INSTRUCTIONS ON HOW TO USE GOOGLE FORMS & GOOGLE SHEETS

Using the Google forms:

Exam Booking

Editing Questions (date options):
1. Click on the Exam Date and Time question
2. Click on the x to remove dates, click on the next option to add a new one
3. Date and time must be written in the same format as shown (month date year time am/am)
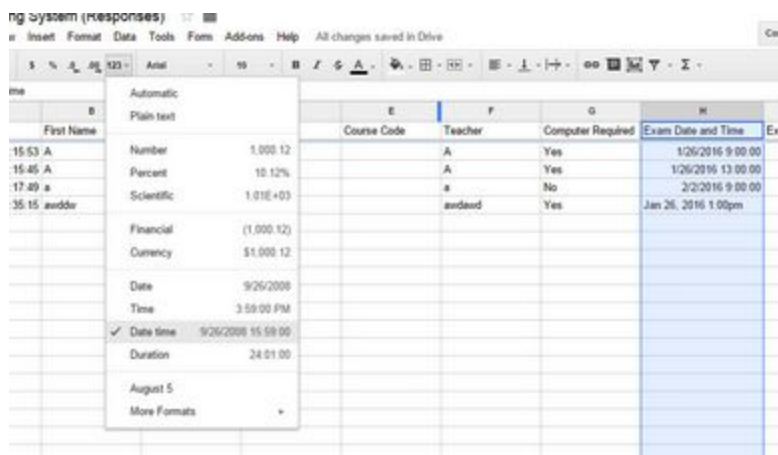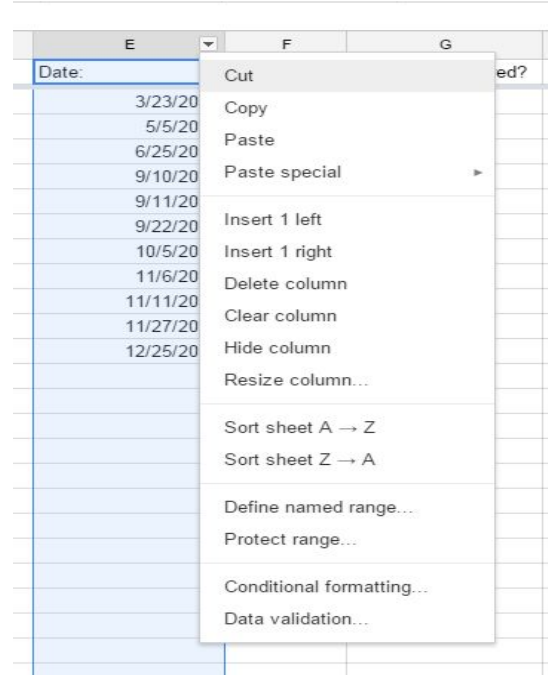4. Click on done

Editing Questions in General
1. Click on the question you want to change
2. Top right corner has options like edit, duplicate and delete
3. You can change the question type for more options by clicking on the scroll down menu
4. There are advanced settings but they don't need to be used
5. Click on done

Accessing the Excel/Forms:

In the sheets (how to sort):

Test Booking
1. Click on column E to select all the dates.
2. Right click on the drop down menu and click Sort sheet A-Z.
3. All the names and information will be sorted by date.

Exam Booking
1. Click on column H
2. Go to the toolbar and click on the 123 (more formats)
3. Click on the date time format option
4. Click on the drop down menu for H
5. Click on the Sort sheet A-Z (same as test booking)
6. All the names and information will be sorted by date and
time

How to clear data:
1. Click on row 2
2. Hold shift and click on the last row with data
3. Right click and click on "Delete rows ___"
4. All the data will be removed