

POWER PLATFORM BASICS



Duration: 14h

Prerequisites:

- General understanding of the Microsoft 365 environment
- Access to Power Platform tools

Teaching methods:

- Remote training
- Demonstration
- Course material included

Recognized certification: yes

Audience:

- Businesses and professionals who want to learn how to use Power Platform's user-friendly tools to increase productivity, support decision-making, and automate tasks

Skills acquired at the end of the course:

- Discover the possibilities associated with Power Platform and know when to use each tool
- Create or modify small solutions (simple flows, lightweight apps, Power BI visuals, basic agents)
- Identify and analyze automation opportunities within business processes

SYLLABUS:

Introduction

Microsoft Power Platform is a suite of tools that enables the creation of applications, task automation, and data analysis without complex programming. It offers user-friendly options to address concrete professional needs and simplify your daily work.

Class 1: Power Automate

Goal: Learn how to automate tasks and processes

Content:

- Overview of flow types
- Getting familiar with the interface
- Using connectors
- Demonstration of a simple flow
- Exploration of common business use cases

Class 2: Power Apps

Goal: Learn how to quickly create custom applications

Content:

- Overview of Canvas apps
- Exploring an app
- Basic modification of a form
- Overview of possible use cases

Class 3: Power BI

Goal: Learn how to transform data into visual reports

Content:

- Importing data
- Creating basic visuals
- Report publishing
- Examples of relevant business dashboards



Class 4: Copilot Studio

Goal: Learn how to create a simple AI agent to meet internal needs

Content:

- Discovering the interface
- Creating topics
- Integration of a Power Automate flow
- Examples of support and automation agents

QUESTIONS AND ANSWERS

