



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

55268: Microsoft® Power Automate for End Users

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course delivers an engaging and practical product showcase of Microsoft Flow from start to finish. Flow is a diverse product, turning business processes into automated, consistent, and visual workflows. Flow is designed to interweave the various products in Office 365® as well as connect to other on-premises and web-based solutions. This course will give participants the confidence to select the right actions and workflow logic for their business workflows.

Target Audience

This course is intended for:

- Users who have been operating within Office 365 and are now looking at optimizing their existing business processes and designing new ones.

Prerequisites

To attend this course, candidates must have:

- Familiarity with using personal computers.
- Experience using a keyboard and mouse.
- Familiarity with Microsoft Office applications.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Understand when to use Flow
- Describe the components of Flow and their correct use
- Create and edit Flows.
- Understand the benefits of Flow.
- Integrate other web services with Flow.



Microsoft Partner

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Course Topics

Module 1: An Introduction to PowerApps

- What is Microsoft Flow?
- The Benefits of Automation
- How to Get to Flow

Module 2: Getting Started with Flow

- Using Flow Templates
- Navigating in Flow
- Editing a Flow
- Publish and Trigger a Flow
- Turn Off or Delete a Flow

Module 3: Flow Logic

- Adding Conditions
- Designing Switches
- Using Apply to Each
- Configuring Do Until Logic
- Adding a Scope

Module 4: Integration

- Standard and Premium Connectors
- Connecting to Web Services
- Using Flow with On-Premises Data
- Module 5: The mobile app
- Downloading the Mobile App
- Signing In and Account Management
- Building and Managing Flows
- Creating Buttons
- Feeds and Approvals

Module 6: Administration and Maintenance

- Maintaining a Flow
- View History and Analytics
- Sharing a Flow
- Export and Import Flows
- Office 365 Administration for Flow
- Environments
- Data Policies
- Data Integration

LABS INCLUDED

