

Power Automate – Get Started

Description

This course is designed to provide learners with an introduction to Microsoft Power Automate. Participants will learn how to automate repetitive tasks and processes without the need for coding. Topics covered include creating automated workflows, using pre-built templates, and integrating with other Microsoft applications.

Classroom Registration Price (CHF)

900

Virtual Classroom Registration Price (CHF)

850

Course Content

Module 1: Introduction to Power Automate

- What is Power Automate?
- Power Automate environment overview
- Creating an automated workflow from a template

Module 2: Creating Automated Workflows

- Understanding workflow concepts
- Creating and managing workflows
- Adding actions, conditions, and loops
- Testing and troubleshooting workflows

Module 3: Using Pre-built Templates

- Using pre-built templates to automate common tasks
- Customizing and modifying pre-built templates
- Sharing templates with others

Module 4: Integrating with Other Applications

- Integrating Power Automate with other Microsoft applications, such as SharePoint, Power BI, and Teams
- Understanding triggers and events

Documentation

- Digital courseware included

Participant profiles

- Individuals who want to learn how to automate their workflows and processes using Microsoft Power Automate
- Ideal for business analysts, power users, developers, and IT professionals

Prerequisites

- Participants should be familiar with the basics of Microsoft 365
- Or having completed the following training: [Introduction to SharePoint](#)

Objectives

- Understand the basic concepts of Microsoft Power Automate
- Create a simple automated workflow using Power Automate
- Use pre-built templates to automate common tasks
- Integrate Power Automate with other Microsoft applications

Niveau

Fondamental

Duration (in Days)

1

Reference

MPA