

# How to create a Google Form form on Google Drive

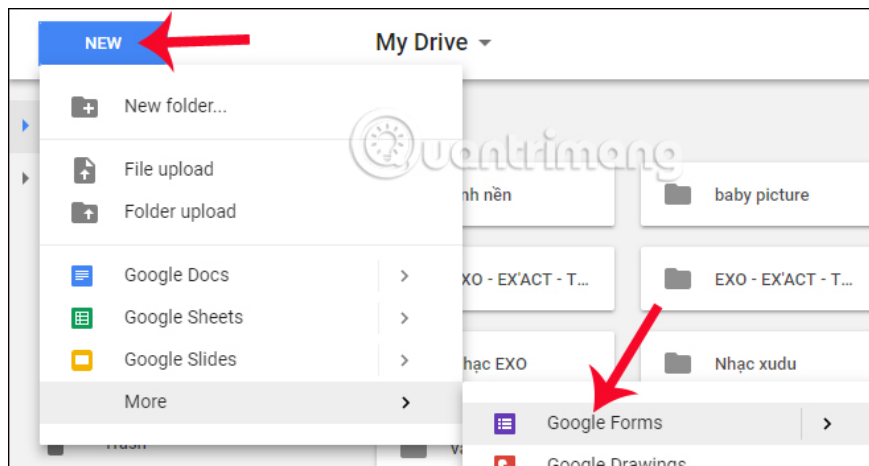
Google Form on Google Drive form will help users create a table to collect information, comments, votes, or contact information of a group of subjects.

If your work often requires creating a survey, a poll, Google Form online on Google Drive will be an effective support tool.

Google provides users with useful Google Form online form tool, located in the online Google Drive hosting service. With Google This form, users can create a table to collect information, comments, votes, or contact information of a certain audience. The operation to create the Google Form poll form on Google Drive will be in the article below.

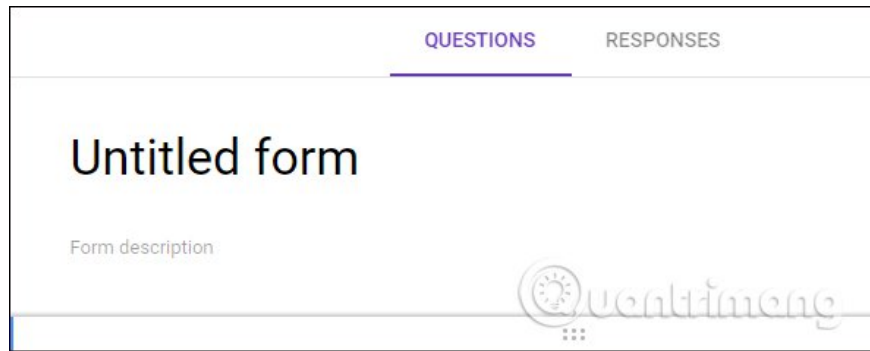
## Step 1:

First of all we will login to **personal Google Drive account** . At the main interface, click on the **New** button and then select **Google From** . If you don't see Google Form, click More to display more.



## Step 2:

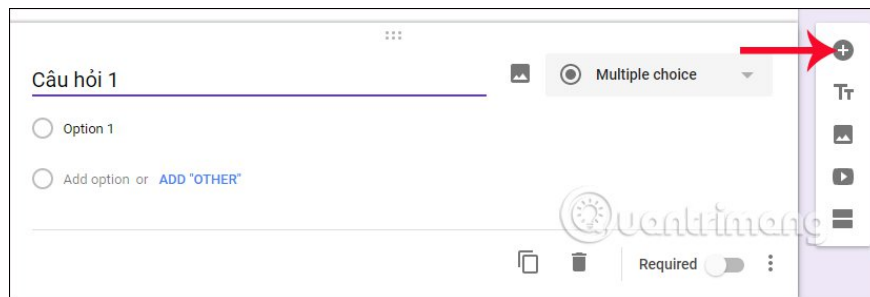
A new window appears. Here, enter the information needed to create the survey form. We enter the title and description for the form in the **Untitled form** section and the **Form description** .



### Step 3:

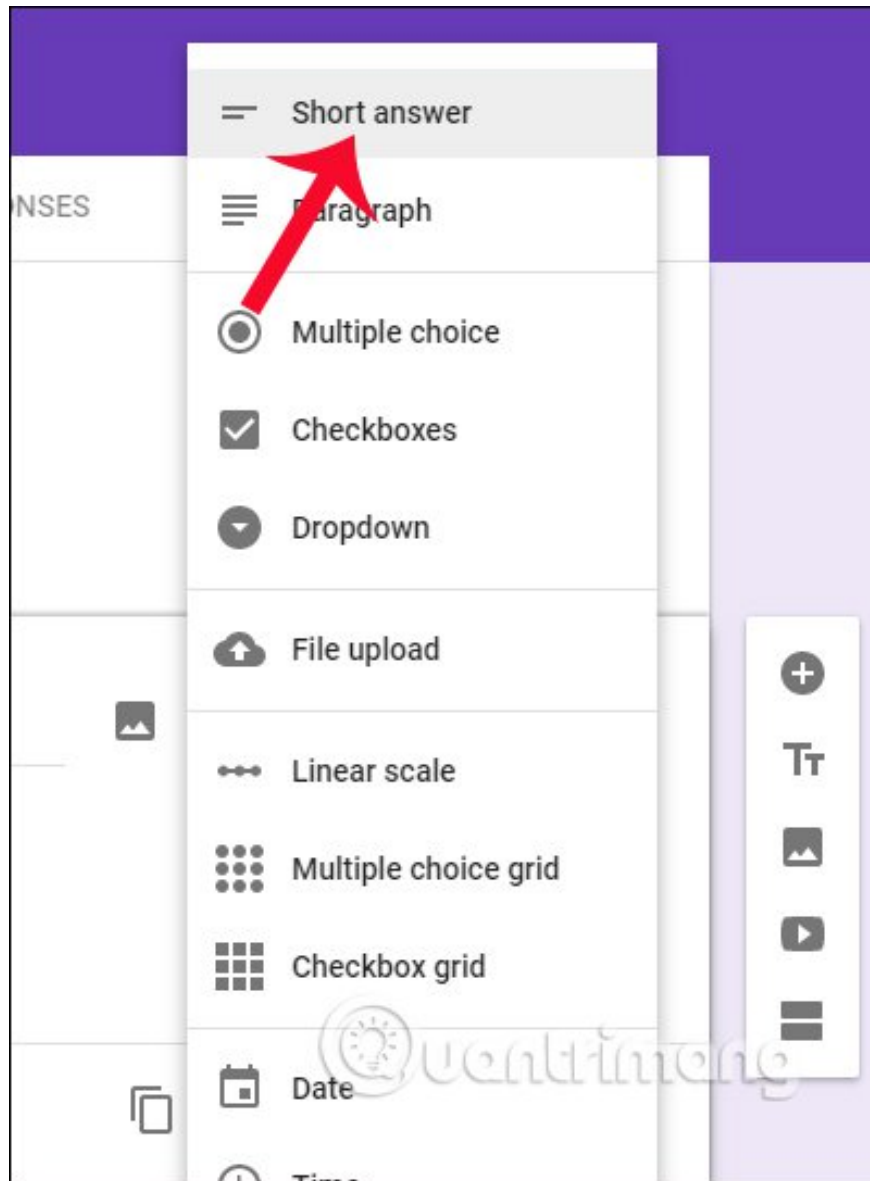
Get down to **Untitled Question** to change or edit the first question in the form. On the right there is always a toolbar for you to change or click the part to edit.

Click on **the plus icon** to add a new question. If the order you ask the evaluation page is not in the order of the user, then hold down the mouse and drag and drop the positions to arrange as you like.



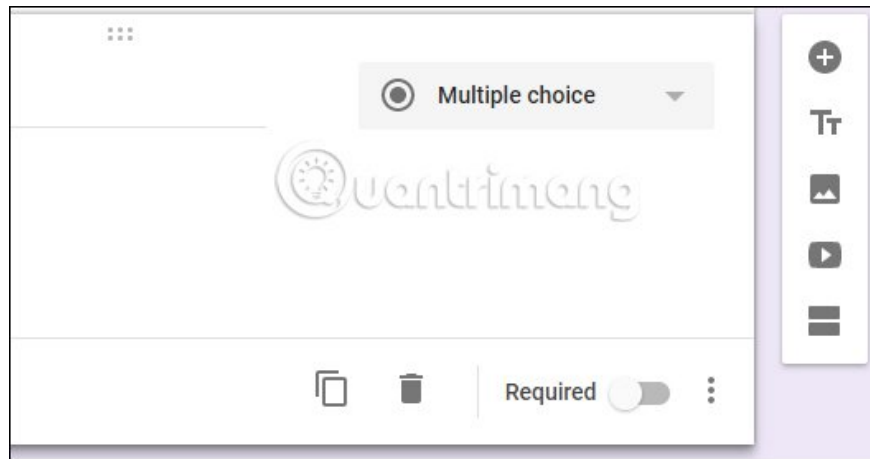
### Step 4:

In the case of short sentences such as Name, Year of Birth, . then click on Multiple choice button and select the question type **Short answer** .



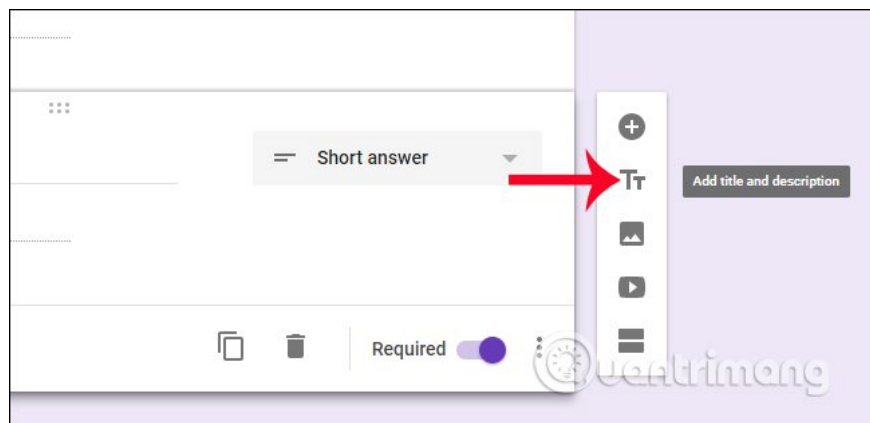
**Step 5:**

At the bottom of each question, there will be other tool buttons such as Duplicate (duplicate questions), Delete (delete), Require (required for questions to answer), .



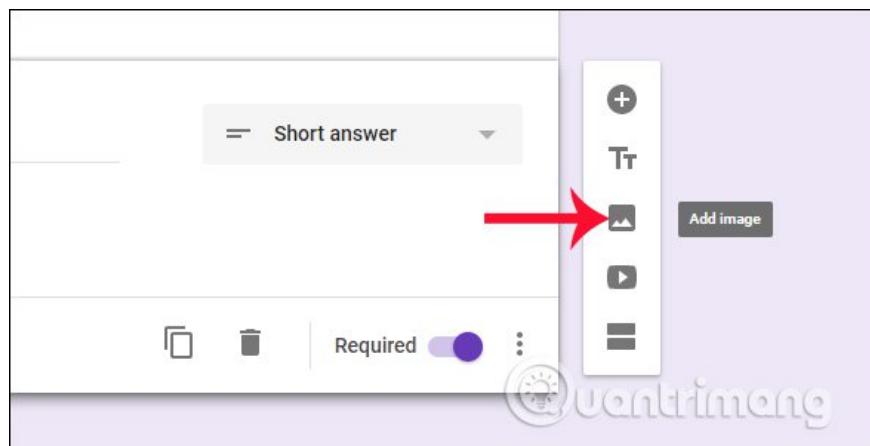
### Step 6:

After you have edited the content of the questions as well as additional custom items for the question, click on **the 2-T symbol** in the right bar. This icon will add a new title for the form being created.

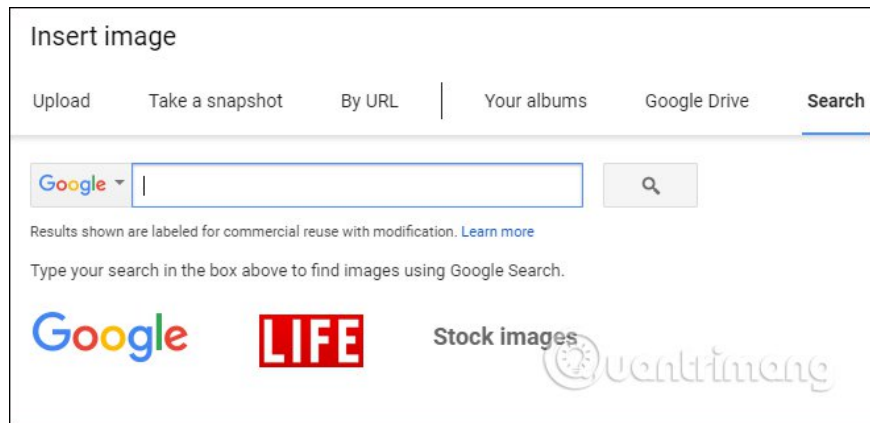


### Step 7:

Next, when clicking on **the image icon** in the horizontal bar, we can insert images into the first part of the form.

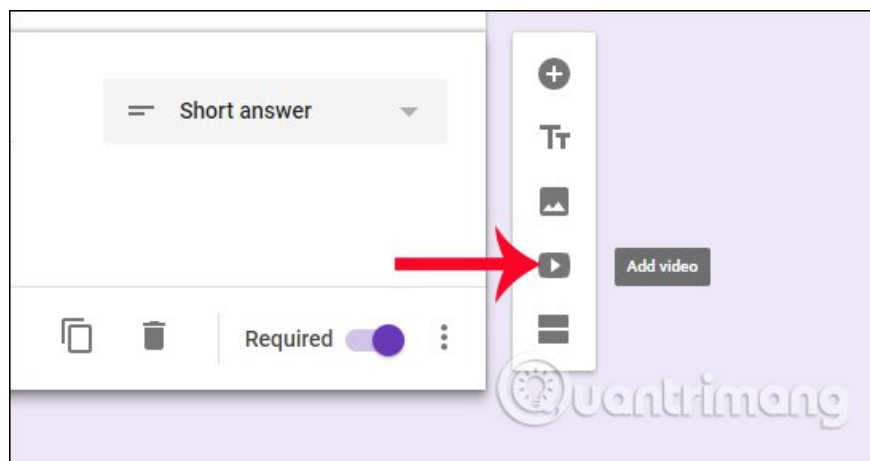


Google Form supports users to download photos from computers, take photos, use online photos with URL links, photos in albums on Google accounts, photos on Google Drive, or search for images on Google.



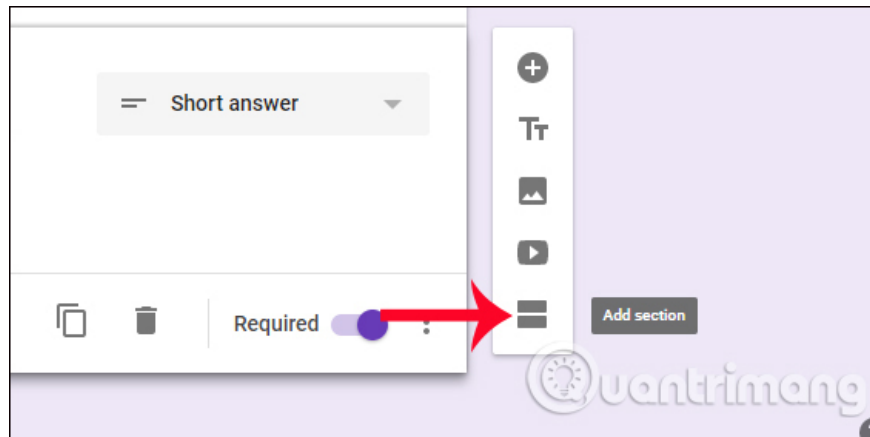
### Step 8:

If you want to **insert videos** into the form on Google Drive, click **the video icon** in the right vertical bar. You can only use videos on Youtube to insert content.

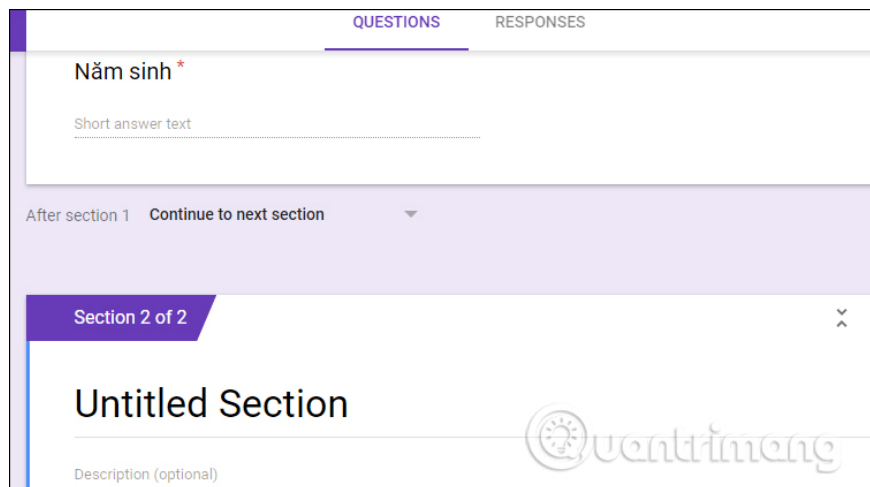


### Step 9:

In the case that the form has multiple question groups, we can use the **split feature**. Click **the 2 rectangle icon** at the bottom of the right vertical bar.

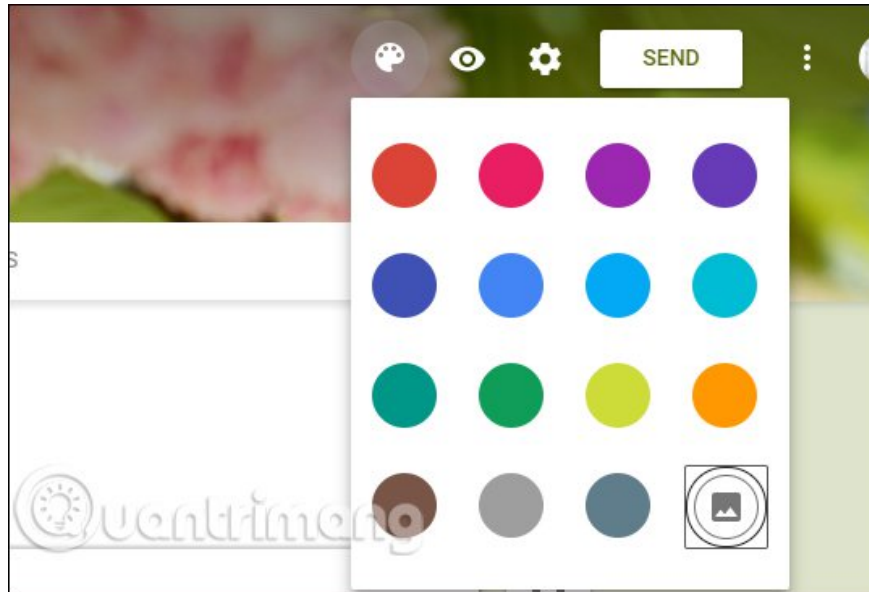


The appearance of the form after separating the part will be as shown below.



### Step 10:

So you have completed the question setup section for the form. We move on to the page step for the form. Click **the color icon** above to select the color for the form. Or you can replace it with the image available when clicking on the image icon.



### Step 11:

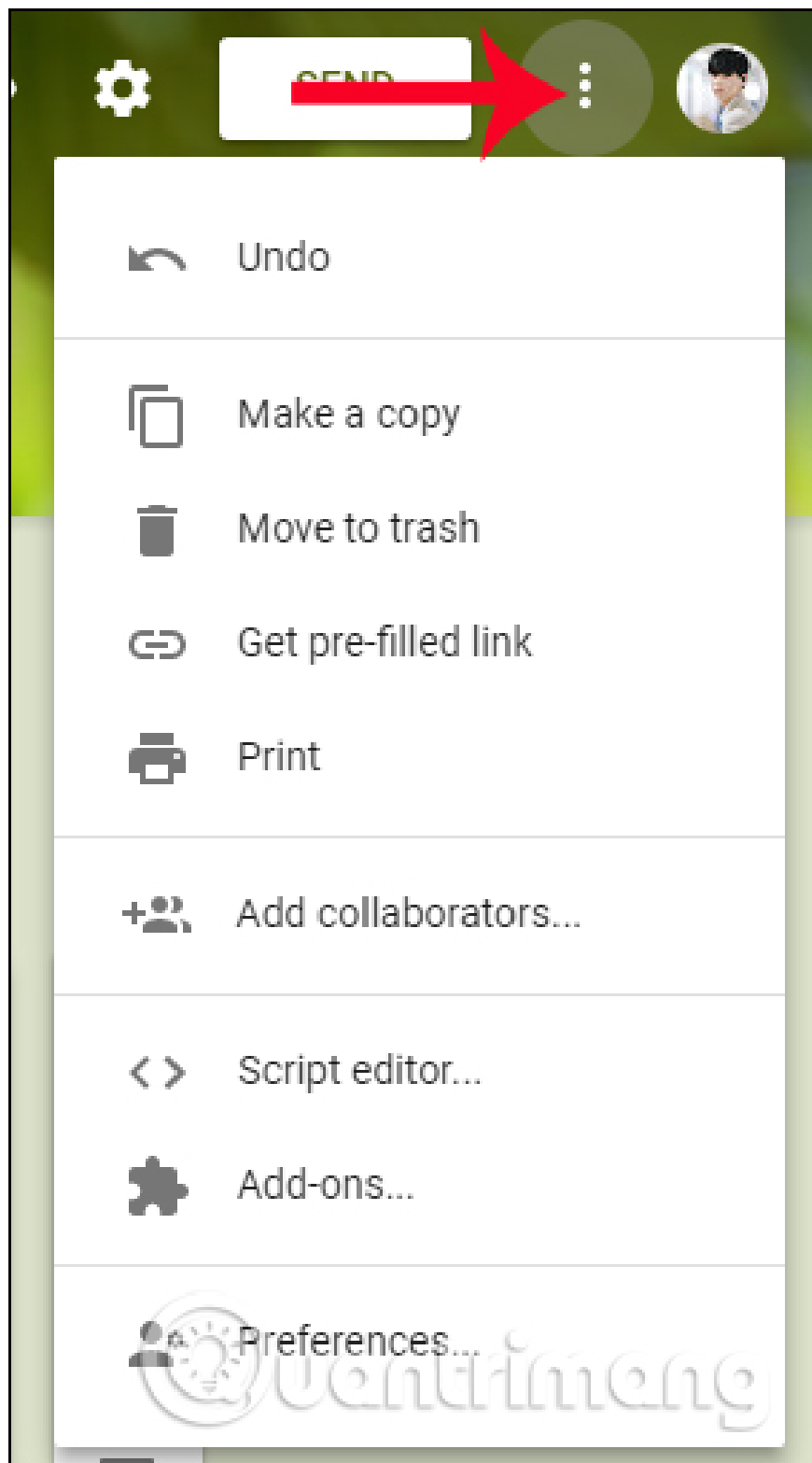
When clicking on **the gear icon** will appear the **Settings** interface for the form. Click **Save** to save the changes if you have editing.

A screenshot of the 'Settings' interface for a form. The title 'Settings' is at the top in white on a dark green background. Below the title are three tabs: 'GENERAL', 'PRESENTATION', and 'QUIZES'. The 'GENERAL' tab is selected. The settings are listed with checkboxes:

- Collect email address
  - Response receipts ?
- Requires sign in:**
  - Limit to 1 response
- Respondents can:**
  - Edit after submit
  - See summary charts and text responses

At the bottom right, there are 'CANCEL' and 'SAVE' buttons. A faint 'Quentimeng' watermark is visible in the background.

Click on **the 3 dashes icon** to add some other options to the form.



### Step 12:

To send the form after editing and setting up, we press **the Send button** above. Then fill in the information in the **Send Form** interface.

**Send form** [X]

Collect usernames

Send via [Email] [Link] [Code] [G+] [f] [Twitter]

Email

To

Subject

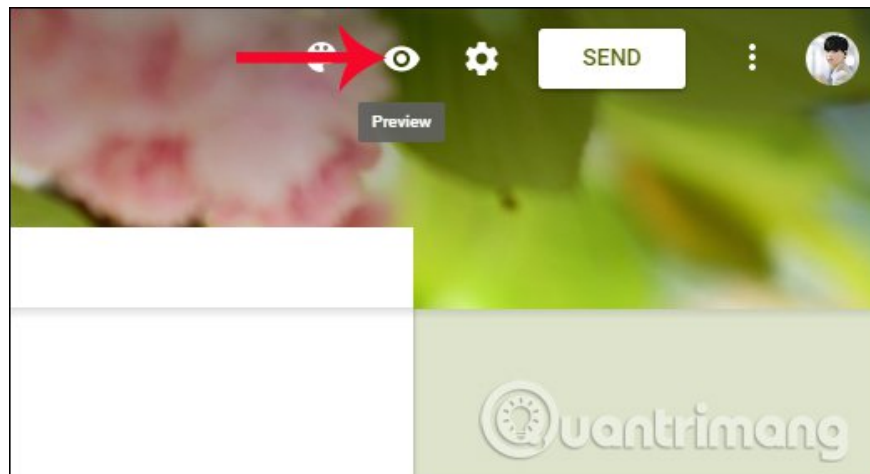
Message

Include form in email

[Add collaborators](#) [Quantrimang logo] [CANCEL] [SEND]

### Step 13:

If you want to **send a quick form** via Facebook, Zalo, . users can use the URL link that Google created for the form. Click **the eye icon** to preview the form.



Soon, you will be transferred to the complete Google Form form interface, with a direct link.

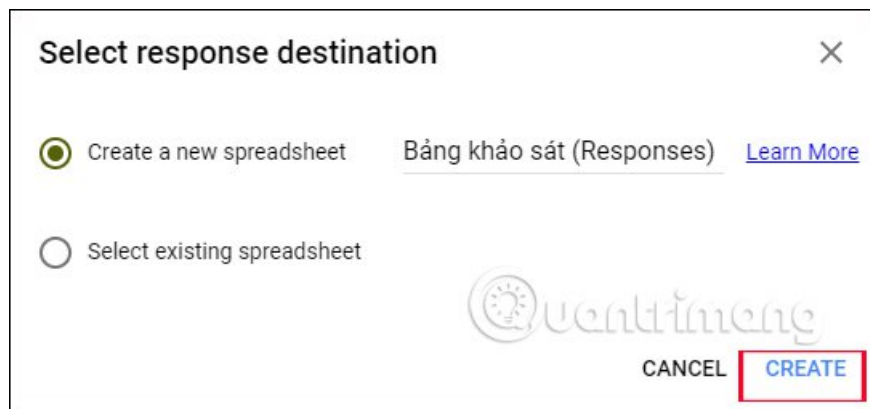
## Step 14:

To see the answer list, click on the **Responses tab** in the interface.

We will see the answer content sent in the form. If you want to see the answer as an **Excel table**, click on the **blue plus symbol**.

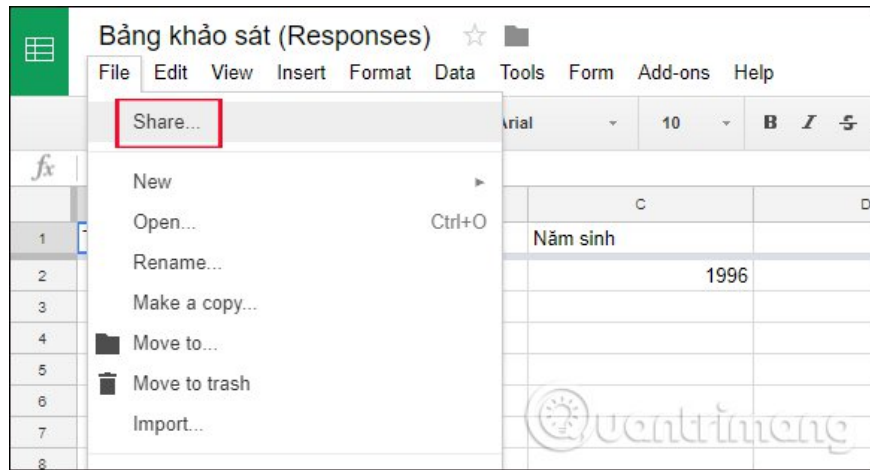


If you first open the form in Excel, select **Create a new spreadsheet** , then click the **Create** button to create.



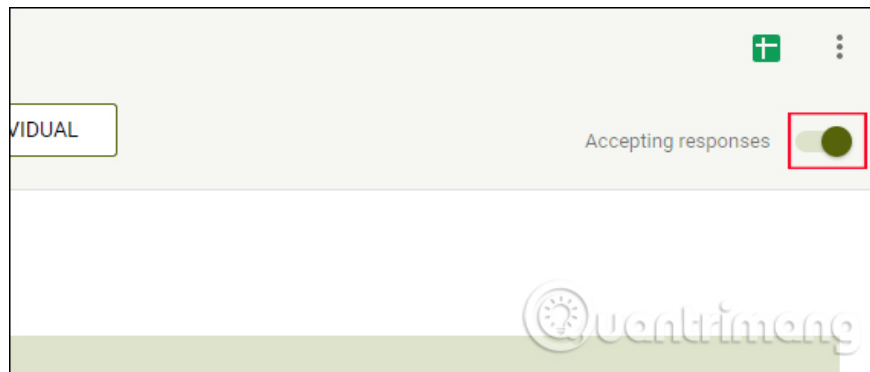
### Step 15:

Wait a few seconds, then click the **Open** button to open the form on Excel. Below is the content of the submitted form. To **share** this **Excel file** for another member, click on the **File** button then select **Share** .

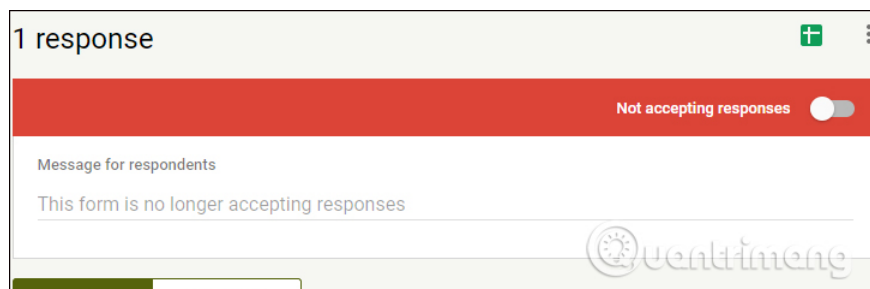


## Step 16:

In case we want to **stop receiving answers and** close the form form, in the survey panel interface, **push the left horizontal bar** at **Accepting responses** to turn off receiving answers.



So no one will be able to enter the answer into the form anymore.



Above is the article detailing how to create Google Form online form on Google Drive, from setting up questions, options for forms, sharing forms, and viewing content on Excel. Creating forms on Google Drive will help users get content quickly, easier to control forms.

I wish you all success!

You finished reading the article "**How to create a Google Form form on Google Drive**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

