BIG DATA

College & Career Awareness

People often need to find out the opinions of others. A good way to do this is by creating a survey with questions that you want answered. Google has a feature called Forms that make this task easy.



1. Open your email.
2. Find the “Google Apps” button that looks like this and click on it:
3. Look for the “Forms.” You may need to click on “More” at the bottom of the screen to find it.
4. Select “Start a new form. . .Blank”
5. Click on “Untitled form” and give your form a name.
6. Click on “Form description” and give your form a description.
7. Click on “Question” and type in your first question.
8. Click on “Option 1” and type in your first answer choice.
9. Click on “Add option” and type in your second answer choice.
10. Continue until you have 4 answer choices.
11. On the far right your will see some buttons. Use the plus sign to create more questions.

Check out the other buttons too.

1. You will also see this button:

The small triangle opens a screen that will let you change the type of question you are asking.

You have just created a multiple choice question, now try to create a different type of question.

1. Create a minimum of 10 questions.
2. When you are done, you will want to get several people to take your survey. At the top right is a button that looks like an eye. It is the preview button. Click on it to see what your customers will see.
3. Ask several people in class to take your survey and use the “Submit” button to submit their answers.
4. When you are done, check the responses: