



## Power Automate Essentials

**Duration** : 1 day

### Course Overview

This 1-day course is designed for anyone new to creating and implementing flows in Microsoft Power Automate. The content will introduce delegates to the key concepts of Power Automate, with the goal of empowering them to design and implement their own solutions in the workplace.

At course completion, attendees will possess sufficient knowledge to work with Power Automate to automate and manage common everyday business processes. Delegates will understand when and why Power Automate should be implemented and be able to create practical and useful flows to suit individual requirements. In essence, all the skills necessary to help them design and develop their own office automation solutions.

The course includes automating processes in Microsoft SharePoint, Outlook, Excel Online, OneDrive, and Microsoft Teams.

Please note, this course is about automated cloud flows. In other words, automation in the cloud, not desktop automation.

The training is delivered with plenty of illustrated examples and augmented with practical hands-on exercises to enhance the learning experience. Also, as Power Automate is continually evolving, this course is regularly reviewed and updated to keep the delivered content as fresh and relevant as possible, thus ensuring the best return on investment from the learning experience. As such, the content delivered may vary slightly from the advertised course outline depending on new and updated features.

### Prerequisites

Delegates should possess the following knowledge before attending this course.

- Familiarity with Windows 10 or later
- Some familiarity with the Microsoft 365 environment
- Some basic programming knowledge would be useful though not essential

### Objectives

Upon successful completion of this course, delegates will be able to:

- Understand the Key Components of Power Automate
- Implement Flows with Templates
- Understand the Key Components of a Flow
- Handle Email with Flows
- Interact with Microsoft SharePoint and OneDrive
- Work with Files and Folders
- Interact with Microsoft Excel
- Work with Variables
- Use Expressions
- Handle Flow Errors
- Interact with Microsoft Teams \*



## Course Content

### Introducing Power Automate

The Microsoft Power Platform  
The Role of Power Automate  
Power Automate Terminology  
Power Automate Components

### Power Automate Templates

Reviewing Power Automate Templates  
Configuring and Running a Template Flow

### Creating Custom Flows

Types of Flows  
Data Connectors  
Triggers  
Actions  
Create and Test a Custom Flow

### Working with Email

Sending and Receiving Email  
Handling Attachments

### Working with SharePoint and OneDrive

SharePoint Lists and Documents  
Working with Files and Folders  
Working with OneDrive

### Working with Microsoft Excel

Excel Triggers and Actions  
Getting Rows of Data  
Adding Rows of Data

### Flow Management

Working with Variables  
Dynamic Content  
Expressions  
The Compose Action  
Controlling Flow Execution  
Error Handling

### Working with Microsoft Teams \*

Microsoft Teams Triggers  
Power Automate Teams Actions  
Posting Content to Teams

\* If time allows