

**Comprehensive Power Automate**

**Course Number:** PPL-118  
**Duration:** 2 days

**Overview**

This Comprehensive Power Automate course teaches end-users how to create automated flows, scheduled flows, and button flows in a no-code environment. Students learn how to create automated workflows between their favorite apps and services to synchronize files, receive notifications, collect data, and more. Attendees then take their Power Automate skills to the next level to create more advanced approval workflows, build a workflow from scratch, and gain a deeper understanding of Triggers, Variables, and Expressions. Students also learn how to create automated workflows between their favorite apps and services to synchronize files, get notifications, collect data, and more.

**Note:** This 2-day course combines our 1-day [Introduction to Power Automate](file:////training/power-automate-end-users) and [Intermediate Power Automate](file:////training/power-automate-intermediate) courses.

**Prerequisites**

No prior experience is presumed.

**Materials**

All Power Automate training students receive comprehensive courseware.

**Software Needed on Each Student PC**

We can use either your Microsoft 365 tenant or ours. Attendees need only the Microsoft 365 client applications installed.

**Objectives**

* Define Power Automate and its capabilities
* Identify and describe the different components of a Power Automate flow
* Create automated flows using templates and from scratch
* Edit and manage Power Automate flows
* Use Power Automate to automate tasks in MS365 apps
* Create complex approval flows from scratch
* Use triggers, actions, dynamic content, conditions, and loops to build robust flows
* Troubleshoot and test flows to ensure they are working correctly
* Work with files in Power Automate, including copying, moving, converting, and manipulating files
* Use Power Automate variables and expressions to build dynamic and reusable flows

**Outline**

* Introduction to Power Automate in the Cloud
  + What is Power Automate?
  + What are Some Example Flows?
  + What are the Components of a Flow?
* Create Automated Flows from a Template
  + Using Templates
  + Searching by Categories
  + Using the Search Box
  + Creating a Flow from a Template
  + Saving a Flow
  + Testing a Flow
  + Editing a Flow
  + Managing Flows
* Create an Approval Flow
  + Create Basic Approval Flow
  + Adding Conditions to a Flow
  + Adding Actions to a Flow
* Create an Automated Flow using MS Forms and Excel
  + Creating a Form in MS Forms
  + Creating an Excel Workbook to Store the Data
  + Creating a Workflow to Save the Form Results in Workbook
* Create a Scheduled Flow from Blank
  + Create a Workflow from Blank
  + Add a Recurring Step as the Trigger
* Creating Other Flows
  + Looking at Button Flows
  + Looking at Other Popular Templates
* Using Automation in MS365 Apps
  + Creating Workflows from OneDrive
  + Creating Workflows from SharePoint
* Automating the Approval Process Beyond the Basics
  + Create Approval Flow from Blank
  + Adding Actions to a Flow
  + Adding Conditions to a Flow
* Building a Flow from Scratch
  + Building a Flow
  + Using Triggers, Actions, and Dynamic Content
  + Using Conditions and Loops
  + Testing and Troubleshooting
* All About Flow Triggers
  + Using Common Triggers
  + Using Manual Triggers
  + Setting up Triggers from SharePoint and Teams
  + Setting up Triggers from Forms and Outlook
* Working with Files
  + Working with Different Types of Files
  + Working with File Content and File Names
  + Copying, Moving, Converting Files
* Using Variables and Expressions
  + How Variables are Used
  + How to Build Expressions
* Newest Updates to Power Automate Integration
  + Using Power Automate from within other Apps
  + Using the new Approval app within other Apps
* Conclusion