

**Power Automate Basic Workflows**

**Course Number:** PPL-106  
**Duration:** 2 days

**Overview**

This online or onsite Power Automate training course teaches attendees how to build time-saving Power Automate Basic workflows for Microsoft 365. Attendees learn how to use pre-set templates, create custom flows, and manage and share their flows with team members. In addition, students learn how to use Power Automate Desktop.

**Prerequisites**

This class is designed for attendees with a technical background, but does not require prior programming experience. It is not designed for non-technical attendees.

**Materials**

All Power Automate training students will receive comprehensive courseware.

**Software Needed on Each Student PC**

In class, we can either use your environment with Microsoft 365, SharePoint Online, Power Automate, or provide an appropriate environment in the cloud.

**Objectives**

* Recognize opportunities in common Microsoft 365 workflows for automation using Power Automate Basic
* Choose appropriate triggers for and actions for flows
* Leverage templated flows to create customized versions
* Understand and design logical branches and loops
* Maintain and share flows with team members
* Construct a Microsoft 365 framework to support the workflows
* Identify local automation opportunities for Power Automate Desktop

**Outline**

* Introduction
  + Overview of Power Automate Tools and Power Automate Basic
  + Navigating the Power Automate Site
  + Microsoft 365 Overview
* Creating a Flow
  + Using Flow Templates
  + Customizing Templated Flows
  + Publishing, Testing, and Maintaining a Flow
  + Creating a Flow from Scratch
  + Common Approval Flows
* Controlling Flow Logic
  + Adding Logic with Conditions
  + Using Switches instead of Multi-Stage If Statements
  + For-Each Loops with Arrays
  + Do Loops with Variables
* Triggers and Actions
  + Identifying Useful Triggering Events
  + Creating Recurrence Patterns
  + Using Buttons
  + Common Microsoft 365 Actions
  + Multi-Stage Actions
  + Controlling Variables
  + Understanding Data Types
* Low-Code Programming
  + Understanding Scope
  + Using Scope in a Flow
  + Creating Custom Expressions
  + Variable Manipulation
  + Introduction to HTTP Requests
  + HTTP Requests in SharePoint
  + Stateless Data
  + Environment Variables
  + Connection References
  + Parent/Child Flows
  + Documentation
  + Error Handling
* Administrative Tasks
  + Sharing and Managing Flows
  + Creating Templates
  + Microsoft 365 Administrative Tasks
* Power Automate Desktop
  + Setting up Power Automate Desktop
  + Navigating Power Automate Desktop
  + Creating a Low-Code Desktop Flow
  + Creating a UI Flow
  + Scripting in Power Automate Desktop
* Conclusion
  + Course Review
  + Next Steps