Activity 7: Create a Google Form

In this activity, you will create a Google Form from a Google Sheet. Note that this particular Form is used by On the Rise to simplify their recruitment process. Responses from the Google Form are automatically added to the linked Google Sheet. This is just one example of how Google Forms can be used to help organizations better coordinate and manage their data. Let's try this now.

Complete the following steps:

1. Open On the Rise Hiring Questionnaire and make a copy in your My Drive.
2. From the **Tools** menu, select **Create a form**.
3. Add the form **Title**, On the Rise hiring questionnaire, and a **Form description**, Please answer all the following questions before submitting your form.
4. Add each of the four questions from the Google Sheet. Use the dropdown menu to select the type of response and mark each as required. Enter the potential responses as shown in Column D of the spreadsheet. Tip: You can copy the values from the spreadsheet and paste them into the Options list in the form to quickly add the allowable options for each question.
5. Select **Customize Theme**, change the theme color to #ffbf00, and click **Apply**.
6. Select **Preview** to view the form.
7. Close the Preview tab but leave the Form tab open as you will use it in the next activity.

Tip: You can always find your forms at forms.google.com.