

GOOGLE DOCS APPLICATION

WORK WITH GOOGLE FORMS



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*The following training document is using information from Google Docs course on lynda.com
and Google Docs Help Center*

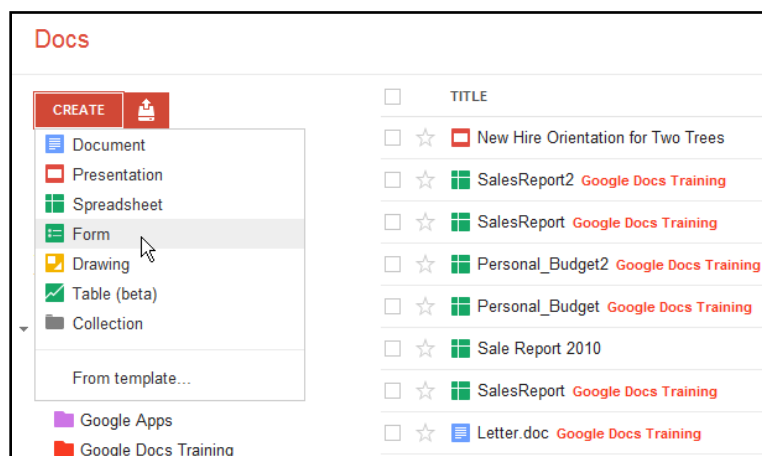
Plan to design a form

- ◆ **Google Forms** are designed to email to people or post on the website so that they can fill out the surveys. After that, the result will be appeared in the **Google Spreadsheet**
- ◆ Some suggestions for planning to create a form:
 - Type of information want to collect
 - Who the audience is
 - Relevance templates or illustrations with the topic
 - Reasons of filling out the form and how the information will be used for
 - Keep in confidential
 - Share to public
 - The question types such as **Text, Paragraph Text, Multiple Choice, Checkbox, Choose from a list, Scale, and Grid**
 - Use the Text question type to collect text information, for example, name, birthday or phone number
 - Use some help information to keep the form respondent for every type of questions in it

Create a new form, add and delete question

Create a new form

- ◆ Click **Create new** button on the **Navigation Panel** and select **Forms**



- ◆ The form editor will be loaded in the new tab or on the new web browser.

+ Add item | Theme: Plain | Email this form | See responses | More actions | Save

Untitled form

You can include any text or info that will help people fill this out.

Question Title: Sample Question 1

Help Text:

Question Type: Text

Their answer

Done Make this a required question

Sample Question 2

You can view the published form here: <https://spreadsheets.google.com/spreadsheetviewform?formkey=dEkzdWdJvKU0dTJ2NDcxVUZsRWJJQXc6MQ>

- ◆ Enter the form title in the in **Untitled form** blank field and the description or instructions in the blank field below

+ Add item | Theme: Plain | Email this form | See responses | More actions | Save

Spice Up Your Life - Dream Vacation Quiz

Please fill out this form so we can get a better idea of your dream vacation. Your information will not be shared

Question Title: Sample Question 1

Help Text:

Question Type: Text

Their answer

Done Make this a required question

Sample Question 2

You can view the published form here: <https://spreadsheets.google.com/spreadsheetviewform?formkey=dEkzdWdJvKU0dTJ2NDcxVUZsRWJJQXc6MQ>

- ◆ When the form is created at the first time, there will be two sample question: **Sample Question 1** and **Sample Question 2**
 - In **Question Title** field, edit the question
 - In **Help Text** field, enter instructions about how to complete this question
 - In **Question Type** field, click a down arrow and select a desired question type

Spice Up Your Life - Dream Vacation Quiz

Please fill out this form so we can get a better idea of your dream vacation. Your information will not be shared

Question Title: First Name

Help Text: Please type in your first name only

Question Type: Text

Their answer: Text

Done Make this

Sample Question 2

You can view the published form here: <https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEkzdWdJvKU0dTJ2NDcxVUZsRWJjQXc6MQ>

- Check **Make this a required question** box to require answer the question before be able to submit this form
- Click **Done**

Spice Up Your Life - Dream Vacation Quiz

Please fill out this form so we can get a better idea of your dream vacation. Your information will not be shared

Question Title: First Name

Help Text: Please type in your first name only

Question Type: Text

Their answer: Text

Done Make this a required question

Sample Question 2

You can view the published form here: <https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEkzdWdJvKU0dTJ2NDcxVUZsRWJjQXc6MQ>

◆ Click on **Edit icon**  on the **Sample Question 2** to enter information for the question 2

Spice Up Your Life - Dream Vacation Quiz

Please fill out this form so we can get a better idea of your dream vacation. Your information will not be shared

First Name *
Please type in your first name only

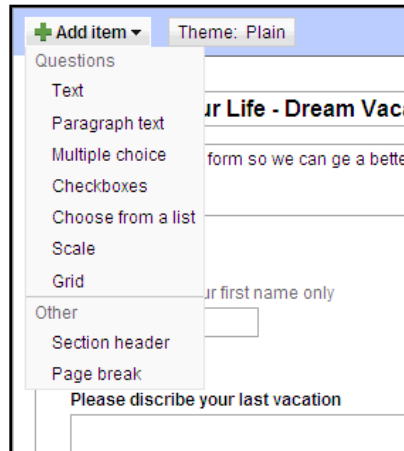
Sample Question 2

Edit button

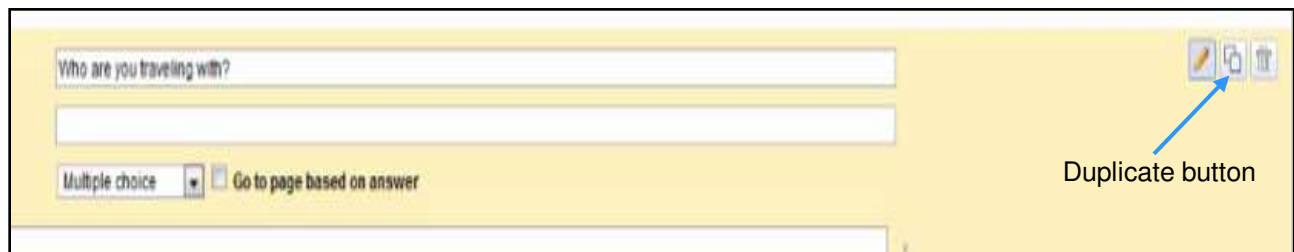
Add questions

Do one of the following options:

- ◆ Click on **Add item** button at the top-left to add another type of question

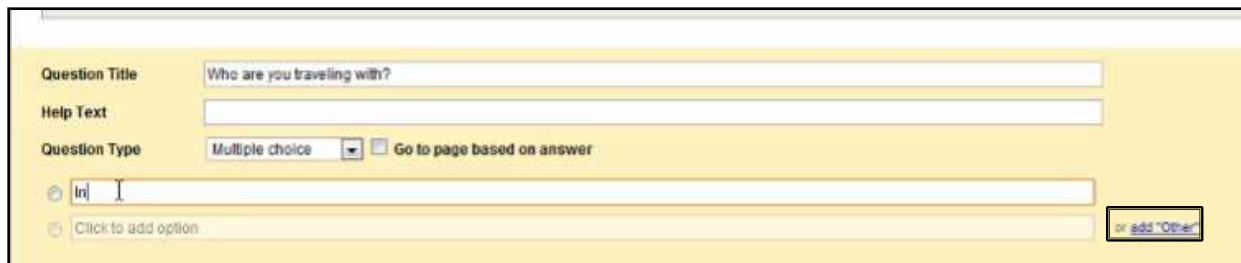


- ◆ Select an existing question and then click **Duplicate** button  to copy




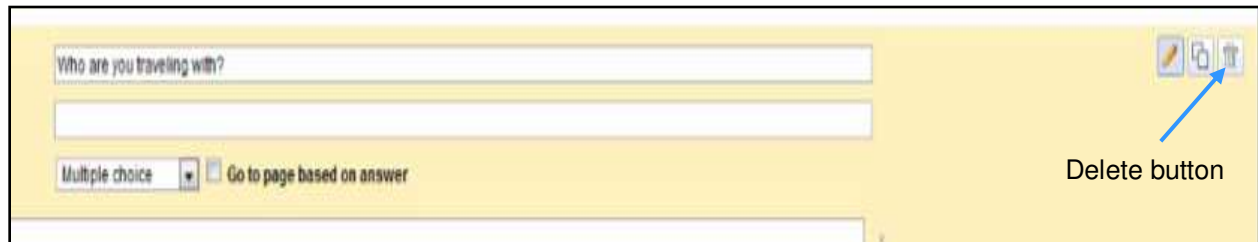
- ◆ Quick tips:

- Checkboxes questions allows selecting more than one answers
- Click **add "Other"** link to allow users be able to select **Other** answer option and then type in their own answer






Delete questions

- ◆ Select the question to delete
- ◆ Click **Delete** button 



Who are you traveling with?

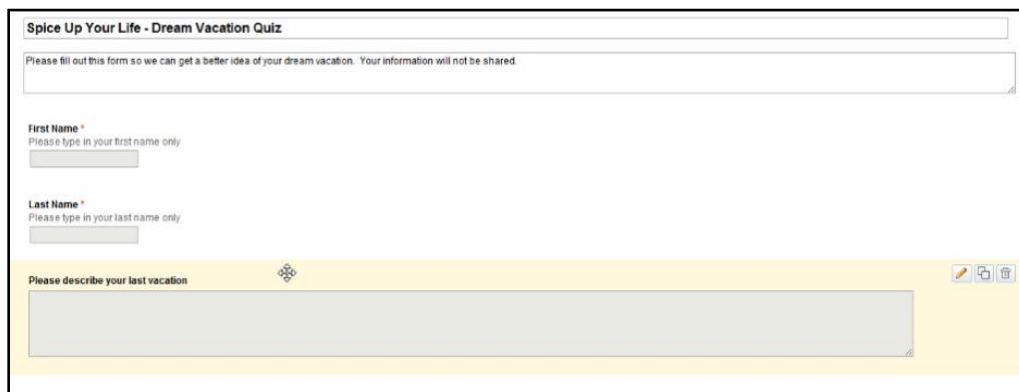
Multiple choice Go to page based on answer

Delete button

Change the order of questions

- ◆ Select a question and the mouse will turn into a four-headed arrow







Spice Up Your Life - Dream Vacation Quiz

Please fill out this form so we can get a better idea of your dream vacation. Your information will not be shared.

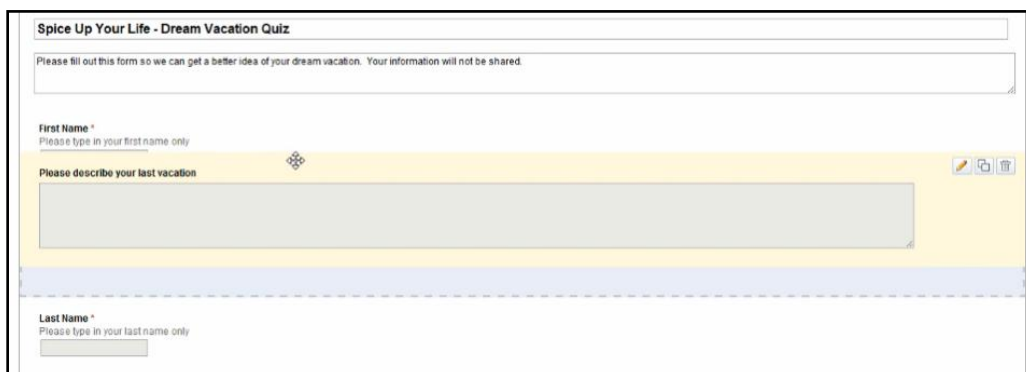
First Name *
Please type in your first name only

Last Name *
Please type in your last name only

Please describe your last vacation 


- ◆ Drag the question to a new location






Spice Up Your Life - Dream Vacation Quiz

Please fill out this form so we can get a better idea of your dream vacation. Your information will not be shared.

First Name *
Please type in your first name only

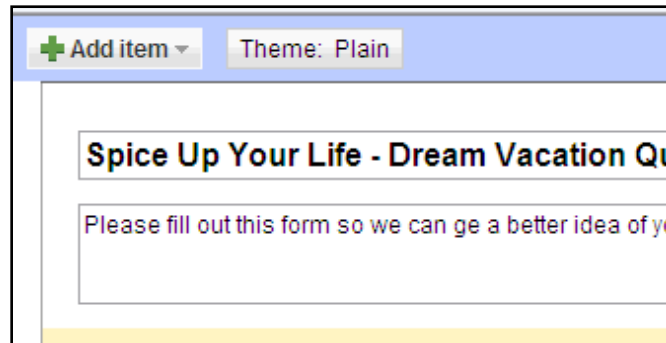
Please describe your last vacation 

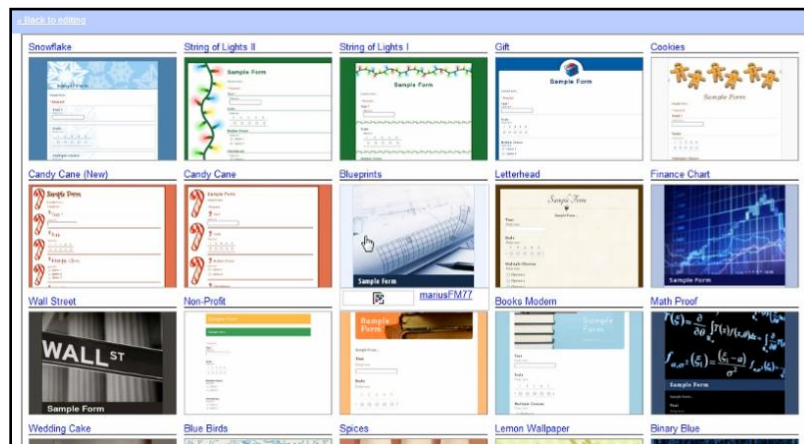
Last Name *
Please type in your last name only

Change Theme Form

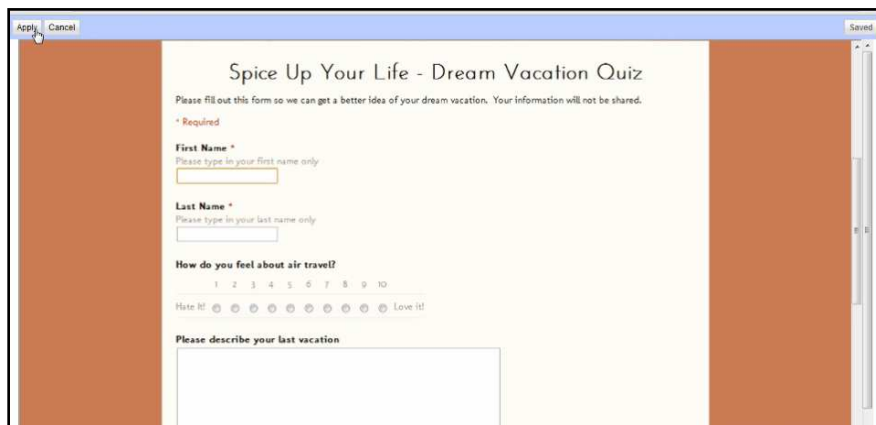
- ◆ Click **Theme** button next to **Add item** button on the top of the form



- ◆ A list of different **Google themes** will appear



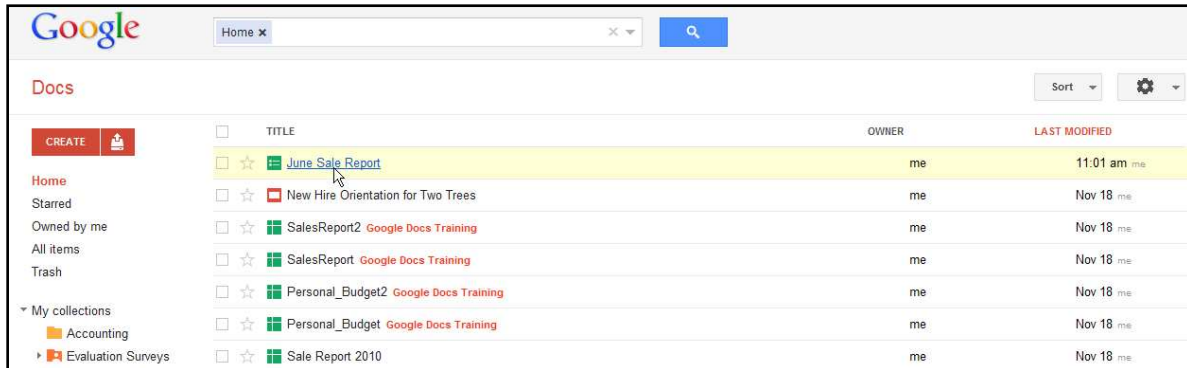
- ◆ Click on a desired theme and choose **Apply**



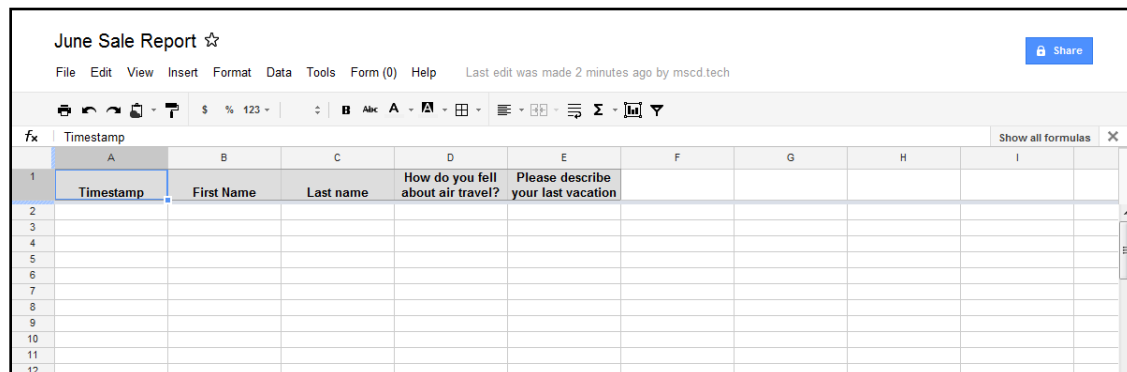
- ◆ The theme will be displayed in the live form view not on the **Editing View**

View a live form

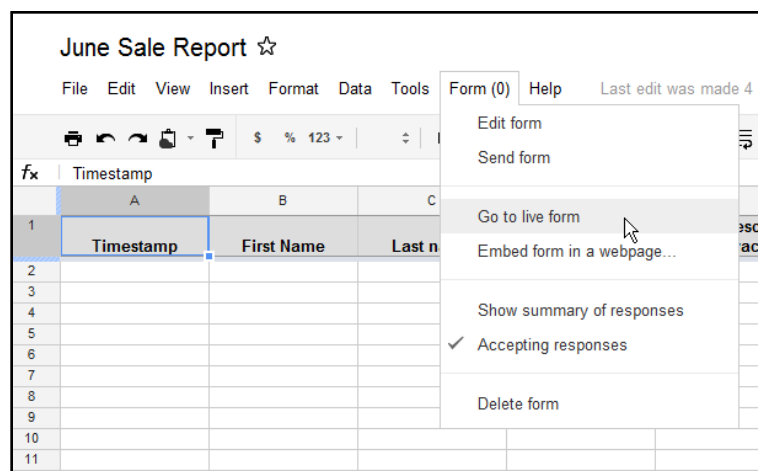
- ◆ In **Documents List**, forms are represented by the green check mark icon and the spreadsheet has the green icon as well with the grid in the background



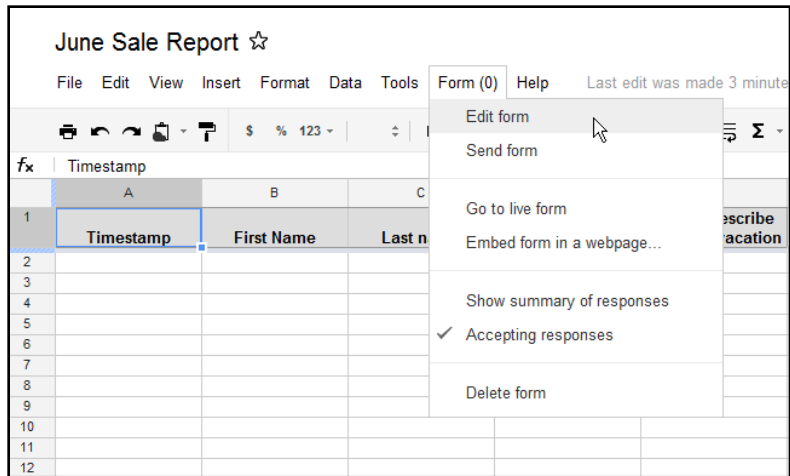
- ◆ Click the desired form to open
- ◆ The form will open into the **Spreadsheet** view instead of **Form Editor** view which shows respondents submit their answers



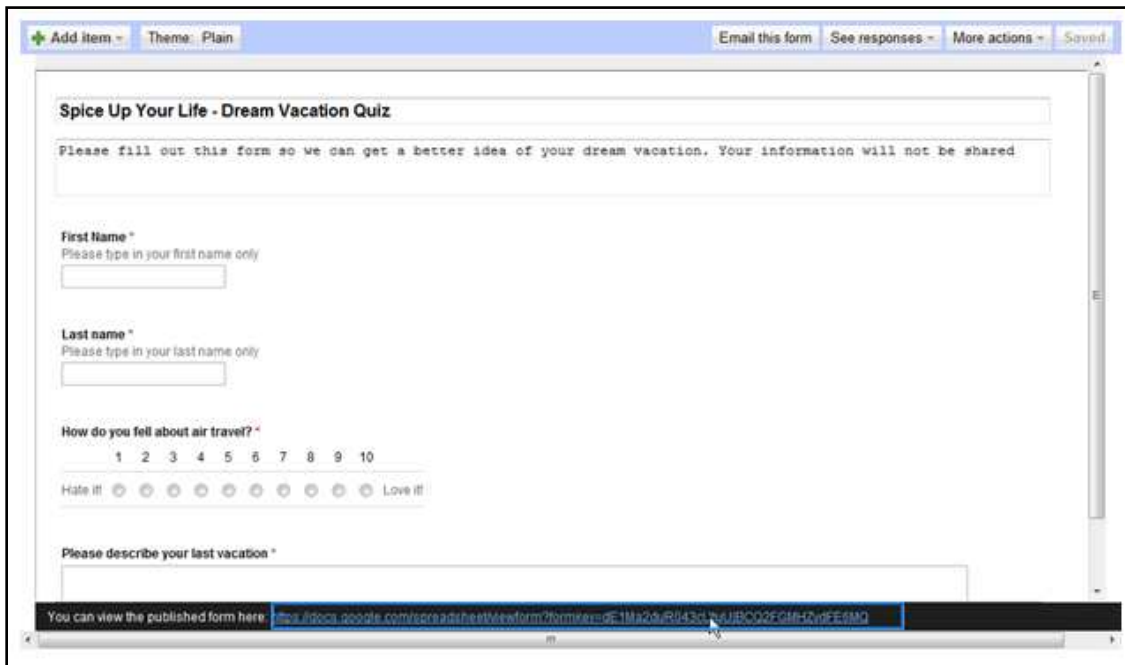
- ◆ Do one of the following:
 - Go to **Form** menu ⇒ click on **Go to live form**



- Go to **Form** menu ⇒ choose **Edit** form



- The form will be open in **Form Editor** view
- Click on the publish URL at the bottom of the form to open the form in the live view



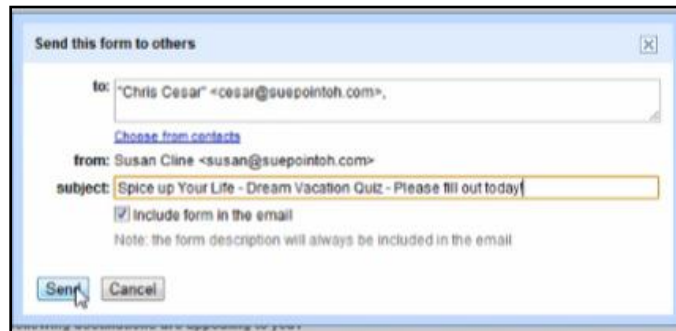
Collect form responses via e-mail and the web

There are several ways to collect responses for the published form such as:

- ◆ Email the form
- ◆ Send out the URL of the form to people so that they can fill it out through the web browser

Email the form

- ◆ Select a desired form on the **Documents List** to open it in **Spreadsheet** view
- ◆ Go to **Form** menu ⇒ **Edit** form
- ◆ The form will open in **Editing view**
- ◆ Click **Email** this form button
 - In the **to** field, enter the email address of people who will receive the form
 - In the **subject** field, edit the title of the form if necessary
 - Select **Include form in this email** check box
 - Click **Send** button to send out the form

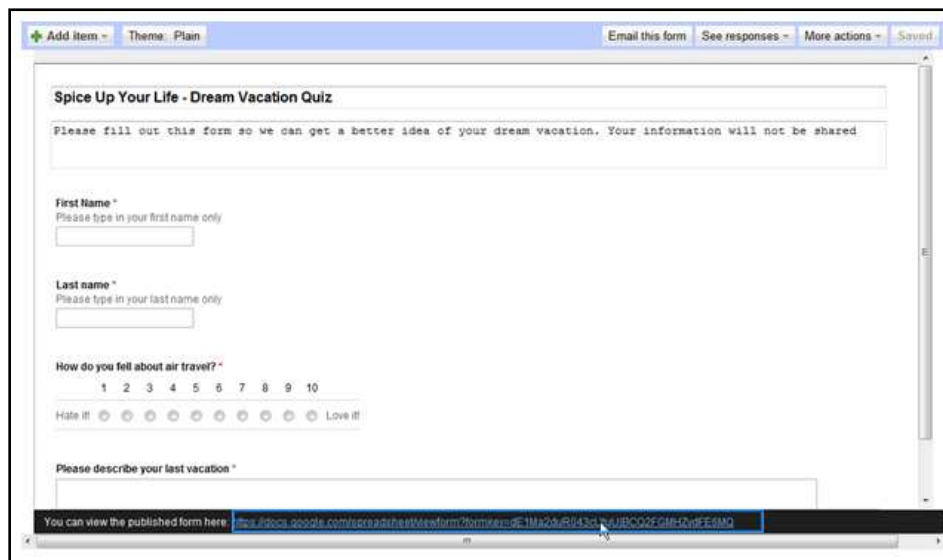


The screenshot shows a dialog box titled "Send this form to others". It contains the following fields and options:

- to:** "Chris Cesar" <cesar@suepointoh.com>
- from:** Susan Cline <susan@suepointoh.com>
- subject:** Spice up Your Life - Dream Vacation Quiz - Please fill out today!
- Include form in the email
- Note: the form description will always be included in the email
- Buttons: Send, Cancel

Copy and send the URL of the form

- ◆ In the **Editing** view, click the publish URL of the bottom of the form



The screenshot shows the form titled "Spice Up Your Life - Dream Vacation Quiz" in editing view. The form includes the following elements:

- Header: "Spice Up Your Life - Dream Vacation Quiz"
- Introductory text: "Please fill out this form so we can get a better idea of your dream vacation. Your information will not be shared."
- Form fields:
 - First name *** (text input)
 - Last name *** (text input)
 - How do you feel about air travel? *** (radio button scale from 1 to 10, with "Hate it!" and "Love it!" labels)
 - Please describe your last vacation *** (text area)
- Footer: "You can view the published form here" followed by a URL: <https://docs.google.com/forms/d/1Ma2vRj43C.../viewform>

- ◆ The form will be opened in a new web browser window in the live form view
- ◆ Click on the web address, copy and paste it into an email or an instant message to let people know to come to this area to fill out the form

View the responses of the published form

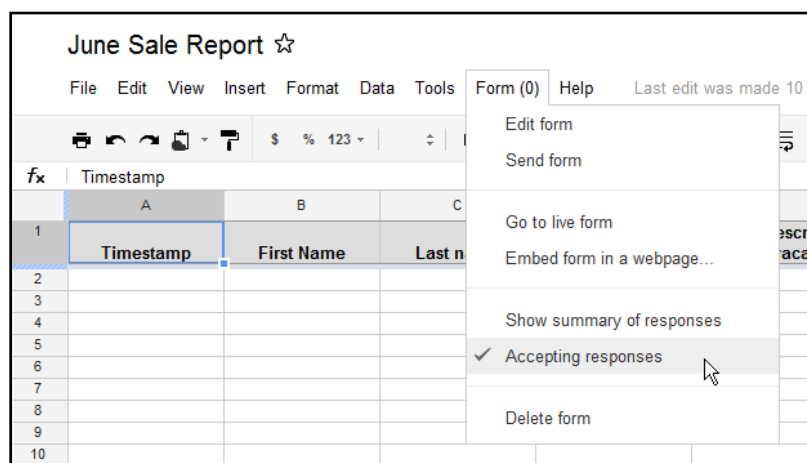
- ◆ As people start to fill out the form, the responses will be in the individual rows in the form's spreadsheet
- ◆ The spreadsheet containing the form results will always have a timestamp and each line in the spreadsheet represents a different form submission

Timestamp	Your Name	What is the length of your dream vacation?	Which of the following destinations are appealing to you?	Please describe the travelers	Location Attributes [Cosmopolitan City]	Location Attributes [Beautiful Beaches]	Location Attributes [Majestic Mountains]	Location Attributes [Charming Countryside]	How do you feel about traveling on planes?	Sp
1/26/2011 9:47:47	Toby	More than 10 days	Hawaii, Caribbean, Europe, Alaska, Fiji, Tahiti, Bali	Couple	Not Necessary	Important	Important	Important	5	Veg
1/26/2011 10:07:44	Jeff	More than 10 days	Hawaii, Caribbean, Europe, Alaska, Thailand, India	Group of Friends	Not Necessary	Gotta Have It	Important	Preferred	4	Veg
1/26/2011 10:14:01	Tom	More than 10 days	Hawaii, Mexico, Caribbean, Europe, Alaska, Argentina, Galapagos Islands, New Zealand, Australia	Couple	Gotta Have It	Preferred	Important	Gotta Have It	5	Aller
1/26/2011 10:33:19	Max	More than 10 days	Mexico, New Zealand	Family	Gotta Have It	Don't Need It	Preferred	Preferred	4	Lact
1/26/2011 10:40:32	Kirk	More than 10 days	Hawaii, Mexico, Europe, Asia	Couple	Gotta Have It	Preferred	Don't Need It	Preferred	4	
1/26/2011 10:42:32	Vicki	7 - 10 days	Hawaii, Mexico, Caribbean, Australia	Group of Friends	Important	Gotta Have It	Not Necessary	Preferred	3	

Analyze form responses

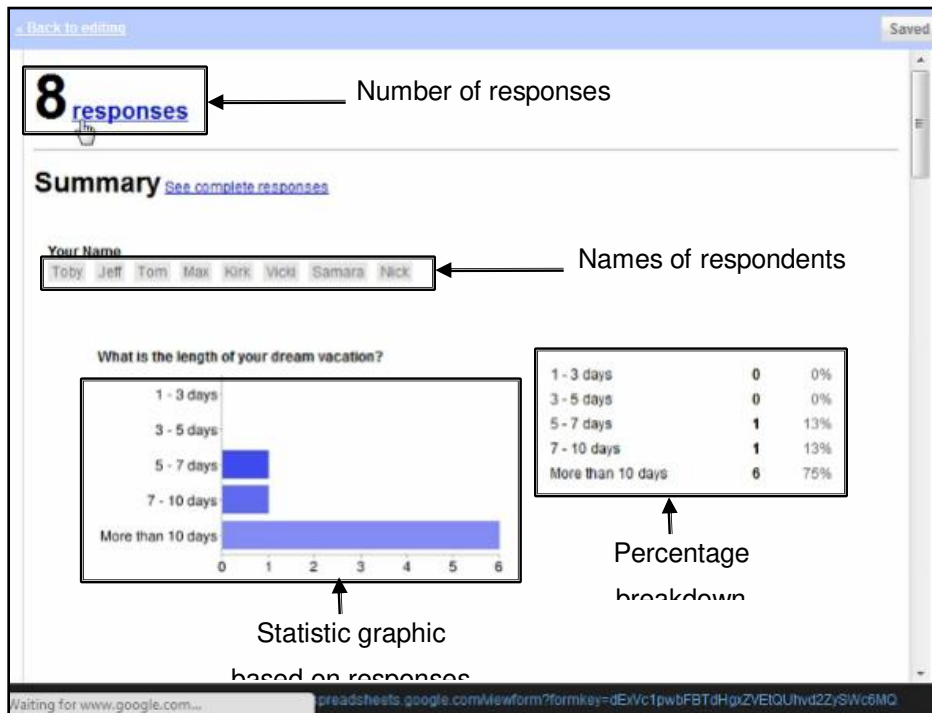
In the **Spreadsheet** view, go to **Form** menu ⇒ uncheck **Accepting responses** option to turn the form off

- ◆ Turn the form off after finish collecting responses to perform some analyze
- ◆ After turn the form off, people who try to respond to the form will get the message “**This form is no longer taking responses**”



View and share the results of the form in a graphical summary

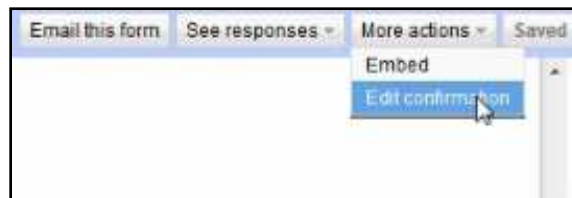
- ◆ To view the results in a graphic summary, in the **Spreadsheet** view, go to **Form** menu ⇒ choose **Show summary of response**



- ◆ To share the graphic summary with the people who fill out the form, do the following:
 - Click **Back to editing** link on the top of the graphic summary of the form



- Click **More actions** button on the top right side and choose **Edit confirmation** option



- Enter a custom message in the blank field before send the response summary

- Select **Publish response summary** box
- Click **Save**

View and share the results in Google spreadsheet

- ◆ By the default, the results of the form are displayed in a **Google Spreadsheet**
- ◆ To share the spreadsheets of the results with other people, click **Share** button on the top right of the Spreadsheet
 - Enter the email address of the people to add them in the share list
 - Edit the share permission which allows them whether they can edit or can view only
 - Click **Share** button

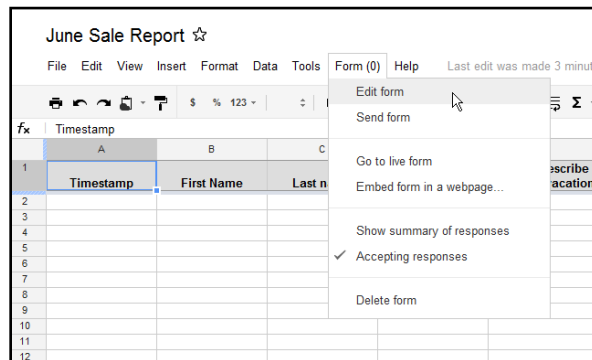
- ◆ Apply **Google Spreadsheet** functions and formulas to perform analysis on the results spreadsheet

Modify and disable a form




The form can be changed after created or sent out. However, it's not recommended to make changes to the questions after the form was sent out because some of the respondents will be seeing and answering questions that other respondents don't see. Therefore, the results of the form will not be accurate

Edit the existing form

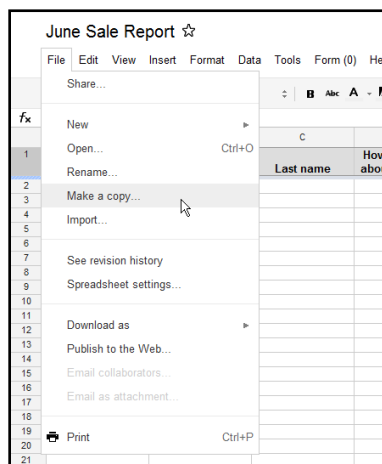
- ◆ In the **Spreadsheet** view, go to **Form** menu ⇨ choose **Edit form**



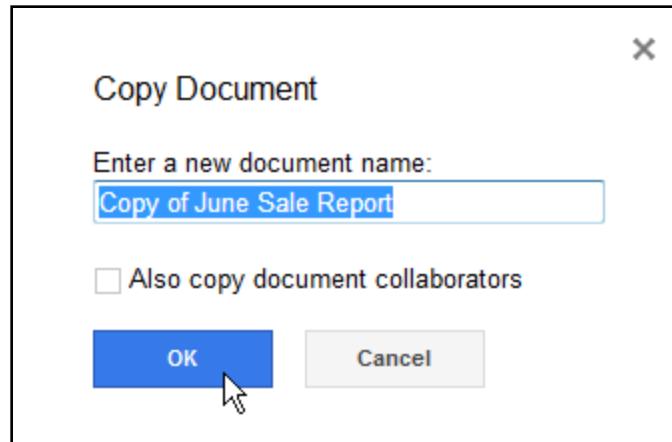
- ◆ Select the question needs to be edited such as correcting a spelling error or adding some more help text, choose the **Pencil** icon and then edit the question

Question Title	Who are you traveling with?	   Edit button
Help Text		
Question Type	Multiple choice <input type="checkbox"/> Go to page based on answer	

- ◆ Click **Done** to save the question
- ◆ Click **Save** to save the form
- ◆ Save an existing form as a template,
- ◆ From the Menu Bar, go to **File** menu ⇨ choose **Make a copy**

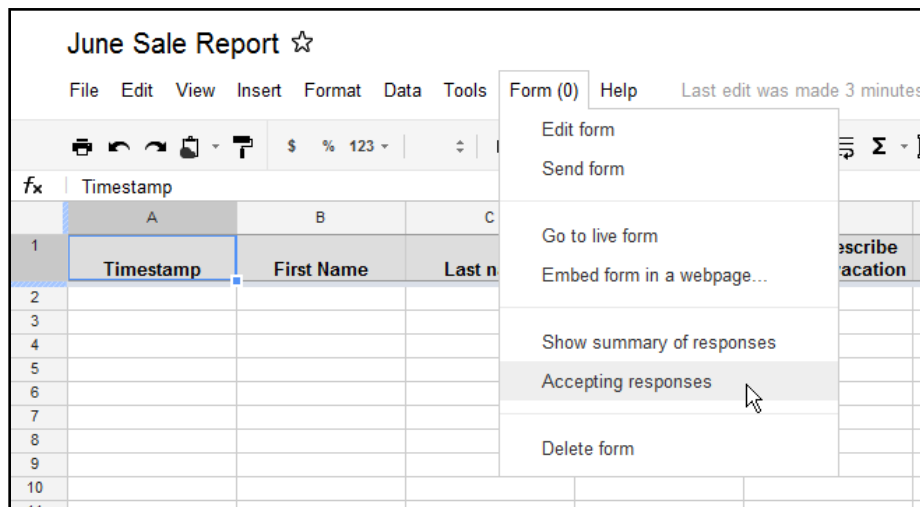


- ◆ Enter the new name of the copy of the form ⇒ click **OK** button



Disable the form

- ◆ From the Menu Bar, go to **Form** menu
- ◆ Deselect **Accepting responses**



	A	B	C
1	Timestamp	First Name	Last Name
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			