



Microsoft Power Automate Introduction

Microsoft Power Automate

- What is Power Automate
- What is a flow
- What are the Flow Types?
- Understanding the Flow workspace

Flow Creation (from a Template)

- The Flow Template Library in Power Automate
- Creating automation from a template
- Adding details to a template
- Checking a Flow Template
- Testing a Flow from a template manually and automatically
- Creation of various flows
- Working with variables

Creating a Flow (from Scratch)

- Understanding and setting triggers
- Understanding Actions
- Understanding Conditions
- Using Functions and Expressions
- Understanding Looping

Where Flows Can be Built From

- Flow Creation with Forms and To Do
- Flow Creation in OneDrive
- Flow Creation in SharePoint
- Flow Creation in Teams

Power Automate Approvals

- Approval menu option
- Create and test an approval workflow

Our hands-on training course is perfect for anyone new to Microsoft Power Automate. You'll discover how to streamline your work by automating repetitive tasks across your favourite Microsoft 365 apps. Learn to build flows using ready-made templates and create powerful automations entirely from scratch. While not essential, a basic understanding of Microsoft 365 and your own work processes will help you get even more value from this one-day course.

