

# 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 'Untitled form' title at the top left.
- Change your form's look and feel:** Points to the theme palette icon at the top center.
- Customize your question and answer options:** Points to the 'Untitled Questions' section in the main editor.
- Add questions:** Points to the plus sign icon in the right-hand sidebar.
- Add titles and descriptions, images, videos, or sections:** Points to the text, image, video, and section icons 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.

This screenshot shows the 'Sharing settings' dialog box. A callout points to the three-dot menu icon in the top right corner of the dialog.

### 3 Choose where to collect your responses.

This screenshot shows the 'Select response destination' dialog box. It offers two options: 'Create a new spreadsheet' (selected) and 'Select existing spreadsheet'. Callouts point to the plus sign icon in the top right corner of the dialog and the 'SELECT' button at the bottom right.

### 4 Preview and send your form.

This screenshot shows the 'Send form' dialog box. A callout points to the 'SEND' button in the top right corner of the dialog.

### 5 View and analyze responses.

This screenshot shows the 'RESPONSES' view. A callout points to the plus sign icon in the top right corner of the 'RESPONSES' panel. Below it, a spreadsheet window titled 'Survey (Responses)' is shown with columns A, B, and C.

A	B	C