Power Automate:
Power User 1 Day with Lab

Overview

WorkshopPLUS - Microsoft Power Automate: Power User targets End users and Business developers, that are new Power Automate. It begins with an introduction to Flow Studio. and covers the most commonly used triggers and actions.

The training is focused on hands-on, with a short introduction to each topic that is followed by instructor led practical exercises.

Objectives

On completion of this Workshop, attendees will have several samples that they can re-use. The mix is 20% PowerPoint presentations ad and 80% building Flows in Power Automate.

Key Takeaways

Course Material

• Most of the training will be a short one-slide presentation, supported by a follow-along walkthrough where we all build the same.

• The student will end up with many samples that can be reused back in own company.

Agenda

Day 1

• Module 1 – Introduction & Overview

• Module 2 – Triggers & Actions

• Module 3 - Intermediate

• Module 4 – Advanced Topics

Plan for a full day. Early departure is not recommended.

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Course Details

Module 1: Introduction & Overview
- Brief Administration Overview
- Fundamentals
- Templates
- Connectors
- Run history

Module 2: Triggers & Actions
- Common triggers
- Flow button
- Outlook
- SharePoint
- Recurrence
- Basic Action
- Conditions
- Apply to each
- Do until
- Scope
- Switch

Module 3: Intermediate
- Standard Action
- Approval
- Lookup in SharePoint and filter
- Create Items in SharePoint
- Send email (and with options and html)
- Variables
- Data Operation
- Compose
- Parse JSON
- Create table
- Best practices for labeling and naming
- Use comments

Module 4: Advanced Topics
- Microsoft Forms and Flow
- Flow and PowerApps together
- Error handling
- Export & import flow-packed

Recommended Qualifications

The training is targeted power users and Business developer, that are new to Microsoft Power Automate. Attendees must have a basic understanding of Office 365 and SharePoint Online.

Hardware Requirements
- An Intel Core-i5-based PC
- USB port
- Microsoft/Windows Live ID to connect to the virtual environment
- 4 GB RAM
- 128 GB HDD
- Windows 7 SP1 or later
- Office 2013 Professional Plus
- Internet access with at least 1 Mbps bandwidth per student.

For more information

Contact your Microsoft Account Representative for further details.

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