

How to Create a Google Form, Graphs, and Doc

This “How To” is to help you successfully develop a survey that will get you the most marks! Make sure you follow the steps and read through it carefully, even if you think you know what you’re doing. If you do not share the document with me ASAP, you will lose marks!!

Steps to Create a Form:

1. Log onto your Google Drive through Halton Cloud (cloud.hdsb.ca). Use your school log in and password.
2. Click on Create, and then Form
3. Provide a **title** for your survey that suits what you are surveying and choose Default theme. Press ok.
4. Your survey will open. At the top of the page, choose to **Share your document**. Under Who Has Access, click on Change. Choose Anyone with a Link. Click Save. Then add Mrs. Edmunds’ and your group members’ email addresses. Click on Share and Save.
 - a. edmundsd@hdsb.ca
5. Under form description: Insert a brief description of what you are going to accomplish with your survey. Don’t forget to thank them for their time.
6. Insert your first question. Choose the Question Type. When you are finished, click Done.
7. Click on Add Item to add more questions.
8. When you are finished entering all of your questions, click on View Responses. It will open an excel file.
9. At the top of the page, choose to **Share your document**. Under Who Has Access, click on Change. Choose Anyone with a Link. Click Save. Then add Mrs. Edmunds’ and your group members’ email addresses. Click on Share and Save.
10. If you choose to do print form, to print: Open your survey, go to View Live Form. It will open. Then go to your browser’s main menu and Click on Print.

For Data Entry (if you do a printed form):

1. Click on View Live Form
2. Insert your respondent’s answers from the surveys you collected
3. Click submit
4. Repeat for each completed survey

Once completed, click on View Responses. You should be able to see all of your data and can begin to create your graphs.

Graphs:

1. View your responses then highlight the data you want to create a graph from
2. Click on Insert and Chart
3. Click on Charts and choose your chart and the type of chart you want to use
4. Click on customize and fill in:
 - a. Chart title
 - b. Axis titles
 - c. Axis min and max data
5. Click Insert

Insert Graph to Google Doc:

- a. Click on the graph
- b. Click on top right arrow
- c. Click save image. Save the image as png in an easy-to-locate file. Make sure to provide a title to the graph that is descriptive of the data and easy to understand.
- d. In your Google word document, click on Insert, then Image. Find your image and click Ok.

Google Doc:

1. Log onto your Google Drive through Halton Cloud (cloud.hdsb.ca). Use your school log in and password.
2. Click on Create, and then Document
3. In the top left hand corner, click on Untitled document and give your document a title that matches what you are doing and is evident what it is. Remember you are in **MARKETING** class... be creative!!
4. At the top of the page, choose to **Share your document**. Under Who Has Access, click on Change. Choose Anyone with a Link. Click Save. Then add Mrs. Edmunds' and your group members' email addresses. Click on Share and Save.
 - a. edmundsd@hdsb.ca
5. Start typing!!
6. See 'how to create a google form & graph' on the other side of this sheet to learn how to insert a graph into your word document

To create a PowerPoint, use the same method as above but create a **Presentation!!!**