

POWER AUTOMATE

BASICS LEVEL



Duration: 3.5h

Prerequisites:

- Knowledge of the Windows environment
- Have access to a computer and Microsoft OFFICE 365

Recognized Certification: Yes

Course material: provided

Pedagogical means:

- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:

- Know what a workflow is and when to use it
- Create your workflows to automate your recurring tasks

DESCRIPTION

In our Power Automate training, you will learn how to create automated workflows, which will save you time and improve the efficiency of your daily tasks.

PROGRAM

Module 1: Getting Started with Power Automate

- What is Power Automate?
- Why and when to use Power Automate and what are the benefits for teamwork?
- How do I access Power Automate? Understand the basic user interface and configuration
- How do Power Automate components work? and how it relates to Power Platform

Module 2: Flow Creation and Management

- What is a feed and how does it work?
- Create your first feed from a template
- Create a flow from action capture (without a template) and how do I capture its actions?
- How do I convert actions to flows?
- Manage and modify existing feeds
- Best practices for flow maintenance
- How do I start and close a flow?

Module 3: Interactive Practical Exercises

- Hands-on Lab: Create a simple automation flow
- Hands-on lab: How to run your flows manually or according to a trigger?
- Hands-on lab: How to track the progress and status of your desktop workflows?
- Hands-on Lab: Handle errors and add conditions

Module 4: Development and Follow-up

- How do you share your feeds with other users or groups?
- How do you publish your desktop flows to the Power Automate cloud?
- How do you sync your desktop feeds between your devices?
- How to share and follow your feed
- Introduction to variables and use in a flow
- Schedule and automate recurring tasks

QUESTIONS & ANSWERS