

Power Automate Foundations

Power Automate is Microsoft premier workflow tool that allows anyone to swiftly automate any process they require. From a simple update items process to a more complicated expense claim approval process, Power Automate can build your workflows in hours not days.

This course will empower you to build automated processes using low code, drag and drop features and hundreds of pre-built connectors that will allow you to automate your repetitive business processes with ease. Integration with other Microsoft products such as SharePoint, Excel and Outlook will become seamless to you and your users.

Whether you need to automate the Power App you just built, a desktop process or a form submittal process via SharePoint, you will learn to use the correct connections and make dynamic automated processes that get the job done. You will also learn to distinguish and develop cloud flows, desktop flows or business process flows.

Course Outline:

1. Power Automate Introduction

- What is it?
- What is a Workflow?
- Types of Workflows
- Platform Setup
- Licensing Fees
- Understanding the Environment
- Navigation Elements

2. Creating Your First Workflow

- Creating Flowcharts
- Learning about Triggers
- Understanding Connectors
- Dynamic Content
- Input Types
- Dynamic Expressions
- Creating Actions
- Action Parameters
- Working with Conditions
- Starting from Templates

3. A More Advanced Flow

- Get SharePoint Items
- OData Syntax
- Working with Variables
- Conditions vs Switch
- Apply to Each vs Do Until
- Handling Errors
- Working with Approvals
- Using Built-In Functions
- Power Automate Security

4. Integration with other Microsoft Apps

- Trigger Flow with Power Apps
- Trigger Flow with SharePoint
- Interacting with Excel Files