

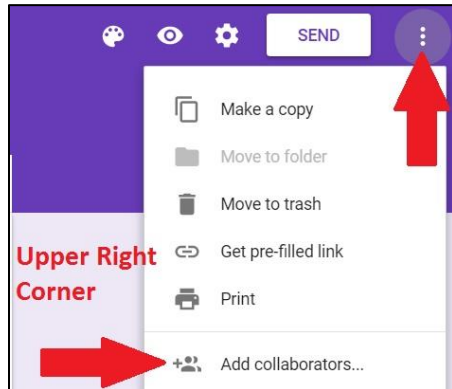
Google Forms

Help Center: <https://support.google.com/docs>

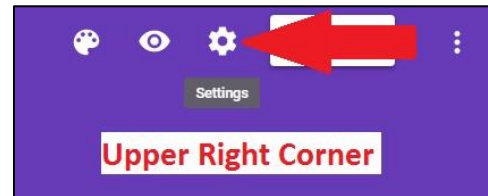
Quick Tips

Create a new Form at <https://docs.google.com/forms/>

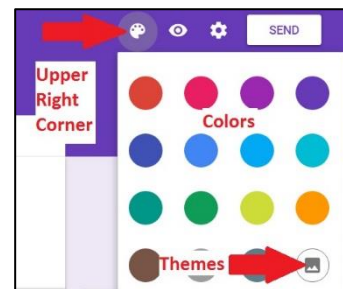
Share with different levels of access



Change response and presentation settings



Add a theme or color



Exercise

Person A and Person B want to survey their friends to determine what dessert to have at a party.

Person A:

- Create a new Form and type the question "What is your favorite dessert?"
- Change the question type to Dropdown and add three or four dessert answers.
- Share with your collaborator.

Person B:

- Add a new question: "How much do you enjoy dessert?"
- Change the question type to Linear Scale and label the two extremes.

Person A:

- Change the theme and color scheme. (Hint: Don't fall down the rabbit hole! Choose quickly.)
- Make both questions required.

Person B:

- Edit the presentation options so the form shuffles the question order and respondents get a personalized confirmation message.
- Click the Responses tab and choose a response destination.