MICROSOFT POWER AUTOMATE - INTRODUCTORY

Who Should Attend?
This course is designed for non-technical users who are new or have basic skills to get to grips with the features of Microsoft Power Automate.

Duration: 1 day

Topics Covered:

What is Microsoft Flow?
- Types of flow
- Understanding connectors
- Understanding triggers
- Understanding actions
- Testing a flow

Using Flow Templates
- Using and editing templates
- Copy files to OneDrive for Business when they're added to OneDrive
- Save Office 365 email attachments to OneDrive for Business
- Submit Form Response to SharePoint List

Using the Flow Mobile App
- The activity feed
- Editing a flow
- Using button flows
- Adding a button flow from your mobile

Button Flows
- What are button flows?
- Create a button flow from the Flow portal
- Create a button flow from your mobile device
- Get a push notification when you get an email
- Receive a push notification from flow

Approval Flows
- How Flow approvals work
- Adding an approval action
- Specifying who approves
- Adding conditions
- Add an approval status action
- Creating Recurring Flows

MICROSOFT POWER AUTOMATE - ADVANCED

Prerequisites:
Attendees should be a competent user Power Automate or have knowledge of the topics covered in our Power Automate – Introductory course.

Who Should Attend?
This course is designed for non-technical users who are looking to develop their Power Automate skills further.

Duration: 1 day

Topics Covered:

Recurrence
- Having a flow run repeatedly
- Running a flow at a specified time
- Running a flow after a specified time

Control Structures
- Adding a condition
- Combining logical conditions
- Using expressions in conditions
- Using Do Until
- Building flows with parallel steps

Connecting to On-Premises Data
- Installing an on-premises data gateway
- Configuring a gateway
- Connecting to an on-premises SQL Server database
- Connecting to a local file system
- Sharing a gateway with other users

Power BI Integration
- Responding to Power BI data alerts
- Add rows to a dataset
- Transform data using Power Query