



# Google & Office 365 Forms

**In 45 mins each!**



Trust for London  
Tackling poverty and inequality



#DatawiseLondon





# Say hello!

What are you using forms,  
or hoping to use forms for?



# Session outline

- ✓ Hands on – create your own Google form
- ✓ Final tips and Q & A



# Top Tips

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Suggestions to improve the experience of the person completing your form

See the full slide deck from [Online Tools and Surveys: Best practice](#)



# Questions to ask yourself first...



- ✓ Why do you need this information?
- ✓ What are you going to do with it?
- ✓ How will you tell people?
- ✓ Privacy and consent – do you have simple information available?
- ✓ What next for the data – [Responsible Data Lifecycle matrix](#)



# Hands on! Practical form task



✓ Follow the Step by step guide to create your own Form with a variety of question types

✓ [Google Form Step by step guide](#)





Any questions?



# What's the difference?



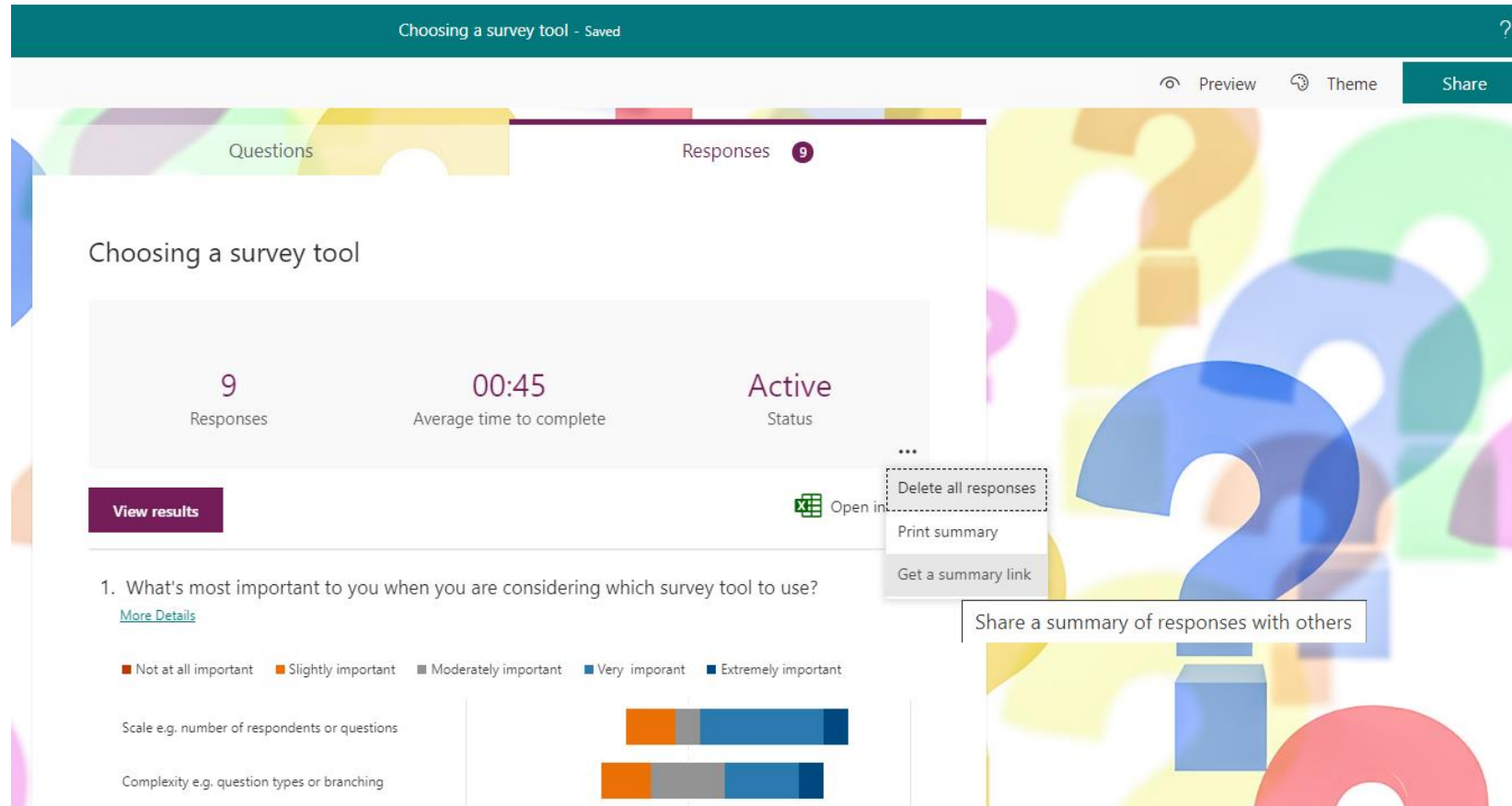
- ✓ Branching – allows you to jump to a specific question
- ✓ You can share a 'summary responses' link (it's not perfect!)
- ✓ Rating – star option
- ✓ Ranking option
- ✓ File upload (only for internal use in your organisation)



- ✓ Branching – allows you to jump to a section
- ✓ If people log in with a Google account – they can come back to resume completing their form later
- ✓ Rating – linear scale
- ✓ File upload (only for people logged in)
- ✓ Prefilled form link available (e.g. for people to update details on an annual basis)



# Instant reporting



- ✓ Screenshots
- ✓ PDF downloads (or print to PDF) for individual responses
- ✓ Summary links to share full report





உள்ளூர் நுண்ணறிவு ஒன்று  
முதல் ஒரு பதிவுகள் வரை

\* தேவையான

அதிவேக ரீடரை இயக்கு

1. அமைப்பான்மை \*

Enter your answer

2. முதல் பெயர் \*

Enter your answer

3. கடைசி பெயர் \*

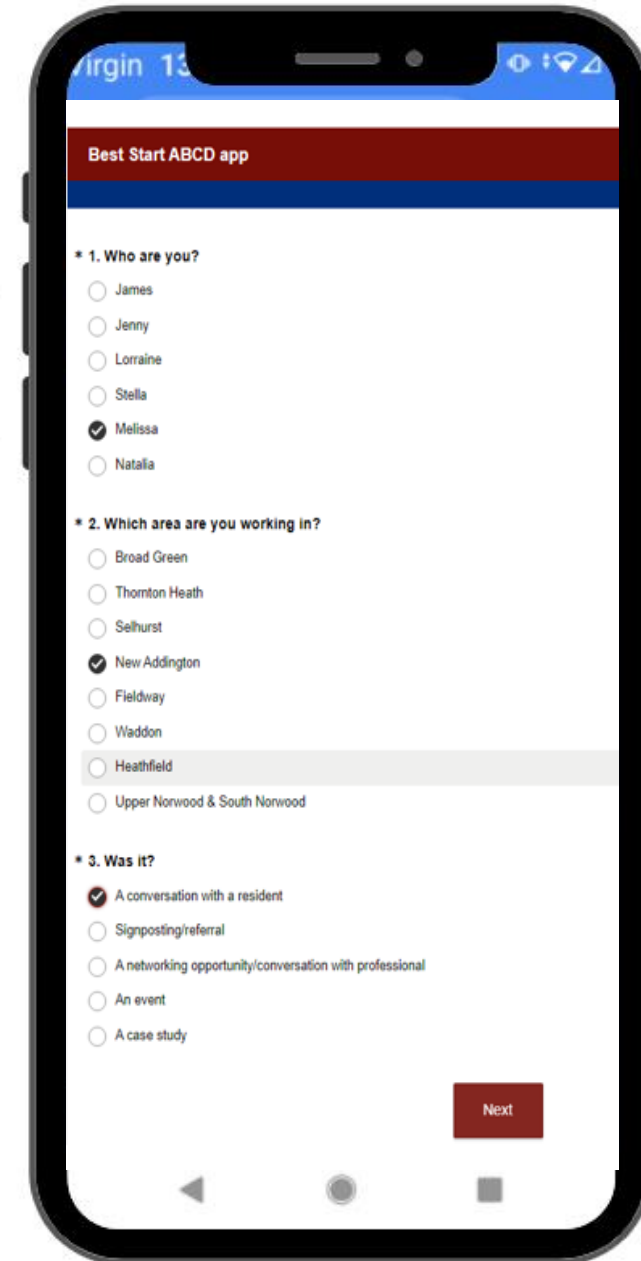
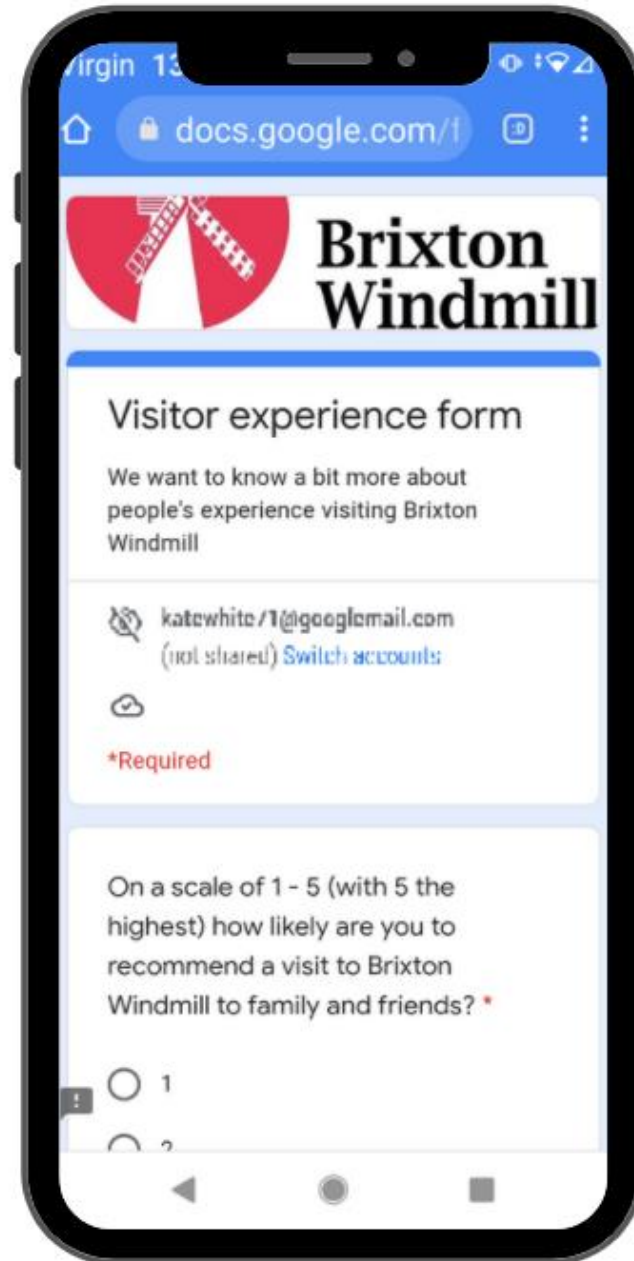
# Translation needed?

Anyone can right click  
anywhere in your form  
and select Translate  
to, then select the  
language they need



# On the go...

- ✓ Add your form to the Home Screen of your mobile device (click 3 dots in the browser...)
- ✓ Click whenever you want to collect responses
- ✓ In free text questions – toggle to microphone input for someone to ‘speak’ their answer. Your device converts text to speech



# Sharing your forms

- ✓ Links
- ✓ QR codes
- ✓ Uploading emails
- ✓ Social media
- ✓ Embed code for your website etc





# Thank you for participating

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