GOOGLE FORM BASICS: GETTING STARTED WITH FORMS

Creating a Google Form

Click "Create" then click "Form"

This is what your screen will look like when you start a form.

I suggest changing the name right away.

Click in the Title spot and type in the name of your form.

You can also click any subtext or extra directions.
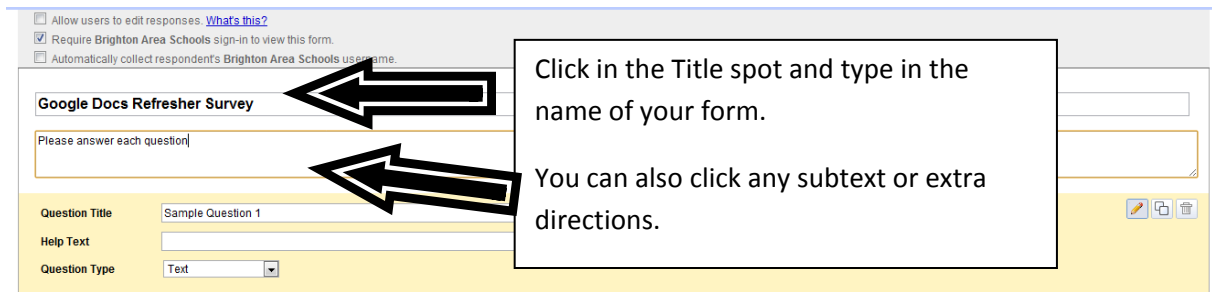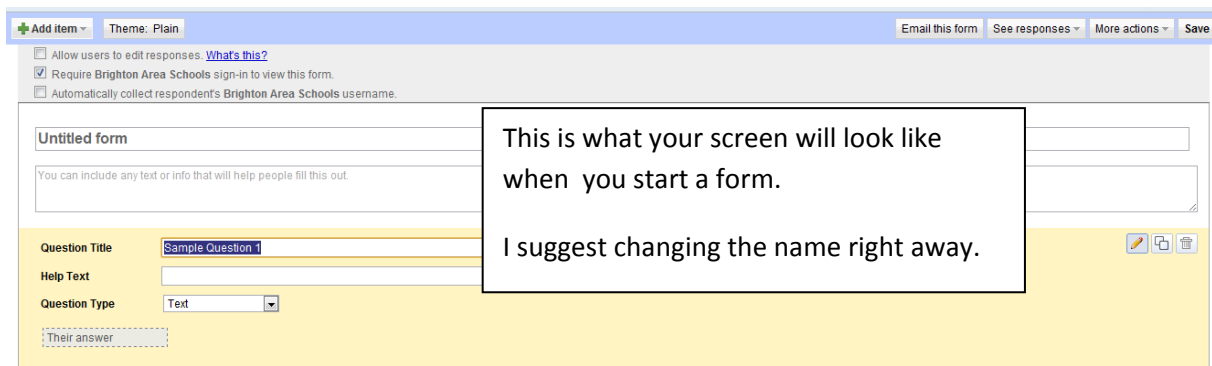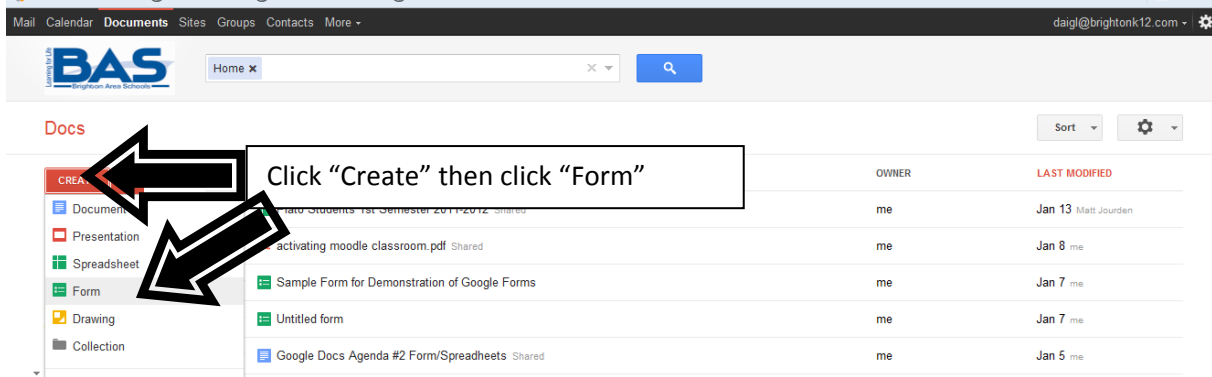
Question Basics

When you create a document, you will have 2 sample questions to start with.

Type in your question.

Decide if you want to make it required. If so, click "Make this a Required Question."

When you are finished, click "Done"