



# Bringing Data Alive with Google Forms and Google Sheets

Unlock the newest features and transform the way you work.

1 Day Training

Google Workspace

## COURSE OVERVIEW

Learn to collect, organize, and analyze data efficiently using Google Forms and Sheets. This workshop covers form creation, data sharing, and basic spreadsheet skills to help you turn responses into insights with ease.

## COURSE OBJECTIVE

- Design and share custom Google Forms for efficient data collection
- Analyze responses using Google Sheets and basic formulas
- Improve productivity with practical, real-world applications of Forms and Sheets

## RECOMMENDED FOR

Ideal for professionals who want to streamline data collection and analysis using Google Forms and Sheets.

## COURSE HIGHLIGHTS



Hands-on training with real-world Google Forms and Sheets use cases



Learn to create custom forms with validation and branding



Analyze and visualize responses directly in Google Sheets



Master basic formulas to turn raw data into insights quickly



# Course Outline

## Getting Started with Google Forms

1

Understand the basics of Google Forms, its interface, and how it fits into daily workflows.

## Real-World Use Case Demo

2

Explore practical scenarios where Google Forms can streamline data collection and collaboration.

## Creating Effective Google Forms

3

- Build and customize form templates
- Set sharing options, manage responses and presentation settings
- Explore different question types and organize with sections
- Apply response validations for accurate input
- Learn to send forms, including pre-filled options
- Extend functionality using Google Forms Add-ons

## Analyzing Form Responses in Google Sheets

4

- Clean and prepare response data
- Use formulas, pivot tables, and functions like COUNT and MERGE to analyze results
- Create basic visualizations to present your findings

## Recap & Hands-On Practice

5

Apply what you've learned through guided exercises and real-time practice.

## Q&A and Troubleshooting

6

Open discussion to clarify doubts, explore additional use cases, and share best practices.