

INTEGRATING
 **FORMS,**
 **EXCEL, AND**
 **POWER AUTOMATE**
TO STREAMLINE DATA COLLECTED BY FORMS

SHARON BETZOLD– TEXAS TECH UNIVERSITY

SHARON.BETZOLD@TTU.EDU

WORK LESS, DO MORE

IN THIS PRESENTATION, YOU'LL LEARN HOW TO CREATE A FLOW USING MICROSOFT POWER AUTOMATE TO...



**Collect
Data**



**Send
Notifications**



**Update
Records**



Relax

THREE TYPES OF FLOWS

AUTOMATED: TRIGGERED BY AN EVENT

INSTANT: START WITH A CLICK OF A BUTTON

SCHEDULED: DAILY, HOURLY, BIWEEKLY, ETC.

WHAT WE'LL WORK ON TODAY

TRIGGER



STUDENT SUBMITS
AN APPLICATION

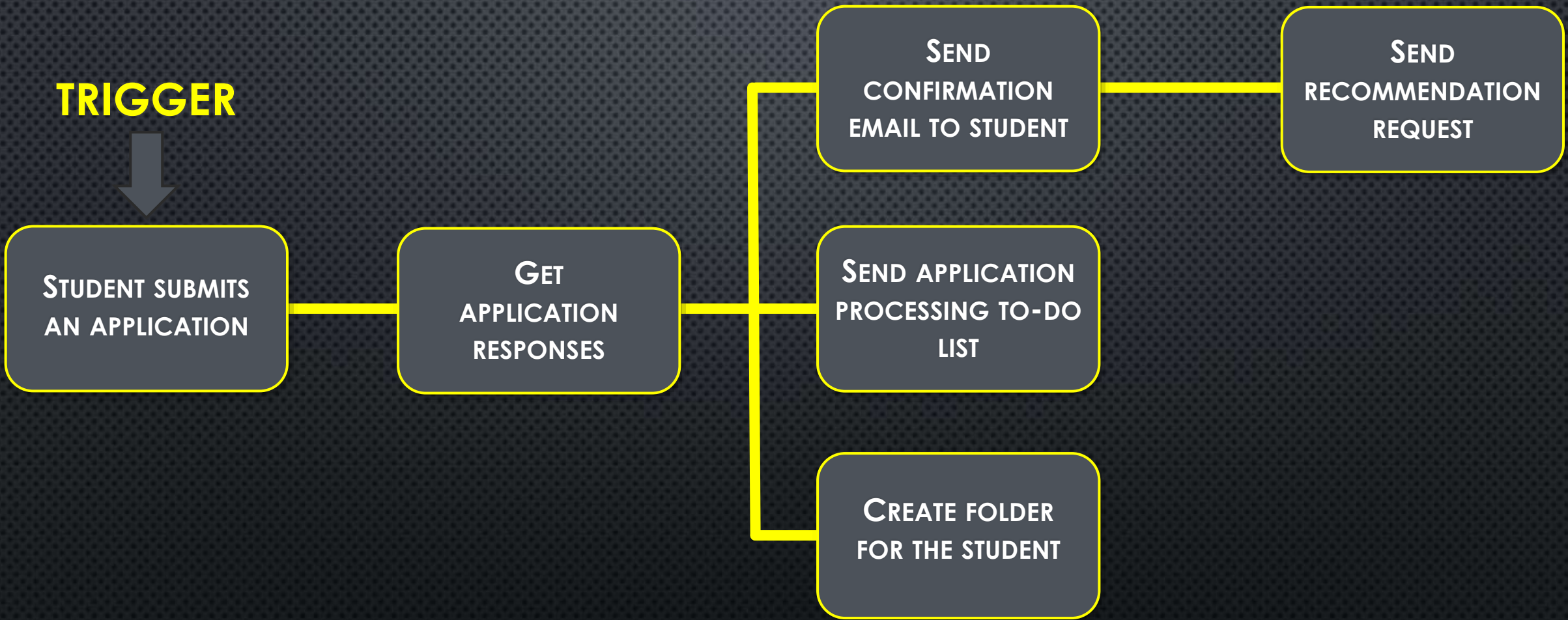
GET
APPLICATION
RESPONSES

SEND
CONFIRMATION
EMAIL TO STUDENT

SEND
RECOMMENDATION
REQUEST

SEND APPLICATION
PROCESSING TO-DO
LIST

CREATE FOLDER
FOR THE STUDENT



DEMO TIME!

START WITH **TEAMS** NOT POWERAUTOMATE

1. New
2. Forms for Excel
3. Name it “Demo for AHEAD”

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THANK YOU!

QUESTIONS?

Sharon Betzold
TECHniques Center
Texas Tech University
Sharon.Betzold@ttu.edu