



Lawrence Berkeley  
National Laboratory

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## Berkeley Lab Training Program

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### ITD0222 – Intro to Google Forms

#### Course Syllabus

**Subject Category:** IT Division  
**Course Length:** 1 hour  
**Delivery Mode:** Classroom

**Course Prerequisite:** No  
**Medical Approval:** No

**Course Purpose:** This course is designed to introduce Google Forms to those who are new or slightly familiar to Google Forms. Students will understand what Google Forms is and how to create an online form. After a short demo, students will run through a short, hands-on practice session. It is recommended that students bring a laptop or smart device (phone, tablet) to class to practice tasks related to class topics.

#### Performance Objectives:

After completing this training, participant will be able to:

- Explain what Google Forms is and its benefits
- Determine when to use Google Forms
- Create a web form using Google Forms
- Determine where to search for Google Forms help

#### Course Instructional Materials:

- Presentation available on Berkeley Lab Commons page (search “Google Forms”)
- Online resources available within the course

**Training Compliance Requirements:** NA

**Written Exam:** No

**Practical Exam:** No

**Retraining/Recertification:** No

**Challenge Exam:** No

**WEB Resource:** Berkeley Lab Training Program website: <http://training.lbl.gov/>

Google Users Group: <https://groups.google.com/a/lbl.gov/d/forum/lbl-gug>