

Georgia's

DHH Resource

Database

SEE IT IN ACTION!

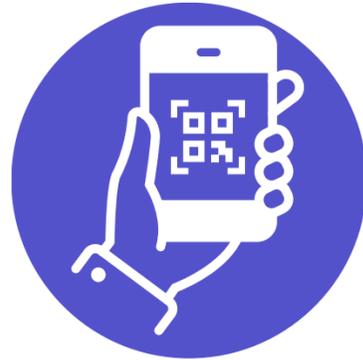
- Electronic Rolodex
- Heat Map
- Electronic Newsletter

BUT HOW??

This session is all about using Microsoft 365 to make organizing professional info easy! We'll look at how **Microsoft Forms** helps collect data, **Microsoft Lists** keeps everything organized (and even makes a cool heat map), and **Microsoft Excel** + **Microsoft Outlook** turns it all into a digital newsletter. With these tools, you can build a professional directory that's simple, searchable, and super useful!

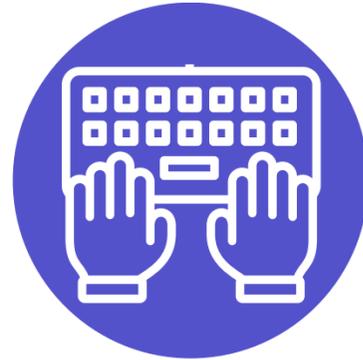
Georgia's

Deaf and Hard of Hearing Resource Database



STEP 1

GET CONTACT
INFO USING
MICROSOFT
FORMS QR
CODE



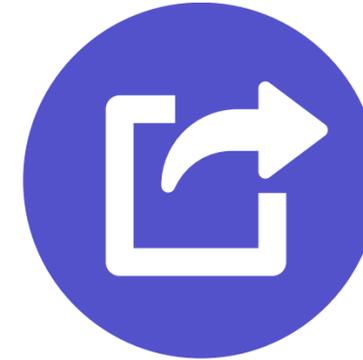
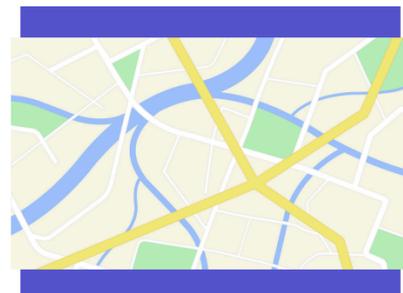
STEP 2

ORGANIZE
CONTACTS
USING
MICROSOFT
LISTS



STEP 3

MAKE A
HEAT MAP IN
MICROSOFT
LISTS



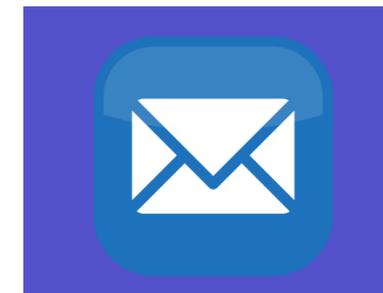
STEP 4

EXPORT
MICROSOFT
LIST TO
MS EXCEL



STEP 5

CREATE
NEWSLETTER
IN MICROSOFT
OUTLOOK



STEP 1 HACKS

1

Create a Microsoft Form with fields like Name, Organization, Email, and Zip Code to collect key details.

2

To begin adding people's info, choose **Collect responses**.

Style

Settings

Preview

Collect responses

View responses ⁵⁷⁵

3

In the middle right of the screen choose the QR Code icon to get a downloadable QR code.

4

To get LOTS of data, put the QR code on a flyer and pass it out at events.

FLYER



https://forms.office.com/Pag...

Shorten URL

Copy link



STEP 2 HACKS

1 Write down the fields from the MS Form you made on a piece of paper.

2 In MS Lists, choose **New List**, then choose **Blank List**. Type a name for the list and then click **Create**.

3 To add fields to a new list, choose **Add column** on the upper right.

4 When creating fields in MS Forms, always choose **Text**.

Search

+ New list

Text

Choice

Date and time

Multiple lines of text

Person

Number

Yes/No



All Items

+ Add column

STEP 3 HACKS

Share Export Forms Automate **Integrate** ...

1

In MS Lists, choose **Integrate** -> **Power BI** -> **Visualize the list** to make a heat map. Wait patiently.

2

When the report opens, click **Edit**.

File Publish to the list **Edit**

3

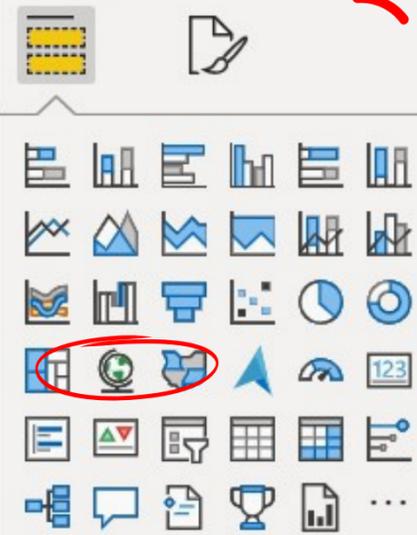
Click on any chart you see, then from the **Visualization** menu on the right select the **globe icon** for Map.

4

Look next to the **Visualization** menu. Click the caret beneath the word **Data** to find Zip Code. Drag and drop Zip Code to the **Location** tab, which is under **Visualizations**. **SAVE YOUR REPORT**.

Visualizations

Build visual



Location

Zip Code

Legend

Add data fields here

Latitude

Add data fields here

Longitude

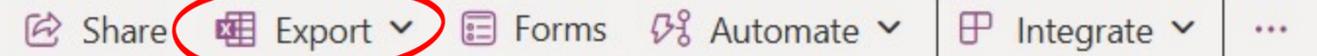
Add data fields here

Bubble size

STEP 4 HACKS

1

In MS Lists choose **Export** -> **Export to Excel**.



2

The list will download automatically.

3

Click on the download icon to open the file in Excel.



STEP 5 HACKS

1

Start a blank email in MS Outlook.

2

Copy the email addresses from the downloaded Excel file.

3

Paste the email addresses into the **Bcc** field in the blank email.
(Note, there is a limit of 500 emails at one time). Hit Send!



YOU CAN DO IT!!! Questions??
Reach out:
traci.penland@doe.k12.ga.us