new spreadsheet" (which is selected) and "Select existing spreadsheet". At the bottom right, there are "CANCEL" and "SELECT" buttons.



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4 Preview and send your form.



5 View and analyze responses.

