Power Automate - Introduction

Duration: 0,5 day
Audience: Pour tous

Who is this training for?

This training is intended for users who want to learn how to automate business processes through Power Automate

Training objectives

Learn about Power Automate's interfaces to enable you to use automations that you might need to take part in in your day-to-day activities

Summary

Power Automate allows you to create and automate workflows and tasks and then integrate them into your business applications. In this training course, you will learn how to use Power Automate and thus enable you to participate in the automation of some of your processes.

Course outline

Chapter 1 - Access the service

- Sign in to Power Automate
- Check your connection

Chapter 2 - The Power Automate interface

- The top bar of the Office menu
- The left bar of the Power Automate menu

Chapter 3 - Understand automation with Power Automate

- The trigger
- The actions
- The logic

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Chapter 4 - Explore the types of Power Automate automations

- The automated cloud flow
- The instant cloud flow
- The scheduled cloud flow
- The desktop flow

Chapter 5 - Working with the Instant Cloud Flow

- Understanding how to start an Instant Flow
- Discovering the buttons from the app
- Learning how to interrupt an Instant Flow
- Starting an Instant Flow from SharePoint
- Starting an Instant Flow from Teams

Chapter 6 - Working with the Automated Cloud Flow

- Tracking the execution of an Automated Flow
- Learning how to interrupt an Automated Flow

Chapter 7 - Working with approval

- Learn how approvals work
- Cancel an approval request
- View and manage pending approval requests

Approach and methodology

Demonstrations and guided exercises.

Prerequisites

Have access to the Power Automate desktop app

Recommendations

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Get a PowerPlatform Developer Environment.

- Understanding of the Microsoft 365 ecosystem and applications is an asset.

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