Answer key - 5

1. Open your Google Drive and create a new Google Form form. Let's use a Blank Form.

2. Click on the Responses tab and Sheets logo to create a new spreadsheet. Your Google Form responses will now save to this spreadsheet.

3. To share this spreadsheet, click on Share on the top, right corner and enter your colleague's email addresses. We have the option here to provide others with viewing, commenting or editing permissions.

Use the completed test below to check your work!

[Google Form](#)

[Google Form Spreadsheet](#)