

Microsoft Teams meetings

Need help? Use the Chat for questions or support.

MEETING CONTROLS

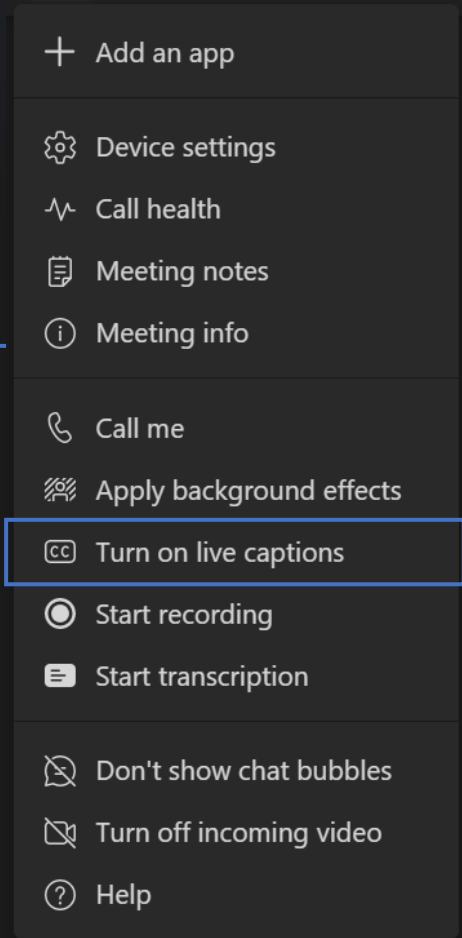
Send chat messages

Raise your hand

Unmute or mute your microphone
Only with permission

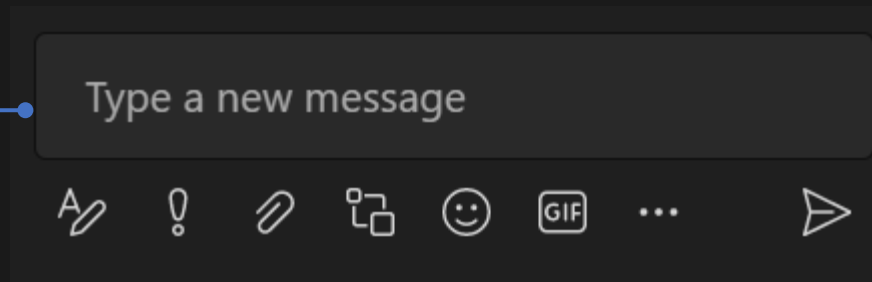
Share your screen
Only with permission

More actions
Including turn on live captions



CHAT OPTIONS

Type a message



Send your message



All Things M365

Empower to Achieve



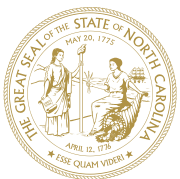
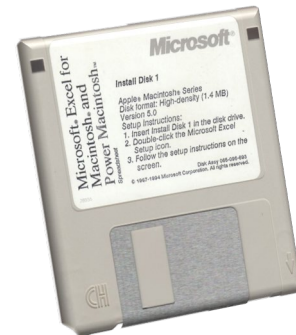
Level up your **Excel** with **Power Automate**

Patrick Doran, NCDIT Transportation
May 2024



About your presenter: Patrick Doran

- State of NC since 2008, *NCDOT* and *NCDIT Transportation*
- Leads a dozen of your favorite coworkers
- SharePoint since 2011
- Power Automate since 2020
- Excel since *the late nineteen-hundreds*

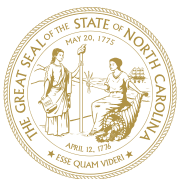


What repetitive tasks can you automate?

- 30 years
- 1560 weeks
- 11k days
- 87k hours
- 5M minutes*

Plenty of chances to serve the taxpayer.

A 1-minute daily task over a career... **8 days**



* 🎵 Five hundred twenty-five thousand, six hundred minutes, How do you measure, measure a year? 🎵

Why Excel Online?

- The original and still the best productivity tool
- Your browser/Teams is where you're at already
- Excel *Online* now covers many Excel *desktop* functions
- Works great with Power Automate
- Don't tell the gatekeepers: **Excel is a database.**

The screenshot displays the Microsoft Excel Online interface. The main area shows a spreadsheet with columns for County, Electric, Electric: Difference, Plug-In Hybrid*, Plug-In Hybrid*: Difference, Hybrid, Hybrid: Difference, All Hybrids, All Hybrids: Difference, and Gas. The data is organized into rows for various counties, with numerical values for each category. The 'Automate Work' pane is open on the right, showing options to create a flow, such as 'Run an Office Script in Excel when a Microsoft Forms response is received' and 'Schedule an Office Script to run in Excel'. The interface includes a ribbon with tabs like File, Home, Insert, Share, Page Layout, Formulas, Data, Review, View, Automate, Help, Draw, Table Design, and Accessibility. The top of the browser window shows the URL and search bar.

County	Electric	Electric: Difference	Plug-In Hybrid*	Plug-In Hybrid*: Difference	Hybrid	Hybrid: Difference	All Hybrids	All Hybrids: Difference	Gas
Alamance	554	13	212	2	2,865	39	3,077	41	135,68
Alexander	54	1	38	0	431	12	469	12	34,70
Alleghany	15	0	12	0	135	4	147	4	11,44
Anson	11	1	6	0	142	4	148	4	18,22
Ashe	53	3	27	0	396	9	423	9	26,14
Avery	44	18	18	2	234	10	252	12	15,95
Beaufort	98	5	30	0	638	-4	668	-4	40,23
Bertie	10	0	5	0	120	-1	125	-1	15,62
Bladen	24	1	12	1	234	9	246	10	26,95
Brunswick	635	14	310	9	3,617	83	3,927	92	136,25
Buncombe	2,487	77	1,155	31	8,921	119	10,076	150	198,55
Burke	150	12	84	-2	1,104	9	1,188	7	74,45
Cabarrus	1,692	35	368	9	3,868	58	4,236	67	165,82
Caldwell	135	4	71	3	964	30	1,035	33	71,94
Camden	20	-2	9	-1	211	1	220	0	9,85
Carteret	252	7	114	7	1,269	20	1,383	27	62,00
Caswell	21	3	14	0	248	1	262	1	20,85
Catawba	484	5	206	1	2,467	35	2,673	36	140,14
Chatham	1,157	18	384	0	2,999	53	3,383	53	67,71
Cherokee	47	3	39	3	333	13	372	16	26,55
Chowan	30	2	15	1	179	3	194	4	12,11
Clay	22	-1	27	0	228	4	255	4	11,10
Cleveland	138	-2	60	1	908	10	968	11	81,91
Columbus	34	3	25	0	361	-1	386	-1	42,65
Craven	235	-5	124	-1	1,735	31	1,859	30	80,91
Cumberland	948	41	361	1	4,091	63	4,452	64	211,64
Currituck	128	6	43	5	594	5	637	10	27,02
Dare	192	-3	103	2	786	11	889	13	36,32





Link in Bio

Follow

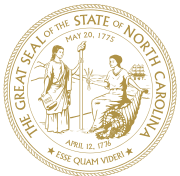


🎵 Kishore Kumar · Yeh K...

Why Excel Online?

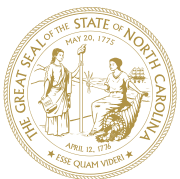
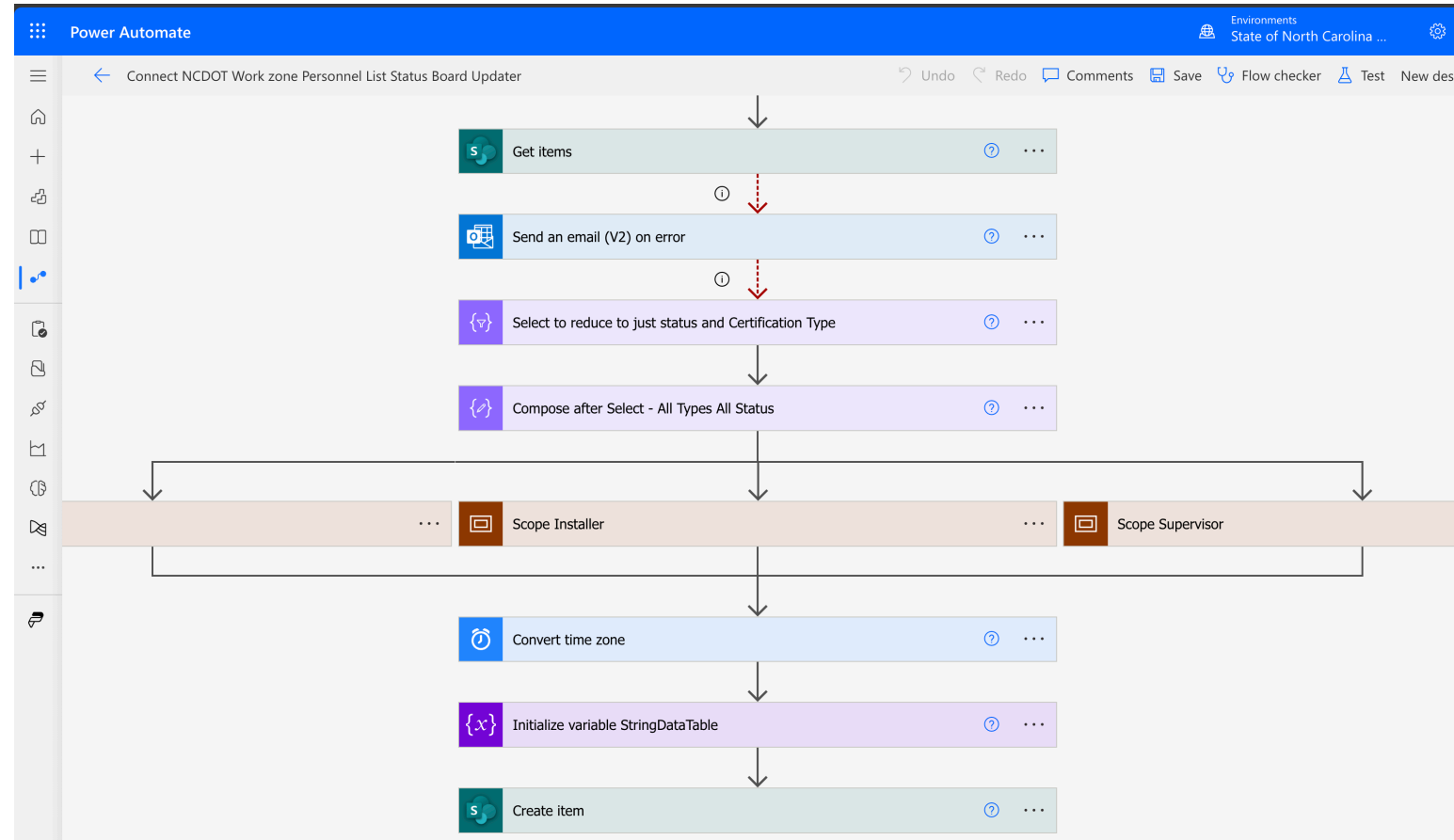
THE JOB DESCRIPTION

THE JOB



Why Power Automate?

- You want to get something done faster. *And more often.*
- Not a coder, but you understand processes and people
- Some actual "*doing more with less*" in government.



Where can I automate?

- Emails
- SharePoint/OneDrive documents and list items
- Teams
- Excel
- Approvals
- Microsoft Forms
- Microsoft Lists
- *Lots more.* Talk to your agency M365 SME



SharePoint



OneDrive for B...



Microsoft Forms



Planner



Microsoft Teams



Outlook.com



Power BI



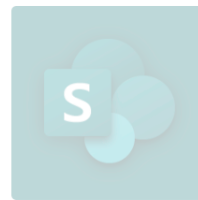
OneNote (Busi...



Approvals

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SharePoint



OneDrive for B...



Microsoft Forms



Planner



Microsoft Teams



Outlook.com



Power BI



OneNote (Busi...



Approvals



Power Automate

- Can be just in your web browser
- Connected to you - your Microsoft Account
- Easy to get into, well documented online

The screenshot shows the Power Automate 'Flow Designer' interface. The flow is titled 'Weekly On Call Update - Teams Chat Card'. It starts with a trigger 'When an item or a file is modified' with a condition '@not(equals(triggerOutputs()?['body/Name'], triggerBody()?['Name']))'. The flow then goes through a 'Get changes for an item or a file (properties only)' action, followed by a 'Condition' step. The 'True' branch of the condition leads to a 'Post adaptive card in a chat or channel' action. The interface includes a left-hand pane with 'Parameters', 'Settings', 'Code View', and 'About' tabs. The 'Parameters' tab is active, showing 'Site Address' as 'Web Team - https://nconnect.sharepoint.com/sites/WebTeam' and 'List Or Library Name' as 'On-Call-This-Week'. The 'Advanced parameters' section shows 'Showing 1 of 2' and 'Limit Columns By View' set to 'ON CALL'. At the bottom, it indicates the flow is connected to 'pmdoran@ncdot.gov'.

The screenshot shows an Excel spreadsheet with the following data:

County	Electric	Electric: Difference	Plug-In Hybrid*	Plug-In Hybrid*: Difference	Hybrid	Hybrid: Difference	All Hybrids	All Hybrids: Difference	Gas	Gas: Difference	Diesel	Diesel: Difference	
2 Alamance	554	13	212		2	2,865	39	3,077	41	###	154	7,680	-1
3 Alexander	54	1	38		0	431	12	469	12	###	-13	2,859	7
4 Alleghany	15	0	12		0	135	4	147	4	###	-9	1,381	-9
5 Anson	11	1	6		0	142	4	148	4	###	5	1,670	24
6 Ashe	53	3	27		0	396	9	423	9	###	34	2,736	15
7 Avery	44		18		2	234	10	252	12	###	-22	1,797	4
8 Beaufort	98	5	30		0	638	-4	668	-4	###	36	3,621	3
9 Bertie	10	0	5		0	120	-1	125	-1	###	-46	1,278	-9
10 Bladen	24	1	12		1	234	9	246	10	###	-54	2,245	2
11 Brunswick	635	14	310		9	3,617	83	3,927	92	###	488	6,300	66
12 Buncombe	2,487	77	1,155		31	8,921	119	10,076	150	###	-300	13,000	-1
13 Burke	150	12	84		-2	1,104	9	1,188	7	###	-96	4,775	-13
14 Cabarrus	1,692	35	868		9	3,868	58	4,236	67	###	165	9,945	102
15 Caldwell	135	4	71		3	964	30	1,035	33	###	13	5,498	42
16 Camden	20	-2	9		-1	211	1	220	0	###	-20	975	-7
17 Carteret	252	7	114		7	1,269	20	1,383	27	###	16	4,524	1
18 Caswell	21	3	14		0	248	1	262	1	###	-52	1,551	6
19 Catawba	484	5	206		1	2,467	35	2,673	36	###	21	10,266	-28
20 Chatham	1,157	18	384		0	2,999	53	3,383	53	###	-80	4,762	20
21 Cherokee	47	3	39		3	333	13	372	16	###	28	2,154	-7
22 Chowan	30	2	15		1	179	3	194	4	###	-21	1,082	4
23 Clay	22	-1	27		0	228	4	255	4	###	9	1,000	4
24 Cleveland	138	-2	60		1	908	10	968	11	###	98	5,668	33
25 Columbus	34	3	25		0	361	-1	386	-1	###	-31	3,203	0
26 Craven	235	-5	124		-1	1,735	31	1,859	30	###	6	4,732	-14
27 Cumberland	948	41	361		1	4,091	63	4,452	64	###	-450	9,655	-58
28 Currituck	128	6	43		5	594	5	637	10	###	71	2,759	-2
29 Dare	192	-3	103		2	786	11	889	13	###	68	2,930	11

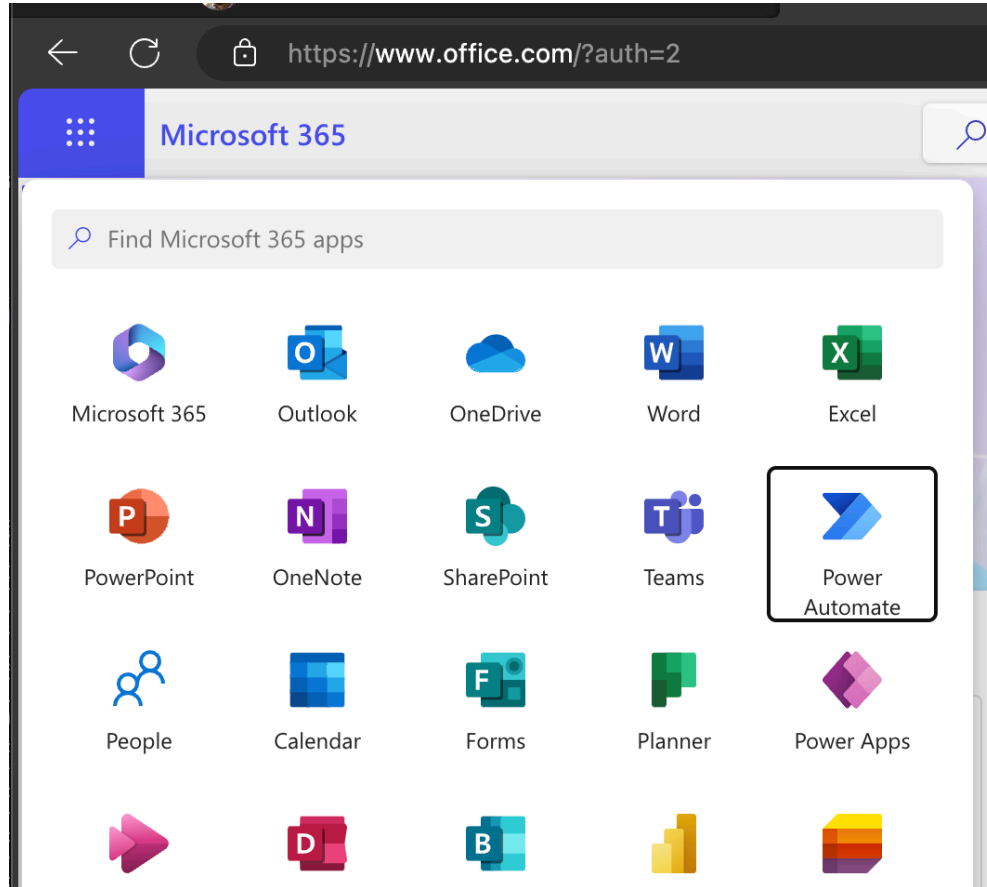
Excel Online

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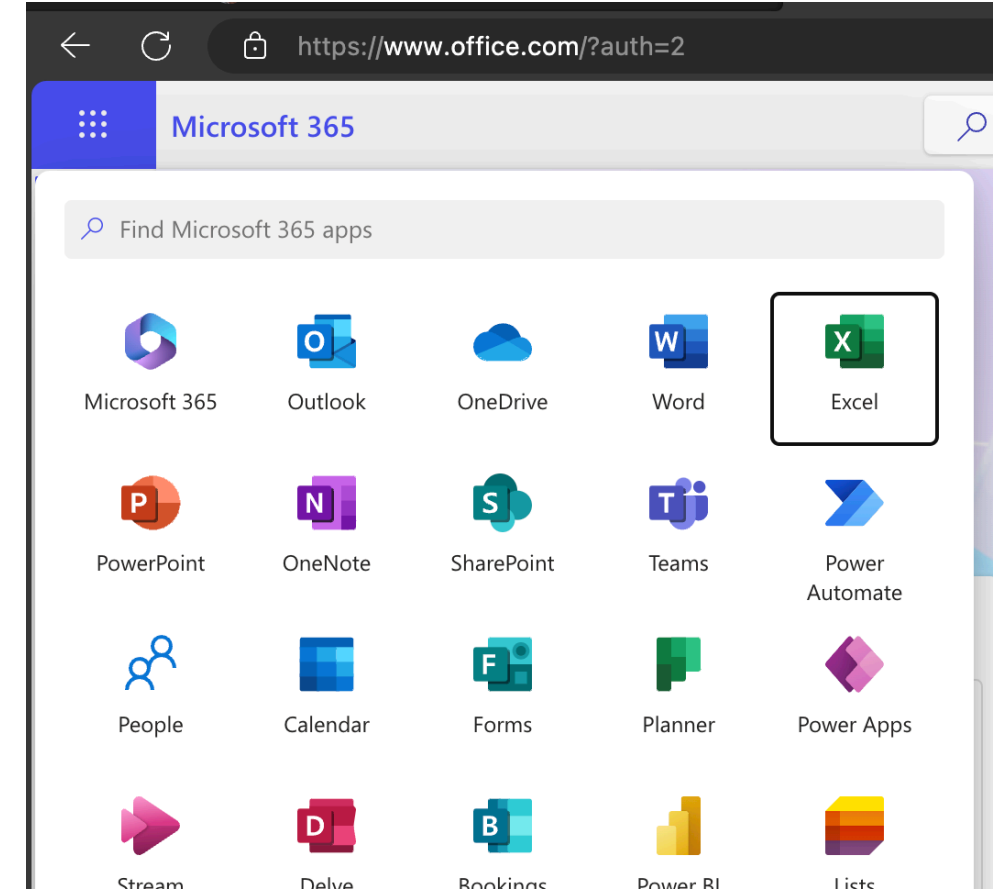
How do I get to Power Automate?

Office.com, then click the waffle icon:



How do I get to Excel Online?

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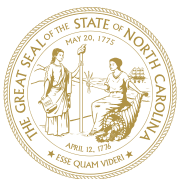


Power Automate - *Solo vs the team*

- By default, tied to *you*. But is this Power Automate Flow *for us*?
- Your NCDIT Microsoft 365 SME is here to help you

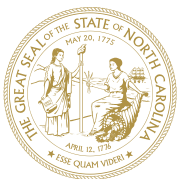


OR?



Why Excel Online and Power Automate?

- Your Excel Online files already live in SharePoint and OneDrive.
- Power Automate can act on each row, sheet, file
- Excel is the *fuel* and Power Automate is your *engine*.



A screenshot of the Power Automate interface. At the top, a blue bar contains the text "Manually trigger a flow" with a hand icon on the left and a question mark and three dots on the right. A downward arrow points from this bar to a green bar labeled "Excel Online (Business)" with an Excel icon on the left and a question mark and an 'X' icon on the right. Below this is a search bar with the text "Search connectors and actions". Underneath, there are two tabs: "Triggers" and "Actions", with "Actions" being the active tab. A list of actions is displayed, each with an Excel icon, a title, and the text "Excel Online (Business)". To the right of each action is an information icon (i). The actions listed are: "Delete a row", "Get a row", "Get worksheets", "List rows present in a table", "Update a row", "Add a key column to a table", and "Add a row into a table". A "See more" link is located at the top right of the list. A vertical scrollbar is visible on the right side of the list.

How does a Power Automate flow start?



Automated cloud flow

Triggered by a designated event.

"Someone updated my Excel spreadsheet, email the boss"



Instant cloud flow

Triggered manually as needed.

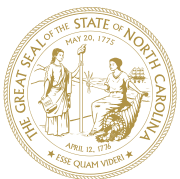
"Mobile app button pushed, or a menu item in a SharePoint list/library. Take some action on my Excel file"



Scheduled cloud flow

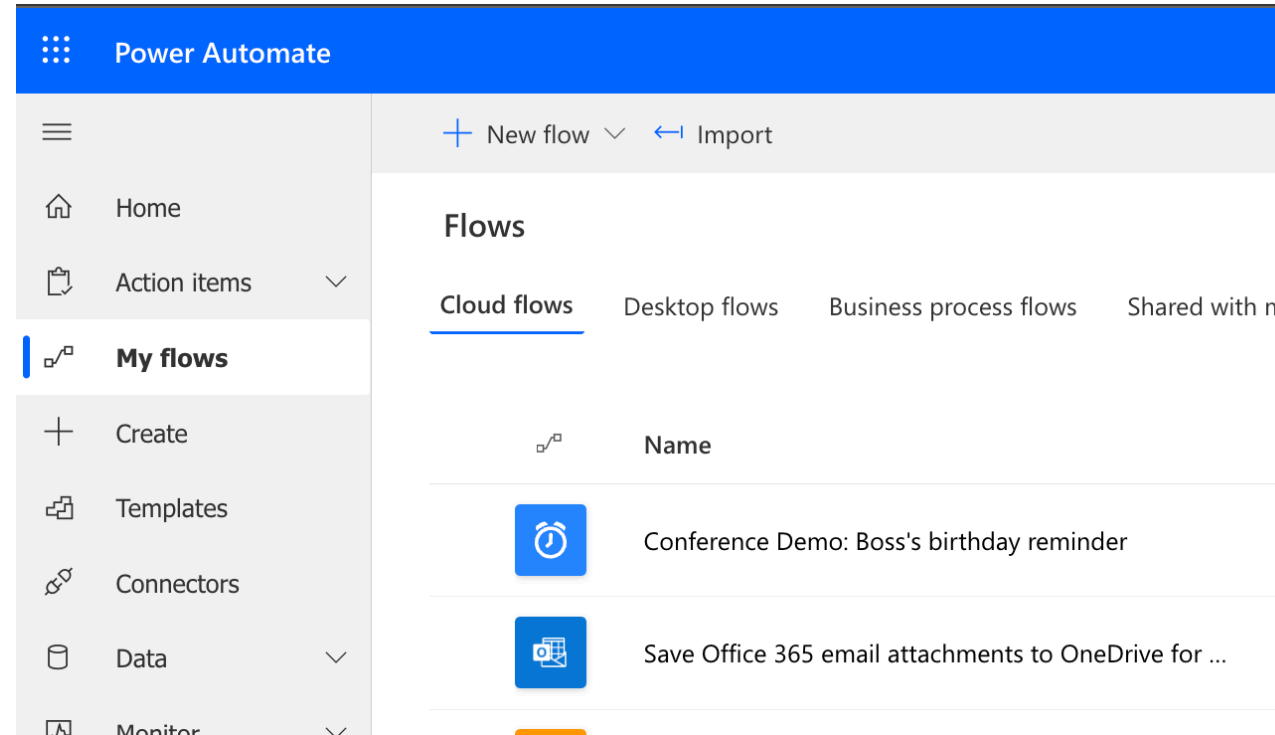
You choose when and how often it runs.

"Add a row to my Excel sheet every Thursday at 10AM"



Enough slides – let's make some things

1. **Read** data from your Excel sheet
2. **Write** data into an Excel Sheet
3. **Send** Emails via Excel
4. **Create** worksheets in Excel



The screenshot displays the Microsoft Power Automate web interface. The top navigation bar is blue with the 'Power Automate' logo and a hamburger menu icon. Below the navigation bar, there are options for '+ New flow' and '← Import'. The main content area is titled 'Flows' and has tabs for 'Cloud flows', 'Desktop flows', 'Business process flows', and 'Shared with me'. Under the 'Cloud flows' tab, there is a list of flows with a 'Name' column header. Two flows are visible: 'Conference Demo: Boss's birthday reminder' and 'Save Office 365 email attachments to OneDrive for ...'. The interface is clean and modern, with a light gray background and blue accents.



Go make something:

<https://make.gov.powerautomate.us/>

Learn more:

[Join the 'All things M365 User Group in Teams](#)

[Microsoft's Power Automate Documentation](#)

[Power Automate Learning Path Training from Microsoft](#)

Power Automate homepage:

Learning for every level [See all](#)

The screenshot shows a carousel of five learning path cards. The first card is titled 'Automate a business process using Power...' with a 'Beginner' level and a duration of '4 hr 50 min'. The second card is 'Automate processes with Robotic Process...' at an 'Intermediate' level, lasting '2 hr 5 min'. The third card is 'Improve business performance with AI...' at a 'Beginner' level, lasting '6 hr 56 min'. The fourth card is also 'Improve business performance with AI...' at a 'Beginner' level, lasting '26 min'. The fifth card is partially visible, titled 'Intrc Pow...' with an 'Inte...' level. Navigation arrows are visible on the right, and a progress indicator with four dots is at the bottom.

Card Title	Level	Duration
Automate a business process using Power...	Beginner	4 hr 50 min
Automate processes with Robotic Process...	Intermediate	2 hr 5 min
Improve business performance with AI...	Beginner	6 hr 56 min
Improve business performance with AI...	Beginner	26 min
Intrc Pow...	Inte...	

Dive deeper into Excel and Power Automate:

Matthew Devaney on Power Automate:

- [Filtering Excel rows during import with Power Automate](#)

Tomriha.com on Power Automate

- [Get the highest value from Excel rows in Power Automate](#)
- [Get more than 256 Excel rows back](#)
- [Dealing with date columns in Excel w/Power Automate](#)
- [Import tasks from Excel into Planner with Power Automate](#)

Microsoft.com

- [Excel Online Connector with Power Automate](#)