



Microsoft Power Platform One-Day Workshop

Overview of Power Automate

- Capabilities – examine templates and talk through applications
- Building a flow from a template
- How to test and monitor a Flow

Overview of Power Apps

- Capabilities – looking at example apps and templates to discuss potential
- Creating an App from a template to see how it runs
- How apps are deployed
- Running a Power Automate Flow from an app

Overview Power BI

- Overview of Power BI – Desktop Tool, Web Service and Data Import
- Building a simple report.
- Introducing Tables, Relationships and Visualisations
- Publishing Reports to the Web
- Overview of the online capabilities of Power Bi

Integration with Teams

- Show how approvals, reports and apps work in Teams

This 1-day workshop provides a clear, accessible introduction to Microsoft Power Platform, answering the question: *What is Power Platform and what can it do for my organisation?* Participants will gain an overview of its core components—Power BI, Power Apps and Power Automate—learning what each tool does, where it fits and how they work together to streamline processes, build simple apps and turn data into insights. Perfect for beginners, this course gives you the knowledge needed to understand the platform's capabilities and identify opportunities to improve productivity.

