

Click to prove
you're human



Next, Use both Excel & Sheets: Best practices You can open Sheets in any of the following ways: Any web browser—Go to sheets.google.com. Google Drive—Click NewGoogle Sheets and create from scratch or from a template. Most Google pages—In the upper-right corner, click the App Launcher Sheets. Android devices—Install and open the Android app. Apple iOS devices—Install and open the iOS app. Note: The instructions in this guide are web only. (Optional) Add multiple Google Accounts Have multiple Google Accounts? Quickly switch between them with Chrome profiles. Note: Don't have Chrome Browser yet? See instructions on how to install Chrome. In Chrome Browser, in the top-right corner next to the address bar, click your profile image. Click Manage People. Click Add Person. Enter a name, choose an image, and click Add. Sign in with the Google Account you're adding. All settings and bookmarks automatically sync. Click your profile image and choose a different profile to switch between accounts. If you're unsure which account you're currently using, click your name and see which profile is at the top. Create a browser bookmark In Chrome Browser, open Sheets. Note: If you prefer to open spreadsheets from Google Drive, open Drive instead. In the top-right corner, click MoreBookmarks. Make sure that Show Bookmarks Bar has a check next to it. In the address bar, click Bookmark . If you're not using Chrome, follow your browser's instructions to bookmark sheets.google.com. Add a Sheets desktop shortcut (Windows only) If you're using Microsoft Windows, you can add a shortcut to Sheets on your desktop. Go to your desktop and right-click. Choose NewShortcut. For the location, enter . (Optional) To name your shortcut, enter a name. Click Finish. Work offline (Chrome only) When you turn on offline access, your most recent files are automatically saved for offline use. Install the Google Docs Offline extension. In Drive, click Settings Settings. In the Offline section, check the Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline box. Click Done. Right-click a file and turn on Available offline. To learn how to access files offline from your desktop or mobile, see Access stored Drive files without the internet. Back to top Google, Google Workspace, and related marks and logos are trademarks of Google LLC. All other company and product names are trademarks of the companies with which they are associated. Post to the help community Get answers from community members To sign up for Gmail, create a Google Account. You can use the username and password to sign in to Gmail and other Google products like YouTube, Google Play, and Google Drive. Important: Before you set up a new Gmail account, make sure to sign out of your current Gmail account. Learn how to sign out of Gmail. From your device, go to the Google Account sign in page. Click Create account. In the drop down, select if the account is for you: Personal use Child Work or business To set up your account, follow the steps on the screen. Create an account Tip: To use Gmail for your business, a Google Workspace account might be better for you than a personal Google Account. With Google Workspace, you get increased storage, professional email addresses, and additional features. Learn about Google Workspace pricing and plans. Try Google Workspace The username I want is taken You can't create a Gmail address if the username you requested is: Already being used. Very similar to an existing username. For example, if example@gmail.com already exists, you can't use example@gmail.com. The same as a username that someone used in the past and then deleted. Reserved by Google to prevent spam or abuse. Someone is impersonating me If you believe someone has created a Gmail address to try to impersonate your identity, you can: Unfortunately, Gmail is unable to participate in mediations involving third parties regarding impersonation. Learn more about Gmail Terms of Use. Related resources How do I create a new Google Account? Sign in to Gmail Post to the help community Get answers from community members Creating a new survey is simple: Visit . Click + NEW SURVEY. In step 1 (Write questions), select the appropriate question type(s) and write your question(s) . Click CONFIRM. In step 2 (Pick audience), name your survey and select your target audience. Click CONTINUE. In step 3 (Confirm survey), review your survey questions and purchase responses. You also have the option here to adjust the survey frequency. Click BUY NOW or START TEST* if your survey has screening questions. Your survey is sent to our team for review and you receive a confirmation email once it has been started. You receive another email with a link to your results once your survey is completed. You can start seeing results once your survey is approved and data is processed, which usually happens in a matter of hours. *If you use screening questions, an audience test is required and the minimum incidence rate is 5%. Survey creation frequently asked questions Expand all Collapse all How can I target the appropriate audience with my survey questions? When Google Surveys collects responses from the “general-Internet audience,” it uses published Internet-population data sets for the target-population distribution. For example, when targeting United States, the United States government’s Current Population Survey (CPS) Internet Supplement is the target population distribution. For details, see our methodology overview. Note that our audience incomes are the median income of the areas we surveyed. You can target questions based on inferred demographics (age, gender, or geography) from the first step of the survey-creation wizard. For custom audiences such as dog owners or people who play golf, you can use screening questions that let you screen respondents to ensure that they are in your target audience. A screening question can be any non-binary, multiple choice question such as Yes / No / I plan to. As an example, respondents first see your screening question and then those who select “Yes” or “I plan to” answer the following questions from your survey. What types of language targeting are available? When targeting surveys to the general population in specific countries, you are required to write your survey questions in the language that’s available in the country you selected. Learn more about the language availability for each country. Survey translation Google Surveys does not provide any survey-translation services. All surveys must be written and submitted in the language that the survey is targeting. Surveys are not automatically translated. Where will my survey questions appear? Questions appear throughout sites in our publisher network in order to get a representative sample of respondents. Users complete survey questions in order to access high quality content around the web, and publishers get paid as their users answer. Google and many publishers want to protect their readers’ privacy and ensure that any proprietary data they have about their readership is not exposed, so we do not supply a list of the sites where individual questions run. Can I create matrix-grid-type questions? Google Surveys does not support matrix questions, or grids with response categories along the top and a list of questions down the side, which often prompt participants to abandon surveys (Brecko, Carstens; 2006). Instead, we suggest that you break out each row of a matrix question into its own separate multiple choice or rating question. This way, respondents can focus on each question and provide more accurate answers. Learn more about our available question types Post to the help community Get answers from community members Next: Publish your form and get responses On this page Create a form Go to forms.google.com. Click Blank form . Name your untitled form. Learn more at the Google Docs Editors Help Center Add questions If you're using a template, you can skip to Update questions. Open a form in Google Forms. Click Add . To the right of the question title, choose the type of question you want. Type the possible responses to your question. To prevent people from not answering, turn on Required. Update or arrange questions To move a question, at the top of a question, click Drag . To add a description to a question, click More Description. To add an image to a question, click Add image . To add a YouTube video to a question, click Add video . To delete a question, click Delete . Tip: To preview your changes at any time, at the top right, click Preview . Learn more at the Google Docs Editors Help Center Customize your design Use an theme with your organization's branding In Google Forms, open a form. Click Customize theme . Under “Themes,” click a theme. Note: Organization-branded themes appear only if your administrator makes them available. Create sections Sections can make your form easier to read and complete. Each section starts on a new page. In Google Forms, open a form. Click Add Section . Name the new section. Tips: To move questions into a section, at the top of a question, click Drag . To reorder sections, at the top of a section, click More Move section. Change the color or header In Google Forms, open a form. Click Customize theme . Optional: Under “Color,” you can choose a theme color and background color for your form. To add a custom color, click Add custom color . To add your own photo as a theme, under “Header,” click Choose image. Click Close . You can view your new theme and continue to edit your form. Change the font In Google Forms, open a form. Click Customize theme . Below “Text,” you can change the font style for headers, questions, and text. Choose the text style you want to edit, then change the font and size. Click Close . Learn more at the Google Docs Editors Help Center Control and monitor access Allow access from outside your organization By default, access is restricted to people inside your organization. People must sign in with their email address to access your form. To share a form with people outside your organization: Open a form in Google Forms. At the top of the form, click Settings. Next to “Responses,” click the Down arrow . Turn off Restrict to users in [your-company.com] and its trusted organizations. Collect email addresses of participants Record the email addresses from people who fill out your form. When someone takes your survey, they will be required to enter their email address before they submit the form. Collect verified emails Important: Respondents must confirm their Google Account email address gets collected with their response. The confirmation displays on each page of the form. Open a form in Google Forms. At the top, click Settings. Next to “Responses,” click the Down arrow . Under “Collect email addresses,” select Responder input. Review your form Preview it yourself At any time, you can preview your form to see what the changes look like. At the top right, click Preview . The preview opens in a new window. To edit the form, click Edit or go back to your editing window. Send it to collaborators for review Before sending your form, you can let people review and edit it. Whoever you invite can edit any part of your form, including responses and where they are saved. Open a form in Google Forms. In the top right, click More . Click Add collaborators. Click “Invite people.” In the “Add editors” window, add email addresses to share it with others. Click Send. Report abusive content in a form You can report abusive content in a form from your computer. To report a violation in a form, you can: At the bottom left, Help Report. At the bottom, click Report. If you're an editor, click More Report. Choose the type of abuse found in the form. Click Submit Abuse Report. Learn more at the Google Docs Editors Help Center Back to top Google, Google Workspace, and related marks and logos are trademarks of Google LLC. All other company and product names are trademarks of the companies with which they are associated. SearchClear searchClose searchGoogle appsMain menu On this page Create a site When you create a new site, it's added to Drive, just like other Drive files. Sites automatically saves every change you make, but your site isn't public until you publish it. Create and name your site The name you create here is the document name that appears in Google Drive. The document name is only visible to you. Choose an option: In Sites, at the top, click Blank or Template gallery and select a template. In Drive, click New MoreGoogle Sites. At the top left, enter a document name for your site and press Enter. Add a site title The site title appears in the header and in the web or mobile window title bar after you publish the site. You need to have 2 or more pages in your website for your site title to appear. On a computer, open a site in Google Sites. In the top left, click Enter site name. Enter the name of your site. Press Enter or Return. Site document name Site title Page title Learn more at the Google Sites Help Center Add and organize pages in your site Add a page On a computer, open a site in new Google Sites. At the right, click Pages. At the bottom right, hover over Add . Click New page . Enter the page name. Click Done. To publish your changes, at the top right, click Publish. Move a page You can move a page under another page to create a subpage. On a computer, open a site in new Google Sites. At the right, click Pages. Drag the page where you want to move it. To publish your changes, at the top right, click Publish. Create a new subpage To create a new subpage, click Pages.Then, choose a page and click More . Add subpage. Tip: You can create up to 5 levels of sub pages. Copy or delete a page On a computer, open a site in new Google Sites. At the right, click Pages. On the page you want to duplicate or delete, click More . To publish your changes, at the top right, click Publish. Learn more at the Google Sites Help Center Add text and images to pages Add text or headings On a computer, open a site in new Google Sites. On the right, click Insert Text box. In the menu, click the Down arrow . choose the text, heading, or title style you want. Add your text to the box. To publish your changes, at the top right, click Publish. You can also add a banner to your site. Learn how at the Google Sites Help Center. Add an image You can add images in .png, .jpg, or .gif format. Follow the image usage guidelines. On a computer, open a site in new Google Sites. On the right, click Insert Images. Choose where to get your image. Choose an image and click Open or Select. To publish your changes, at the top right, click Publish. Add a section layout. On your computer, go to a site in new Google Sites. . On the right, click Insert. Under “Content Blocks,” drag the layout you want to your page. Add text, images, docs, or videos. At the top right, click Publish. Continue designing your page You can add many more elements to a page In Google Sites, such as: Collapsible text Buttons Search bar Image carousel Social media links And much more! Learn how at the Google Sites Help Center Change how your site looks Add a pre-made theme On a computer, open a site in new Google Sites. At the right, click Themes. Under “Created by Google,” select a pre-made theme. Add a custom theme On a computer, open a site in Google Sites. . On the right panel, click Themes. Under “Custom,” select Create theme . Enter a name for your theme. Select Next. You can also add a logo and banner image. Select a color palette Next. To choose specific colors for different parts of your site, select Customize colors. Choose your fonts. Select Create theme. In the right panel, you can continue to customize your theme. Import a theme from another site On a computer, open a site in new Google Sites. At the right, click Themes. Under “Custom,” select Import theme . Select any site Select a theme. Click Import theme. Learn more at the Google Sites Help Center Preview your site On a computer, open a site in new Google Sites. At the top, click Preview . At the bottom right, choose a layout option. To exit, at the bottom right, click Exit . Let people review your site Before publishing your site, you can let people review and edit your site. Important: If you use a Google Account through work or school, your admin may limit your ability to add an editor. On a computer, open a site in new Google Sites. At the top, click Share . Under Share with people and groups, enter an email address. Click Editor. Editors with a non-Google account can view a draft of your site, but cannot edit it. To view a draft, an Editor with a non-Google account must enter a verification code. You receive an email with this code when you're invited to be an editor. Editors with a Google account can view and edit your site without a verification code. Click Done. Learn more at the Google Sites Help Center Back to top Google, Google Workspace, and related marks and logos are trademarks of Google LLC. 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