

Power Automate Essentials - 1 day



Course Overview

Prerequisites

This 1 day Power Automate course is the fastest way to get started with Power Automate.

It is a beginners' course. It does however assume a level of IT experience. You will need to have:

- A basic understanding of Windows 7, 10 or 11
- Experience using a web browser
- A working knowledge of Office365
- Some knowledge of basic programming and HTML is useful but not essential.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment. There are plenty of chances to try out what you are being taught and ask questions.

TOPICS

Introduction

- What is Power Automate?
- Accessing Power Automate
- Power Automate architecture

Templates in Power Automate

- Finding and using templates
- Modifying a template

Creating Flows from Scratch

- Flow components
- Instant triggers

Advanced Flow Techniques

- Controls
- Working with actions
- Working with variables

Approvals

- Types of approvals
- Creating approvals
- Responding to approvals
- Approvals and dynamic content

Software requirements and set-up to attend the training remotely or at your premises:

Microsoft365 - a subscription with access to Power Automate, SharePoint, OneDrive, PowerApps and all standard Office online programs such as Excel and Outlook

The premium Power Automate licence is not needed to attend the training and additional functions that are only available with the Premium licence, such as Microsoft Dataverse, third-party connectors and HTTP API calls, will **not** be covered in this training.

SharePoint - Before the course is delivered, you will need your IT dept to create a Training Site and assign Site Owner status to you. This will mean you can perform the tasks ie., document library creation/editing, list creation/editing, page creation/editing.

Microsoft Teams - You will need a test team where you are the only member.