

# Microsoft Power Automate Flow Essentials

## Course Description

Microsoft Power Automate Essentials is a comprehensive course that covers the fundamentals of using Power Automate to automate workflows and streamline business processes. The course is designed to help users understand the various components of Power Automate and how they can be used to automate repetitive tasks, connect services, and create custom workflows.

The course includes modules on creating flows from templates, building flows from scratch, using flow controls, working with approvals, and advanced techniques such as using variables and parallel branches. Throughout the course, learners will gain hands-on experience with creating and running flows using Power Automate, as well as learning how to share flows with other users.

## Audience

The audience profile for Microsoft Power Automate Essentials would typically include:

- Business professionals who want to automate repetitive tasks and streamline business processes to improve productivity and efficiency.
- IT professionals and developers who need to integrate multiple services and create custom workflows using Power Automate.
- Users of Microsoft Office 365 and Dynamics 365 who want to automate workflows between different applications.
- Anyone who wants to learn how to use Power Automate and explore its features and capabilities.

## Pre-requisite Knowledge/Skills

Participants should have a basic understanding of Microsoft Office 365 and be comfortable navigating its various applications. Additionally, some knowledge of programming concepts and logic would be helpful for certain modules, but it is not required. Familiarity with cloud-based services and web applications may also be useful. Overall, this course is suitable for individuals with beginner to intermediate level skills in automation and workflow management.

## Course Objectives

By the end of the course, learners should be able to:

1. Understand the fundamentals of Power Automate and its components.
2. Create flows from templates and build flows from scratch.
3. Work with flow controls such as conditions, loops and switches.
4. Automate approvals using the approvals data connector.
5. Use advanced techniques such as working with variables, do-until loops and parallel branches.

6. Share flows with other users.
7. Format outputs using HTML and Markdown.
8. Integrate Power Automate with Microsoft Office 365 and Dynamics 365.
9. Apply the principles of workflow automation to real-world business scenarios.

## Course Outline

The course comprises 24-hours of theory and labs. It's divided into 7 different modules.

### Module 1: Unleashing the Power of Automation

- What is a Power Automate?
- Accessing Power Automate
- Power Automate Architecture
- Cloud-based Workflow Automation Tool
- Connect Services Effortlessly
- Automate Repetitive Tasks
- Triggers and Actions

### Module 2: Harnessing the Potential of Templates and AI

- Find and Use a Template
- Configuring the Flow
- Running the Flow
- Creating Power Automate with AI
- Formatting Output using HTML
- AI-powered Flows
- Automated Configurations
- Optimize Workflows
- Streamlined Formatting

### Module 3: Building Flows from Scratch

- Data Connections
- Triggers and Actions
- Controls
- The Compose Action

- Expressions
- Action Names, Notes, and Comments
- Date Formatting
- Instant Triggers
- Sharing Flows
- Customized Workflows
- Comprehensive Data Connections
- Powerful Expressions
- Collaborative Sharing

#### **Module 4: Taking Control with Flow Controls**

- Conditions
- Apply to Each
- Switch
- Streamlined Processes
- Condition-based Workflow
- Simplified Decision-making

#### **Module 5: Approvals Made Easy**

- The Approvals Data Connector
- Responding to Approvals
- Approval Dynamic Content
- Formatting Approvals with Markdown
- Streamlined Approval Processes
- Simplified Communication
- Dynamic Approvals

#### **Module 6: Advanced Workflow Techniques**

- Working with Variables
- Do Until
- Scope
- Moving Actions
- Copy and Pasting Actions
- Inserting Actions into a Flow
- Parallel Branches
- The Terminate Action
- Advanced Workflow Strategies

- Dynamic Variables
- Streamlined Actions

## **Module 7: Power Automate Administration**

- Overview of Power Automate Administration
- Accessing the Power Automate Admin Center
- User Management and Permissions
- Environment Management
- Data Loss Prevention Policies for Flows
- Monitoring and Reporting
- Troubleshooting Flow Failures