



Google Forms Course Details

◆ Course Overview

This Google Forms course teaches you how to easily create online forms, surveys, quizzes, feedback forms, and data collection tools.

You will learn how to design forms, add question types, automate responses, analyze data, and integrate with Google Sheets.

◆ What You Will Learn

1. Introduction to Google Forms

- What is Google Forms?
 - Understanding Google Workspace
 - Navigating the Forms dashboard
 - Creating a new form
 - Form settings overview
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2. Form Designing Basics

- Adding form title & description
 - Choosing templates vs. blank form
 - Working with themes, fonts & colors
 - Adding images & videos
 - Formatting your form structure
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3. Question Types & Usage

Learn all question types and when to use them:

- Short answer
- Paragraph



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- Multiple choice
 - Checkboxes
 - Dropdown
 - File upload
 - Linear scale
 - Multiple choice grid
 - Checkbox grid
 - Date & time fields
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4. Creating Surveys & Feedback Forms

- Designing customer feedback forms
 - Event registration forms
 - Employee feedback surveys
 - Student feedback forms
 - Market research surveys
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5. Creating Quizzes

- Enabling "Quiz Mode"
 - Adding correct answers
 - Setting points for questions
 - Auto-grading responses
 - Providing answer feedback
 - Viewing quiz results
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6. Response Collection & Management

- Viewing response summary
 - Individual responses
 - Exporting responses
 - Linking forms to Google Sheets
 - Real-time response monitoring
 - Downloading responses as CSV
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7. Advanced Form Settings

- Restricting form access
 - Limit to one response
 - Shuffle question order
 - Enable/disable email collection
 - Enabling response editing
 - Add-ons for extra features
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8. Logic & Automation

- Adding "Go to section based on answer"
 - Creating conditional logic
 - Multi-section forms
 - Form branching
 - Auto-close form using add-ons
 - Sending automatic confirmation emails
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9. Collaboration Tools

- Sharing with team members
 - Assigning edit/view access
 - Form comments & suggestions
 - Version history & restoring versions
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10. Publishing & Sharing

- Share via link
 - Embed form in website
 - Send form via email
 - Add form to Google Classroom
 - Download/print form
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◆ Tools You Will Use

- Google Forms
 - Google Sheets
 - Google Drive
 - Useful add-ons (FormLimiter, Form Ranger, etc.)
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◆ Projects You Will Create

- Student registration form
- Online quiz
- Customer feedback form
- Event registration form



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- Survey form for data collection
 - Complaint & support form
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◆ Course Duration

- 1 week (with hands-on practice)
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◆ Who Can Join

- Students
- Teachers
- Office employees
- HR & admin staff
- Business owners
- Anyone needing online forms