

Welcome to Google Docs:

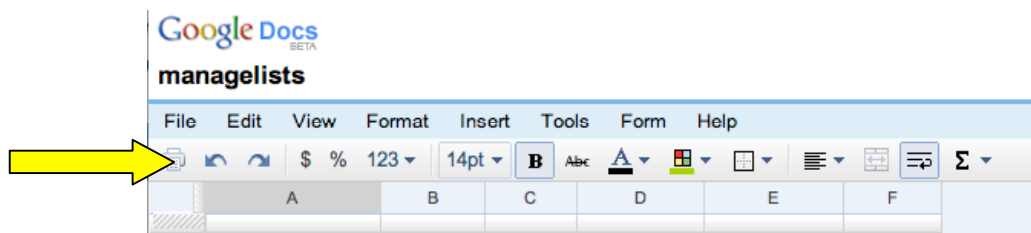
- Online free word processor, spreadsheet, and presentation tool that allows collaboration... (alternatives to Microsoft Word, Excel and PowerPoint)
- Allows users to create basic documents from scratch or start from a template, without the need to save to the local hard drive. (However, you have the 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.



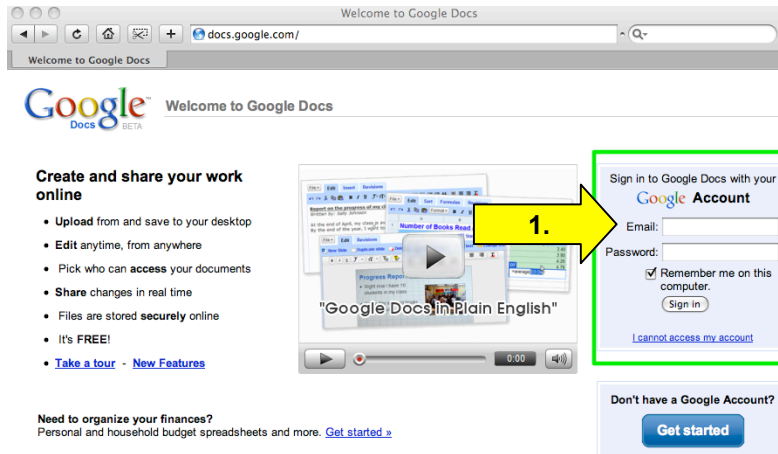
- **Chat in real time** with others who are editing your spreadsheet.
- **Create online surveys** using the **Forms** tool.

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

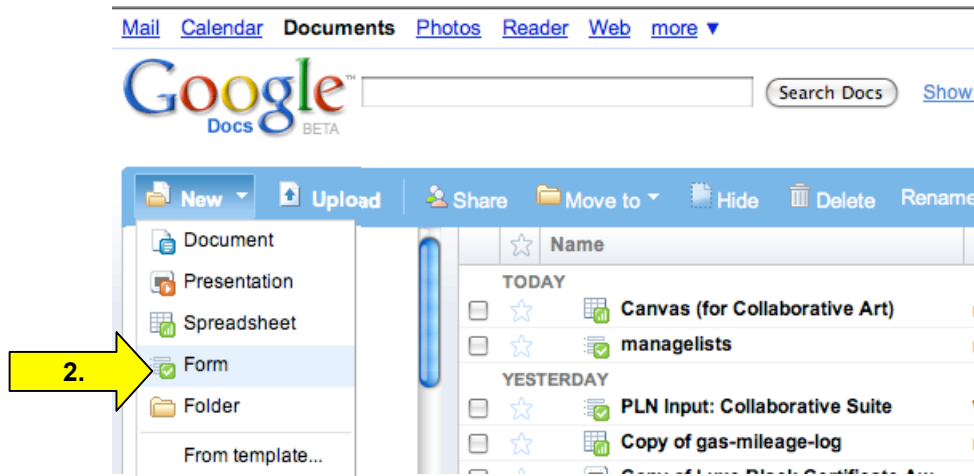
1. Go to <http://docs.google.com> and login to your account*:



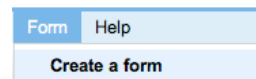
If you don't have a Google account click the "Get started" button to create one.

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**.



* 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 Gmail login and password for Google Docs.

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:

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:

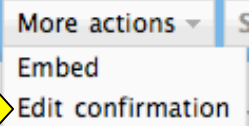
4.

view the published form here: <http://spreadsheets.google.com/viewform?key=pleyencHu2y9gJL7CfcizUQ>

Your survey will open into a new window:

5. Customizing options:

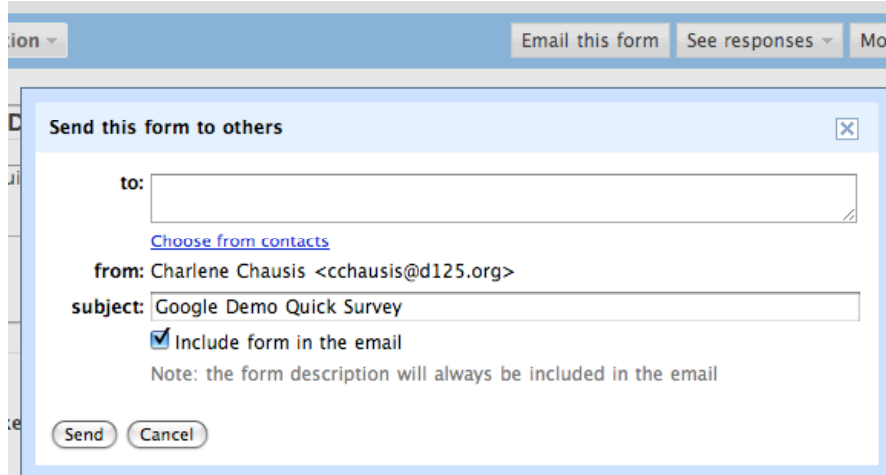
To edit the confirmation message that the person filling out your form will see after submitting their response, click the **More Actions** button at the top of the editor, and then select the **Edit confirmation** option in the menu that drops down.



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**.



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

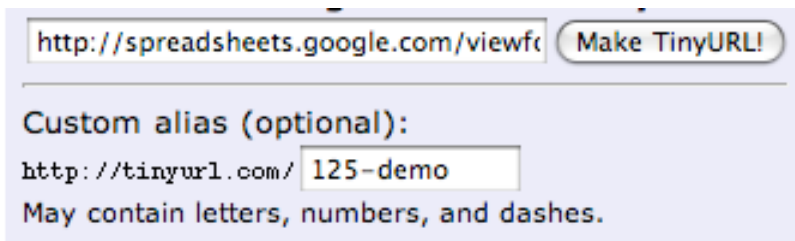
Share your form with an "easy to remember" or shortened web address:

You can view the published form here: <http://spreadsheets.google.com/viewform?key=pleyencHu2y9glL7CfcizUQ>

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:

TinyURL was created!

The following URL:

http://spreadsheets.google.com/viewform?key=pIeyencHu2y9gJL7CfcIzUQ

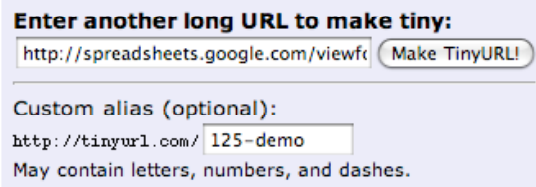
has a length of 67 characters and resulted in the following TinyURL which has a length of 27 characters:

http://tinyurl.com/125-demo
[\[Open in new window\]](#)

Or, give your recipients confidence with a preview TinyURL:

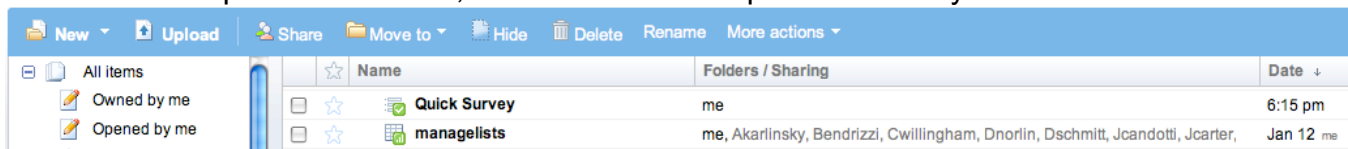
http://preview.tinyurl.com/125-demo
[\[Open in new window\]](#)

This TinyURL may have been copied to your clipboard. (This no longer works for those who have upgraded to Flash 10.) To paste it in a document, press and hold down the ctrl key (command key for Mac users) while pressing the V key, or choose the "paste" option from the edit menu.



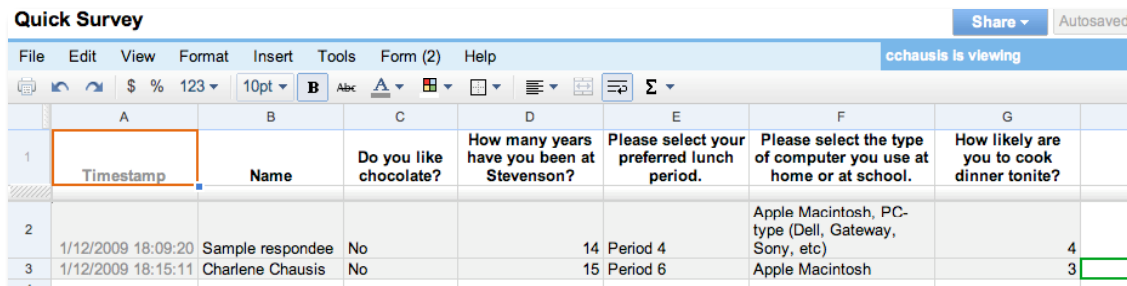
Working with results

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



	Name	Folders / Sharing	Date ↓
<input checked="" type="checkbox"/>	Quick Survey	me	6:15 pm
<input type="checkbox"/>	managelists	me, Akarlinsky, Bendrizzi, Cwillingham, Dnorlin, Dschmitt, Jcandotti, Jcarter,	Jan 12 me

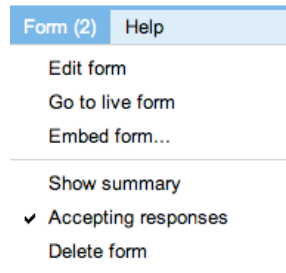
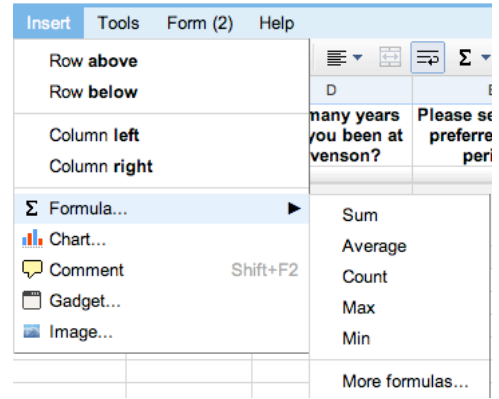
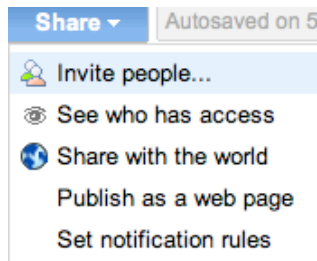
Note: a new window will open displaying your results in a spreadsheet view:



	A	B	C	D	E	F	G
	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?
1							
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 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/blank row.*
- **Insert columns** to contain your own content next to form responses, such as for calculations, notes, or lookups.
- **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:

