Microsoft Power Automate Level 1 Course Outline

Duration: 1 Day

Streamline your workflows and save time with Microsoft Power Automate. This Power Automate level 1 training course teaches you to automate processes across Microsoft 365 and beyond. From creating approval workflows in SharePoint to connecting third-party apps, Power Automate acts as your personal assistant for efficient, seamless task management.

What You'll Learn

- Automate file approval processes in SharePoint and OneDrive
- Create custom workflows with dynamic options and conditions
- Integrate Power Automate with third-party applications
- Send automated email notifications with actionable buttons
- Optimise daily tasks and streamline repetitive processes

Course Prerequisites

This Power Automate course is ideal for beginners with a basic understanding of Office 365 applications. To get the most out of the training, we recommend:

- **Basic Microsoft 365 experience:** Familiarity with apps like SharePoint, Teams, and Outlook
- **Comfort with workflows:** Awareness of common business processes is helpful but not required
- **General computer skills:** Confidence in navigating software and managing files

Full Course Outline

Introduction to Power Automate

What is Power Automate?
How to get Power Automate
Finding your way around Microsoft Power Automate

Using Other Apps with Power Automate

OneDrive and Power Automate
SharePoint
Using Excel with Power Automate
Power Automate with MS Teams
Outlook and Power Automate

Creating a Basic Flow

Receive a notification when an Excel spreadsheet has been updated

Automatically update a SharePoint document when you receive an email

Dealing with Variables and Compose Statements

Variables and when to use them in Microsoft Power Automate

What are compose statements?

Dealing with Images

Uploading an image as a SharePoint file

Deleting image files

Uploading an image to a SharePoint list

Allowing Users Choices

What is an approval?

Manually triggering

Creating an approval flow

Adding approval to a flow

Tracking the approver decisions

Adding conditional logic

Creating an Approval Flow

Adding approval to a flow

Tracking the approver decisions

Adding conditional logic

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.