How to use Google Forms

You can use Google Forms to create online surveys and quizzes and send them to other people.

Step 1: Set up a new form or quiz

1. Go to [forms.google.com](https://forms.google.com/).
2. Click Blank Add .
3. A new form will open.

Create a form from Google Drive

When you create a Google Form, it’s saved in Google Drive. To create a form directly from Google Drive:

1. On a computer, go to [drive.google.com](https://drive.google.com/).
2. In the top left, click New.
3. Click More and then Google Forms.

Create a form in Google Sheets

When you create a form in Google Sheets, the responses will be saved in a new sheet. [Learn more about where you can save responses.](https://support.google.com/docs/answer/2917686)

1. On a computer, open a spreadsheet at [sheets.google.com](https://sheets.google.com/).
2. Click Insert and then Form.
3. A new sheet will appear in your spreadsheet, and your form will open.

Step 2: Edit and format a form or quiz

You can add, edit, or format text, images, or videos in a form.

* [Edit your form](https://support.google.com/docs/answer/2839737)
* [Create a quiz with Google Forms](https://support.google.com/docs/answer/7032287)
* [Choose where to save form responses](https://support.google.com/docs/answer/2917686)

Step 3: Send your form for people to fill out

When you are ready, you can [send your form to others](https://support.google.com/docs/answer/2839588) and collect their responses.

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