

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. Several callout boxes point to specific features:

- Rename your form:** Points to the title field at the top left.
- Add section headers, page breaks, images, or videos:** Points to the 'Insert' menu.
- Change your form's look and feel:** Points to the 'Change theme' button.
- Customize your question and answer options:** Points to the 'Question Title' and 'Question Type' fields.
- Edit, copy, or delete questions:** Points to the edit, copy, and delete icons for a question.
- Add more questions:** Points to the 'Add item' button at the bottom.

2 Share and collaborate on your form.

This screenshot shows the 'Sharing settings' dialog box. It includes fields for 'File', 'Sharing settings', and 'Invite people:'. There are 'Send' and 'Cancel' buttons at the bottom.

3 Choose where to collect your responses.

This screenshot shows the 'Choose response destination' dialog box. It has two radio button options: 'New spreadsheet' and 'New sheet in an existing spreadsheet...'. There are 'Choose' and 'Keep responses only in Forms' buttons at the bottom.

4 Preview and send your form.

This screenshot shows the 'Send form' dialog box. It includes a 'Send form' button at the top right, a 'View live form' button, and a 'Send form via email:' checkbox. There are 'Done' and 'Embed' buttons at the bottom.

5 View and analyze responses.

This screenshot shows the 'View responses' dialog box. It includes a 'View responses' button at the top right and a 'Show summary of responses' button at the bottom right.