

# Creating questionnaires and analysing data with Google Forms and Excel

*Prepared by*

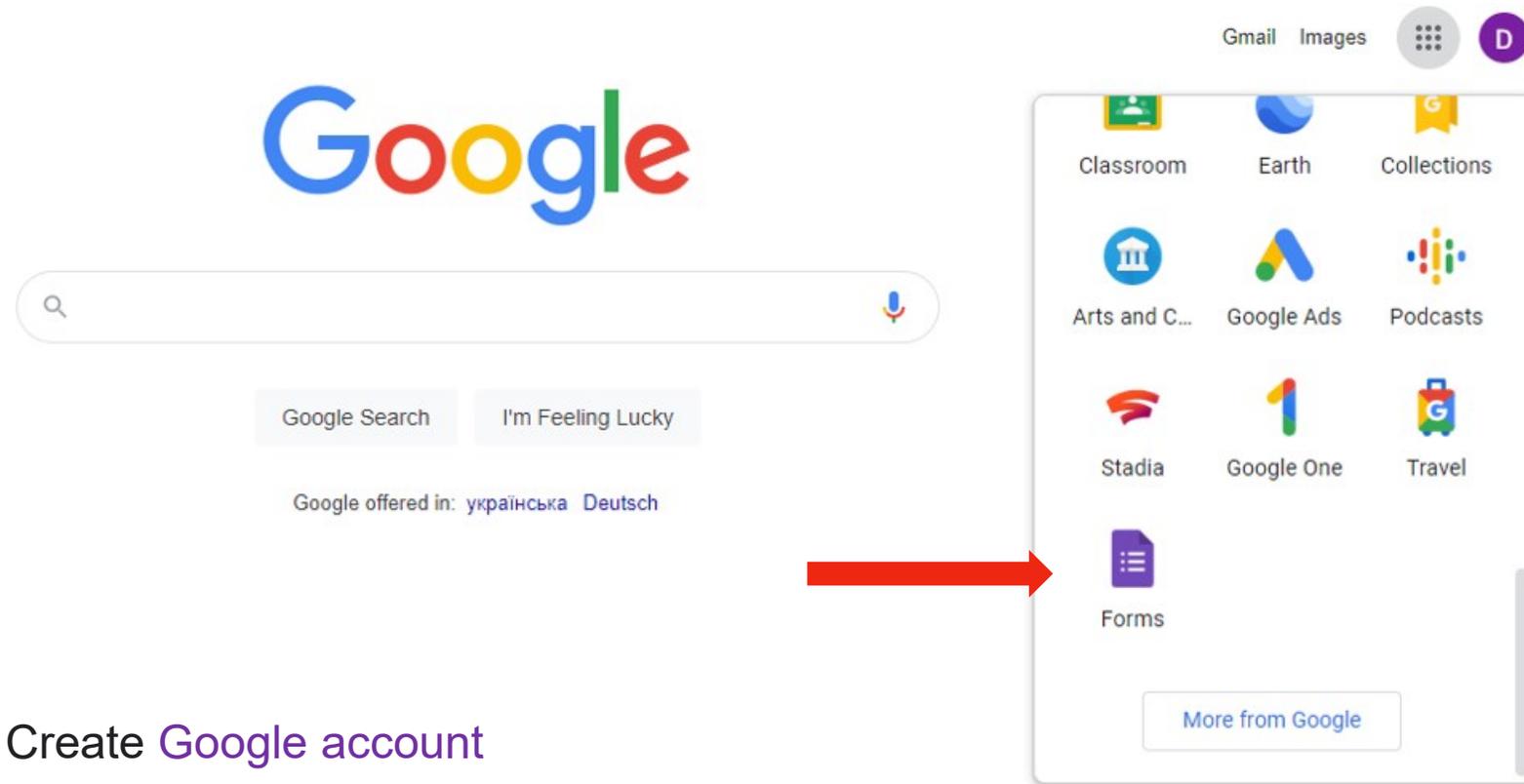
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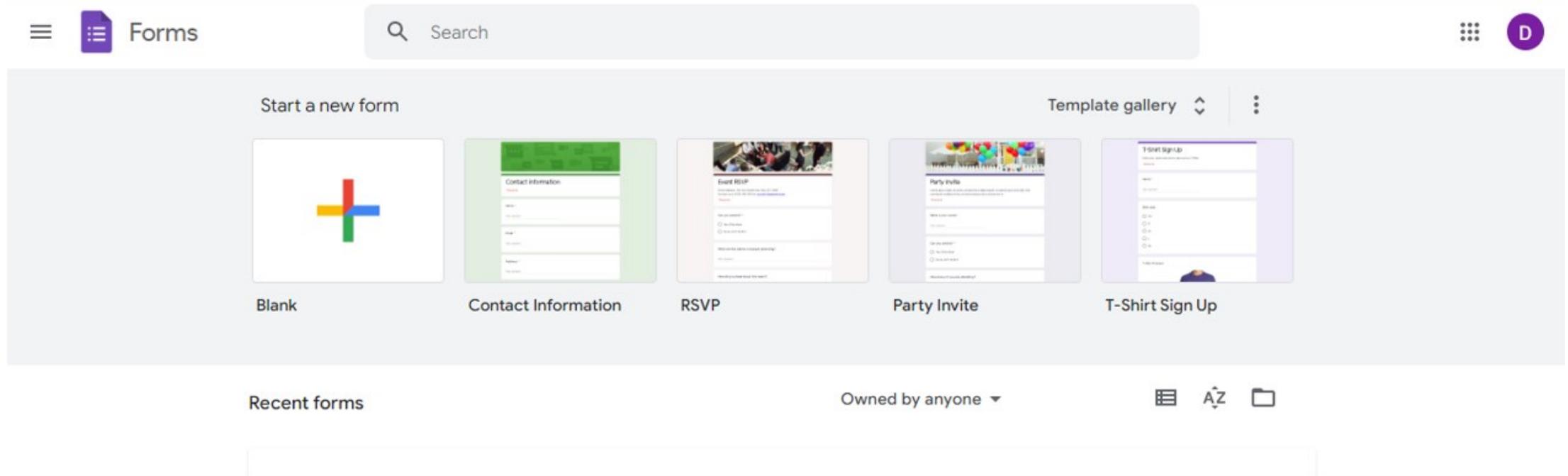
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# Registration and Google Forms



1. Create [Google account](#)
2. In the browser we find the available program [Google Forms](#)
3. Creating your own form as a questionnaire, results of activities, etc

# Google Forms search or creation interface

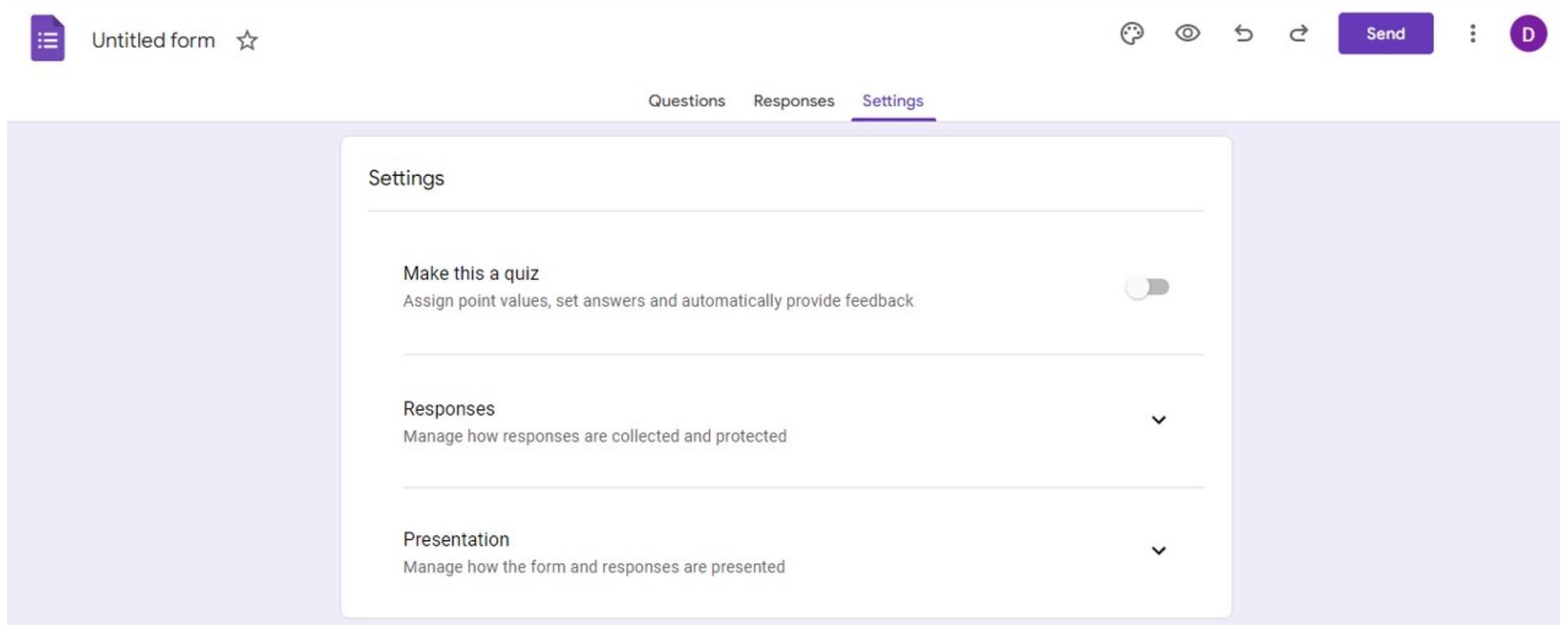


# Google Forms.

## Creating questions and answers

The screenshot displays the Google Forms editor interface. At the top left, there is a document icon, the text "Untitled form", and a star icon. On the top right, there are icons for help, preview, undo, redo, a purple "Send" button, a vertical ellipsis menu, and a profile icon with the letter "D". Below the top bar, there are three tabs: "Questions" (which is underlined), "Responses", and "Settings". The main content area is divided into two sections. The top section is a white box with the title "Untitled form" and a subtitle "Form description". The bottom section is a question editor. It features a text input field containing "Untitled Question" with a small image icon to its right. To the right of the input field is a dropdown menu currently set to "Multiple choice". Below the input field, there are two radio button options: "Option 1" and "Add option or Add 'Other'". At the bottom of the question editor, there are icons for copy, delete, and a "Required" toggle switch which is currently turned off. To the right of the question editor is a vertical toolbar with icons for adding a new question, duplicating, deleting, adding an image, adding a video, and adding a grid.

# Google Forms. Settings for work



The screenshot shows the Google Forms interface for an "Untitled form". The top navigation bar includes a menu icon, the form title "Untitled form" with a star, and action icons for palette, eye, undo, redo, a purple "Send" button, a vertical ellipsis, and a profile icon "D". Below the navigation bar are tabs for "Questions", "Responses", and "Settings", with "Settings" being the active tab. The main content area is a white card titled "Settings" with three sections: "Make this a quiz" (with a toggle switch), "Responses" (with a dropdown arrow), and "Presentation" (with a dropdown arrow).

Untitled form ☆

Questions Responses Settings

### Settings

**Make this a quiz**

Assign point values, set answers and automatically provide feedback

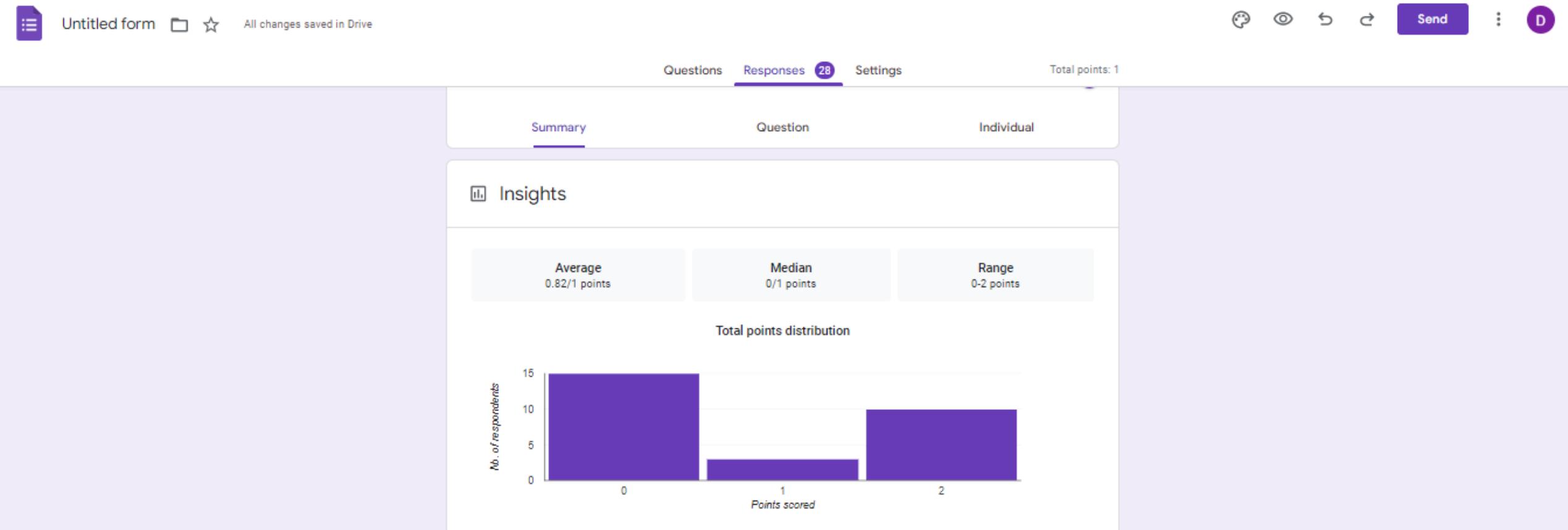
**Responses** ▼

Manage how responses are collected and protected

**Presentation** ▼

Manage how the form and responses are presented

# The result of surveys in the form of graphs and charts



# Additional features: add time to polls, bookmarks and more

The screenshot displays the Google Workspace Marketplace interface. At the top, there's a navigation bar with 'Untitled form', a folder icon, a star icon, and the text 'All changes saved in Drive'. To the right are icons for chat, eye, undo, redo, and a 'Send' button. Below this is the 'Google Workspace Marketplace' header with a search bar labeled 'Search apps' and icons for help, settings, and close. The main content area is titled 'Works with Forms' with a sub-header 'These apps can be used directly with Forms to improve your productivity.' Below this, there are four app cards visible in a grid:

- formLimiter** by New Visions Cloudlab: 'formLimiter shuts off a Google Form after a max number of responses, at a date and time...'. Rating: 4.4 stars, 10,000,000+ downloads.
- Timer for Google Forms...** by Native Platform Ltd: 'Quilgo® plugs a stopwatch limiter and automated...'. Rating: 4.4 stars, 10,000,000+ downloads.
- Form Ranger** by New Visions Cloudlab: 'Form Ranger allows you to populate multiple choice, list, checkbox, and grid options...'. Rating: 3.6 stars, 10,000,000+ downloads.
- Hypatia Create** by Hypatia Systems Inc.: 'Finally, a fast and easy way to include math equations in Google Docs, Slides, and Form...'. Rating: 4.3 stars, 10,000,000+ downloads.

Below these, the tops of four more app cards are visible: 'Form Presenter', 'Doc Appender', 'Multiple faces detected', and another timer-related app.

# Convert results to Excel

All changes saved in Drive

Questions Responses **28** Settings

Total points: 1

28 responses

Accepting responses

Summary Question Individual

# Analysis of answers in Excel

Untitled form (Responses) ☆ 📁 Saved to Drive

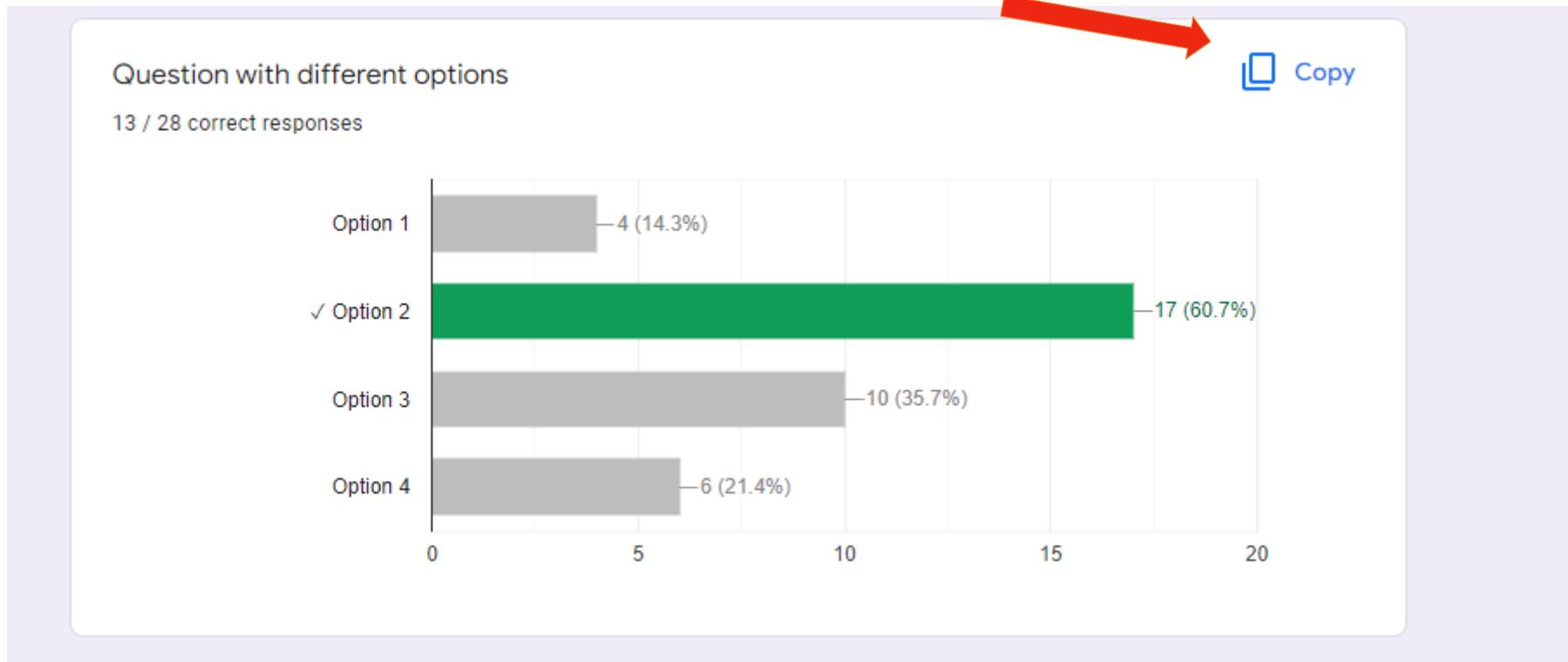
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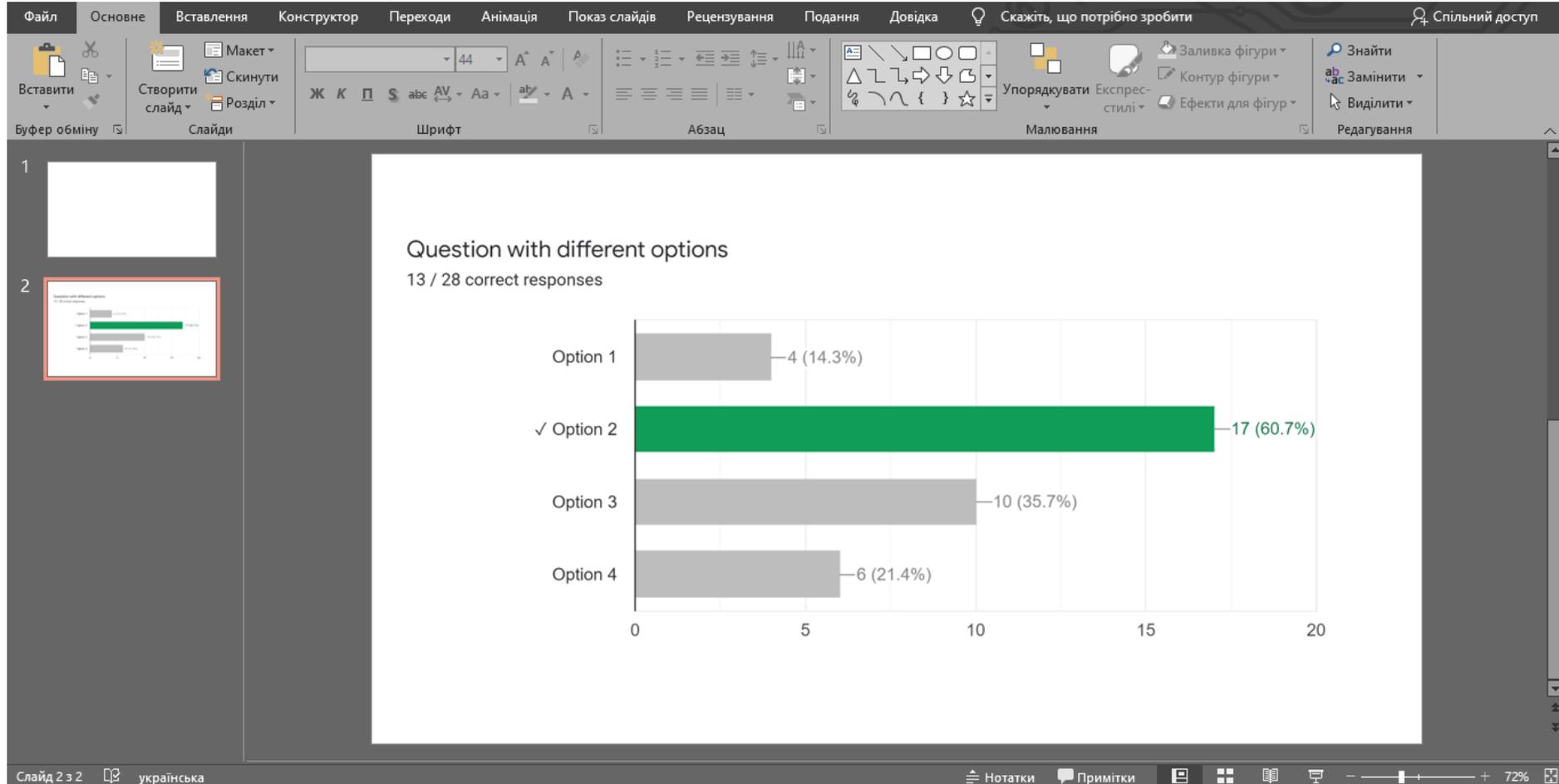
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	A	B	C	D	E	F
1	Timestamp	Score	Question with different options			
2	2022-06-14	0 / 1	Option 1			
3	2022-06-14	0 / 1	Option 3			
4	2022-06-14	0 / 1	Option 4			
5	2022-06-14	1 / 1	Option 2			
6	2022-06-14	0 / 1	Option 3			
7	2022-06-14	0 / 1	Option 3			
8	2022-06-14	0 / 1	Option 4			
9	2022-06-14	1 / 1	Option 2			
10	2022-06-14	0 / 1	Option 3			
11	2022-06-14	0 / 1	Option 4			
12	2022-06-14	0 / 1	Option 3			
13	2022-06-14	1 / 1	Option 2			
14	2022-06-14	0 / 1	Option 1, Option 2, Option 3, Option 4			
15	2022-06-14	0 / 1	Option 2, Option 3			
16	2022-06-14	0 / 1	Option 2, Option 3, Option 4			

# Presentation of the result in Power Point



# Presentation of the result in Power Point



Thank you for your attention