

Google® Forms Introduction

Quick Reference Guide

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It's all about you

The Forms Environment



The Google Forms Home Screen



Accessing Settings and Other Apps

To access Settings or to switch between Google Sheets, Docs, Slides, Forms, and Drive, click the "Google Main menu" button and make a selection.

Viewing and Hiding Templates

To open the Template Gallery, click the "Template gallery" button. To return to the Home Screen, click the "Back" button in the upper-left corner of the Forms window. To hide recent templates from the Home Screen, click the "More Options" button next to the "Template gallery" button and select "Hide all templates." The "Create new form" button appears in the lower-right corner to replace the "Blank" form tile. To display recent templates, click the "Main menu" button, select "Settings," check the "Display recent templates on home screen" checkbox, and click the "OK" button.

Searching for Forms

1. Click into the "Search" bar at the top of the Forms window.
2. Type the name of the form or words contained in the name of the form.
3. Press the "Enter" key and select the form from the list that appears.
4. To clear search criteria, click the "Clear search" button at the right end of the Search Bar.

Viewing, Filtering, and Sorting

To switch between Grid and List view, click the "Grid/List view" toggle button. To filter the forms by owner, click the "Owned by" drop-down and make a selection. To sort the forms by title or date, click the "Sort options" button and make a selection.

Moving Forms to Folders

Open the form, click the "Move to folder" button next to the form name, select the folder, and click the "Move here" button.

Deleting Forms

From the Home Screen, click "More options" next to the form, choose "Remove," then click the "Move to Trash" button. In an open form, click the "More" button in the upper-right, select "Move to trash," then click the "Go to Forms home screen" button.

Building Forms

Adding and Editing Questions

1. To add a new question, click the "Add question" button in the Form Action toolbar. To edit an existing question, click into it.
2. Type the question into the "Question" field.
3. To add an image to the question, click the "Add image" button next to the question name, select an image source by clicking one of the tabs at the top of the "Insert image" dialog box, navigate to the image and select it or enter its location, then click the "Insert," "Insert image," or "Open" button. To edit or remove an image, click its "More options" button and make a selection.
4. Select a question type from the drop-down.
5. For questions that offer answer options, click into the "Option 1" field and type the option's answer, click into the "Add option" field and type the next answer, then repeat as desired. To add an image to an answer, click the "Add image" button and repeat steps in Step 3 above. To remove an answer, click the "Remove" button to its right.
6. Select and enter available options for the type of question selected.
7. To make a copy of the question, click the "Duplicate" button.
8. To make the question required, click the "Required" button to turn it on. To turn it off, click it again.
9. To add a description or question hint or to shuffle the answer order, click the "More options" button, make a selection, and make changes.
10. To delete a question, click the "Delete" button.

Importing Questions

Import questions from existing Google forms.

1. Open an existing form or create a new one.
2. Click the "Import questions" button in the Form Action Toolbar.
3. Select the form from which to import and click the "Select" button. The "Import questions" pane opens.
4. Select individual questions or choose "Select all."
5. Click the "Import questions" button.

Creating Rules for Questions

Create rules that people have to follow when they fill out the form by validating their answers.

1. In a form, add a "Short answer," "Paragraph," or "Checkboxes" question.
2. Click the "More options" button in the form and select "Response validation."
3. Select the type of rule to add and enter parameters.
4. Type an error message that people will see when they enter an answer that breaks the rule set.

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Gary R. Trugman

Milliman Quick Reference Guide:

Understanding Business Valuation Gary R. Trugman,2016-11-07 Written by Gary Trugman Understanding Business Valuation A Practical Guide to Valuing Small to Medium Sized Businesses simplifies a technical and complex area of practice with real world experience and examples Trugman's informal easy to read style covers all the bases in the various valuation approaches methods and techniques Readers at all experience levels will find valuable information that will improve and fine tune their everyday activities Topics include valuation standards theory approaches methods discount and capitalization rates S corporation issues and much more Author's Note boxes throughout the publication draw on the author's veteran practical experience to identify critical points in the content This edition has been greatly expanded to include new topics as well as enhanced discussions of existing topics

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