Microsoft Power Automate Essentials Training

Duration: **2 Day**

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- **Automate repetitive manual activities and reduce time spent on routine work.**
- **Designed for Office 365 users and business analysts who want to improve productivity through smart automation.**
- **All key concepts are reinforced through extended hands-on exercises in Module 7.**

Microsoft Power Automate is a key component of the Microsoft 365 ecosystem and provides a platform for automating business processes by connecting Microsoft 365 services with a wide range of other applications and services.

This course focuses primarily on creating and managing**cloud flows**. Participants learn how to automate repetitive tasks, move information between connected services, and create workflows that improve the efficiency and consistency of everyday business processes.

Throughout the course, learners build flows from templates, create automations with Copilot, and design workflows from a blank starting point. The programme also covers flow controls, approvals, variables, and more advanced automation techniques.

Prerequisites

This course may require the use of **Multi-Factor Authentication (MFA)**. Participants are advised to install Microsoft Authenticator or another compatible MFA application before attending.

Participants should have:

- A basic understanding of Windows 10 or later,
- Experience using a web browser,
- General familiarity with Office 365,
- Some awareness of basic programming and HTML concepts.

Programming and HTML knowledge are useful but not essential.

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Who Should Attend

This course is intended for individuals who want to automate workflows and business processes within their organisation. It is particularly useful where repetitive activities, approvals, and routine operational tasks need to be simplified or standardised.

The course is suitable for:

- Office 365 users,
- Business analysts,
- IT administrators and support teams,
- Operations professionals,
- Junior developers beginning to work with Microsoft technologies,
- Users interested in low-code and no-code solutions,
- Project managers,
- Team leaders,
- Professionals who need to automate approval and task-based processes.

What You Will Learn

By the end of this course, participants will be able to:

- Explain what Power Automate cloud flows are and how they operate,
- Create cloud flows from templates,
- Build Power Automate flows with Copilot,
- Create cloud flows from a blank starting point,
- Work with Triggers, Actions, and Controls,
- Use a broad range of Power Automate features,
- Build and manage Approval processes,
- Apply advanced techniques including Variables, Scope, Do Until, and Parallel Branches,
- Share and manage Power Automate flows.

Training Outline

Module 1 – Introduction to Power Automate

- What is Power Automate?
- Common Power Automate use cases
- Accessing Power Automate
- Power Automate architecture
- Understanding how cloud flows work

Module 2 – Creating Flows from Templates and with Copilot

- Finding suitable Power Automate templates
- Creating flows from templates
- Configuring a flow
- Running a flow

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- Creating a Power Automate flow with Copilot
- Refining Copilot-generated flows
- Formatting output with HTML

Module 3 – Creating Flows from Blank

- Data Connections
- Triggers
- Actions
- Controls
- Compose Actions
- Expressions
- Action Names
- Notes and Comments
- Date Formatting
- Instant Triggers
- Sharing flows
- Building a complete workflow from a blank flow

Module 4 – Flow Controls

- Using Conditions
- Apply to Each
- Switch
- Creating alternative paths based on conditions
- Processing multiple records within a flow

Module 5 – Approvals

- The Approvals Data Connector
- Creating approval processes
- Responding to approval requests
- Approval Dynamic Content
- Formatting approvals with Markdown
- Using approvals within business workflows

Module 6 – Advanced Flow Techniques

- Working with Variables
- Do Until
- Scope
- Moving Actions
- Copying and pasting Actions
- Inserting additional Actions into existing flows
- Creating Parallel Branches
- Using the Terminate Action
- Building more sophisticated automation scenarios

Module 7 – Practical Hands-on Exercises

This module provides extended practical exercises designed to bring together the concepts introduced throughout the course.

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- Building end-to-end cloud flows
- Working with Triggers and Actions
- Using Conditions and Apply to Each
- Creating automation scenarios with Approvals
- Applying Variables and advanced Flow Controls
- Working through scenarios based on realistic business requirements
- Reinforcing the techniques covered across the course