Google Forms

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Google Forms is nothing but a type of webpage designed for gathering information from a User with help of pre designed templates with specific questions. Google Forms could also be used as a quiz page for generating a quiz with specific tools like "Make this as a Quiz". Create an Online Google Form as easily as creating a document like Word.

Uses of Google Forms:

- ➢ To generate Quiz Pages
- ➢ To gather Information from a User
- ➢ To be used as a Tournament Registration form

Explanations about each Section in Google Form:

You can use this (⊕) option to create a New question or quiz.

You can use this (⤵) option to Import already generated questions or quizes.
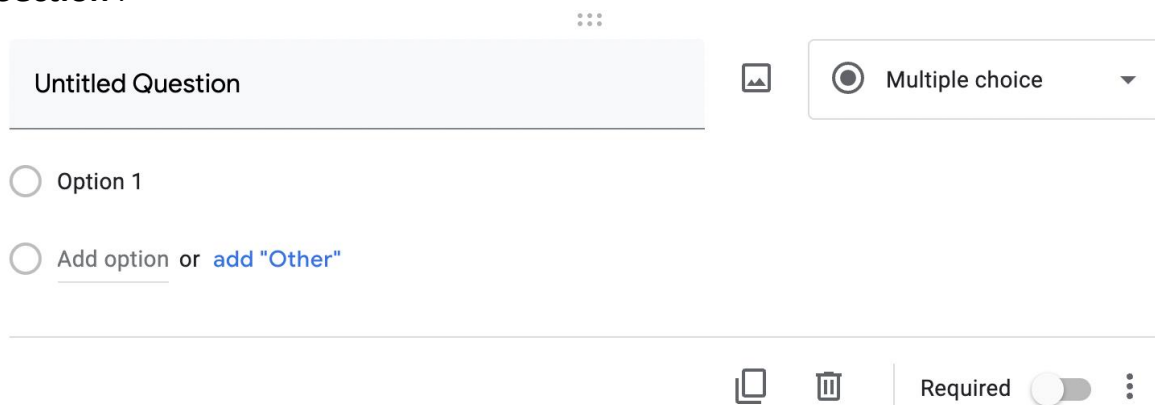
You can use this (Tᴛ) option to create a title division with description.

You can use this (▣) option to insert a Image in your google form page.

You can use this (▷) option to insert any video to attract more.

You can use this (☰) option to create a new section for more quiz.

Section :

(Img : 1.1 Each Section Looks Like this)

"**Untitled Question**" option is used to insert a question/quiz.

" 🖾 " option is used to insert a image in question section to describe more about a question.

You can set a answer as a different types such as "Short answer"," Paragraph", "Multiple choice"," Check boxed", ,"Dropdown" ,"File Upload" ,"Linear scale" ,"Multiple choice grid" ,"Checkbox Grid" ,"Date" ,"Time"
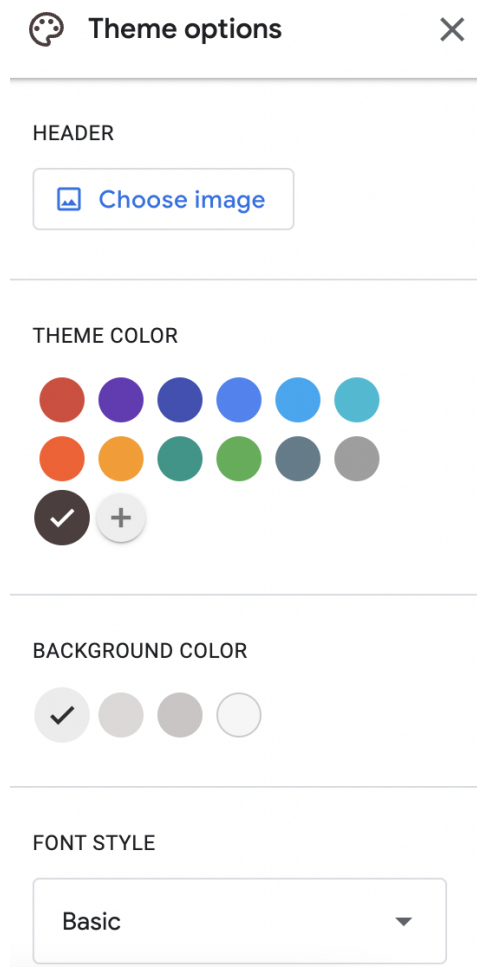

Img 1.2 – Title Bar

Img 1.2 Explaination:

1- Use this to access google form main page.
2- Use this to set a title for your google form.
3- Use this to move the current working form to different folder in google drive.
4- If this turned on means you are making this as a Starred (Important Document).
5- Current Status of the working document.

Img 1.3 – Settings Bar

Img 1.3 Explaination:

1- Theme Option is used to make google form wonderful looking.
2- Preview Option is used to view as a customer, you can use this to check how it looks to customers.
3- Undo Option is used to erase a last changes you have made to this document.
4- Redo Option is used to bring back the changes erased by using Undo option.
5- Send Option is used to create a link so that you could share this form to users.
6- This Option is used to access more settings of this form.

Img 1.3 .1 – Theme Option

Img 1.3.1 Explaination:

Using this Theme Options :

1. Used to change the Header Image to your favourite default images or you could upload your images.

2. Using Theme Colour option to change Theme colour to your choice, and another Main use of this option is to get Hex code for any colour which you can use in any other applications.
3. Use Background Colour to change the Background Colour.
4. Use Font Style to change the style of the font as Basic, Decorative, Formal, Playful.

Img 1.3.5– Send

Img 1.3.5 Explaination:

1- When you click send, you will see a send form dialog box like (Img 1.3.5)
2- This option is used to collect emails from the users
3- This options is used to send the link to the user via Email, and you could also attach google form in that email using (Option 8 – Include form in email)
4- This is used to share the form link or shorten the google form link

5- You can use this to embed your created form inside the website or apps
6- Facebook Sharing
7- Twitter Sharing
8- Include form in email
9- "Add collaborators" option is used to provide access to your co-workers.

🕐 Waiting for 1 response   Send email reminder

maripadma37@gmail.com

Img 1.3.5.3 – Email Reminder

Img 1.3.5.3 Explaination :
Used to send reminder to users about your form which is sended to their emails
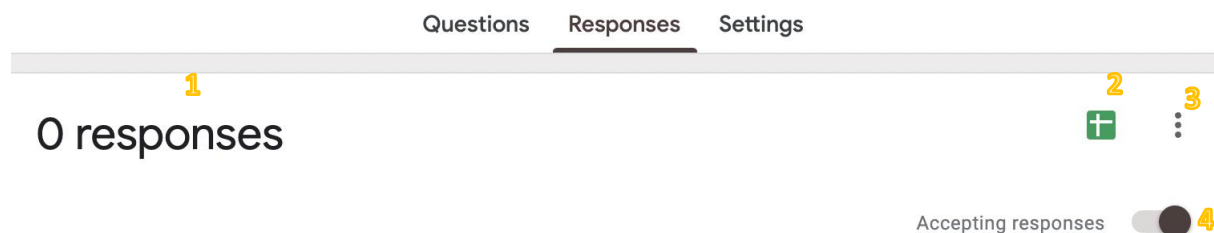
📋 Make a copy **1**

🗑 Move to trash **2**

🔗 Get pre-filled link **3**

🖨 Print **4**

👥+ Add collaborators **5**

< > Script editor **6**

🧩 Add-ons **7**

Img 1.3.6– Settings

Img 1.3.6 Explaination:
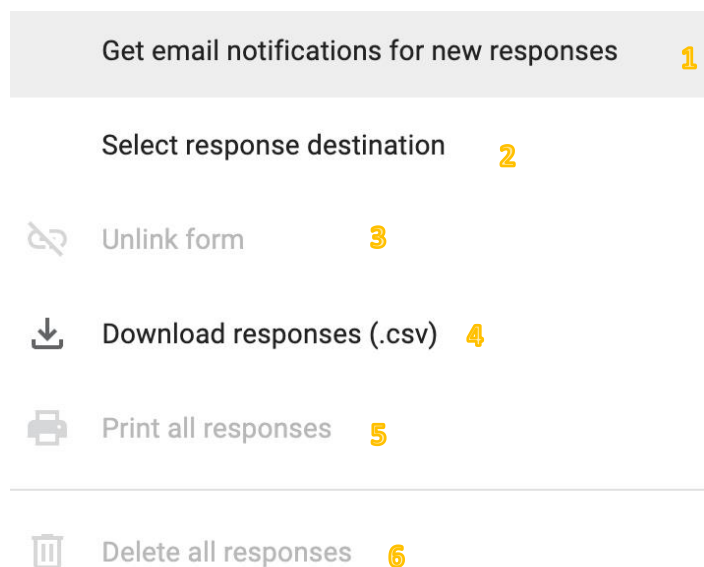
1- To duplicate your form
2- To move the form to trash(bin)

3- Use this to pre fill your form while sending to user to make them clear about filling your form
4- To print the current form
5- To provide access to many users to edit or share form
6- Script editor is used to automate the form
7- Add-ons is used to do many things and use this to link many services with your form

Img 1.4– Responses tab

Img 1.4 Explaination:

1- Count of number of responses received
2- Use this to link form with spreadsheet(new or existing)
3- Responses Settings
4- Use this to accept or decline responses submitted by used using your form

Img 1.4.3 – Responses Settings

Img 1.4 Explaination:

1- "Get email notifications for new responses" is used to notify yourself using email when new user submitted their responses using your form link
2- "Select response destination" is used to create a spreadsheet destination for this form or select a existing spreadsheet
3- "Unlink Form" is used to unlink the linked spreadsheet from your form
4- "Download responses(.csv)"is used to download all submitted responses using the link
5- "Print all responses" is used to print softcopy to hardcopy(Paper) for futher usage
6- "Delete all responses" is used to move all submitted responses to unaccessable trash(bin)

Img 1.5 – Form Settings

Img 1.4 Explaination:

1- Used to set this form as a quiz
2- Show users their quiz mark when they clicked submit button
3- Show users their quiz mark only after you manually reviewed their answers
4- Indicate users about their missed questions
5- Indicate users about their correct questions
6- Set this to show users about their marks obtained during this quiz
7- You can set quiz marks here

You could finally create a google form and share it as a link to customers/users to gather information or make them solve the quizzes. When they Open that link you shared and entered information and when they submit, you will receive a responses in responses tab. In Responses Tab, you could see the information and users name and email.