Microsoft 365 Power Automate Fundamentals

Duration: 1 Day Course Code: M365PAF

Overview:

This course introduces you to Power Automate where you can create workflows between Apps and Services within the Microsoft 365 environment. You will look at the different types of flows that are available but focus only on Cloud Based Flows. Here we will discover creating a variety of Flows based on both Templates and ones created from scratch.

Target Audience:

This course is designed for anyone who is new to Power Automate and wishes to learn how to use it.

Objectives:

- By actively participating in this course, you will learn about the following:
- What Power Automate is and how it can be used within a business environment.
- Planning for workflows.
- Create Flows using a variety of built-in templates.
- Create Flows from scratch.
- Work with Approvals.
- Administer Flows.

Prerequisites:

Have a Microsoft 365 subscription with Power Automate available. No existing experience is necessary.

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to Power Automate online.

This course is not suitable for MAC users.

Content:

Overview of Power Automate	Work with Approvals Templates	Create Parallel Approval Workflows
Planning a Power Automate Project	Create a Flow from Scratch	How to use Scope
Create an Automatic Flow based on a Template	Run Flows from a Schedule	

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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