



Google Forms

A Crash Course

Google Forms: A Crash Course

Streamline Your Workflow with Google Forms

Google Forms is a powerful and user-friendly tool for collecting information through surveys, quizzes, intake forms, registrations, and more.

In this guide, you'll learn the essential features of **Google Forms** and how you can apply them in your own workflow or business.

Getting Started with Google Forms

There are many form tools available. If you are already using Google Workspace, **Google Forms** is included with the suite and integrates seamlessly with **Google Sheets** for easy analytics. It allows you to gather the information you need without investing in another tool. If you are a **Microsoft Office 365** user, Office includes a similar feature.

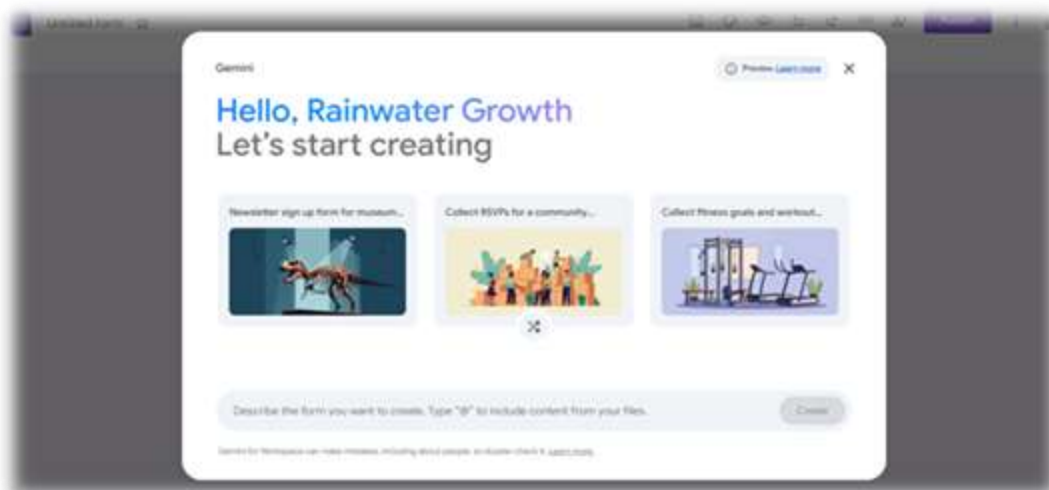
How might you use Forms for onboarding, intake, or registration?

There are several ways to access **Google Forms**.

Here are a few:

- Use Google Drive (New > More > Google Forms),
- Type forms.google.com, or
- Select a template from the template gallery.

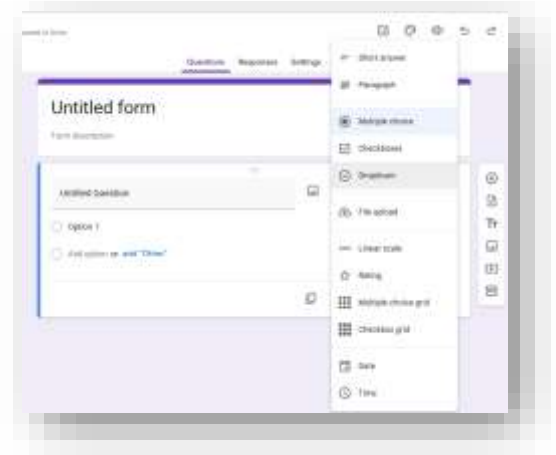
These options allow you to start quickly based on your needs. You also can use **Google Gemini** to create a solid first draft!



Key Features Overview


Google Forms includes multiple question types such as short answer, multiple choice, checkboxes, dropdowns, linear scales, and date/time fields.

- **Short answer** is great for brief text.
- **Paragraph** works for longer responses.
- **Multiple choice** allows selecting only one option.
 - **Dropdowns** are similar but keep things compact.
- **Checkboxes** allow multiple selections.
- **Date and time** fields are useful for scheduling.
- **File Upload** lets users submit documents or images.
- **Linear scale** is perfect for rating questions.
- **Grids** are matrix style responses that are useful when you provide the same options for multiple items.



You can also add sections to organize longer forms and apply conditional logic to personalize the experience based on user choices.

Customizing Your Form

Customize your form using themes, colors, fonts, and header images. You can find the customization option by selecting the palette symbol  in the menu at the upper right corner of your screen.

Google Forms provides a wide range of nearly 20 fonts and accessibility-friendly design tools to help you create visually appealing and readable forms that align with your branding.

You can choose from the images provided or select any image or GIF with a 4:1 ratio as your header image. Google will automatically choose a color scheme based on the image you select, but you always have the option to manually update the color and background to match your preferences.

How might you incorporate branding and style changes to improve engagement with your form?

If you would like to share information without requesting a response, use the **Title and Description** button in the floating toolbar. You also have the option to embed images and **YouTube** videos directly into your form.

Sharing and Collecting Responses

Once your form is ready, you can share it using a link, email, or embedded website option. Collaborators can be added for editing or reviewing.

Use **Quiz Mode** to automatically assign points, mark correct answers, and provide instant feedback.

Responses appear in real-time in the **Responses** tab and can be exported or automatically captured in **Google Sheets** for advanced analysis.



Best Practices:

Here are some best practices to remember when creating your form.

- Use **Preview** but also test your live form before releasing it.
- Keep forms short and **use the progress bar** for forms with multiple pages.
- Use **Validation Rules** and required fields when input is critical.
- Create a Pre-Launch checklist to make sure you don't miss any details.

How will you use Google Forms to streamline your business process?

Additional Resources:

- Google Forms Help Center: <https://support.google.com/a/users/answer/9991170>
- Google Forms Cheat Sheet: <https://support.google.com/a/users/answer/9299716>
- Microsoft Forms: <https://www.microsoft.com/en-us/microsoft-365/online-surveys-polls-quizzes>

Rainwater Growth

Founded in 2023, **Rainwater Growth** is a boutique consultancy and training company based in Silver Spring, MD. We empower busy professionals and leaders with teams of 15 or fewer employees with training and technology-based strategies to help them save time and overcome digital overwhelm.

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