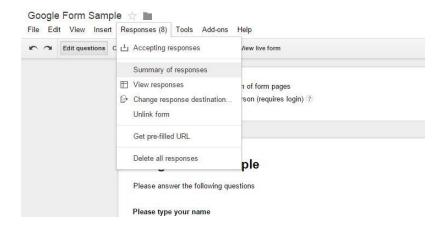
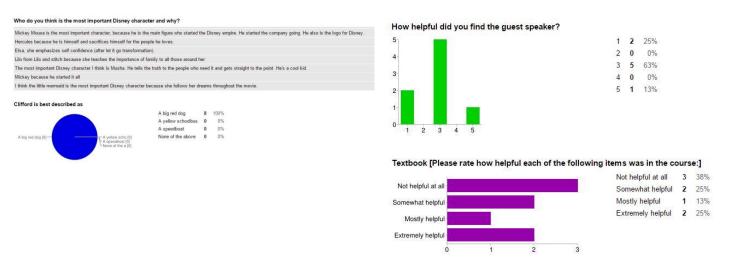
## Show & Analyze Responses in Google Forms Reference Sheet

## To view responses within your Google Form:

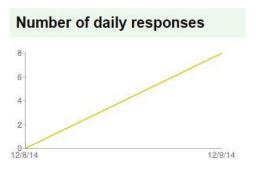
• Click on the **Responses** menu and select **Summary of responses**.



• Responses will be presented in a visual format depending upon the question type. Charts and graphs make the information easily understood with a quick glance.

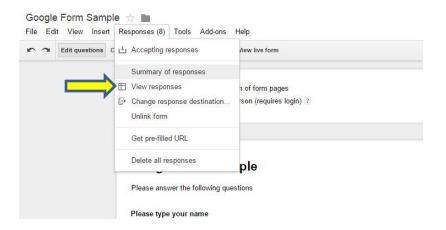


• At the bottom, a chart shows the number of daily responses over the lifetime of the Google Form.



## To view responses in Google Sheets:

• Click on the **Responses** menu and select **View Responses**.



• This will open the responses in a Google Sheets spreadsheet. You may manipulate, sort, organize and analyze the data as needed.

