Google Forms cheat sheet
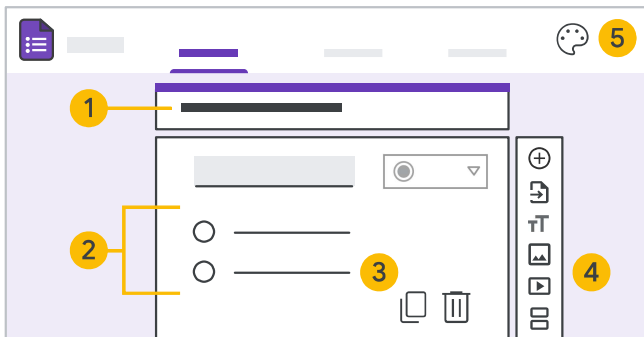
Manage event registrations, conduct opinion polls, give quizzes, & more.
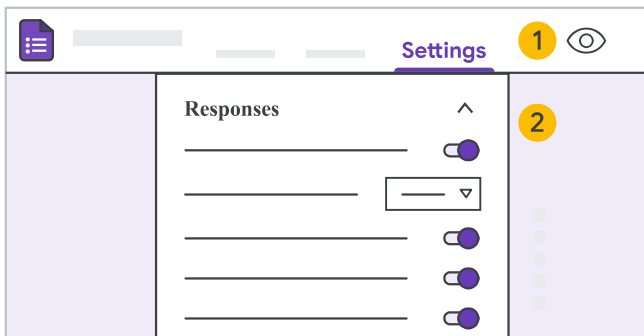
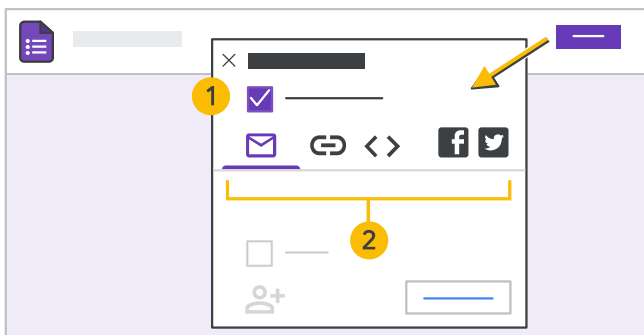**Get Forms:** Web (forms.google.com)

Customize your form

1. Name or rename your form.

2. Customize your question and answer options.

3. Edit, copy, or delete questions.

4. Add questions, titles and descriptions, images, videos, or sections.

5. Click Customize Theme ⊙ to adjust the look and feel of your form.

Preview your form and set options for responses
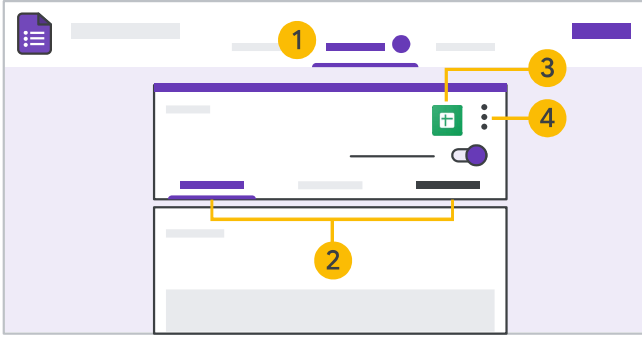
1. Preview your form.

2. In **Settings** ⟩ **Responses**, you can choose to:
   - Collect email addresses.
   - Send responders a copy of their response.
   - Let people edit their responses.
   - Restrict responders by domain.
   - Limit responses.

Send your form

Click **Send** and specify how you want to send the form.

1. You can opt to collect email addresses.

2. Choose how to send your form (email, link, embed, social media).

Analyze responses

1. Select the **Responses** tab to view response details.

2. Click the **Summary tab** to see all responses, or click the **Individual** tab to see each person's response.

3. Send responses to Google Sheets ⊞.

4. Click More ⋮ and choose an option:

   Get email notifications for new responses.

   Select response destination.

   Unlink form.

   Download responses (.csv).

   Print all responses.

   Delete all responses.