

Microsoft Power Automate for End Users

Course Duration: 8 Hours (1 Day)

Overview

The Microsoft Power Automate for End Users course is designed to empower learners with the skills needed to create Automated workflows between apps and services to Sync files, get notifications, collect data, and more. This Power Automate course online provides a comprehensive introduction to Power Automate, showcasing its benefits and guiding users through Initial setup, including Setting up Office 365 and Customizing the App Launcher. As users progress through the Power Automate training, they will learn to use templates, understand Flow logic, integrate with various connectors, and manage flows on the mobile app. Administration and maintenance modules ensure that learners can maintain, share, and manage Power Automates effectively. By the end of the course, participants will have hands-on experience in Building and testing automated processes, which will streamline their day-to-day tasks and enhance productivity within their organizations.

Audience Profile

Microsoft Power Automate for End Users course empowers non-developers to automate workflows and streamline business processes

- Business Analysts
- Project Managers
- IT Support Staff
- Office Administrators
- Operations Managers
- Process Managers
- Power Users
- Department Heads
- Sales Professionals
- Marketing Professionals
- Human Resources Professionals
- Quality Assurance Specialists
- Compliance Officers
- Educators and Trainers looking to enhance productivity through automation

Course Syllabus

Module 1: An Introduction to Power Automate

- What is Microsoft Power Automate?
- The benefits of automation
- How to get to Power Automate

Lab 1: Setup your tenant

- Setup Office 365
- Download Course Files
- Customize your App Launcher
- Create accounts for colleagues

Module 2: Getting Started with Power Automate

- Using Power Automate templates
- Navigating in Power Automate
- Editing a Power Automate
- Publish and trigger a Power Automate
- Turn off or delete a Power Automate

Lab 2: Building processes in Office 365

- Create a Team with a channel
- Build an absence business process
- Testing the absence process
- Optional: Create Feedback Form
- Optional: Power Automate to Notify of Bad Ratings
- Optional: Test your Form and Power Automate

Module 3: Power Automate logic

- Adding conditions (Info@koenig-solutions.com)
- Designing switches (www.koenig-solutions.com/microsoft-flow-training-course)
- Using applies to each
- Configuring does until logic
- Adding a scope

Lab 3: Scheduling documentation reviews

- Setup a policy library in SharePoint
- Design a policy review schedule
- Testing the policy review process
- Optional: Notify if a file nears review

Module 4: Integration

- Standard and premium connectors
- Connecting to web services
- Using Flow with on-premises data

Lab 4: Using Power Automate and SQL to Review Sales

- Create a new orders list
- Designing the price check process
- Testing the price check process
- Optional: Update with managers

Module 5: The mobile app

- Downloading the mobile app
- Signing in and account management
- Building and managing Power Automates
- Creating buttons
- Feeds and approvals

Lab 5: Optional: Using the Power Automate mobile app

- Setting up the Power Automate mobile app
- Create a new Power Automate in the mobile app
- Using Power Automate buttons in the app
- Uninstall the Power Automate mobile app (www.koenig-solutions.com/Microsoft-flow-training-course
Info@koenig-solutions.com)

Module 6: Administration and maintenance

- Maintaining a Power Automate
- View history and analytics
- Sharing a Power Automate
- Export and import Power Automates
- Office 365 administration for Power Automate
- Environments
- Data policies
- Data integration

Lab 6: Maintaining your Power Automates

- Share a Power Automate with a colleague
- Disabling an active Power Automate
- Deleting a Power Automate