Microsoft Power Automate Cloud Flow Essentials

Target Audience

This course is designed for business professionals, automation specialists, and IT users who want to streamline workflows using Microsoft Power Automate Cloud Flows. It is ideal for those new to automation or looking to enhance their skills in automating repetitive tasks, integrating apps, and improving efficiency.

Course Objective

The Power Automate Cloud Flow Essentials course aims to equip participants with the knowledge to create, manage, and optimize cloud-based workflows. Learners will understand how to automate processes, connect multiple services, and enhance productivity with Power Automate's low-code capabilities.

Course Outcome

- **Flow Creation & Automation** – Learn to build automated workflows using triggers, actions, and connectors.
- **Integration with Microsoft 365 & Third-Party Apps** – Connect Power Automate with SharePoint, Outlook, Teams, and external services.
- **Error Handling & Monitoring** – Use run history, error tracking, and notifications to troubleshoot and optimize flows.
- **Process Optimization & Best Practices** – Implement automation strategies to enhance business processes and efficiency.

Course Outline

The course comprises **24-hours** of theory and labs and is divided into **7** different chapters. Each chapter will be followed by **hands-on lab exercises** to reinforce learning and gauge understanding of the topics covered.

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 Power Automate Co-Pilot

Find and Use a Template
Configuring the Flow
Running the Flow
Creating Power Automate with Power Automate Co-Pilot
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