

**Introduction to Power Automate in the Cloud for End Users**

**Course Number:** PPL-104  
**Duration:** 1 day

**Overview**

This Introduction to Power Automate training 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 among their favorite apps and services to synchronize files, receive notifications, collect data, and more.

**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

**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
* Conclusion