

Setting Up Your Google Form

Even though integrating your Google Form with Google Sheets is only one of many ways to optimize your forms, it is one of the most powerful.

Before you start feeding information to your Google Sheet, you'll need to set up your form so that all your information syncs automatically. Setting up your form takes only a couple of minutes.

You can choose various responses from multiple-choice, dropdown options, short answers, long answers, checkboxes, and more.

After you know which type of responses you'd like to get, start to fill out all the questions and options you will be collecting in your form. The title of each section is going to be the heading for each column in your spreadsheet.

For example, if you are tracking your expenses through your form, it may be useful to include sections for amount, type of payment, establishment, date, description, and an upload option for receipts.

After creating your form and collecting all of the information you need, you're ready to integrate your form into your spreadsheet.

Integrate Google Form With Google Sheets

There are a couple of integration methods depending on whether you already have a spreadsheet made or if you want to create a new one.

Even if you're beginning from scratch, you don't need to create a new spreadsheet to integrate with your form. You can do everything inside of Google Forms.

1. Click on the **Responses tab**.
2. Click on the green **Google Sheet icon**.
3. Select **Create a new spreadsheet**.
4. **Enter a name** for your spreadsheet.
5. Click **Create**.

In the newly created spreadsheet, all the titles of your questions will appear as columns of the spreadsheet.

If you want to integrate your Google Form into an existing sheet, choose the three dots on the left side of the Google Sheet icon. This will open your Google Drive, and you can select the sheet.

You can also use this same method to change your form answers to submit into a different sheet in the future.

After selecting the three dots, choose the **Select response destination** option. This will lead you to the option to **Select existing spreadsheet**, and you'll be able to pick the right file from your drive.

With this type of integration, you cannot create your spreadsheet in advance and integrate your answers directly into the fields. When you integrate your form with your spreadsheet, it automatically creates a new tab in your sheet.

As you're putting everything together, you should test it out to make sure everything works as it should.

Test Your Integration. Answers submitted on your form should appear instantly in your spreadsheet. There will be an extra column added that will show the exact time it submitted the response.

To test your integration, click the Preview icon at the top of your form to head to the published version where you can actually submit your form. Otherwise, you will be stuck in editing mode.

Fill out the form completely and click **submit**. Go to your integrated sheet, and all of your responses should be submitted automatically into the correct fields.

Integrate Google Form Responses in Google Sheets

The integration between Google Forms and Google Sheets takes a few minutes to get everything in line, but once it's set up, it can make your workflow incredibly efficient.

Resource Videos:

[How to create Google Form](#)