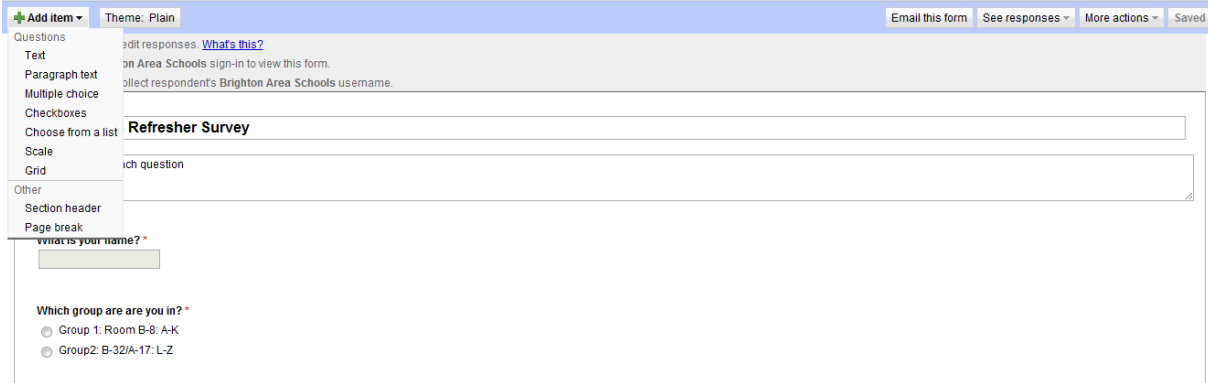


# GOOGLE FORM BASICS: WORKING WITH QUESTIONS

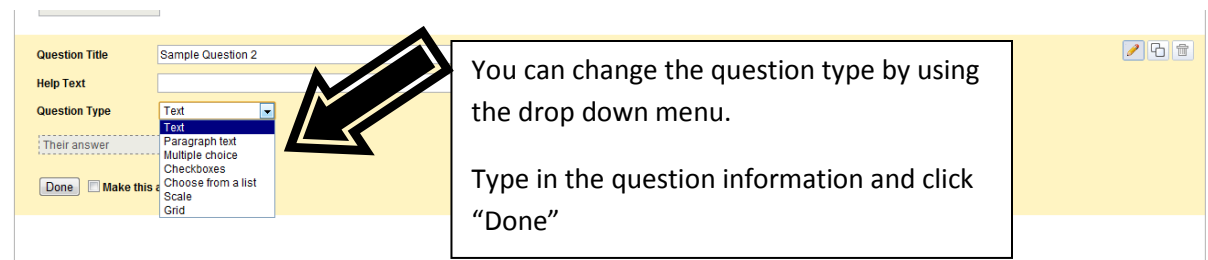
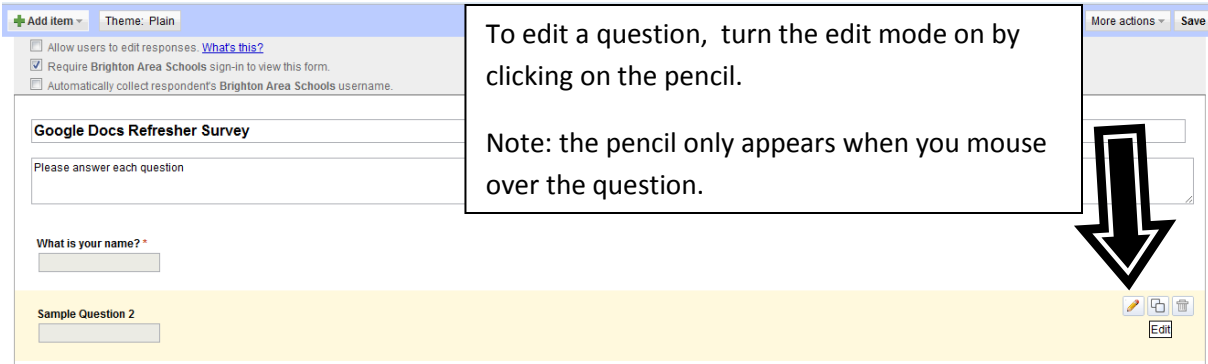
## Adding a Question to your Google Form

Your Google form starts with 2 sample questions. With most forms, you are going to want to add more.

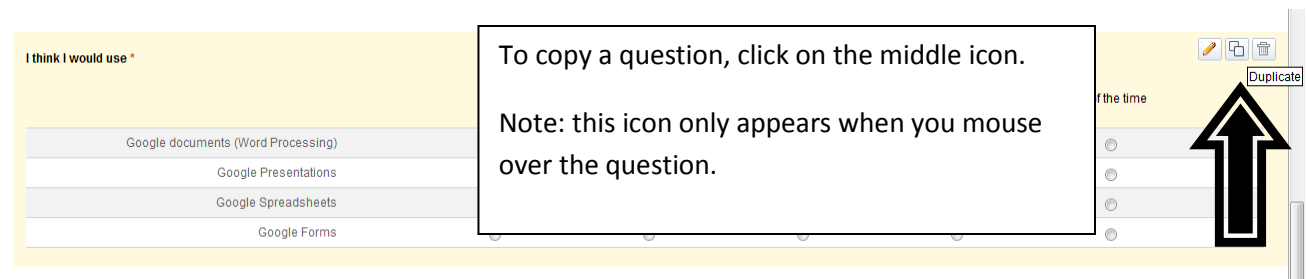


## Editing a question

Sample question 1 is usually in edit mode. All other questions, including new questions that you add are not in edit mode.



## Copying a Question



# GOOGLE FORM BASICS: WORKING WITH QUESTIONS

## Deleting a Question

Please rate your knowledge of Google Docs prior to your PD this school year \*

1 2 3 4 5

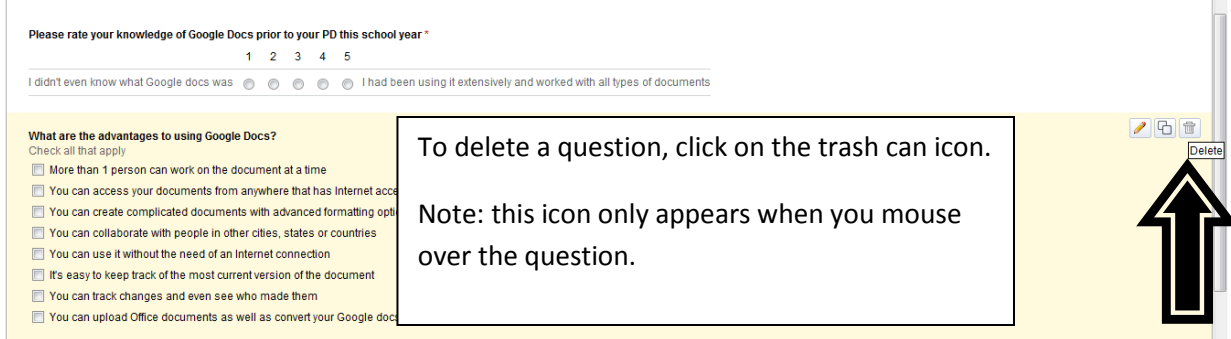
I didn't even know what Google docs was ● ● ● ● I had been using it extensively and worked with all types of documents

**What are the advantages to using Google Docs?**  
Check all that apply

- More than 1 person can work on the document at a time
- You can access your documents from anywhere that has Internet access
- You can create complicated documents with advanced formatting options
- You can collaborate with people in other cities, states or countries
- You can use it without the need of an Internet connection
- It's easy to keep track of the most current version of the document
- You can track changes and even see who made them
- You can upload Office documents as well as convert your Google docs

To delete a question, click on the trash can icon.

Note: this icon only appears when you mouse over the question.

A screenshot of a Google Form interface. The form contains a rating question and a multiple-choice question. A yellow callout box is overlaid on the right side of the form, containing text and a large black arrow pointing to a trash can icon in the top right corner of the question area. The trash can icon is labeled 'Delete'.