

MICROSOFT POWER AUTOMATE



Corporate IT Course

LEARNING OUTCOMES

- Understand the purpose and capabilities of Power Automate and its role in automating processes across Microsoft 365 and other services.
- Build and customise workflows from templates or scratch, using triggers, actions, conditions, loops, and parallel processes.
- Connect Power Automate to apps and services such as SharePoint, Teams, Outlook, and third-party platforms.
- Use advanced features including scheduled workflows, approvals, and custom business service integration.
- Monitor, troubleshoot, and optimise workflows, and create expressions with the Workflow Definition Language for complex logic.

COURSE OVERVIEW

Microsoft Power Automate enables users to create automated workflows that connect apps and services such as SharePoint, Salesforce, and Twitter—all without writing a single line of code. These workflows can trigger actions, process data, and streamline repetitive tasks across your organisation.

In this course, participants will learn how to build, customise, and manage automated workflows, starting from templates or creating them from scratch. Through practical, hands-on exercises, learners will gain the skills to simplify business processes, improve productivity, and enhance collaboration using Power Automate within Microsoft 365.

TOPICS COVERED IN THIS COURSE

Introduction to Power Automate

Understand what Power Automate is, its purpose within Microsoft 365, and how it enables process automation without coding.

Core Workflow Concepts

Learn the fundamental building blocks of workflows, including triggers, actions, conditions, loops, and parallel branches.

Connecting Apps and Services

Explore how to link Power Automate with popular services such as SharePoint, Outlook, Teams, and third-party applications through connectors.

Licensing and Templates

Review Power Automate licensing and pricing options and discover how to use prebuilt templates to quickly create automated flows.

Building Workflows from Scratch

Develop custom workflows step-by-step, defining triggers, logic, and actions to meet specific business needs.

Advanced Workflow Features

Work with advanced tools such as scheduling workflows, calling custom business services, and managing approval processes.

Monitoring and Managing Workflows

Learn how to observe, troubleshoot, and optimise workflows to ensure reliability and performance across your organization.

Workflow Expressions and Logic

Create dynamic expressions using the Workflow Definition Language to handle complex conditions and data transformations.