Power Automate - Optimize your use

Duration: 1 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 the possibilities of Power Automate • Understand environment management
- Identify automation possibilities
- Create flows from scratch
- Understand the different triggers
- Use approval actions and conditions
- Use templates to create your flows
- Create Power Automate buttons
- Stay in control of your flows
- Troubleshoot your flows

Summary

Power Automate allows you to create and automate workflows and tasks. In this training you will learn how to automate your repetitive tasks and gain efficiency in your business processes.

Course outline

Chapter 1: Learn how automation works

- Learn what you can do with Power Automate
- Understand the components that make up Power Automate
- Identify Power Automate-related technologies
- Understand the different ways to automate
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Understand Power Platform environments

- Understand service connections
- Identify the different licensing modes

Chapter 2 : Use connectors

- Learn about connectors and their options
- Understand the challenges of connecting to web services
- Identify when to use the on-premises data gateway
- Use data loss prevention strategies

Chapter 3 : Create flows from scratch

- Learn about triggers for cloud flows
- Create your first cloud flow
- Use dynamic data fields
- Receive SMS and email notifications
- Perform file operations with flows
- Create recurring cloud flows
- Work with approval requests
- Use conditional actions
- Create cloud flows that use databases
- Integrate Power Apps, Power Automate, and SharePoint
- Test your cloud flow

Chapter 4 : Create flows from templates

- Capture attachments from messaging
- Change the trigger and test changes
- Post a message in Teams when a task is completed
- Use a task to trigger a flow
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Start a Approval on documents

- Start an approval from a Forms form
- Work with approval actions
- Create a Yes/No condition
- Test how your form works
- Edit the flow and apply changes
- Approvals in Power Automate
- Move documents based on metadata

Chapter 5 : Error handling in automation

- Learn why error handling is critical
- Check that a flows
- Add error support
- Learn how to strengthen data quality

Chapter 6 : Manage your Power Automate flows

- Learn about Power Automate options
- Learn how to share a flow
- Learn how to copy a flow
- Analyze usage of Power Automate services
- Troubleshoot issues

Approach and methodology

Pedagogy based on examples, 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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