

KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Power Automate Cloud Flow Essentials

Learn to build, manage and administer cloud flows in Power Automate, from triggers and controls to approvals and troubleshooting.

24 Hours

DURATION

7

MODULES

60

TOPICS

COURSE OVERVIEW

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.

WHO THIS COURSE IS FOR

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.

LEARNING OBJECTIVES

- 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

7 Modules, 60 Topics

01

Unleashing the Power of Automation

TOPICS

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

02

Harnessing the Potential of Templates and Power Automate CoPilot

TOPICS

- 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

03

Building Flows from Scratch

TOPICS

- 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

04

Taking Control with Flow Controls

TOPICS

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

05

Approvals Made Easy

TOPICS

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

06

Advanced Workflow Techniques

TOPICS

- 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

07

Power Automate Administration

TOPICS

- 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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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