Welcome to Google Docs:

- Online free word processor, spreadsheet, and presentation tool that allows collaboration... (alternatives to Microsoft Word, Excel and PowerPoint)
- Allows users to create basic documents from scratch or start from a template, without the need to save to the local hard drive. (However, you have the option to save (Export) a copy to your hard drive.)
- Since Google Docs saves to a secure, online storage facility, you can access your documents and spreadsheets from any computer, anytime and, in the event of a local hard drive crash, you won't lose your saved content online.
- Familiar desktop feel makes editing a breeze.

What Can You Do with Google Docs?

- You can easily do all the basics, including making bulleted lists, sorting by columns, adding tables, images, comments, formulas, changing fonts and more.
- Just click the toolbar buttons to bold, underline, indent, change font or number format, change cell background color and so on.
- **Upload your existing files**: Google Docs accepts most popular file formats, including DOC, XLS, ODT, ODS, RTF, CSV, PPT, etc.
- Save your documents and spreadsheets to your own computer in DOC, XLS, CSV, ODS, ODT, PDF, RTF and HTML formats.
- Invite others (by e-mail address) to edit or view your documents.
- Edit documents online with whomever you choose.
- View your documents' revision history and roll back to any version.
- Publish documents online to the world, or to just who you choose.
- Organize your documents: Easily find your documents by organizing them into folders. Drag and drop your documents into as many folders as you want

Google Spreadsheets also allow you to:

 Use formatting and formula editing so you can calculate results, and make your data look the way you want it.



- Chat in real time with others who are editing your spreadsheet.
- Create online surveys using the Forms tool.

Creating a Survey Using Google Forms

Suggestions: Create a survey to collect information about meeting topics and times, meeting RSVPs, teacher directory (name and home phone/cell phone number, etc.), tutor list and period availability, "willing to sub" periods, etc.

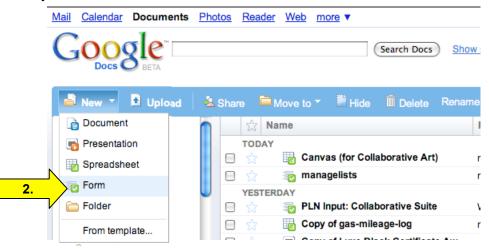
Step-by-Step

1. Go to http://docs.google.com and login to your account**:

Velcome to Google Docs	Welcome to Google Docs n/	^(Q-	
Google Welcome to Googl	a Docs		
Create and share your work online		Sign in to Google Docs with your Google Account	
Upload from and save to your desktop	A the and of Apply the state of the second sta	Email:	
Edit anytime, from anywhere	Fine Edit Specification Conference on Table 200	Password:	
 Pick who can access your documents 	Progress Report	Remember me on this	
Share changes in real time	signt new i Savie 10 supers in the Clean	Sign in	
 Files are stored securely online 	"Google Docs in Plain English"	(Jigi III)	
It's FREE!		L cannot access my account	If you don't have a
<u>Take a tour</u> - <u>New Features</u>			Google account click
Need to organize your finances? Personal and household budget spreadsheets and	more. Get started »	Don't have a Google Account? Get started	the "Get started" button to create one.

You can create a survey form starting from the "Docs" list or from any spreadsheet you have opened.

2. From your Docs list: click New > Form,



or from an open spreadsheet: click on the Form tab, then select Create a form.

Form	Help	
Cre	ate a form	

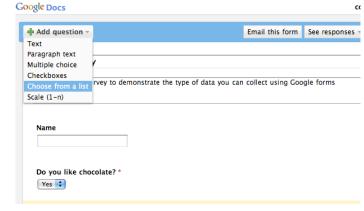
You can create a Google account using any email address. Once created, your email address becomes your login. If you already have a Gmail account, use your Gmal login and password for Google Docs. Charlene Chausis

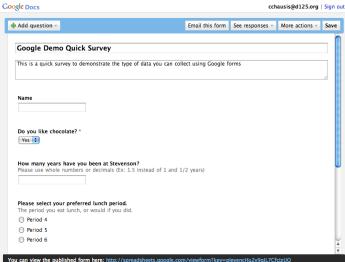
- 3. In the form template that opens, add any questions and options you'd like.
 - a. Give your survey a "Title"
 - b. Include information about your survey
 - c. Note the first question, "Name" is created for you. You can, keep, edit or delete this question.
 - d. The second question is ready for you to complete:

3. >	My Survey <- the title of your survey goes here	
7	You can include any text or info that will help people fill this out.	
		,
	Name	26
	Question Title Untitled Question	P 6 f
	Help Text	
	Question Type Text	
	Their answer	
	(Done) 🗌 Make this a required question	

Question response types available:

Text (single line)
Paragraph text
Multiple choice
Checkboxes
Choose from a list (Pull-down choices)
Scale (1-n) or "Ranking"





To **edit an existing question,** click the **Edit button** on the right hand side of the question you want to edit.

To **delete a question**, click the **Delete** button on the right hand side of the question you want to delete.

To **duplicate a question**, click the Duplicate button on the right hand side of the question you want to duplicate.

Change the order of the questions by clicking and dragging the shaded area of the question.

4. Viewing the survey form:

At any time during the form creation, you can click the link at the bottom of the edit window, to view how your survey will appear:



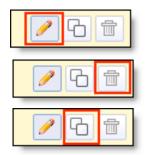
Your survey will open into a new window:

_	Google Demo Quick Survey
000	+ optimized the standard strain the standar
u	rvey
	Google Demo Quick Survey
	This is a quick survey to demonstrate the type of data you can collect using Google forms
	* Required
	Name
	Do you like chocolate? *
	Yes 🗘
	How many years have you been at Stevenson? Please use whole numbers or decimals (Ex: 1.5 instead of 1 and 1/2 years)
	Please select your preferred lunch period. The period you eat lunch, or would if you did.
	Period you earlanch, or would if you uld. Period 4
	O Period 5
	O Period 6

5. Customizing options:

To edit the confirmation message that the person filling out your form will see after submitting their response, click the **More Actions** button at the top of the editor, and then select the **Edit confirmation** option in the menu that drops down.

		5. Edit confirmation
Edit confirmation	×	/
Thanks!		
Your response will now appear in my spreadsheet.		
What people see after they've submitted your form.		
Save Cancel		



More actions

Embed

Collecting Responses:

Once you've finished adding your questions, and customizing your confirmation, you can share your form directly through email, or by providing a link on a web page.

- 1. Click Email this form
- 2. Add email addresses for your desired recipients.
- 3. Click Send.

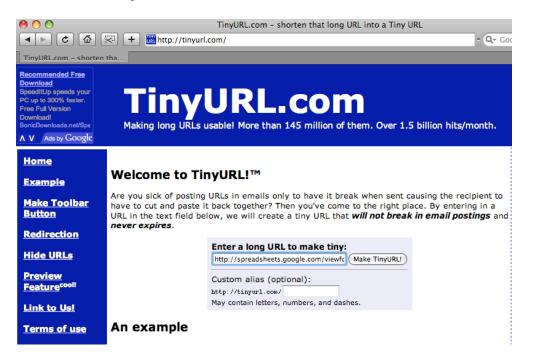
io	n –		Email this form	See responses -	Mor
C	Send this	form to others			×
J	to:				
-	from:	Choose from contacts Charlene Chausis <cchausis@d125.org></cchausis@d125.org>	•		
	subject:	Google Demo Quick Survey			
		🗹 Include form in the email			
æ	Send (Note: the form description will always b	e included in the	email	

Suggestion: Uncheck the option to "Include form in the email" — this is not supported in all email applications or services.

Share your form with an "easy to remember" or shortened web address:

You can view the published form here: <u>http://spreadsheets.google.com/viewform?key=pleyencHu2y9glL7CfclzUQ</u>

Your form has a rather long URL or web address. An online tool that can create a shortened version of the address is **TinyUrl.com**



Copy the long URL, paste it into the container, and add a custom alias if desired:



If your chosen "Custom alias" is available, you will receive a confirmation:



Working with results

To view the responses received, click once on the Spreadsheet in your Docs list:

🚔 New 🍷 🖻 Upload	A Share 🗀 Move to 🔻 🕌 Hide 🟛 Delete Ren	ame More actions -
🖃 📋 All items	n 🔀 Name	Folders / Sharing Date 🕫
🧭 Owned by me	📄 👷 📷 Quick Survey	me 6:15 pm
Opened by me	📄 ☆ 🔚 managelists	me, Akarlinsky, Bendrizzi, Cwillingham, Dnorlin, Dschmitt, Jcandotti, Jcarter, Jan 12

Note: a new window will open displaying your results in a spreadsheet view:

Quid	ck Survey						Share - Autosaved
File	Edit View Fo	rmat Insert Too	ls Form (2)	Help		cchaus	is is viewing
	🖍 🔿 💲 % 12	3 • 10pt • B A	ыс 🛕 🕶 🖪 🕶		Ξ= Σ 🕶		
	А	В	С	D	E	F	G
1	Timestamp	Name	Do you like chocolate?	How many years have you been at Stevenson?	Please select your preferred lunch period.	Please select the type of computer you use at home or at school.	How likely are you to cook dinner tonite?
2	1/12/2009 18:09:20	Sample respondee	No	14	Period 4	Apple Macintosh, PC- type (Dell, Gateway, Sony, etc)	4
3	1/12/2009 18:15:11	Charlene Chausis	No	15	Period 6	Apple Macintosh	3

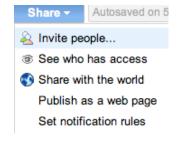
You can:

 Insert columns to contain your own content next to form responses, such as for calculations, notes, or lookups.

Insert Rows of information at the top - below the

column headers (questions) and ABOVE the area where data is collected. *The form responses will always be inserted in the first available/blankrow.*

- Insert new sheets or move sheets. Responses will continue to be automatically entered in the same sheet.
- To turn off a form. From the Form menu, uncheck "Accepting responses."
- Share with others:



 Export (download) the results to your computer to work offline in Excel:

Insert	Tools	Form (2)	Help		
Row	above			≣ ▼ 🖽	🔤 Σ 🤻
Row	below			D	
	nn left nn right			nany years you been at venson?	Please se preferre per
Σ Form	ula		►	Sum	
II. Chart				Average	
🖵 Comr	ment	S	hift+F2	Count	
🗂 Gadg	et			Max	
🔤 Imag	e			Min	
				More for	mulas

Form (2)	Help
Edit for	m
Go to li	ve form
Embed	form
Show s	ummary

Accepting responses
 Delete form

File	Edit	View	Format	Ins	ert	То	ols	Form	n (2)
Ne	w			►	-	B	łЬс	A.	
Im	port							С	
Op	en		Ctrl	+0			۱,	Do you	lik
Ba Cr	eate a (copy	Ctrl+Shift	+S	ne			chocol	
Re	name				-				
Sa	ve & c	lose							
Re	vision	history				ondee Iusis	No		
		ew versio	n						
		eet settir			_		-		
	port			►		0814	Sh	eet Onl	
🗇 Pri	int		Ctrl	+P				eet On	
10						.ods	01		ii y
11						.pdf			
12								et Only	,
13 14						.xls	ne	et Only	
15						.xis			

Charlene Chausis