

**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