

Problem Statement

Most Student Ambassadors want to send out certificates of participation to either event attendees or speakers after having a session, but the process is not as straightforward as it should be

Tools Needed

Microsoft Forms

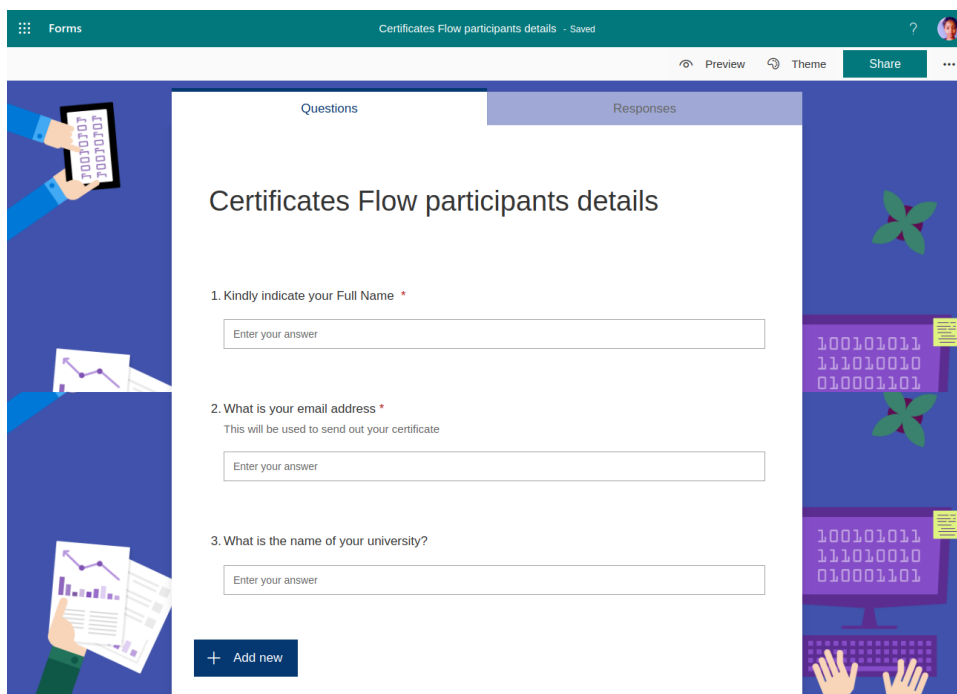
Excel Sheet

Power automate

Microsoft Word Template

Solution

Step1: Gather Participants information to input in the certificate using Microsoft forms as shown below:

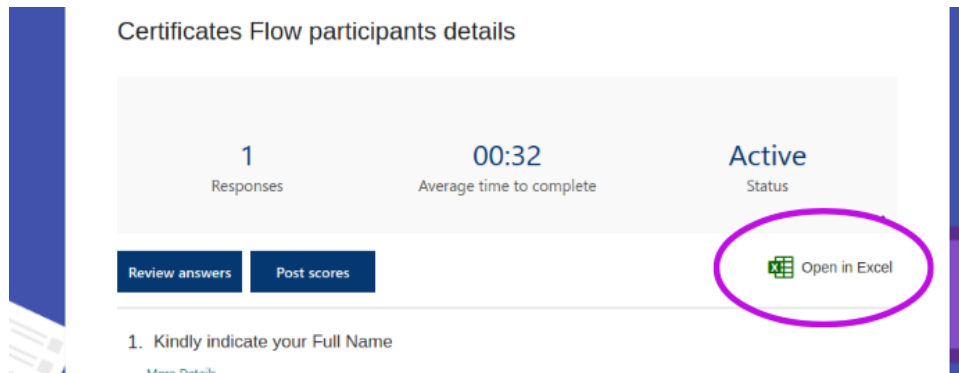


The screenshot shows a Microsoft Forms interface for a survey titled "Certificates Flow participants details". The form is in the "Questions" tab, and the title is displayed at the top. The form contains three questions, each with a text input field:

1. Kindly indicate your Full Name *
Enter your answer
2. What is your email address *
This will be used to send out your certificate
Enter your answer
3. What is the name of your university?
Enter your answer

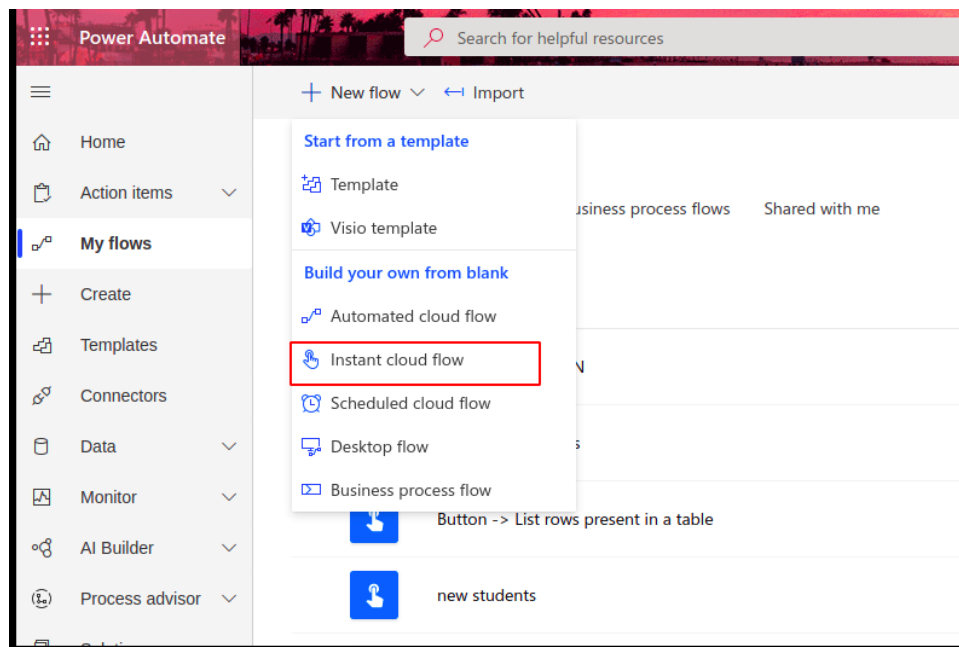
At the bottom of the form, there is a blue button labeled "+ Add new". The interface includes a top navigation bar with "Forms", "Certificates Flow participants details - Saved", and a "Share" button. The left sidebar features decorative illustrations of a hand holding a tablet, a line graph, and a bar chart. The right sidebar features decorative illustrations of a green star, binary code, and a computer monitor with binary code.

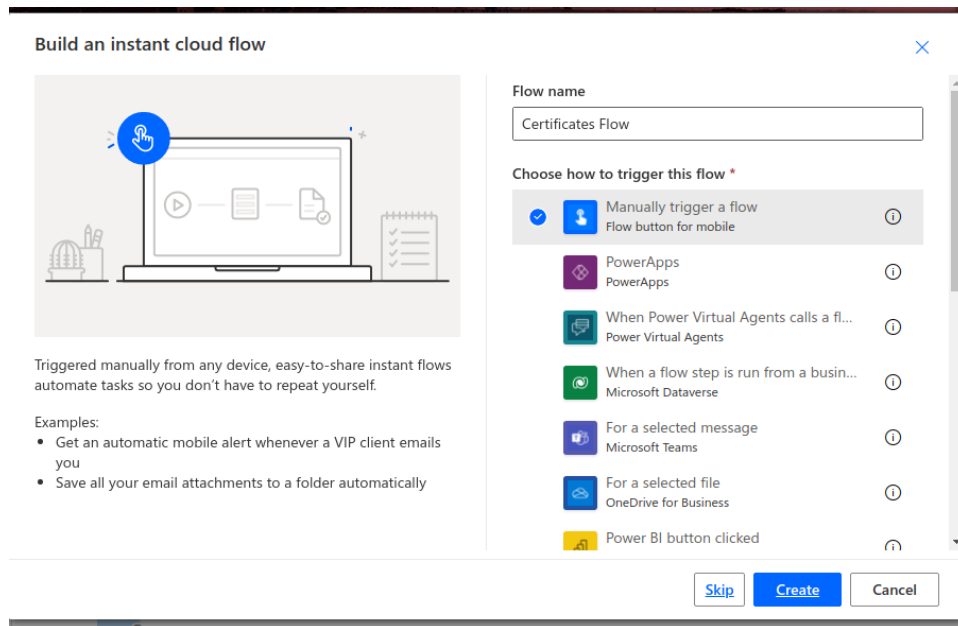
Step2: Get the form data provided on the excel sheet which is auto created on form creation



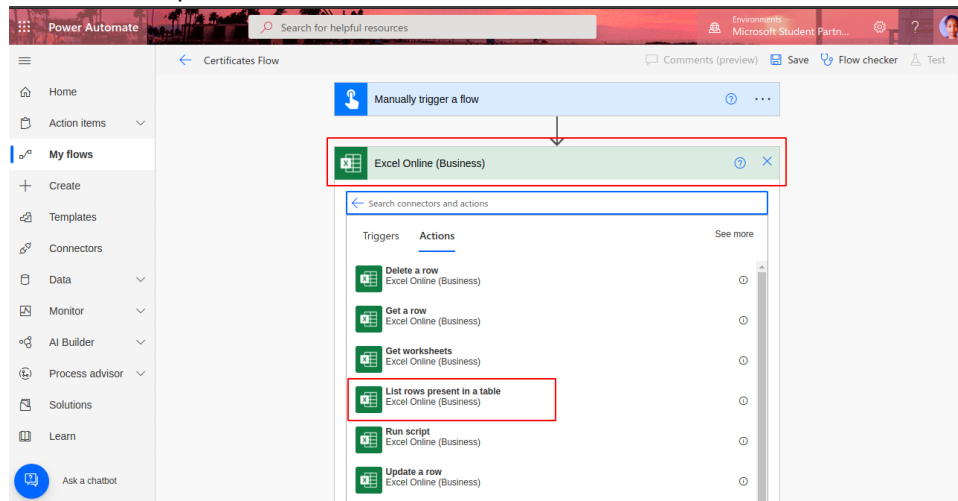
Step3: Create a new flow using Power Automate

Visit flow.microsoft.com and click on create New Instant flow

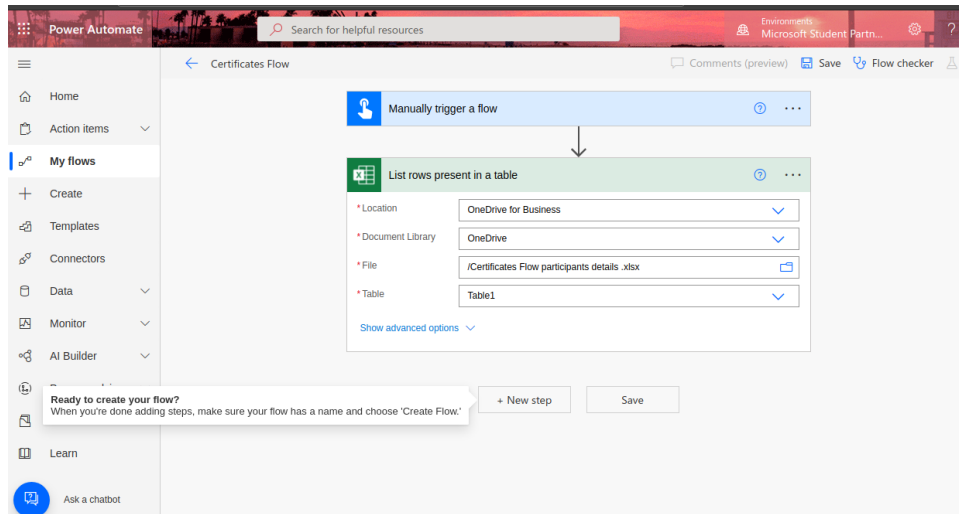




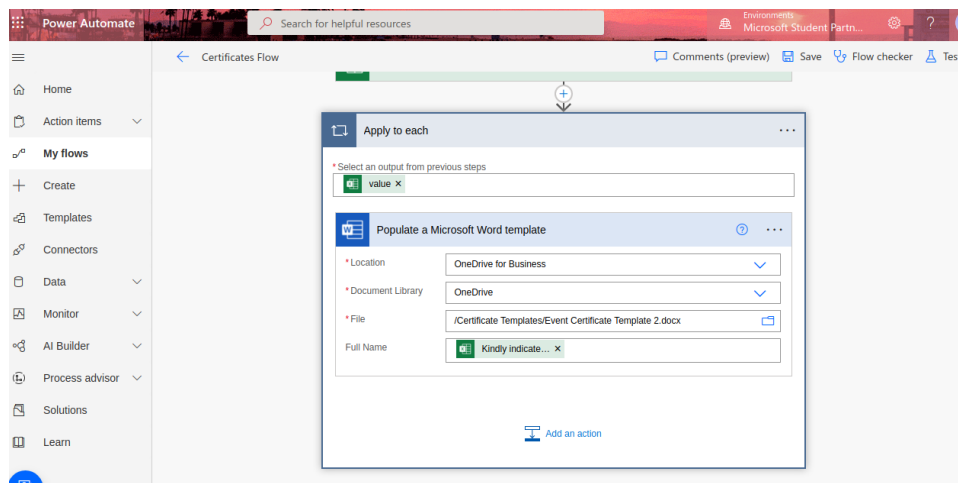
Next, we connect to the excel data sheet that contains our participants details
Add a new step to the flow and add an excel for business connector



After Adding this populate the step with the personal details so that it's similar to



Next, we populate a Microsoft Word Template. You can download the Standard Student Ambassadors Template [here](#).



NOTE: I added full name field in the word template hence it appears on this step and I'll be populating it with content from the excel sheet

Next, we create the file as a word document

↓

Cloud icon

Create file

?

...

* Folder Path

/Certificate Templates/Generated Certificates

Folder icon

* File Name

Kindly indicate... x .docx

* File Content

Microsoft Wor... x

↓

then convert it to a pdf file using path

↓

Word icon

Convert Word Document to PDF

?

...

* Location

OneDrive for Business

Dropdown arrow

* Document Library

OneDrive

Dropdown arrow

* File

Path x

Folder icon

↓

and save the file in a desired folder

↓

Cloud icon

Create file 2

?

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* Folder Path

/Certificate Templates/Generated Certificates pdf

Folder icon

* File Name

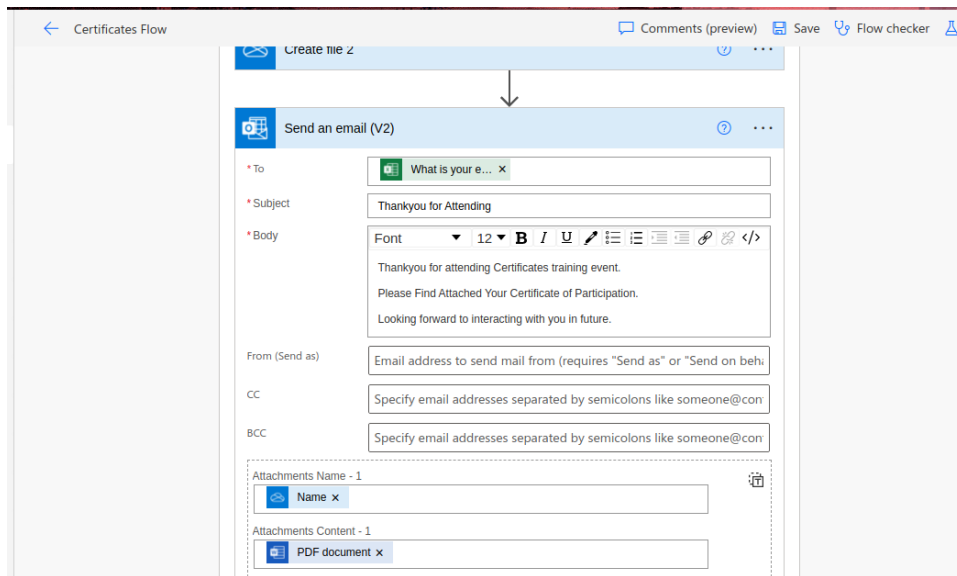
Kindly indicate... x .pdf

* File Content

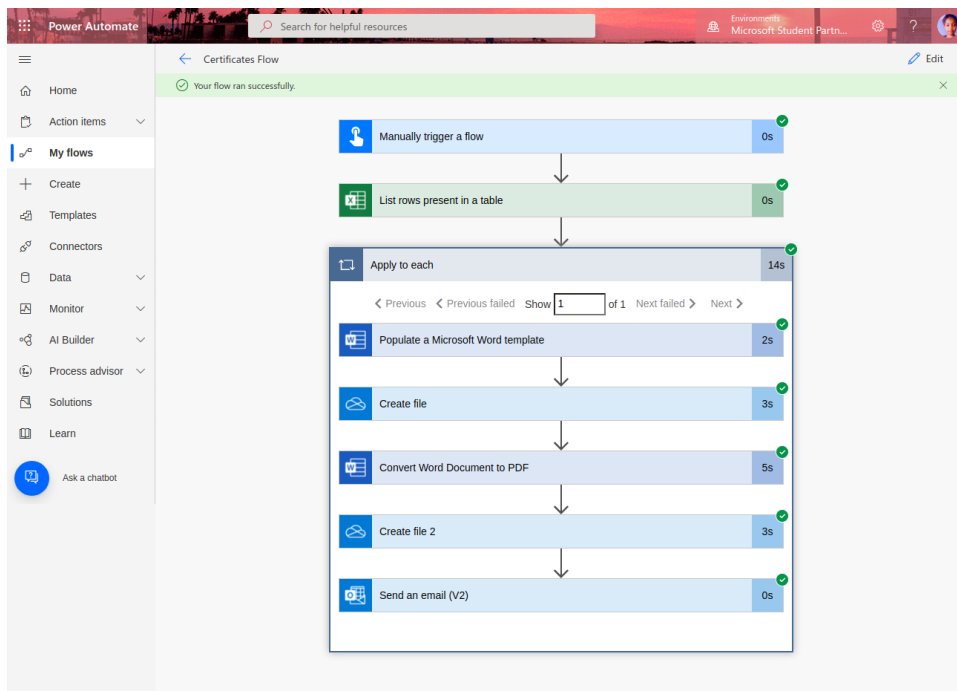
PDF document x

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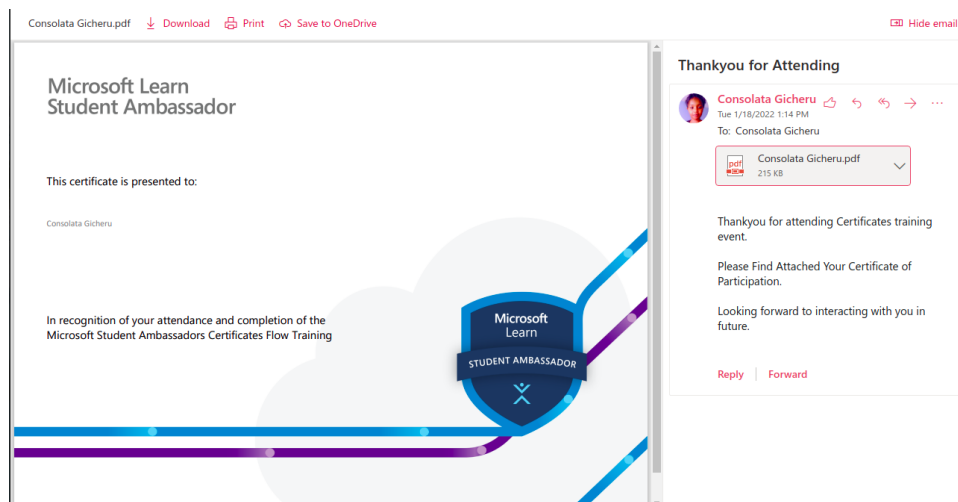
finally send out the certificate as an email attachment to Participants



Kindly Note the pdf document and file name fields are dynamically populated from previous steps



Here is a sample of the output email and certificate



Feel free to change the font and sections of the certificate

Happy Learning !!