

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.

Change your form's look and feel

Rename your form

Customize your question and answer options

Add questions

Add titles and descriptions, images, videos, or sections

Edit, copy, or delete questions

2 Share and collaborate on your form.

Sharing settings

Invite people:

Send

3 Choose where to collect your responses.

RESPONSES

Choose response destination

- New spreadsheet
- Enter in an existing spreadsheet

CREATE

4 Preview and send your form.

SEND

Send form

Send via

SEND

5 View and analyze responses.

RESPONSES

42 Response

Survey (Responses)

A	B	C