

Introduction to Power Automate

Course Outline

Module 1 – Introduction to Power Automate

- Power Automate and the Power Platform
- Terminology and basic concepts
- Definition of different flow types
- Portal and Flow Designer Overview
- Finding, editing, and using a flow template

Module 2 – Create an Automated Flow

- Creating a SharePoint list and library
- Setting up an automated flow trigger
- Creating an automated flow
- Integration of the “If” type control action
- Integration of the “for each” type control action

Module 3 – Create an Instant Flow

- Setting up an instant flow trigger
- Create an instant flow

Module 4 – Create a Scheduled Flow

- Configuring a scheduled flow trigger
- Creation of a scheduled flow
- Integration of the “Switch” type control action
- Integration of date manipulation functions

Module 5 – Create an Approval Flow

- Hovering over the Power Automate approval module
- Defining approval types
- Modifying an existing flow to include an approval step
- Integration of the “Cancel” type control action

Module 6 – Manage my Flows

- Delete an unused flows
- Disable a flows temporarily
- Make a copy of a flow
- Share a flow with colleagues

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