



corporate training options

Microsoft Power Automate Training

Overview & Learning Outcomes

The skills and knowledge acquired in the Microsoft Power Automate course are sufficient to be able to use and operate the software effectively.

Upon successful completion of this course you should be able to:

- know when to use Power Automate to turn business processes into automated workflows
- understand the components of Power Automate and their correct use
- be able to create and edit consistent and visual workflows
- describe the benefits of working with Power Automate
- integrate other tools and apps within Power Automate

Prerequisites

Trainees attending the Microsoft Power Automate course should have prior experience of using Microsoft 365, including working with OneDrive, SharePoint lists & libraries, and content approval processes to a reasonably advanced level.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Microsoft Power Automate Training Course Outline

Power Automate Overview

What is Microsoft Power Automate?
The benefits of automation
Getting set up with Power Automate

Integration with Tools & Services

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

Getting Started with Power Automate

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

Power Automate Mobile App

Downloading the mobile app
Signing in and account management
Building and managing flows
Creating buttons
Feeds and approvals

Power Automate Workflows

Adding conditions
Designing switches
Configuring logic in workflows
Adding a scope

Administration & Maintenance

Maintaining a flow
View history and analytics
Sharing a flow
Export and import flows
Disabling an active flow
Deleting a flow
Microsoft 365 administration for Power Automate
Environments
Data policies
Data integration

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