# L.I. To handle data using ICT

❶ **Design a form** to collect data: Google Drive ➤ CREATE Form

- ✓ **Add** Text **and** Choose from a list **questions**
- ✓ ☑ Required question
- ✓ **Include 'Other' as a list option**
- ✓ **Check your form can be filled in!**

❷ **Collect data** using your form:

- ✓ View live form
- ✓ Choose response destination

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❸ **View your form responses** View responses

❹ **Find out statistics from the database:**

**Good**

✓ Write **simple questions**
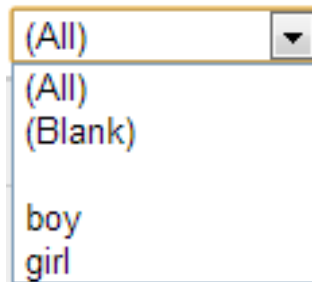
✓ **Sort records** in to answer them

| View | |
| --- | --- |
| Normal | |
| ✓ List | |

**Great**

✓ Write *and or* **questions**

✓ **Filter** to only show some records
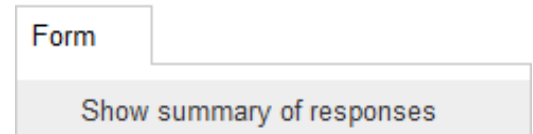
(All) ▼
(All)
(Blank)

boy
girl

**Super**

✓ Write *Is it true* **questions**

✓ **Look at graphs**

| Form |
| --- |
| Show summary of responses |