

Google Forms – Sample Course Outline

Duration: Half a day

This course is for you if you need to build forms for online market research, data gathering and quizzes.

What will be covered?

- ✓ Creating forms for feedback and market research
- ✓ Add a variety of question types
- ✓ Sending and publishing forms
- ✓ Collecting and analysing responses
- ✓ Creating quizzes

Features covered

Getting started

- Understanding a form structure
- Creating a new form
- Changing the form's appearance

Adding form content

- Adding different question types
- Creating a new section
- Adding images and videos
- Submitting a response

Question settings

- Question options
- Going to a sections based on response
- Date and time questions

Conditional Routing

- Routing to a specific section based on answer

Form settings and options

- Email address settings
- Respondent options

Publishing and collecting responses

- Distributing the form
- Viewing response summary charts
- Viewing responses in Google Sheets

Quizzes

- Creating a quiz with different question types
- Set the correct answer
- Answer feedback
- Reviewing and marking quiz responses